ADDENDUM #3 TO BID INVITATION #2197-20

Posted: 6/11/2019

DATE OF BID CLOSING: 6/25/2019  TIME OF BID CLOSING: 10:00 AM (EST)

FOR: HVAC Preventative Maintenance and Repair Services

CURRENTLY READS:
The timeline below is provided as a general guideline and is subject to change. Unless stated otherwise, consider the dates below a “no later than” date.

5/2/2019  Bid Solicitation distributed on or by
6/6/2019  Last day for questions, clarifications, and/or requested changes to bid
6/20/2019  10:00 am (EST) Bid Closing
1/1/2020  Implementation of Contract

CHANGED TO READ:
5/2/2019  Bid Solicitation distributed on or by
6/6/2019  Last day for questions, clarifications, and/or requested changes to bid
6/25/2019  10:00 AM (EST) Bid Closing
1/1/2020  Implementation of Contract

QUESTIONS/ CLARIFICATIONS/ REQUESTED CHANGES:

Question 1:
Is there a pre-bid sign in sheet available for the “HVAC Preventative Maintenance and Repair Services- 2197-20” project?

Answer: There is no pre-bid sign in sheet.

Question 2: Department of Safety/ Section 1
Department of Safety/ Section 1- pages 8 and 9, #3, 4, & 5 all list checking belts, but do not list changing belts.

A. Would replacing belts be on an as needed / T&M basis?
B. If changing the belts is to be included in the contract, who will provide the belts and would they be replaced annually?

Answer:
A. Belts shall be replaced annually. Vendors include the replacement pricing in PM.
B. Vendor shall supply belts

Question 3: Department of Safety/ Section 1
Page 10, #6- Fall PM of all heating systems including boilers, furnaces and Domestic HW tanks does not list changing belts or filters on the applicable furnaces.

A. Would replacing belts be on an as needed / T&M basis?
B. If changing belts is to be included in the contract, who will provide the belts and would they be replaced annually?
C. Does not list changed filters on the furnaces. Please verify if changing filters on applicable furnaces is to be included and if so, once per year (annually)?

Answer:
A: Belts shall be replaced annually
B: Vendor shall supply belts
C: Vendor shall change filters at each PM. Vendor shall supply filters and include the pricing in the PM.

Question 4: Department of Safety/ Section 1
Pages 8-9, #4, Spring AH PM and Page 10, #5 Spring AC PM - list replacing air filters (state supplies the filters and vendor shall install).
A. The AH and AC units only get the filters changed once per year (annually) during the spring PM?

Answer:
Vendor shall change filters at each PM. Vendor shall now supply the filters.

Question 5: Facilities & Asset Management/ Section IV
Page 20, #3 and 4, Pages 22, #8 - all list checking belts, but do not list changing belts.
A. Would replacing the belts be on an as needed/ T&M basis?
B. If changing belts is to be included in the contract, who will provide the belts and would they be replaced annually?

Answer:
A: Vendor shall replace belts as needed.
B: Vendor will supply the belts, as needed.

Question 6: Facilities & Asset Mgmt. /Section IV
Page 22, #7, Fall PM – all heating systems, including boilers, furnaces & Domestic HW tanks, does not list changing belts or filters on applicable furnaces.
A. Would replacing belts be on an as needed/ T&M basis?
B. If changing belts is to be included in the contract, who will provide the belts and would they be replaced annually?
C. Please verify if changing the filters on applicable furnaces is to be included and if so, once per year (annually)?

Answer 6:
A: Yes, Vendor shall replace belts as needed
B: Vendor will supply the belts, as needed
C: Yes, Vendor shall now replace filters annually

Question 7: Facilities & Asset Mgmt. / Section IV
Appendix A. We are interested in bidding all the facilities in this section with the exception of the Doloff Building.
• The equipment listed on Appendix A: (3) Wood Pellet Boilers, (1) Laars boiler.
• Additional equipment found on site but not listed on Appendix: (3) belt driven ex. Fans, (2) circulating pumps, (1) water filter, (1) Sterling Unit heater, (1) Bradford white water heater, (1) air compressor, (1) Magnatherm Gas fired HW boiler.

• In order to provide Preventative Maintenance per the manufactures recommendations on the Wood Pellet Boilers, the Manufactures Maintenance & Repair Manual (M&R) would be required. Upon accessing the Manufactures M & R, it lists daily, weekly, monthly, semi-annual and annual PM tasks are required.

Answer:
The (3) wood pellet boilers and (1) Laars boiler will stay on Appendix A for the Dolloff Building. Vendor response shall include services for Dolloff. The additional equipment listed above will not be included in the bid.

Question 8: Lottery Commission/ Section X
While on the roof during the site visit, our technician noticed it has a roof hatch.

