CITY OF SAN ANTONIO

P.O. Box 839966
SAN ANTONIO, TEXAS 78283-3966

ADDENDUM I

SUBJECT: Invitation For Bid, **A498-11 MATERIALS & LABOR TO MAINTAIN HEATING & AIR CONDITIONING SYSTEMS AT LA VILLITA AND MARKET SQUARE – LEASED & CITY OPERATED FACILITIES,** scheduled to open January 14, 2011; date of issue January 10, 2011.

FROM: Paul J. Calapa, Purchasing & Contracts Administrator

DATE: January 10, 2011

This notice shall serve as Addendum No. 1 to the above-referenced Formal Invitation for Bid, and shall become part of the original Bid package.

THE ABOVE MENTIONED FORMAL INVITATION FOR BID IS HERBY AMENDED AS FOLLOWS:

1. **THE BID OPENING DATE FOR THE ABOVE MENTIONED INVITATION FOR BID IS HEREBY EXTENDED TO JANUARY 21, 2011.**

2. **Page 15 of 21, Section III entitled "THIS SECTION WILL COVER MAINTENANCE INSPECTION AND LUBRICANTS. ANY AND ALL OTHER REFERENCES TO SPECIFICATIONS OR SPECIAL CONDITIONS AS NOTED IN THIS CONTRACT WILL APPLY", subscript A. ;** add sentence to read:

   "All filters should be replaced on a monthly basis."

3. **Page 15 of 21, Section entitled "NOTE:", item 1;** change second sentence to read:
   "For site inspection for La Villita, please contact Facilities Operations Coordinator, Blanche Mendoza at 210-207-8611, and for site inspection for Market Square, please contact Facilities Operations Coordinator, Beverly Budd at 210-207-8602."

4. **Page 15 of 21, Add Section IV, entitled "Preventive Maintenance (Scheduled and Unscheduled)"**
   "IV. PREVENTIVE MAINTENANCE (SCHEDULED AND UNSCHEDULED)

   A. Scheduled preventive maintenance is a program of maintenance activities performed based on a fixed schedule or on equipment runtimes. "Unscheduled preventive maintenance" is all work performed that includes making adjustments and developing procedures necessary to sustain the proper operation of all building equipment and systems in an effort to prevent breakdowns from occurring.

B. Repair: A "repair" is an act of restoring inoperable, dysfunctional or deteriorated equipment, systems, or materials to a fully functional, non-deteriorated state. Repairs usually involve some combination of labor and replacement parts, components, or materials.

At all times the following guidelines shall rule as the standard for indoor air quality and maintenance for systems thereof:

- ASHRAE Guideline 4 Preparation of Operating and Maintenance Documentation for Building Systems
- ANSI/ASHRAE Standard 15 Safety Code for Mechanical Refrigeration
- ANSI/ASHRAE Standard 34 Number Designation and Safety Classification of Refrigerants
- ANSI/ASHRAE Standard 55, Thermal Environmental Conditions for Human Occupancy
- ANSI/ASHRAE Standard 62, Ventilation for Acceptable Indoor Air Quality
- ANSI/ASHRAE Standard 100, Energy Conservation in Existing Buildings/Commercial
- ANSI/ASHRAE Standard 111, Practices for Measurement, Testing, Adjusting, and Balancing of Building Heating, Ventilation, Air-Conditioning, and Refrigeration Systems.

C. Quality Control Plan: The "quality control plan" (QCP), is the Contractor's complete written procedure for identifying and correcting deficiencies in the quality of services before the level of performance becomes unacceptable. Submit methods for inspecting workmanship as part of future contract documents.

At all times the Contractor is responsible for the quality of work performed which if is deemed inadequate may result in a call back at NO ADDITIONAL LABOR CHARGE to the City for repair of the same element identified on issued work order, or if failed repair led to further break down of equipment and / or systems."

5. **Add Section V, entitled "SERVICE REQUESTS"**

"V. SERVICE REQUESTS

A. General: The Contractor must respond to service requests and initiate corrective actions and identify any repair requirements during normal working hours. The contractor must respond to emergency service requests and callback response work requests at all times. The City may transmit work orders to the Contractor for service requests or emergency service requests and callback responses orally, by e-mail, by creation of a work order by a City employee or representative, or by generating an automated work order for monthly maintenance. The Contractor must respond immediately upon receipt of notice of any condition that may negatively impact the operation of the facility.

