

City of San Antonio

ADDENDUM II

SUBJECT: Annual Contract for HVAC Preventative Maintenance for Alamodome Marquee and Carver Center, Informal Invitation for Bid, (IFB 6100006272), Scheduled to Open: October 19, 2015; Date of Issue: September 22, 2015

FROM: Paul J. Calapa, Procurement Administrator

DATE: October 19, 2015

THIS NOTICE SHALL SERVE AS ADDENDUM NO. II - TO THE ABOVE REFERENCED INFORMAL INVITATION FOR BID

THE ABOVE MENTIONED INFORMAL INVITATION FOR BID IS HEREBY AMENDED AS FOLLOWS:

1. The IFB submission deadline has been extended to October 23, 2015; 10:00 AM CT.
2. Removed Attachment A and replaced with Attachment A – Price Schedule, rev 10-02-15
3. Removed Attachment D and replaced with Attachment D – Equipment List, rev 10-02-15
4. **ADDED:** Attachment E – Reference Sheet
5. **ADDED:** Attachment F - Annual Marquee Planned Maintenance
6. **ADDED:** Attachment G - Quarterly Marquee Planned Maintenance
7. The Redacted Pre-Submittal Conference Sign-in Sheets are posted for review.
8. **CHANGE:** 005 Supplemental Terms & Conditions, Original Contract Term, Remove and replace with “This contract shall begin upon the effective date of the ordinance awarding the contract, or date specified in the award letter if this contract does not exceed \$50,000, and terminated on December 31, 2016”.
9. **CHANGE:** 004 Specifications / Scope of Services, section 4.10.3.A, Remove and replace with “A) Monthly Planned Maintenance (Carver Community Cultural Center, Little Carver & Carver Annex to receive monthly maintenance)
 - a. Check operation of heating/cooling/ventilation equipment when in operation.
 - b. Check general operation of all related equipment.
 - c. Check condensate drain pans on air handling equipment. Clean as required for proper drainage.
 - d. Lubricate fan and motor bearings.
 - e. Check belt condition and tension. Adjust as necessary.
 - f. Check all pump and motor bearings. Lubricate as required.
 - g. Check operation of boilers when in heating season.
 - h. Check operation of all air cooled condensers.

- i. Check air compressors and driers.
- j. Check operation of refrigeration compressors.
- k. Check refrigerant levels in all systems; document measurements.
- l. Perform manufacturers' recommended maintenance on humidifier/dehumidifier equipment in any Liebert equipment.
- m. Check oil level in the compressors; document measurements.
- n. Check suction pressure, discharge pressure and oil pressure; document measurements.
- o. Visually inspect system for leaks using leak detector to pinpoint leaks.
- p. Measure and record system superheat and sub-cooling and record all readings on monthly report.
- q. Check the liquid line sight glasses; document measurements.
- r. Check volt/amps of compressor
- s. Check volt/amps of condenser fan
- t. Check colt/amps of evaporator motor
- u. Record air temperature entering the condenser
- v. Record air temperature leaving the condenser
- w. Record super heat and sub-cooling
- x. Check all operating/safety controls
- y. Check refrigerant, suction and discharge pressures
- z. Check unit for visible refrigerant/oil leak
- aa. Check condenser coil/clean the surface (if needed)
- bb. Check evaporator coil/clean the surface (if needed)
- cc. Check blower wheel/clean the surface (if needed)
- dd. Clean the condensate drain pan and drain line (if needed)
- ee. Check and clean filters. Replace as needed
- ff. Check/lubricate condenser motor bearings
- gg. Check/lubricate blower motor
- hh. Check refrigerant charge level and air flow
- ii. Check system's operations to determine its condition
- jj. Check/tighten all electrical connections"

10. CHANGE: 004 Specifications / Scope of Services, section 4.10.3.B, Remove and replace with "B) Quarterly Planned Maintenance (for Alamodome Marquee Unit to receive quarterly maintenance)

