

**REQUEST FOR PROPOSALS (RFP) NO. 750-SH  
HEATING, VENTILATION, AND AIR CONDITIONING  
EQUIPMENT MAINTENANCE AND REPAIR SERVICES**

ATTACHMENT 1 TO BULLETIN NUMBER TWO  
QUESTIONS AND ANSWERS (Q&A)

QUESTION NUMBER	RFP LANGUAGE (IF PROVIDED)	PROPOSER'S QUESTION	JPA's/COUNTY'S RESPONSE
1.	<p><b>RFP Reference:</b> RFP No. 750-SH – HVAC Equipment Maintenance and Repair Services</p> <p><b>Paragraph Reference:</b> Section 7.6 – Business Proposal Requirements Section 7.6.4 – Proposer's Qualifications Section 7.6.5 – Proposer's Approach to Providing Required Services</p> <p><b>Quoted Language Prompting the Question:</b> <i>“Proposer must clearly demonstrate that Proposer's organization has the qualifications, background, experience, and financial capability to provide and perform the required Services.” (RFP 7.6.4)</i> and <i>“Proposer will be evaluated on its description and methodology to be used to meet or exceed the requirements of Exhibit A (Statement of Work).” (RFP 7.6.5)</i></p>	<p>Would the Authority be open to receiving optional supplemental information within the Business Proposal that describes a Proposer's experience supporting forensic laboratories or other mission-critical government facilities, beyond the minimum information expressly required in Section 7.6, provided such information is clearly identified and does not replace any required content?</p>	<p>Proposers are encouraged to propose supplemental information that exceeds the Services described in Exhibit A (Statement of Work); however, the inclusion of additional optional work will be negotiated with awarded Contractor.</p>

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2.	<p><b>Document:</b> RFP</p> <p><b>Paragraph #:</b> 7.6.7.3</p> <p><b>Page #:</b> 29/37</p> <p><b>Language:</b> <i>Proposer must indicate all exceptions to Appendix A (Sample Contract) and/or Exhibit A (Statement of Work) by providing a 'red-lined' Word version of the language in question.</i></p>	<p>Appendix A (Sample Contract) and/or Exhibit A (Statement of Work) must be provided in a "red-lined Word version" of the language in question.</p> <p>Please confirm whether the red-lined Word version of Appendix A and/or Exhibit A is required as a separate Word file on the flash drive or pasted in-line in the electronic document, and whether the hard-copy submission should include a printed version of the red-lined document.</p>	<p>The red-lined version of the County's language in question should be included within Section E of Proposer's electronic and hard copy Business Proposal, not as a separate document.</p>
3.	<p>Appendix B (Required Forms), Exhibit 2, Certification of Compliance</p>	<p>The RFP states in Appendix B Required Forms Exhibit 2 Certification of Compliance that the contractor will need a C38 license and/or C20 license, will one or other suffice or does the contractor need to carry both?</p>	<p>Proposers are required to have both licenses.</p>

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4.	<p><b>Document:</b> Sample Contract  <b>Paragraph #:</b> 8.40 Subcontracting  <b>Page #:</b> 37  <b>Language:</b> <i>The requirements of this Contract may not be subcontracted by Contractor without the advance approval of the JPA. Any attempt by Contractor to subcontract without the prior consent of the JPA may be deemed a material breach of this Contract.</i></p>	<p>Please clarify if this is merely for review or if the County can require changes to the subcontractor?</p>	<p>The JPA must review and approve all subcontracting.  Refer to Paragraph 8.40 (Subcontracting) of Appendix A (Sample Contract) to the RFP, in its entirety.</p>
5.	<p><b>Document:</b> Sample Contract  <b>Paragraph #:</b> 7.4  <b>Page #:</b> 9-10  <b>Language:</b> <i>All Contractor's staff... will be required to undergo and pass, to the satisfaction of the JPA, a background investigation...</i></p>	<p>Can the JPA provide estimated processing timelines for required background investigations, LiveScan clearances, and any facility badging or credentialing requirements for onsite personnel? Additionally, will provisional approvals be permitted to support continuity of service during onboarding or personnel replacement, subject to compliance with security protocols?</p>	<p>Timelines for background investigations will vary.  At the sole discretion of the JPA, applicants may be provisionally approved pending results of the background investigation.</p>

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6.	<p><b>Document:</b> SOW <b>Paragraph #:</b> 1.1 <b>Page #:</b> 1 <b>Language:</b> <i>Contractor must provide inspection, maintenance, and repair services (Services) for air handlers, split systems, humidifiers, exhaust fans, pumps, boilers, cooling towers, and chillers for the Heating, Ventilation, and Air Conditioning (HVAC) system.</i></p>	<p>Are the humidifiers connected to the AHUs part of the system or are they a separate asset that was not called out on the asset list?</p>	<p>The humidifiers are connected to the AHUs part of the system.</p>
7.	<p><b>Document:</b> SOW <b>Paragraph #:</b> Equipment List No. 5 <b>Page #:</b> Attachment 1- pg. 1 <b>Language:</b> Boiler Copper Fin II Lochinvar</p>	<p>Is the air eliminator connected to the Lochinvar boiler a part of the system or is this a separate asset that was not called out on the asset list?</p>	<p>The air eliminator connected to the Lochinvar boiler is part of the system.</p>
8.	<p><b>Document:</b> SOW <b>Paragraph #:</b> Attachment 2 – Maintenance Schedule <b>Page #:</b> 8 <b>Language:</b> Water Treatment</p>	<p>What is the scope of responsibility for water treatment, is the expectation solely treatment of the closed and open loops for the HVAC system or is there additional systems not identified that require maintenance?</p>	<p>Water treatment is handled separately from this contract. Aqua-Serv is the vendor.</p>