A. Is there internal access to the Hatch? If not, would the State consider installing internal access? How is the current incumbent accessing the roof?

Answer:
There is an internal hatch, but the internal ladder has been removed for safety reasons. The State will not be reinstalling the internal ladder. The incumbent Contractor accesses the roof from the exterior of the building.

Question 9: Hampton Beach State Park (DNCR) / Section VIII
Appendix A – North and South Beach houses lists both as one site, 60/280 Ocean Blvd., when they are two separate facilities. Both North & South bathhouses have the same type and quantity of equipment, so the quantities are actually 2X the quantities listed below:

<p>| | | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>2</td>
<td>Manifold Pump - Taco</td>
<td>008-F6</td>
</tr>
<tr>
<td>2</td>
<td>Radiant Floor Manifold - Watts</td>
<td></td>
</tr>
<tr>
<td>1</td>
<td>Pump - Taco</td>
<td>0014-F1</td>
</tr>
<tr>
<td>1</td>
<td>Pump - Taco</td>
<td>0012-F-4</td>
</tr>
<tr>
<td>1</td>
<td>Buderus</td>
<td>GB 142/24</td>
</tr>
<tr>
<td>1</td>
<td>Exhaust Fan - Greenheck</td>
<td>CSP-A710</td>
</tr>
<tr>
<td>1</td>
<td>Exhaust Fan - Greenheck</td>
<td>SP-880</td>
</tr>
<tr>
<td>1</td>
<td>Exhaust Fan - Greenheck</td>
<td>SP-B110</td>
</tr>
<tr>
<td>1</td>
<td>Amtrol - FILL-TROL</td>
<td>SM-300</td>
</tr>
</tbody>
</table>
Appendix A, section VIII for the North & South Bathhouses has been updated with twice the amount listed above. See updated attachment Appendix A.

**Question 10:** Hampton Beach State Park (DNCR) / Section VIII
The Seashell Building has an ice machine. As ice machines do require PM, do you want to include the ice machine?

**Answer:**
Yes, Vendor shall include PM on the ice machine for once a year in the spring.

**Question 11:**
Can you please provide clarification and further explanation of the meaning and intent of line (f.) through line (i.) on the cover page (page 1 of 79) of the Bid Documents? It is implied upon reading that if there is an active claim and/or if a prospective bidder is subject to any “order” by any of the listed departments or agencies that said bidder would not be able to Bid on this contract, is this interpretation correct?

A. If No, can the state elaborate and provide further clarification/explanation as to what this verbiage means and possibly an example(s) of said explanation/clarification?

B. Furthermore, can you provide clarification and by means of example explain to whom this would apply? I.E.: Does this apply to the Claimant or the defendant in said “order” or “claim” or “unfulfilled penalty/sanction”?

**Answer:**
The State asks that any bidders questioning the language in the bid document seek an attorney for legal guidance.

**Question 12:**
1) Is the current contract holder (vendor/contractor) responsible and held liable to complete/correct any outstanding work/repairs/Preventative maintenances prior to the end date and/or completion of the current contract?

A. If Yes, what is the time frame allowed for the completion and/or correction of said work related to the above question? Furthermore, would the “awarded” contractor/vendor be able, within the given time frame provided by the state upon taking over said contract(s), provide a list of issues/deficiencies etc. found to the state to be corrected by the previous contractor/vendor since the current vendor is contractually obligated to the state to complete/correct said work?

**Answer:**
The incumbent Contractor is obligated to uphold the requirements of the contract up until the expiration date. If a new contract goes into effect with a new contractor, the location will now be covered under that new contract.

**Question 13:**
1) Can you please provide clarification and further explanation in regards to which agencies under this contract are to be considered “All-Inclusive” meaning that anything and everything in relation to the associated equipment (except what is
excluded in writing) is covered under this contract, including preventative maintenance, repairs, component replacements, materials and labor, etc.? Example: It is clearly stated in the documentation that the Agency of the admin of the Courts and agency of the admin of the general services are “All-Inclusive” in nature (except what is excluded in writing within the documents), several other agencies within the documents have provided a very vague description of what is and is not included, and it is left for interpretation. It is in the best interest of the State to properly clarify and detail which agencies are considered “All-Inclusive” and which are not. I.e.: which agencies will be provided with only the preventative maintenances detailed, and all issues/deficiencies and/or needed repairs or component replacement will be handled on a time and materials basis utilizing the associated hourly rates provided or may be handled by means of the RFQ process detailed within the Bid Documents.

**Answer:**

Bid 2197-20 is an HVAC Preventative Maintenance and Repair Services contract that covers all routine spring and fall PMs including the repair and emergency rates for HVAC related issues for all the agencies and departments listed. The Department of Administrative Service, Bureau of Court Facilities and the Department of Administrative Services, General Services have included water treatment services in the requirements.

