

**ADDENDUM NO. 1**

Date: June 22, 2017

Bid Date: July 11, 2017  
at 3:00 P.M. (Local Time)Bid Name: HVACR and Air Compressor Preventive  
Maintenance and Repair Services

Bid No.: RTSX-180011-DS

NOTE: This Addendum has been issued only to the holders of record of the specifications.

The original Specifications remain in full force and effect except as revised by the following changes which shall take precedence over anything to the contrary:

1. Any questions shall be submitted in writing to the City of Gainesville Purchasing Division by Noon (local time), June 19, 2017. Questions may be submitted as follows:  
 Email: [sescoda@cityofgainesville.org](mailto:sescoda@cityofgainesville.org)  
 or  
 Faxed (352) 334-3163  
 Attention: Daphyne Sesco
2. Please find attached:
  - a) Copy of the blackout period information (Financial Procedures Manual Section 41-423 Prohibition of lobbying in procurement matters)) distributed during mandatory pre-bid meeting.
  - b) List of Filters
  - c) Mandatory Pre-Bid Walk-Thru Meeting Sign in Sheet

The following are answers/clarifications to questions received prior to the mandatory pre-bid conference:

3. Question: I noticed in the mechanical solicitation, on attachment C, there is a note that says, "Successful bidder responsible for maintaining Siemens Energy Management System and equipment by purchasing contract with Siemens or utilizing Siemens Services."

Can we issue an addendum that deletes this from the mechanical bid as you can save taxpayer money by procuring this direct with the DMS vehicle in place instead of having a potential contractor buy and resell the services to you, paying a mark up in the process.

Answer: RTS does not desire multiple Contractors for these related services. Any potential overall savings related to this project could not be validated until the proposals are received and reviewed.

The following are discussions that occurred at the mandatory pre-bid conference:

Diane Holder, Senior Buyer introduced the staff and passed around the sign in sheet, advising attendees that they need to stay for the entire meeting and tour and would then sign on the red line indicating they completed the tour. Questions and clarifications will be posted on

DemandStar as an addendum. Also available on CD for purchase of \$2.00 at the Purchasing Office in City Hall.

- Reviewed the Blackout period which is in effect until an award has been made
- Bid is Due July 11, 3:00pm local time – late bids will not be accepted
- Living Wage is applicable for this bid
- Local Preference, Prompt payment to contractors sub Contract Suppliers and the importance of signing the bid form were discussed.
- Pay particular attention to the minimum requirements to be responsible and responsive, review 5.2, A-H and 5.3 A-D

Ken Kirkpatrick reviewed the Scope of Work, emphasizing the high volume of paper work required beyond just maintaining the equipment. Service is to be provided quarterly and staff should be notified of when that service is scheduled. Safety is a priority. Companies must have a plan for emergencies, even holidays. The facility is only closed on Thanksgiving Day and Christmas Day.

Toured the facilities and the RTS garage – was shown location of Air Handling Units, Boilers, Ice Machine, exhaust fans, Smardt Chiller, Garage heating units, hot water heating unit, server room and air compressor

A list of filters was distributed to each attendee.

The following are answers/clarifications to questions received during the mandatory pre-bid conference

4. Question: Which equipment has extended warrantee?

**Answer: This response will be provided in a later addendum.**

5. Question: Section 11, #2 “proof of manufacturer’s authorization for service/repairs. Does this mean a written letter?

Answer: Certifications and agreements can be substituted.

6. Question: Who is doing water treatment now?

Answer: No one.

The following are answers/clarifications to questions received after the mandatory pre-bid conference:

7. Question: Siemens requests to have the automation portion removed from this mechanical contract, as Siemens is the only one certified to work on this system regarding regular software updates, programming and software. We have sent in our official proposal and utilized the DMS contract as justification for sole source. (I have re-attached the proposal as I was requested to during the site walkthrough).

Answer: RTS does not desire multiple Contractors for these related services. Any potential overall savings related to this project could not be validated until the proposals are received and reviewed.

8. Question: The bid packaged request a letter of authorization from each piece of mechanical equipment manufacturer that allows service to be performed on their respective equipment. There are 17 different manufactures on site. Does the City of Gainesville want a letter from each one to be allowed to be bid? Will the city be open to removing this requirement for union master mechanic certifications instead?

Answer: Yes, Certifications and agreements can be substituted.

9. Question: During the walkthrough water treatment was mentioned as a requirement. Please clarify this scope of work more clearly including equipment and systems.

