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Invitation for Bid Addendum

Addendum Number: 2
IFB Questions & Answers

Date: April 4, 2023

IFB: #4-HVACPM-0523 HVAC Preventative Maintenance

To: All Prospective Bidders

The following is the link to the Pre-Bid Meeting held on Tuesday, April 4, 2023, at 11:00 AM CST for IFB #4-HVAC PM-0523.



Ch1_Full_2023-04-0
4T11_04.mp4

The following questions were sent in response to the referenced Solicitation for further clarification. Questions and Answers are listed below.

Question 1: Do you have an equipment list per building with model & serial numbers?

Answer: No, an equipment list can be created when completing a site visit.

Question 2: Do you have a filter list per building?

Answer: No, this can be obtained when completing a site visit.

Question 3: Do you have a belt list per building?

Answer: No, this can be obtained when completing a site visit.

Question 4: Are you allowing any site visits so we can survey the current equipment?



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Answer: Yes, please use the attached list: [HVAC PM FM contact list.xlsx](#) to set up site visits for the locations you would like to bid on.

Question 5: Scope of work states that you want the condenser coils cleaned 2 times a year (Summer & Winter). It's very uncommon to clean condenser coils in the winter. Are you wanting condenser coils cleaned in winter?

Answer: Only during the summer.

Question 6: The Preventive maintenance logs that you provide only show annual visits for condensing units, air handlers, and rooftop units. Can you confirm how many times a year are you wanting PM visits conducted?

Answer: Two; summer and winter.

Question 7: Scope of work doesn't mention anything about filters. Is filtration part of the IFB or is your local team handling all filtration?

Answer: We are separating the filtration and working on a bid for the HVAC filters.

Question 8: Scope of work didn't mention anything about water treatment for the cooling tower and boilers. Is water treatment included in the IFB?

- a. If so, how many months a year does the cooling tower run?
- b. Do you own or lease the current water treatment chemical pumps for the cooling tower?
- c. Do you want an annual legionella test for the cooling tower?
- d. Is the contractor responsible for cleaning the cooling tower?

Answer: Please provide a separate quote for the water treatment.

- a. **Estimated time 9-7 months.**
- b. **Yes, we own the equipment at IDEA Price Hills.**
- c. **Provide a separate quote.**
- d. **Yes.**



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Question 9: Since your headquarters is located in Texas are we allowed to submit the bid via email, or do you prefer it to be mailed? Just worried if we mail it what happens if it gets lost?

Answer: Refer to Section 12: HOW TO SUBMIT A BID in the IFB document.

Question 10: Is there going to be an inventory of equipment sent out and an opportunity to survey equipment?

Answer: Please refer to the answer for Question Number One (1) and Four (4).

Question 11: Is there an equipment list available for bidding purposes? I would like to bid this for our Florida office.

Answer: Please refer to the answer for Question Number One (1) and Four (4).

Question 12: Can we be provided with equipment lists for the campuses that we hope to bid on?

Answer: Please refer to the answer for Question Number One (1) and Four (4).

Question 13: Can you provide an equipment list for the Ohio locations?

Answer: Please refer to the answer for Question Number One (1) and Four (4).

Question 14: What if we want to bid on Houston only?

Answer: On the Bid Sheet you can bid on campuses your company can cover. For those not applicable please place "No Bid".

Question 15: What is the process to perform site visits? Who do we need to contact for site visits?

Answer: Please see the answer for question Number Four (4).



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Question 16: Page 15 is asking for the owner's SSN. Is this needed?

Answer: Per IDEA Public Schools policy, we may not omit requests for SSNs. However, you may omit to answer as you see fit.

Question 17: When and where will the Addendum be posted?

Answer: The Addendum will be posted to the Open Solicitation section where you initially located the Invitation for Bid Documents.

<https://ideapublicschools.org/our-story/finance-budget/pcs/bids-rfps/>

Question 18: Are you looking for a hard fixed price per location or daily/hourly rate?

Answer: The bid price is based on the price per heating, ventilation, and air conditioning preventive maintenance. The vendor shall provide a fixed price per location per the scope of work referenced in the solicitation document.

Question 19: Can you provide a point of contact so we can schedule a site survey of the equipment?

Answer: Please see the answer for question Number Four (4).

Question 20:

Clarification:

Item 15 Titled Additional Requirements reads: Ownership: Bid must include the name and Social Security Number of each person with at least 25% ownership of the business entity submitting the qualifications

Question: Please remove requirement asking for personal Social Security Numbers of individuals...Instead the company W-9 and Corporate Resolution should be inserted.

Answer: Per IDEA Public Schools policy, we may not omit requests for SSNs. However, you may omit to answer as you see fit.



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Question 21:

Request:

Can Idea Public Schools please email the process including phone number and local representatives to schedule a site visit of each school that is included in this RFP...

Answer: This process will not be emailed please see the answer for Question Number (4) to get this information.

Question 22:

1. Will you accept bids on our local Regions only or will you only evaluate and award bids to all 12 locations

Answer: You may bid on locations local to you. For locations you wish not to provide a bid please indicate "no bid" in that section.

Question 23:

5b. Are you going to evaluate only on a total price per location or hourly/daily rate with no set hours or days to complete.

Answer: Please refer to the answer provided in Question Eighteen (18).

Question 24:

I don't see any reference to service and repairs beyond the maintenance, evaluation of labor cost per hour for these services for comparison, etc. How are you going to treat this for evaluation and award?

Answer: The Awarded Vendor is to provide a quote for any repairs to the IDEA Public Schools Facilities Manager for review and approval.

Question 25:

During the course of performing the maintenance, if we find a unit not working properly or a unit that is operating outside normal metrics (too low pressure, supply temp too high, etc.) what is the expectation of IDEA under this bid?



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Answer: The Awarded Vendor is to provide a detailed report for any repairs including costs and expected completion time to the IDEA Public Schools Facilities Manager for review and approval.

Question 26:

Typically, we investigate and quote what is needed and that investigation and quote is included in the cost of the maintenance. Is that what you want or do you want a separate call out for a technician outside of the cost of maintenance at a labor rate that is not in the current evaluation criteria?

Answer: This will be treated as a separate charge please see the answer provided in Question number twenty-five (25).

Question 27:

Attachment D / Attachment N

Are you considering the Preventive Maintenance a prime construction contract subject to Davis Bacon Act and thus subject to prevailing wage determinations for each city in IFB?

Answer: No, the preventive maintenance will not be considered construction and will solely be the maintenance of the systems already in use as outlined in the scope of work.

Attachments:

Facilities Contact List

[HVAC PM FM contact list.xlsx](#)

Texas



4-HVACPM-0523
TEXAS Bid Sheet.xlsx

[IFB-HVAC-PM-0523-FINAL](#)

Louisiana



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[LA-IFB-HVAC-PM-0523-FINAL](#)



4-HVACPM-0523 LA
Bid Sheet Attachmer

Florida

[FL-IFB-HVAC-PM-0523-FINAL](#)



4-HVACPM-0523 FL
Bid Sheet Attachmer

Ohio

[OH-IFB-HVAC-PM-0523-FINAL](#)



4-HVACPM-0523
OH Bid Sheet Attach

End of Addendum