**Question 14:**

Please see page 14 of 79 in the Bid documents, where it is stated that “The Bureau of Traffic’s contract will start July, 1 2019.” Can you please provide clarification as to why the start date for said agency within the contract would have a start date that comes before the actual “Award” and “start” date of the Bid/Contract in its entirety?

**Answer:**

The Bureau of Traffic is currently not on a HVAC contract and has request the start of services upon execution of the P-37 by the Commissioner of the Department of Administrative Services.

**Question 15:**

Please reference the following Pages and Line numbers within the Bid Documents for the following question, (Page 15 Line 14 / Page 19 line 16 / Page 34 line 12 / Page 44 line 18 / Page 53 line 22). Can you provide clarification if this will be needed for this contract?

- A. If Yes, will the “Awarded” contractor/vendor only need to obtain this requested item(s) only one time and will it be reciprocating to all other agencies within this contract?
- B. If No, will this need to be obtained individually per awarded contract/agency?
- C. Lastly, can you please provide the cost(s) associated with said requested item(s)?

**Answer 15:**

Contractor(s) should contact those state agencies listed on bid 2197-20 HVAC to see if this will be required prior to setting up services. If this is a requirement by the agency, the Contractor will need their employees to fill out a State of New Hampshire Confidentiality Form and Criminal Record Authorization Form prior to gaining access to sites for services. It is
the responsibility of the Contractor(s) to obtain the records from NH State Police and supply them to the agencies.

For further information on NH State Police criminal background checks- https://www.oplc.nh.gov/nursing/criminal-background-check.htm

Question 16:
Can you please provide clarification and/or needed correction to the discrepancy on page 20 of 79 between line 2 and line 4 within the Bid Documents, where it states that the spring/cooling PMs will be completed on or before April 30th, but then it states that Spring PMs will be completed between March and May?

A. Will this be corrected? And if so which one will be the actual timeline of said PM's?

B. If this will not be corrected, can you provide clarification as to how the awarded contractor/vendor will determine the completion date of said PM's?

Answer:
To ensure all PM are done in a timely manner, the Cooling Season PMs have a cut-off date of April 30 and the Heating Season PM has a cutoff date of September 30. All work must be coordinated prior with the Agency before work can be done.

Question 18:
Can you please provide clarification/explanation to the details in section X: Lottery Commission, where it lists scope of work for equipment that does not exist on site and is not part of this contract? There is a discrepancy between the scope and type of equipment listed in relation to what is actually on site. *For example: there is a detailed list and scope for Boiler maintenance to be performed, but there are no boilers at this location.

Answer:
The NH Lottery Commission recently bought their building and did not have the details of their HVAC equipment from their previous vendor. It is expected those submitting bids will do the required site visitation and upon award of contract supply the list of HVAC equipment to the State.

Question 19:
Please see page # 52 of 79 line 10 in the Bid Documents where it details the Glycol to be maintained by a competent water treatment company. Is this not already being performed under another contract and award through the state of NH? Or a contract with a future start date for water treatment services?

A. A: If No, can this be changed to have an actual water treatment program proposed by the “competent” water treatment company so as to properly maintain the entirety of the treatment need for the associated cooling tower equipment?

B. B: If Yes, will this portion be removed from the Bid Documents as to not create redundancy in the treatment process?
The two agencies, Department of Administrative Services-Bureau of Court Facilities, and Department of Administrative Services, General Services are the only two agencies in Bid #2197-20 that have included water treatment services within the requirements. For Vendor(s) awarded these locations water treatment shall be included as part of the services.

Question 20:
Please see Appendix A – Section 1: Department of Safety, where the documents show “Troop A” and “Troop E” to be identical in regard to equipment and location etc. Can you please verify/clarify that this is accurate and not a mistake?

ANSWER:
The information provided may not be accurate. Prior to bidding, it is each Vendor's responsibility to become thoroughly familiar with the sites of the intended service, to determine everything necessary to accomplish the services. Failure of the Vendor to make a site visit does not relieve the Vendor of responsibility to fully understand what is necessary to accomplish a successful and complete preventative maintenance agreement.

Question 21:
Please see Appendix A all related pages for all agencies where there are blank submissions in regard to equipment info (model #s, serial #s, location, manufacturer, etc.) Can you provide clarification and/or information required for these fields, or can the associated agencies provide the information needed?

A. If No, will the prospective bidders be able to retrieve the information by means of phone communication with the on site contact information per agency as listed in the documents?

ANSWER:
SITE VISITATION:
Prior to bidding, it is each Vendor's responsibility to become thoroughly familiar with the sites of the intended service, to determine everything necessary to accomplish the services. Failure of the Vendor to make a site visit does not relieve the Vendor of responsibility to fully understand what is necessary to accomplish a successful and complete preventative maintenance agreement.