Answer: Water treatment will be for the Chiller system in the Admin/Ops (Building A) and for the hot water heater system in the Garage (Building C), monitor and correct: corrosion, scale, fouling, and microbiological contaminants in the systems; Systems will need an initial analysis. Systems will be tested, treated, and analyzed at least once a year with report submitted to RTS. See Attachment "Water Treatment HVACR"

10. Question: Please send out the sign in sheet with contact info from the walkthrough on June 15, 2017.

Answer: Attached

ACKNOWLEDGMENT: Each Proposer shall acknowledge receipt of this Addendum No. 1 by his or her signature below, **and a copy of this Addendum to be returned with proposal.**

CERTIFICATION BY PROPOSER

The undersigned acknowledges receipt of this Addendum No. 1 and the Proposal submitted is in accordance with information, instructions, and stipulations set forth herein.

PROPOSER: \_\_\_\_\_

BY: \_\_\_\_\_

DATE: \_\_\_\_\_

CITY OF \_\_\_\_\_ FINANCIAL SERVICES  
GAINESVILLE PROCEDURES MANUAL

**41-423      Prohibition of lobbying in procurement matters**

Except as expressly set forth in Resolution 060732, Section 10, during the blackout period as defined herein no person may lobby, on behalf of a competing party in a particular procurement process, City Officials or employees except the purchasing division, the purchasing designated staff contact. Violation of this provision shall result in disqualification of the party on whose behalf the lobbying occurred.

Black out period means the period between the issue date which allows for immediate submittals to the City of Gainesville Purchasing Department for an invitation for bid or the request for proposal, or qualifications, or information, or the invitation to negotiate, as applicable, and the time the City Officials and Employee awards the contract.

Lobbying means when any natural person for compensation, seeks to influence the governmental decision making, to encourage the passage, defeat, or modification of any proposal, recommendation or decision by City Officials and Employees, except as authorized by procurement documents.



**ADDENDUM NO. 2**

Date: July 5, 2017

Bid Date: August 9, 2017  
~~July 11, 2017~~  
at 3:00 P.M. (Local Time)

Bid Name: HVACR and Air Compressor Preventive  
Maintenance and Repair Services

Bid No.: RTSX-180011-DS

NOTE: This Addendum has been issued only to the holders of record of the specifications and to the attendees of the mandatory pre-bid conference held on June 15, 2017.

The original Specifications remain in full force and effect except as revised by the following changes which shall take precedence over anything to the contrary:

1. The bid date has been changed from July 11, 2017 to August 9, 2017 at 3:00pm local time.
2. The time period for questions closed on June 19, 2017, no further questions are permitted.
3. The black-out period remains in effect until the contract is awarded. See attachment to this Addendum 2.
4. The air conditioning filter list has been amended. The new list is attached to this Addendum 2.
5. Following is the question and City’s response to unanswered Question 4. from Addendum #1:

Question: Which equipment has extended warrantee?

**Answer: The answer to this question will be provided in a forthcoming addendum.**

ACKNOWLEDGMENT: Each Proposer shall acknowledge receipt of this Addendum No. 2 by his or her signature below, **and a copy of this Addendum to be returned with proposal.**

**CERTIFICATION BY PROPOSER**

The undersigned acknowledges receipt of this Addendum No. 2 and the Proposal submitted is in accordance with information, instructions, and stipulations set forth herein.

PROPOSER: \_\_\_\_\_

BY: \_\_\_\_\_

DATE: \_\_\_\_\_

## Amended Air Conditioning Filter List

Unit	Filter Size	Quantity	Final Filter	Final Filter Size	Quantity
AHU-51	12x24x2	5	Yes	12x24x12	5
	24x24x2	6	Yes	24x24x12	6
AHU-52	12x24x2	3	Yes	12x24x12	3
	24x24x2	6	Yes	24x24x12	6
HU-11	20x20x4	16			
HU-12	20x20x4	16			
AHU-11	16x20x2	2	Yes	16x20x12	2
	20x20x2	4	Yes	20x20x12	4
AHU-12	16x20x2	2	Yes	16x20x12	2
	20x20x2	4	Yes	20x20x12	4
CRAC-11	16x25x4	2			
	16x20x4	1			
	25x20x4	2			
	20x20x4	1			
CRAC-12	16x25x4	2			
	16x20x4	1			
	25x20x4	2			
	20x20x4	1			
PHP-11	16x20x2	4			
PHP-12	16x20x2	4			
PHP-13	18x25x1	1			
AHU-31	15x20x1	1			
Rosa Parks	16x20x1	1			
Butler Plaza	20x25x1	1			

CITY OF \_\_\_\_\_  
GAINESVILLE

FINANCIAL SERVICES  
PROCEDURES MANUAL

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Black out period means the period between the issue date which allows for immediate submittals to the City of Gainesville Purchasing Department for an invitation for bid or the request for proposal, or qualifications, or information, or the invitation to negotiate, as applicable, and the time the City Officials and Employee awards the contract.