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9.	<p><b>Document:</b> SOW</p> <p><b>Paragraph #:</b> Attachment 1 - Equipment List</p> <p><b>Page #:</b> 4-6</p> <p><b>Language:</b> Automated Control System – Johnson Controls Metasys</p>	<p>Please clarify the extent of the Contractor's responsibility for the Building Automation System (BAS). Specifically, does the scope include programming changes, control sequence modifications, and graphics updates, or is the Contractor limited to operational checks, diagnostics, and coordination with the BAS vendor or owner's representative?</p>	<p>Contractor is limited to operational checks, diagnostics, and coordination with the BAS vendor.</p>
10.	<p><b>Document:</b> SOW</p> <p><b>Paragraph #:</b></p> <p><b>Page #:</b> 1</p> <p><b>Language:</b> <i>Contractor must maintain all equipment according to manufacturer's specifications...</i></p>	<p>Does the JPA require the Contractor to use a County-provided CMMS, or will Contractor-provided systems (e.g., IBM Maximo) be acceptable provided that all required documentation, reports, and audit records are accessible to the JPA?</p>	<p>Contractor must utilize a County-provided CMMS.</p>
11.	<p>In reference to Appendices A Exhibit A Statement of Work, Attachment 1, Equipment List</p>	<p>The equipment list provided in the RFP is not up to date, please provide an updated equipment list. Including the Model &amp; Serial Number for each piece of equipment to be covered in the Maintenance?</p>	<p>Attachment 1 (Equipment List) to Exhibit A (Statement of Work) will stand as written.</p>

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12.	In reference to Appendices A Exhibit A Statement of Work	<p>Could you please provide the material list for each piece of equipment to be covered in the Maintenance, including:</p> <p>a. Belt sizes and quantities.</p> <p>b. Filter types, sizes, MERV ratings, and quantities (including pre-filters).</p>	Requested information will be provided to awarded Contractor during Contract negotiations.
13.	In reference to Appendices A Exhibit A Statement of Work, Attachment 1, Equipment List	The equipment list shows (qty. 15) Toshiba VFD's. During the site walk we noticed ABB Drives. Are the ABB Drives covered in this maintenance, or can we assume the ABB drives are replacement drives from the original Toshiba drives?	The ABB VFD's are replacement drives from the original Toshiba VFD's.
14.	Section 1.0 paragraph 1.1 states that "the Services must include general maintenance and inspection Services, preventative maintenance and inspection Services, emergency and unscheduled repair Services, including all parts, materials, and labor for the equipment listed in Attachment 1 (Equipment List) and as specified in Attachment 2 (Maintenance Schedule) to this Statement of Work (SOW)."	Are emergency and unscheduled repairs to be covered under this fixed price HVAC Maintenance Contract or are they to be billed in addition to the HVAC Maintenance Contract as they occur?	Emergency and unscheduled repairs will be compensated at the applicable "Labor and Parts Rates for Emergency/Unscheduled Repair Services" specified in Exhibit 10 (Pricing Schedule) of Appendix B (Required Forms).

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15.		Will this HVAC Preventative Maintenance be performed during normal working hours or after normal working hours?	Preventative Maintenance will be performed Monday through Friday, during normal business hours between 6:00 a.m. and 3:30 p.m., excluding County-recognized holidays.
16.		Would it be possible to get a picture of additional equipment on the equipment list?	Pictures requested at the Site Visit were emailed to all Proposers who attended the Mandatory Proposer's Conference.
17.	From site visit <b>Document:</b> N/A <b>Paragraph #:</b> N/A <b>Page #:</b> N/A <b>Language:</b> N/A	Is the BAS system monitor only or does it have the ability to adjust and manipulate equipment?	The BAS system monitor can adjust and manipulate equipment.
18.		Could you provide a full set of mechanical drawings for the building?	Refer to the JPA's/County's response to Question #12 above.
19.		Will the service provider be provided with remote access to the Automated Control System?	No.

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20.		What is the current software version of the Metasys Automated Control System at the facility? And what does the current Automated Control System consist of?	The JPA/County is working on a response to this question. Any information obtained will be provided in a forthcoming bulletin.
21.		Can you provide as-built drawings for the Automated Control System?	Refer to the JPA's/County's response to Question #12 above.
22.		Are there any critical areas of the facility where work will need to be performed at specific times of the day or night?	No.