

COUNTY OF ALBANY
RFB-50511610
HVAC PREVENTIVE MAINTENANCE & EMERGENCY SERVICE
FOR ALBANY COUNTY HEALTH DEPARTMENT/ MENTAL HEALTH
DEPARTMENT AND DEPARTMENT OF MOTOR VEHICLE BUILDINGS

ADDENDUM #3

March 16, 2005

The following Addendum No. 3 consisting of 8 pages (including this cover page) is hereby issued on the 16th day of March, 2005, in connection with the Request for Bids #50511610, HVAC Preventive Maintenance & Emergency Service for Albany County Health Department/Mental Health Department and Department of Motor Vehicle Buildings for the Albany County Department of General Services.

**RFB-50511610- SPECIFICATIONS
HVAC PREVENTIVE MAINTENANCE & EMERGENCY SERVICE**

ADDENDUM #3

During the site visit on Tuesday, March 15, 2005, it was discovered that some equipment located on the upper roof of the Albany County Department of Mental Health Building was inadvertently omitted from the specifications. The following items are a result of this discovery:

ITEM #1:

The bid submission date has been extended until Monday, March 21, 2005 at 11:00AM.

ITEM #2:

Please add Supplemental and Detailed Specifications for the equipment located on the upper roof of the Albany County Dept. of Mental Health Building. *Page 7 of 9, Page 8 of 9 and Page 9 of 9* attached herein.

ITEM #3:

When submitting bids for RFB-50111610, please use the attached revised bid form. This form includes the omitted equipment. BF1, BF2 and BF3

End of Addendum #3

**RFB-50511610- SPECIFICATIONS
HVAC PREVENTIVE MAINTENANCE & EMERGENCY SERVICE
DEPARTMENT OF MENTAL HEALTH BUILDING
Roof Top Units**

Supplemental Conditions

1. Contractor shall provide one (1) Cooling and one (1) Heating Inspection per year.
2. All materials not included in Maintenance Contract shall be billed at a 10% DISCOUNT from Manufacturer's List price.
3. This Maintenance Contract shall receive priority service. Contractor shall respond to a request for emergency service BEFORE providing service to any customer who does not have a Service Agreement.
4. Upon completion of each service, Contractor shall provide the County with a comprehensive inspection report listing work performed, defects found and corrected, and any recommended corrective action.
5. Air filters shall be changed six (6) times per year
6. Belts shall be changed one (1) per year.

RFB-50511610
HVAC PREVENTIVE MAINTENANCE & EMERGENCY SERVICE
DEPARTMENT OF MENTAL HEALTH BUILDING
Roof Top Units

Detailed Specifications

SCHEDULED VISITS:

- February Precision Tune-up Heat
- April Inspection/Air Filter Change
- June Precision Tune-up Cooling
- August Inspection/air Filter Change
- October Inspection/Air Filter Change
- December Inspection/Air Filter Change

AIR CONDITIONING MAINTENANCE SCHEDULE:

- Check condenser coil for heat transfer loss.
- Inspect blower wheels and fans to assure proper air delivery.
- Check all Safety controls.
- Check all operating controls.
- Check for proper refrigerant charge and leaks.
- Exposed ductwork will be checked for leaks and proper insulation.
- Belts and pulleys will be inspected and adjusted as required.
- Thermostats will be checked and calibrated as required.
- Motors and bearings will be lubricated as required.
- Condensate drain will be checked.
- Crankcase heater will be checked for proper operation.
- Relays and contactors will be inspected.
- Unit wiring and electrical disconnect will be inspected.
- Economizer operations will be checked, where applicable.
- Temperatures and pressures will be inspected.
- Air filters will be replaced.
- Condenser coils will be washed one (1) time per year.
- Evaporator coil will be inspected and cleaned annually, if necessary.
- Furnish inspection report and advise of any necessary repairs.

Detailed Specifications (con't)

GAS HEATING SYSTEM MAINTENANCE SCHEDULE:

- Heat exchanger will be inspected annually for cracks and deterioration.
- Burners will be inspected and cleaned as necessary.
- Thermocouple will be inspected.
- Fan switch will be checked and adjusted as needed.
- Pilot orifice will be cleaned and pilot flame adjusted as necessary.
- Safety controls will be operationally checked.
- Blower wheel will be cleaned as necessary.
- Blower bearings will be inspected and lubricated per manufacturer's recommendation.
- If installed, blower belt and pulleys will be inspected.
- Motor (s) will be cleaned and lubricated.
- Gas line will be leak tested from the nearest shut off valve to the burners.
- Combustion air openings will be checked.
- Flue pipe will be inspected for deterioration.
- Exhaust system will be checked for proper draft.
- All panels will be properly secured.
- Thermostat will be checked and calibrated as required.
- Temperature and performance will be recorded.
- Air filters will be replaced.
- Furnish inspection report and advise of any abnormal conditions or necessary repairs.

