



Finance

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ADDENDUM NUMBER 1
RFP – HVAC PM MAINTENANCE AND REPAIR - CITYWIDE
Contract No S6-1120.1
January 6, 2021

To all holders of Bid Documents; please be advised that this Addendum 1 makes the following changes:

Response to questions arising from December 16, 2020 mandatory pre-bid meeting is as follows:

1. Can you provide us the tonnage and BTU of the units/boilers or at least a range of the sizes; ie, RTUs 10- 20 tons?

FHQ – Chiller is 60 ton. Boiler is 1,000,000 BTUs
City Hall/Thalian Hall – Chiller is 180 ton. Boiler is 2,500,000 BTUs
305 Chestnut – Boiler is 1,500,000 BTUs
Other location units should fall between 1.5 – 10 tons.

2. Are all of the chillers air cooled units? ***Yes, Thalian Hall/City Hall and Fire Headquarters are air cooled. 305 Chestnut St. is a Cooling Tower.***
3. Can you advise who manufactured the VRF system at Fire Station #3? ***Mitsubishi Electric***
4. Can you confirm which locations have controls and which system is in each? ***All three (3) locations have controls. FS#3 (Mitsubishi Electric), FS#5 (LG), PFTF (unknown)***
5. What control systems do you have and how many buildings have controls? ***FS# 3 / FS#5 / PFTF All three (3) locations have controls. FS#3 (Mitsubishi Electric), FS#5 (LG), PFTF (information not available at this time)***
6. On Attachment C, you are asking for a price for “Engineering Services.” Can you please define what kind of service this would include? ***To include but not limited to providing Unit Sizing, Duct Work Sizing, and recommendations.***

7. Please provide us a list of the locations considered “critical response” sites.
Thalian Hall/City Hall, All Fire Stations, All Police Stations, 315 Chestnut.
8. Page 1 of the RFP: The work will include the provision of a total maintenance program including, but not limited to the inspection periodic maintenance, repairs, service calls and other task and services necessary to ensure safe, well maintained HVAC systems providing quality air for city employees for public. In addition, the last paragraph on page 1 states this is an invitation to submit HVAC preventative maintenance and repair services proposal. Is the contract to be full coverage? ***Please provide a cost for Full Coverage and a cost for PM work. Also please state what is included for each type of service. (Full & PM)***
9. Page 5 of the RFP: Contractor shall repair or replace failed or worn moving parts (such as, but not limited to: bearings, motor rotors, motor starters, seals, gears, burners, actuators, controls, and switches.) Contractor shall troubleshoot the system to diagnose the system’s problems. The city shall not incur any extra charges for this service. Contractor shall itemize the equipment list as repairable or replaceable. If the equipment is not repairable, contractor will contact City representative with an estimate to replace with an equivalent type. Wording indicates full coverage of equipment, is this correct? ***YES, during your PMs, if you find something that needs repaired to ensure proper operations of the unit, AND if the repair cost do not exceed \$500.00 then make the necessary repairs. IF repair is over \$500.00 please contact Christine Sims for authorization.***
10. Page 7 of the RFP: Contractor shall respond to indoor temperature complaints and provide expeditious correction and record complaints and correction at all City buildings. Is the contractor responsible for being the first one to respond to service call? ***NO, Contractor will be call only after City Facilities Division has responded to complaint and cannot remedy it.***
11. Page 8 of the RFP: Water treatment for 4 buildings City Hall, 305 Chestnut St, Fire Headquarters, and Police Headquarter. Testing of boiler water and chilled water systems. Is the cooling tower in 305 Chestnut included in this? ***Yes, 305 will need the Cooling Tower and Boiler water systems included.***
12. Page 8 of the RFP: Contractor will perform annual inspections and quarterly preventative maintenance. Is this a total of 4 visits per year, a full maintenance in the spring and fall with filter changes in summer and winter? ***Yes***
13. Page 19 of the RFP: Are after hour service calls listed per person or per hour? ***Per hour***
14. Page 20 of the RFP: Lists walk-in coolers and ice machines, is preventative maintenance being performed on this equipment? If so, how many pieces of equipment are included? Thank you for participating in the above referenced RFP. ***Ice Machines are currently PM’d in house. Walk- in coolers and Ice machines are not currently under a PM agreement. This information will be for future Service Calls as needed.***

15. Page 20 of the RFP: Are the Building Automation Systems controls covered, what control systems do you have and how many buildings have controls? Are the controllers the responsibility of the contractor? **No. Please refer to Question #5 above.**
16. Who is the current service provider for the HVAC maintenance for City of Wilmington?
Schneider Electric
17. How much is the current annual contract price? **July 1, 2020 – December 31st, 2020 = \$49,990. January 1, 2021 – April 30, 2021 = \$34,068**
18. How much has the city spent for repairs out of pocket that fall outside the contract? Not including items that were put out to bid? **\$19,100**
19. Please provide a filter list of all of the filters that the City of Wilmington currently uses.
Please see attached Exhibit "A".

Thank you for participating in the above referenced RFP.

Daryle L. Parker, Purchasing Manager
Purchasing Division
END OF ADDENDUM No. 1

EXHIBIT "A"

City of Wilmington Filter List

1. **Municipal Building**
17-20x25x1
10-14x25x1
7-14x24x1
3-16x25x1
4-16x25x1
2-20x20x1
1-18x24x1
6-16x25x2
2-20x25x2
2. **Legion Stadium**
4-20x20x1
3. **Storm Water services**
12-16x20x2
16-16x24x2
4. **Storm Water Admin.**
4-20x20x1
3-16x25x1
5. **Street Services**
4-20x20x1
2-20x35x2
6. **MLK Rec Center**
4-20x25x2
12-16x20x2
7. **Hannah Block**
8-20x20x2
512x12x1
6-18x24x1
3-12x18x1
2-20x24x1
2-16x24x1
1-20x20x1
8. **Fire Station 2**
3-20x20x1
2-20x22x1
9. **Fire Station 5**
12-20x20x2
12-20x20x4
10. **Fire Station 8**
12-20x20x1

- 11. Fire Station 10**
 - 12-20x20x1**
 - 6-20x22x1**
- 12. Police and Fire Training**
 - No list available**
- 13. City Hall**
 - 3-18x24x1**
 - 12-20x20x1**
 - 2-20x30x2**
 - 18-20x25x2**
 - 24-16x25x2**
- 14. Recycle and Trash**
 - 6-16x25x1**
 - 4-18x20x2**
- 15. Engineering Services**
 - 4-20x20x1**
- 16. Traffic Engineering Services**
 - 4-16x25x1**
 - 1-20x20x1**
 - 8-20x25x2**
- 17. Information Tech.**
 - 4-20x20x1**
- 18. Maides Park**
 - 4-20x20x1**
 - 2-20x30x1**
 - 4-20x25x2**
- 19. Hemenway Common**
 - 6-20x20x1**
- 20. Fire Headquarters**
 - 10-16x20x2**
 - 10-16x26x2**
 - 3-20x25x2**
 - 1-10x28x1**
- 21. Fire Station 3**
 - 4-24x24x2**
 - 4-24x24x12**
- 22. Fire Station 7**
 - 12-20x20x1**
- 23. Fire Station 9**
 - 10-20x20x1**
- 24. Fire Station 15**
 - 12-20x20x1**
- 25. Parking Management**

8-16x20x2

26. IT Data Center

1-20x20x1

1-20x30x12 16x20x1