



Spartanburg County School District Two

Administrative Offices

3231 Old Furnace Road · Chesnee, South Carolina 29323

Telephone: (864) 578-0128 · Fax: (864) 578-8924

www.spart2.org

IFB#2403 HVAC Filter Replacement

Addendum 1

August 28, 2023

Questions & Answers:

1. What days and hours can we get in to the sites to service?
 - a. Building will be available during the hours custodians or maintenance are working. Using the school calendar, customarily these hours would be Mon-Fri 8 to 5.
2. How do we get access to the sites?
 - a. All visitors must check in with the front office where they will be provided a key for access. All visitors must also check out at the front office before leaving.
3. Can you elaborate on the vent cleaning? Are we to use vacuums? Wipe down?
 - a. Vendor will be responsible for areas immediately around the filter replacement.
4. Is the roll filter in the filter list 50 inches or feet?
 - a. The roll filter is 50 inches.
5. What types of filters are being used now – poly or pleated?
 - a. Both types are used – as long as they are MERV 8 or better
6. Is this bid for supply and installation/services? If yes, can the vendor bid to supply the product without providing the installation/services?
 - a. No, this bid is for supply and installation.
7. Is the pre-bid meeting mandatory?
 - a. Yes
8. Are these 5 mini splits a units?
 - a. No, these are separate units.
9. Can the vendor follow up with the questions that weren't answered or ask more questions for the answers that were unclear after the deadline has passed?
 - a. Clarification will be provided after the deadline has passed.



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10. Are the sizes at page 18 for pleated filter MERV 10? If not can you please provide the filter type MERV rate media, speciation sheet?
 - a. All must be MERV 8 or better.
11. Will this be awarded to more than one bidder?
 - a. District 2 reserves the right to award based on the best interest of the district.
12. Is the shipping quarterly?
 - a. Replacements are quarterly. Installation team will bring necessary filters with them. District does not store filters.
13. Who is the current incumbent?
 - a. The district does not currently have a contract in place for these services.
14. Is this an all-or-none bid?
 - a. Award will go to responsive and responsible vendor that can provide the services as outlined within this solicitation.
15. In the past 12 months, how many shipments have been received?
 - a. None – installation teams must bring necessary filters during install.
16. Last year, how many invoices did you have?
 - a. During the past fiscal year, this service was not under contract.
17. What was the contract amount spent last year?
 - a. During the past fiscal year, this service was not under contract.
18. What was the total final bid for the previous winning bidder?
 - a. During the past fiscal year, this services was not under contract.
19. What is the expected number of shipments per year for each location?
 - a. None – the installation team is responsible for bringing necessary filters during install.
20. How many different “ship to” locations are required?
 - a. The installation team will bring necessary filters with them for install. The district will not store filters.



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21. The following received questions do not apply to this solicitation, as this is for supply and install, not shipments.
- a. Can freight be charged on a per shipment basis?
 - b. Can freight terms be prepaid and added to invoice?
 - c. Is a liftgate or forklift required for delivery?
 - d. Do you have a warehouse for the delivery?
 - e. Can you please provide a list of delivery addresses?
 - f. Will the department provide a separate line item for freight?
 - g. What frequency would these filters be purchased?
 - h. Total quantity in a one time purchase, quarterly purchase, monthly purchase?