EQUIPMENT LIST:

<u>UNIT</u>	<u>MODEL</u>	<u>SERIAL</u>
1. Carrier	48TFE013-501KB	2301G35033
2. Carrier	48TFE012-501DA	2501G33018
3. Carrier	48TJD016	2301F89021
4. Carrier	48TFE009-501DA	2501G3391
5. Carrier	48TFE006-501GA	0601G20753
6. Trane	SFHC-B406-LA	C82M-07324
7. Trane	SFHC-B306-LA	C83A-11787
8. Trane	SFHC-B306-LA	C83A-11788
9. Trane	YCC030F1MOBH	Z5141SR1H
10. Trane	SFCB-B753-LA	C88B-04091
11. Larkin Exhaust Fan	TCA-3A	8531479X4

COUNTY OF ALBANY

BID FORM

BID IDENTIFICATION:

Title: **HVAC Systems Maintenance and Emergency Service Albany County Health
Dept./Mental Health and Dept. of Motor Vehicle Buildings**

Bid Number: **50511610**

THIS BID IS SUBMITTED TO:

Karen A. Storm, Purchasing Agent
Albany County Department of General Services
Purchasing Division
112 State Street, Room 940
Albany, NY 12207

1. The undersigned BIDDER proposes and agrees, if this Bid is accepted, to enter into a Contract with the owner in the form included in the Contract Documents to complete all Work as specified or indicated in the Contract Documents for the Contract Price and within the Contract Time indicated in this Bid and in accordance with the Contract Documents.
2. BIDDER accepts all of the terms and conditions of the Instructions to Bidders, including without limitation those dealing with the Disposition of Bid Security. This Bid may remain open for ninety (90) days after the day of Bid opening. BIDDER will sign the Contract and submit the Contract Security and other documents required by the Contract Documents within fifteen days after the date of OWNER'S Notice of Award.
3. In submitting this Bid, BIDDER represents, as more fully set forth in this Contract, that:
 - (a) BIDDER has examined copies of all the Contract Documents and of the following addenda: (If none, so state)

Date

Number

(receipt of all of which is hereby acknowledges) and also copies of the Notice to Bidders and the Instructions to Bidders;

- (b) BIDDER has examined the site and locality where the Work is to be performed, the legal requirements (federal, state and local laws, ordinances, rules and regulations) and the conditions affecting cost, progress or performance of the Work and has made such independent investigations as BIDDER deems necessary;
- (c) This Bid is genuine and not made in the interest of or on behalf of any undisclosed person, firm or corporation and is not submitted in conformity with any agreement or rules of any group, association, organization or corporation; BIDDER has not directly or indirectly induced or solicited any other BIDDER to submit a false or sham Bid; BIDDER has not solicited or induced any person, firm or a corporation to refrain from bidding; and BIDDER has not sought by collusion to obtain for himself any advantage over any other Bidder or over the owner.

- 4. BIDDER will complete the Work for the following prices(s): (Attach Bid Proposal)
- 5. BIDDER agrees to commence the Work within the number of calendar days or by the specific date indicated in the Contract. BIDDER agrees that the Work will be completed within the number of Calendar days or by the specific date indicated in the contract.
- 6. The following documents are attached to and made a condition of this Bid:
 - (a) Non-Collusion Form
 - (b) Acknowledgment by Bidder
 - (c) Bidder Qualification Questionnaire
- 7. Communication concerning this Bid shall be addressed to:

Phone: _____

- 8. Terms used in this Bid have the meanings assigned to them in the Contract and General Provisions.

COUNTY OF ALBANY

BID FORM

BID IDENTIFICATION:

Title: **HVAC Systems Maintenance and Emergency Service, Albany County Health Dept./Mental Health Dept. and Dept. of Motor Vehicle Buildings**
Bid Number: **50511610**

Location	Preventive Maintenance Base Price	Emergency Service/ Extra Work Standard Hourly Rate	Emergency Service/ Extra Work Overtime Hourly Rate
Albany County Health Dept./Mental Health Dept. Building 175 Green Street.	\$ PER QUARTER YEAR	\$	\$
Dept. of Motor Vehicles Building 260 South Pearl Street	\$ PER QUARTER YEAR	\$	\$
Albany County Health Mental Health Dept. Building Upper Roof Equipment	\$ PER QUARTER YEAR		

COMPANY NAME

FEDERAL TAX ID NUMBER

STREET ADDRESS

DATE

CITY, STATE, ZIP

COMPANY REPRESENTATIVE

TELEPHONE NUMBER

SIGNATURE AND TITLE