- a. Check volt/amps of compressor
- b. Check volt/amps of condenser fan
- c. Check colt/amps of evaporator motor
- d. Record air temperature entering the condenser
- e. Record air temperature leaving the condenser
- f. Record super heat and sub-cooling
- g. Check all operating/safety controls
- h. Check refrigerant, suction and discharge pressures
- i. Check unit for visible refrigerant/oil leak
- j. Check condenser coil/clean the surface (if needed)
- k. Check evaporator coil/clean the surface (if needed)
- l. Check blower wheel/clean the surface (if needed)
- m. Clean the condensate drain pan and drain line (if needed)
- n. Check and clean filters. Replace as needed
- o. Check/lubricate condenser motor bearings

- p. Check/lubricate blower motor
- q. Check refrigerant charge level and air flow
- r. Check system's operations to determine its condition
- s. Check/tighten all electrical connections

Air Compressors

- a. Change crankcase oil where applicable.
- b. Oil motors.
- c. Check for water in tank and dryer.
- d. Clean air intake filter, replace if necessary.
- e. Check belt and adjust or replace. where applicable

Air Cooled Condensers

- a. Check fan for alignment, balance and security to shaft.
- b. Service all controls.
- c. Tighten all electrical connections.
- d. Inspect motor starter coils and contacts.

Air Handlers

- a. Check fan belts and replace as required."

On September 28, 2015, the City of San Antonio hosted a Pre-Submittal conference to provide information and clarification for the Annual Contract for HVAC Preventative Maintenance for Alamodome Marquee and Carver Center, Informal Invitation for Bid, (IFB 6100006272). Below is a list of questions that were asked at the pre-submittal. The City's official response to questions asked is as follows:

QUESTIONS SUBMITTED IN ACCORDANCE WITH SECTION 003, PRE-SUBMITTAL CONFERENCE:

Question 1: Where are the units located at the Alamodome?

Response: The three units are located outside under the marquee in a gated area.

Question 2: Are the specifications correct for monthly inspections?

Response: Yes, monthly planned maintenance is required for the Carver Community Center, Little Carver and Carver Annex.

Question 3: Are lifts required to reach any of the equipment at the Carver?

Response: No. There are extended ladders available for vendors to utilize to reach equipment on the roof of the Carver buildings.

QUESTIONS SUBMITTED IN ACCORDANCE WITH SECTION 003, RESTRICTIONS ON COMMUNICATION:

Question 1: Payne condenser, model PA13NR06000G. This is an obsolete unit and is no longer available from this manufacturer or from most major equipment manufacturers. Is there a substitute unit that the City wants a price for and does the City have a designated location for this equipment?

Response: Payne condenser, Model PA13NR06000G has been removed from the Price Schedule, Refer to Attachment A, Revised Price Schedule dated 10-02-15. The awarded vendor will be required to provide services, and repairs if applicable, as per Section 004 – Specification / Scope of Services.

Question 2: In the Parts and Discount section are the prices, provided by the contractor, to be good for the length of the contract, including any possible extensions?

Response: Yes, the pricing is to remain firm for the duration of the contract.

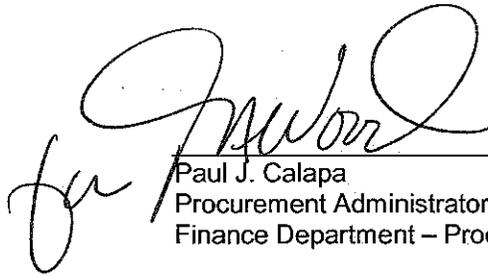
Question 3: The filter schedule for the Carver locations is listed as monthly in the contract. Does the City want these high efficiency filters, designed to last for three months, changed monthly?

Response: No, the Filter Schedule for the Carver has been revised for the filters to be changed quarterly. However, please review 004 – Specifications / Scope of Services. 4.8.a for instances that the filters may need to be changed at a more frequent rate.

Question 4: Specification 4.2.1 "All costs associated with maintenance, including parts, are included in the monthly maintenance fee shown in the price schedule." As there is a parts (cost plus percentage in the Parts and Discounts section), line item in this contract, how does a contractor interpret the above quoted sentence?

Response: The cost plus percentage mark up refers to parts needed for minor and major repairs that may arise during the life of the contract.

****THIS ADDENDUM MUST BE SIGNED AND RETURNED WITH THE BID PACKAGE****



Paul J. Calapa
Procurement Administrator
Finance Department – Procurement Division

Date _____

Company Name _____

Address _____

City/State/Zip Code _____

Signature _____

PC/lj