

## **Question/Answer Addendum to Request for Proposals for HVAC/Maintenance Services**

**Q1: Why is the County requesting proposals for HVAC and Maintenance services?**

A1: The County currently has one HVAC specialist on staff who cannot address every HVAC issue encountered by the County in a timely manner in addition to some projects being beyond the scope of what the County can accomplish internally. Furthermore, the County has issued this blanket proposal to pre-qualify Contractors in an effort to reduce the time required to begin those projects that would otherwise go out to bid individually as they arise.

**Q2: Will any replacement projects need to go out to a separate bid process?**

A2: Replacement projects would be addressed on a case by case basis with the total cost of the project serving as a major factor of whether it would go out to a separate bid. As stated in the RFP, no single project awarded under the forthcoming agreement will exceed \$50,000.

**Q3: Is the purpose of this RFP to pre-qualify Contractors for future work?**

A3: Yes, the purpose of this RFP is largely to enter into an agreement that would pre-qualify Contractors for projects that fall within the scope and cost outlined in the RFP.

**Q4: Does the County currently have maintenance agreements in place for the equipment listed in Addendum #1?**

A4: The County currently has maintenance agreements for the chillers located in the Courthouse basement. No other equipment listed in Addendum #1 has an existing maintenance agreement.

**Q5: Is the purpose of the RFP to create an agreement for regularly scheduled maintenance of the equipment listed in Addendum #1?**

A5: No, the purpose of the RFP is not to create a regularly scheduled maintenance service or agreement. However, given the County's limited resources – and based on the pricing provided in your response – we may indeed engage the proposer to perform regularly scheduled preventative maintenance.

**Q6: Could maintenance and replacements be included in any final agreement?**

A6: Yes, maintenance and replacements could be included in the final agreement. See A2 above for additional context.

**Q7: Could the County clarify their position on the use of subcontractors?**

A7: Subcontractors are permitted provided that their use has been pre-approved by the County (background checks, qualifications, etc.) prior to the start of work. If you expect to regularly engage a particular subcontractor to perform your work for you, or if you are a General

Contractor that intends to always use a sub, we ask that you include their name(s) on the subcontractor form in your submittal.

**Q8: Does the initial proposal need an exhaustive list of possible subcontractors?**

A8: The initial proposal does not require an exhaustive list of all possible subcontractors used over the course of the agreement, however, any subcontractors that are to be used regularly and often in the course of work similar to the scope of work outlined, should be listed.

**Q9: Does the proposal require the qualifications of all potential subcontractors listed?**

A9: The proposal does not require the full list of information for subcontractors listed. This information would be requested after the Contractor notifies the County that a subcontractor would be used for a specific project. It is the County's position that the proposer will be responsible for the performance of their subcontractor.

**Q10: Is an equipment list available?**

A10: An equipment list is available as Addendum #1. Minor changes have been made to that addendum as a result of information gathered during the bid walk; and is attached to this document.

**Q11: Can the County accommodate an extension of the due date for questions and the proposal?**

A11: The due date for the proposal has been extended to March 8<sup>th</sup>, 2013 at 5PM. In addition, the due date for questions has been extended to March 1<sup>st</sup>, 2013 at 5PM.

**Q12: Does the County have an existing standard for quarterly maintenance?**

A12: The County does not have a published standard for preventative maintenance. However, you should anticipate following ASHRAE standards.

**Q13: Does the County have an existing schedule for preventative maintenance?**

A14: No, we do not. The chillers located at the Courthouse are the only equipment that is currently receiving scheduled maintenance.

**Q14: Will the County clarify the purpose of this RFP?**

A14: The purpose of this RFP is to pre-qualify Contractors for a broad scope of HVAC-related work that will streamline the process for the County's acquisition of services that fall under that scope.

**Q15: Who provides controls for the Government Center?**

A15: Government Center Controls are Siemens Talon System.

**Q16: Is the Government Center running a Dual Duct system?**

A16: Yes.

