



**RFP #DPL-CL-1804
Addendum #3**

Date: February 1, 2018

RFP #: DPL-CL-1804

RFP Description: Labor, Materials and Equipment Necessary to Provide Preventative Maintenance and Repairs to Heating and Cooling Equipment for One Year with an Option to Renew for Two (2) Additional One-Year Periods

Due Date: February 15, 2018 @ 2:00 p.m.

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Purchasing Department
5201 Woodward Avenue
Detroit, MI 48202

This addendum is being issued to provide responses to questions received by prospective contractors:

1. On page 10 under scope of work, you want the contractor to “wash evaporator condensing coils”. There are evaporator coils. And there are condenser coils. Is the intent to clean the condenser coils once annually? Evaporator coils should not need cleaning if the air filters are changed regularly and are the proper size.

Response: The evaporator coils (at Main Library...there are two) are in a sealed area with filters and they require no cleaning because the filters are changed as required (a minimum of twice a year). The condenser coils that are throughout the system, including Main Library, should be cleaned (washed down) a minimum of once a year.

2. What payment terms will the successful contractor expect after submitting his invoice?

Response: Payment terms are Net 45

3. Refer to page 11, item 13. Regular working hours are defined as 7:00 a.m. through 5:00 p.m. Does this mean our technician Can Begin work at 7:00 a.m. at a branch?

Response: Normal Facilities work hours are 8:00am to 4:00pm. Technicians can work at any Branch between the hours of 8:00am to 4:00pm. Facilities must be contacted to provide access to the Branches due to the variation of the Branch work hours (10:00am to 6:00pm or 12:pm to 8:00pm) depending on the Branch and the day of the week.

4. Do you want exhaust fans included in the pricing?

Response: Exhaust fans should be included in the pricing as a separate line item.

5. Refer to page 12 under the heading "Materials". Manufacturers' price lists are difficult to obtain for every item. Please consider changing this wording to: "Parts will be invoiced at contractor cost plus ____%." I believe this wording works better with the supplier invoice requirement in item 16 on page 11.

Response: The wording has been changed to: Parts will be invoiced at Contractor cost plus a _____% based on a sliding scale, the percentage mark-up should decrease as the contractor's cost goes up.

6. Refer to item 16 on page 11. There will be parts used from truck stock at times. Supplier invoices likely won't be available. Will this be a problem?

Response: Invoices reflecting that the "Parts used from truck stock" will not require a Manufacturer/Supplier invoice. These will not be a problem, if priced fairly.

7. Who schedules the seasonal startups and shutdown of Boilers and AC system at the locations?

Response: Facilities will provide a yearly heating and cooling start-up and shut-down schedule for the Branches, Main and the Service building.

8. What happens if start up is needed before Spring and Fall PM visits?

Response: The start-up and shut-down schedule will be adjusted to accommodate for early start-ups or shut-downs.

9. Are CSD-1 to be performed at the same time of the Fall PM now?

Response: The CSD-1 should be done at the same time, as part of the fall start-up.

10. Are the building humidifiers at Skillman location part of PM inspection?

Response: The building humidifiers at Skillman are part of the Preventive Maintenance inspection.

11. Are the VAV boxes part of the PM inspections, what's the scope of work the Library is looking for at each visit. If VAV boxes have heating coils, are they to be cleaned annually?

Response: VAV boxes are part of the PM inspection. If they have heating coils, they should be cleaned annually.

12. Page 10 of the RFP states: Replacement of boiler burner ignitor, as needed, shall be done annually during Fall inspection. What is the Library looking for?

Response: The burner ignition coil should be inspected annually and replaced, if needed, during the fall inspection.

13. Are building steam traps part of Fall PM?

Response: Steam traps repairs are in-house unless connecting piping is necessary. If connecting piping is needed then the PM contractor will be called to make the repair(s).

14. Page 10 of the RFP states: Wash evaporator condenser coils (Annually) Need more information, Was this to mean all AHU Evaporator coils?

Response: There are no AHU evaporator coils as such, these are chill water coils which are maintained in-house.

15. Building HVAC Controls are not part of this PM contract?

Response: HVAC controls are part of the PM inspection.

16. Hot water tanks are not part of the PM contract?

Response: Hot water tanks (household types) are not part of the PM inspection agreement.

17. Building exhaust fans are part of PM checks?

Response: Exhaust fans are not part of the PM inspection.

18. If major equipment needs to be replaced, is this performed by successful PM contractor, or will it need to be bid out each time?

Response: If there is major equipment to be replaced, a formal bid will be initiated by Detroit Public Library.

All other instructions and provisions of the RFP remain unchanged.

This addendum shall be acknowledged and included with your bid response. Please be advised that failure to acknowledge this addendum may result in rejection of your bid.

Acknowledgement

Date