B. Emergency Service Request and Callback Response: Emergency service requests and callback responses are service requests where the work consists of correcting failures that constitute an immediate danger to personnel or property, including but not limited to problems that may cause fire or shock, gas or oil leaks, major air conditioning or heating problems, etc., or any work considered by the FACILITIES OPERATIONS COORDINATOR or designee to be of an emergency nature.

The Contractor must respond to emergency service requests and callback response work requests immediately (within the shortest possible time consistent with the mechanic's location) during normal working hours and within 2 hours from when the work request is made outside of normal working hours. The Contractor must remain on the job until the emergency situation has been secured and

adequate temporary repairs have been made. Permanent repair must be governed by the repairs provisions in this document. The Contractor must provide a written accounting of any emergency callback, to include costs incurred and plan for permanent solution of the problem, to the FACILITIES OPERATIONS COORDINATOR or designee the morning of the next working day.

C. Urgent Service Request Response: Urgent service requests are those service requests where the work consists of correcting failures that interrupt or otherwise adversely impact either occupants of the building or systems and equipment, but are not considered life threatening emergencies.

D. Condensate Drip Pans/Drip Lines: The Contractor must conduct inspections of the condensate drip pans / drip lines of all air handling units, A/C package units, window A/C units, and other equipment items and or systems that physically have drip pans / drip lines to ensure that they drain properly. Such inspections must be conducted in accordance with the routine preventive maintenance program and be performed monthly. Pans that are not level or that leak must be reported. All drip pans / drip lines must be treated with an appropriate biocide to control the growth of algae, etc. If any condensate drip pans / drip lines are inaccessible, the Contractor must notify the FACILITIES OPERATIONS COORDINATOR or designee immediately.

E. Centrifugal Chiller Maintenance: The Contractor must check monthly the following: chiller compressor for overheating, refrigerant levels, refrigerant system for leaks, filters and strainers, water treatment operation, and oil levels. Annually, the contractor shall inspect all wiring, starters, and disconnects; test operation of all safety controls; calibrate chiller controls; change purge unit dehydrators; test compressor oil and filter; inspect condenser tubes for scale, fouling, and corrosion, inspect chiller for rust, and operation of purge system.

F. Rotary Chiller Maintenance: The Contractor must check monthly the following: chiller compressor for overheating, refrigerant levels, refrigerant system for leaks, filters and strainers, and water treatment operation. Annually, the contractor shall inspect all wiring, starters, and disconnects; test operation of all safety controls; calibrate chiller controls; test compressor oil and filter; inspect condenser tubes for scale, fouling, and corrosion, and inspect chiller for rust.

G. Centrifugal Pump Maintenance: Centrifugal pumps shall be examined annually with the following preventive tasks performed: Open casing and inspect casing and impeller for wear. Remove, clean, and inspect bearings. Remove packing and inspect shaft sleeve. Check casing and piping alignment. Inspect coupling for wear and realign coupling. Test pump motor, plus inspect wiring starter, and disconnect. Re-torque mounting bolts as necessary.

H. Replacement Parts and Materials: Replacement parts and materials must be of similar or better quality than the components replaced, considering energy efficiency, operational characteristics, power quality, control and data acquisition, maintainability, and durability. The Facility Manger may require replacement of components with components from the same manufacturer to maintain consistency throughout the building.

Materials and parts that are visible to building occupants must be to building standard and maintain the same appearance as similar materials and parts in the occupied space. Components of control systems must be replaced so as to maintain the tie-in to the control system with no degradation of data throughput, memory, point capacity, data acquisition, or programmability.

Motors must be replaced with premium efficiency motors as defined by the NEMA MG-1 standard or in compliance with local utility guide demand-side management rebate guidelines Old transformers

must be replaced with NEMA-rated class one efficiency transformers in accordance with the NEMA TP-1 standard. Replacement of variable frequency drives must be done in accordance with recommendations found in NEMA, Application Guide for AC Adjustable Speed Drive Systems.

Energy Star-rated equipment must be installed where available and when there is no engineering or operational reason not to select an Energy Star product.

I. Refrigerant Control and Certification: The Contractor must control refrigerants and maintain records in accordance with EPA, ASHRAE, ANSI, and air quality management district standards. The Contractor must take appropriate immediate action and report leaks to the FACILITIES OPERATIONS COORDINATOR. The Contractor must maintain and test refrigerant monitors and alarms and purge ventilation systems as part of the maintenance program. Testing must use appropriate media to test sensors as well as alarm circuitry. Refrigerant control logs must be updated as required, and a copy sent to the FACILITIES OPERATIONS COORDINATOR. The Contractor must also maintain a set of logs onsite and make this set of logs available to City for inspection.