Question 22:
Can you provide Filter details in regard to the above question as well where the information is missing?

A: If No, will the prospective bidders be able to retrieve the information by means of phone communication with the on site contact information per agency as listed in the documents?

ANSWER:
SITE VISITATION:
Prior to bidding, it is each Vendor's responsibility to become thoroughly familiar with the sites of the intended service, to determine everything necessary to accomplish the services. Failure of the Vendor to make a site visit does not relieve the Vendor of responsibility to fully
understand what is necessary to accomplish a successful and complete preventative maintenance agreement.

Question 23:
Please reference Appendix A, where it is stated that the information needed “could not be obtained” or is missing, can the agencies provide clarification as to why this information could not be obtained?

A: If No, can you provide clarification as to how the prospective bidders will obtain said information needed, if it is not able to be obtained?

ANSWER:

SITE VISITATION:
Prior to bidding, it is each Vendor's responsibility to become thoroughly familiar with the sites of the intended service, to determine everything necessary to accomplish the services. Failure of the Vendor to make a site visit does not relieve the Vendor of responsibility to fully understand what is necessary to accomplish a successful and complete preventative maintenance agreement.

Question 25:
Please see Appendix A - Section IX: Adjutant Generals Department, where several times it is stated and italicized, “* It should be noted that the piping and baseboard units are at least 50 years old and may need repair at ALL locations”. Can you please provide clarification/explanation as to how said repairs would be handle and executed under this contract? Is it to be assumed by prospective bidders that any and all repairs in relation to said piping and baseboards would be handled either on a time and materials basis with the associated hourly rates provided, or by means of RFQ through the agency, and that the repairs would not fall under the preventative maintenance portion of this contract?

Answer:
The successful Vendor for Section IX shall charge the awarded hourly rates and 10% markup on parts in accordance with any repair associated with the piping and baseboards.

Question 26:
Various sites included in the bid have various BMS controls (ie. Invensys, Trane Summit) that include PM requirements non-branded vendors can fulfill. Please confirm that all bidders will be responsible for PM'ing only their own controls, all other controls PM’s to be coordinated with branded controls. Proprietary systems PM will result in billable work for the branded vendor or will be subcontracted.

Answer:
The successful Vendor shall be responsible for the PM requirements as listed in the RFB, whether through their own workforce or through the use of sub-contractors. If sub-contractors are to be utilized, please include information regarding the proposed sub-contractors including the name of the company, their address, contact person and three references for clients they are currently servicing. Approval by the State must be received prior to a sub-contractor starting any work.

Question 27:
Page 23 lists filters to be changed out – some brands are no longer supported. Please confirm like for like is acceptable in this case, otherwise please provide specific alternative filters to be included as part of scope.

Answer:
Replacement filters shall meet or exceed existing filters for efficiency and quality.

Question 28:
Please see Page 30 of 79 line 11, where it states that monthly inspections will be performed. Can you provide clarification as to which month(s) are intended? Does this only apply during months where said systems are in operation? Are they to be inspected even when the systems are in a shut down state?

A: Can this be changed to read and show the actual months in which the inspections are to be performed?

Answer:
Page 65 & 66 for Bureau of Court Facilities- Water Treatment details the frequency of water treatment services. Laconia Circuit Court and Merrimack Circuit Court have changed from 6x per year to monthly services. Pages 68 & 69 for General Services- Water Treatment details the frequency of water treatment services.

Question 29:
Please reference Appendix A all associated documentation, where it states “control technologies and/or control tech controls system”. Can you please provide clarification of the listed equipment as control technologies is a contractor/vendor, and is not an actual control product or manufacturer? The information provided does not tell the prospective bidders what the actual controls system consists of and/or the manufacturer/product that is being associated with the Bid Documents.

Answer:
In Appendix A, Section V Courts, line 502 under column E for Type/Description reads: Control Technologies.
This should read BMS (Building Maintenance System)

PURCHASING AGENT: Erica Brisson
E-Mail: NH.Purchasing@das.nh.gov

NOTE: ALL CHANGES TO BID SOLICITATION NOTED IN ADDENDUMS WILL SUPERSEDE PREVIOUSLY SUBMITTED DOCUMENTS. ALL OTHER SPECIFICATIONS REMAIN UNCHANGED AND VALID.

BIDDER ____________________________ ADDRESS ____________________________

BY ________________________________         ____________________________
(this document must be signed)
(please type or print name)

TEL. NO. ____________________________

Please visit: https://das.nh.gov/purchasing/purchasing.asp (click on “Bid and Proposals”) for complete bid and addendums.