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**ADDENDUM NO. 3**

Date: July 18, 2017

Bid Date: August 9, 2017  
~~July 11, 2017~~  
at 3:00 P.M. (Local Time)

Bid Name: HVACR and Air Compressor Preventive Maintenance and Repair Services

Bid No.: RTSX-180011-DS

NOTE: This Addendum has been issued only to the holders of record of the specifications and to the attendees of the mandatory pre-bid conference held on June 15, 2017.

The original Specifications remain in full force and effect except as revised by the following changes which shall take precedence over anything to the contrary:

- 1. The black-out period remains in effect until the contract is awarded. See attachment to this Addendum 3.
- 2. Following is the question and City’s response to unanswered Question 4. from Addendum #1:

Question: Which equipment has extended warrantee?

Answer: Smartt Chillers have an extended warrantee; however the documentation describing the extended warrantee is not available for this bid.

- 3. As a result of the unavailability of the extended warrantee on the Smartt Chillers the following change is hereby made: OPTION 1 under BID PRICING, page 12 of the bid package, is deleted and is not to be used as a bid option. You may mark through OPTION 1 on the BID PRICING page to further indicate your understanding of this change.

ACKNOWLEDGMENT: Each Proposer shall acknowledge receipt of this Addendum No. 3 by his or her signature below, **and a copy of this Addendum to be returned with proposal.**

**CERTIFICATION BY PROPOSER**

The undersigned acknowledges receipt of this Addendum No. 3 and the Proposal submitted is in accordance with information, instructions, and stipulations set forth herein.

PROPOSER: \_\_\_\_\_

BY: \_\_\_\_\_

DATE: \_\_\_\_\_



CITY OF \_\_\_\_\_ FINANCIAL SERVICES  
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Black out period means the period between the issue date which allows for immediate submittals to the City of Gainesville Purchasing Department for an invitation for bid or the request for proposal, or qualifications, or information, or the invitation to negotiate, as applicable, and the time the City Officials and Employee awards the contract.

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**ADDENDUM NO. 4**

Date: July 19, 2017

Bid Date: August 9, 2017  
~~July 11, 2017~~  
at 3:00 P.M. (Local Time)

Bid Name: HVACR and Air Compressor Preventive Maintenance and Repair Services

Bid No.: RTSX-180011-DS

NOTE: This Addendum has been issued only to the holders of record of the specifications and to the attendees of the mandatory pre-bid conference held on June 15, 2017.

The original Specifications remain in full force and effect except as revised by the following changes which shall take precedence over anything to the contrary:

- 1. The black-out period remains in effect until the contract is awarded. See attachment to this Addendum 4.
- 2. Following is the question and City’s response to unanswered Question 4. from Addendum #1:

Question: Which equipment has extended warrantee?

Answer: Smardt Chillers have an extended warrantee; the documentation describing the extended warrantee unexpectedly became available this morning for this bid and is attached.

- 3. As a result of this new information of the extended warrantee on the Smardt Chillers the following change is hereby made: OPTION 1 under BID PRICING, page 12 of the bid package, is NOT deleted and IS to be used as a bid option. Your response to OPTION 1 in the Bid Pricing will indicate your understanding of this change.

ACKNOWLEDGMENT: Each Proposer shall acknowledge receipt of this Addendum No. 4 by his or her signature below, **and a copy of this Addendum to be returned with proposal.**

**CERTIFICATION BY PROPOSER**

The undersigned acknowledges receipt of this Addendum No. 4 and the Proposal submitted is in accordance with information, instructions, and stipulations set forth herein.

PROPOSER: \_\_\_\_\_

BY: \_\_\_\_\_

DATE: \_\_\_\_\_

CITY OF \_\_\_\_\_ FINANCIAL SERVICES  
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## Letter Warranty Confirmation

Tuesday, July 18, 2017

**Smartd Project Name:** RTS Bus Fleet Maintenance  
**Smartd SOA No.:** SORD000754  
**Chiller Serial No.:** FF0010I242Q1355  
**Start-up Date:** 2014/04/15  
**Ship Date:** 2013/09/12

To Whom It May Concern:

Our records indicate that the above equipment was shipped on September 12 2013 and started on April 15 2014 by Lani Spencer with Smartd Inc. Corporate policy dictates that our warranties begin on the ship date or the startup date, whichever causes the expiration to be sooner. This letter therefore confirms that the warranties listed below are in effect and that the expiration dates will be based on the Ship date. .

Should an issue arise during the warranty period please contact Smartd Product Support by phone at 514-683-5585 during regular business hours or by email at [support@smartd.com](mailto:support@smartd.com) and be ready to provide your chiller's serial number.

Please refer to SMARTD Standard & Extended Warranties TD-0076D for more information on the terms and conditions of your warranties. Note that emergency service is not part of our warranty coverage.

Warranty Type	Expiration Date
5 Year Warranty - Chiller and Compressor, Parts and Labor	2019/03/12
5 Year Warranty - Refrigerant	2019/03/12

  
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Marcos Awad  
Application Sales Engineer