Contractor employees who come into contact with refrigerants in the course of their duties must be certified to handle such refrigerants. If equipment containing chlorofluorocarbon (CFC) or hydro chlorofluorocarbon (HCFC) refrigerants is removed from operation under this contract, the Contractor must recover all refrigerant in the equipment, seal it in appropriate storage containers, reclaim and reuse it as directed by the FACILITIES OPERATIONS COORDINATOR, or dispose of it within EPA guidelines.

In the event of fines or penalties levied by the EPA or other agency, the Contractor may be charged these cost if improper handling occurs.

J. Heating & Cooling Coils: The Contractor shall record inlet and outlet air and water temperatures of the heating and cooling coils monthly to ensure proper function. Additionally the contractor shall inspect coil face for dirt accumulation, coils and fins for leaking and corrosion, coil tubes for bulging and cracks in frame and casing. Once per year, the contractor shall drain coils as required by manufacturer specifications. Where coils can not be fully drained a mixture of water and ethylene glycol may be used. Likewise, the contractor shall inspect annually the interior downstream of cooling coils for signs of water damage.

K. HVAC Duct Inspection: Upon each monthly maintenance visit, the contractor shall inspect interior ducts for dirt, dust, and lint; and clean exterior. The contractor shall annually inspect fire damper positions and lubricate, inspect duct exterior for corrosion, loose insulation, and separated connections. Test annually for air leaks at joints and flexible joints for splitting.

The City reserves the right to order duct repairs from another source

L. Fall Protection: The Contractor must develop specific fall protection procedures for work on roofs, equipment, and other areas at elevation. The Contractor must ensure fall protection equipment is provided to their employees and that employees are adequately trained."

6. **Page 16 of 21, Section entitled "NOTE";** add items 7 -11:

7. Standards of Conduct: The Contractor shall be responsible for maintaining satisfactory standards of employee competency, conduct, appearance, and integrity and shall be responsible for taking

disciplinary action with respect to his employees as necessary. The Contractor is responsible for ensuring that his employees do not disturb papers on desks, open desk drawers or cabinets, or use City telephones, computers, or office equipment. Each employee is expected to adhere to standards of behavior that reflect favorably on his or her employer and the City. No smoking is allowed in any City building.

8. Other Contractors: The City may undertake or award other contracts for additional work, and the Contractor must fully cooperate with such other Contractors or City employees. The Contractor must carefully schedule his own work, in conjunction with the additional work, as may be directed by the FACILITIES OPERATIONS COORDINATOR. In addition, the Contractor must not commit or permit any act that will interfere with the performance of work by another Contractor or by City employees.

9. Additional Services (Indefinite Quantity Provisions) General: The FACILITIES OPERATIONS COORDINATOR may order additional services at his or her discretion. Additional services may include any services related to O&M and repairs, system upgrades, system operation, or tenant services within covered facilities but not covered within basic services (i.e., not already a requirement of the contract).

10. Price Proposal for Additional Services Work: At the request of the FACILITIES OPERATIONS COORDINATOR, the Contractor must provide a price proposal to accomplish any additional services within 48 hours of the request. The price proposal must follow the pricing guidelines described in this document. Price proposals for additional services become firm fixed price on acceptance and order by the City. Although price negotiation and determination of price reasonableness is made on the basis of labor, materials and subcontract costs following the pricing guidelines described in this document, the price accepted is not adjusted after completion of work to actual man-hours or actual materials cost.

11. Parts and Materials: If parts or materials are required for a project, the City may provide the parts or materials or the Contractor may be asked to provide the parts and materials. Parts and materials must be priced at estimated actual cost marked up by the standard coefficient in the price schedule if stated. The FACILITIES OPERATIONS COORDINATOR may accept a different markup rate for parts and materials if the Contractor can demonstrate unusual costs or difficulties in obtaining the parts or materials with proof by supplier invoice.

    Price proposals must use the labor rates established in the price schedule.

****THIS ADDENDUM MUST BE SIGNED AND RETURNED WITH THE BID PACKAGE****

Marilyn J. Imbato for

Paul J. Calapa,
Purchasing & Contracts administrator
Purchasing & General Services Department