**Q17: Will the County adjust the chart in the RFP to reflect the request for holidays and holiday rates?**

A17: The chart in Exhibit D, page 12 of 15, has been updated to include space for holiday rates.

**Q18: What equipment was replaced in the course of the Chevron Project?**

A18: All of the package units listed on Addendum #1 that show an install date of 2012 are part of the Energy Efficiency Project. This project also included portions of the Courthouse HVAC systems, water conservation measures in the jail and Juvenile Hall, the solar arrays, and a lighting retrofit in all buildings.

**Q19: Does the Smardt Chiller have an existing service agreement?**

A19: Yes, the Smardt Chiller is being serviced by third party provider as part of our installation agreement and warranty. This agreement has approximately 1 year remaining on the agreement.

**Q20: Do any facilities other than the Courthouse have chillers?**

A20: No, the only chillers in the County are located at the Courthouse.

**Q21: Is the County interested in comprehensive preventative maintenance quotes?**

A21: No, the County is not interested in a comprehensive maintenance quote at this time. However, as discussed above, given the County's limited resources – and based on the pricing provided in your response – the County may indeed engage the proposer to perform regularly scheduled preventative maintenance.

## Government Center

Building System	Additional Information	Year New
2 large AC units	Energy Lab 100 Ton	2004
VAV's for 2 large units		2004
5 Package AC units (Bldg Insp)	Carrier 2.5-7 Ton	2006
2 Roof Furnaces	Greenheck 4 stage	2004
I.T. Split AC unit	Liebert	2004

## Courthouse

Basement Chiller (Jail/SO)	York 250 Ton	1992
Cooling Tower	Baltimore Aircoil (BAC), ground mount	1991
Basement Chiller (Cths/no jail)	Smardt 300 Ton	2012
Cooling Tower	BAC, roof mount	1991
Computer Room 1st Floor	Carrier 4 Ton and 2 Daikin mini-split 3 Ton	2003
Computer Rm 1st Floor 1 package unit	Carrier 3 Ton	2003
Computer Rm 2nd Floor 2 split systems	Carrier 4 Ton	2003
Courts Computer Room 2 split systems	Carrier 4 Ton	2003
911 Equipment Room 1	Carrier mini-split 2 Ton	2008
Court Room 5 package unit	Carrier 5 Ton, rooftop	1991
Boilers	8 Peerless mini-boilers, basement	2009
Lift Station/Chopper Pumps(2)		2001
Chill Water	2 pumps	1964
Chill Water	2 pumps	1992
Hot Water	2 pumps	1992
Condenser	2 pumps	1965
Condenser	2 pumps	1992

## Packard Ave.

2 large AC units	McQuay 100 Ton, rooftop	2007
2 large AC units	Innovent 60 Ton , rooftop	2007
VAV's for 4 lg Units		2007
Package Unit 5	Carrier 5 Ton	2007
Package Unit 6	Trane 5 Ton	2009
Package Unit 7	Trane 7.5 Ton	2010
2 Mini Splits	Mitsubishi 2.5 Ton	2000
2 Mini Splits	Mitsubishi 2.5 Ton	2009
1 Mini Split Fujitsu	Fujitsu 2 Ton	2009
Boiler	RBI 750,000 btu, Peach Tree Clinic	
Boiler	RBI 1,500,000 btu, Human Services	2007

## Animal Control

3 AC units	AAON 4-5 Ton	2004
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## North Annex

10 AC package units	Carrier 3-5 Ton	2012
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## Library

1 large AC unit	Carrier 60 Ton	2012
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## Dan Avenue

7 AC package units	Carrier Day & Night 3-5 Ton	1980, 2000, 2012
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## Juvenile Hall

8 AC Package Units	Carrier 4-5 Ton	1992. 2012
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## Corporation Yard

Package Unit	5 ton	1980
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## Day Reporting Center

3 ea wall mounts	3 ton Bard style	1980. 2010
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## Airport

1 Package Unit	5 ton	1990
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