



Addendum No. 1

City of Coquitlam

RFP No. 21-072

HVAC Systems - Maintenance and Repair

Issue Date: December 20, 2021

Total Page Count: 2

Proponents shall note the following amendments to the RFP documents:

QUESTIONS AND CLARIFICATIONS

Q1) Please clarify which facilities will require a scissor lift for unit heater servicing? Several of the unit heaters appear in their description as if they are serviceable from a small stepladder.

A1) Answer: The bulk are accessible by ladder. Where we have high truck bays (Fire Halls & the Vehicle Service Bay), a scissor lift will be needed.

Q2) What is a "Replacement Sleeve"?

A2) Filter (replacement sleeve was an error in terminology)

Q3) In reviewing and comparing Appendix A – HVAC Equipment Inventory to Appendix C - Price Work Sheet, we discovered the following Buildings are listed in Appendix A, and are not listed in Appendix C:

- a. Foster Tennis Facility - 1650 Foster Ave
- b. Mountainview Park Washroom- 800 Smith Ave
- c. Rochester Park Washroom - 1390 Rochester Ave.
- d. SERVICE CENTRE - PARKS ADMINISTRATION BUILDING - 2647 Austin Ave

Is this an oversight? Do we not include these facilities in Appendix C – Price Work Sheet?

A3) Include a & d on the worksheet. Remove b & c from both lists

Q4) Why does POIRIER CC - 630 Poirier St not included in Appendix C – Price Work Sheet Annual -HVAC – Major Inspection - Cooling (Summer Service – March), when Appendix A contains equipment that should be serviced at that time as defined by the SCOPE OF WORK 3.2 c & d?

A4) Delete Poirier CC from both lists entirely

Q5) Do humidifiers referred to in this RFP require replacement bottles? If so, are these to be included in the pricing?

A5) Yes

Q6) SCOPE OF WORK 3.2 a) VII. Is there an existing 'spare belt per air handling unit' on-site once the RFP is awarded?

A6) Yes

Q7) Is the cost of the Scissor Lift to be included in our pricing?

A7) Yes, per section 1.5 of the RFP prices are to include all provisions of material and equipment

Q8) In the INSTRUCTIONS TO PROPONENTS in 1.1 it states "The scope of services includes the provision of scheduled preventative maintenance as well as corrective maintenance (repair services) including emergency response at various City of Coquitlam Facilities". Please clarify if:

- a. labour and materials to perform repairs outside of regular maintenance is included: i.e. Change a Refrigeration Compressor or Condenser.
- b. If so, is all labour included to respond to any service calls outside of regular maintenance?

A8) a. No, all repairs outside of regular maintenance are at additional cost.

b. No, service calls outside of regular maintenance are at additional cost.

Q9) In THE SCOPE OF WORK 3.17 Frequency of Invoicing it states that the "Contractor to invoice on a monthly basis." When submitting pricing in Appendix C it is based on each season visit. Please clarify?

A9) Invoice provided per work order.

End of Addendum No. 1

Proponents take into account the content of this Addendum in the preparation and submission of the Proposal which will form part of the Contract and should be acknowledged on the Proposal Submission Form.

Upon submitting a Proposal, Proponents are deemed to have received all addenda that are issued and posted on the City's website and considered the information for inclusion in the Proposal submission.

Issued by:

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