



Dinwiddie County Procurement

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ADDENDUM #1

Date: August 16, 2022

Request for Proposals #23-0728223

HVAC Systems Maintenance and Repairs

Deadline: Friday, August 19, 2022 at 2 p.m.

TO ALL POTENTIAL BIDDERS:

The following information is being provided for purposes of clarification or in response to questions received from potential offers. In the event that any of these specifications conflict with previous specifications, the specifications in this addendum shall control. Prepare your proposals accordingly:

1. Can a filter list of all filter sizes and types be supplies by the incumbent contractor?

Answer: Filter List is attached.

2. It appears the newer buildings such as the Government Center have a significant amount of VAV the maintained equipment list does not encompass those. Will an addendum be published that shows these as well as their filter size and quantities?

Answer: The County acknowledges that the equipment list may not be complete and would seek that assistance of the new contractor to update the list as needed. Attached is a list of filters by building.

3. Page 29 Section 3 - Bullet 5 – It's referenced that the controls system be maintained as well. Will owner supplied access be given to the operators workstations as needed to perform maintenance procedures? Is it the county's goal for the successful contractor to assume the BAS maintenance?

Answer: Yes, the County will provide the contractor with access to the control system as needed. The County will maintain the building controls in-house, such as adjusting temperatures, etc.

4. Page 30 Section 3A - Bullet 4 and 5 - These reference the contractor taking ownership over the controls/building automation components of the facilities where applicable. Is that the goal that the selected contractor provide BAS/Controls maintenance as well?

Answer: The County wishes for the Contractor or its subcontractor to provide annual maintenance services for the Building Automation and Direct Digital Control Systems to include, but not limited to: technical support, calibration, tune, and maintenance of the

equipment; checking for software updates; checking operator alarms, maintain the central processing unit database, checking communication ports and setup configuration, checking input/output digital controllers, etc.

5. CORRECTION: There are no longer Honeywell Controls in the Pamplin and Courthouse Buildings. They were replaced with Jace controls. The controls in the Public Safety Building and Government Center are Trane.
6. ADDITION: In the pricing section of your proposal, please add a separate line item(s) for maintenance of the Jace and Trane controls. Please also include information about who will conduct these services, whether they will be done by the proposing contractor or by a subcontractor.
7. Page 30 Section 3A - Bullet 8 - Vibration analysis for motors of 1HP is out of the norm. Typically only critical and larger motors are targeted for this procedure. Vibration analysis is a costly and time consuming exercise. Does Dinwiddie have a suggestion as to how frequent "Periodic" may be and if this service will remain in the RFP after the discussions in the pre-bid walk?
Answer: Vibration analysis will be done on an as-needed or as-requested basis. It will not be included a part of preventative maintenance.
8. Page 30 Section 3A - Bullet 11 - There is mention that refrigerant is included at no cost to the customer. Refrigerant typically is captured under T and M service orders due to the variable nature of what is needed. Is Dinwiddie's intention to have the contractor to provide all refrigerant needed for repair under the maintenance agreement?
Answer: Refrigerants have been removed from the Preventive Maintenance Service.
9. REPLACE Section 3 of Appendix A with the following:

3. MAINTENANCE OF HVAC SYSTEMS:

The Contractor shall provide preventive maintenance on all HVAC equipment, to include air filter service, four (4) times per year. This shall include existing equipment, equipment installed as part of the contract, equipment installed by other contractors and equipment installed by the County.

The Contractor shall notify the County of any repairs needed and provide a quote for making repairs. No work shall be completed outside of preventive maintenance without prior approval from the County.

An inventory of existing equipment is listed in Appendix B.

A. Services Included:

Preventive maintenance shall be provided no less than four times per year, including start-up and shut down if applicable. Services shall include, but are not limited to, the following:

- Examining each piece of equipment and device to see that it is functioning properly and is in good operating condition.

- Cleaning all components of dust, old lubricants, etc. to allow the equipment to function as designed.
- Lubricating all equipment where needed to permit bearings, gears, and all contact wearing points to operate freely and without undue wear.
- Adjusting all linkages, motors, drives, etc. that have drifted from the initial design settings and positions.
- Calibrating all sensing, monitoring, output, safety, and readout devices for proper ranges, settings, and optimum efficiencies.
- Install and regularly change all filter media at a frequency dictated by dirt conditions generally accepted. Air filter replacement to include pre-filters, frame filters, fan coil filters, automatic roll type filters, and bag filters (as required)
 - Filter media (frame or roll type systems) with an average AFI gravimetric rating of not less than 70% efficiency.
 - Filter media shall be standard polyester fiber and will be bonded together preventing fiber shredding and blow through for maximum efficiency and will be of the fire retardant type of at least a Class 2 rating.
 - Roll media in varying widths, and in dry and tackified polyester or roll type filters.
- Testing and cycling all equipment as a system after it has been cleaned, lubricated, adjusted and calibrated to assure that it operates to original design specifications.
- Performing boiler flue gas analysis during heating season switch over with an Electric Flue Gas Analyzer to determine the proper energy efficiency of the boiler burner system to maximize efficiency documenting same in written report form.
- Using an infrared scanner for a site inspection at least semi-annually to evaluate the condition of all portions of mechanical system to include motors, pumps, chillers, boilers, motor starters and electrical panels for proper predictive/preventive maintenance. Reports not required.
- This mechanical maintenance includes, at no additional cost to the County, all parts, labor, and materials necessary to make the repairs, as approved by the County, including:
 - Belts
 - Heating Coils; (cleaning only)
 - Cooling Coils; (cleaning only)
 - Air Filters
- Annual maintenance and updates to Building Automation and Direct Digital Control Systems.

B. Service and Maintenance Records:

- Contractor shall maintain complete and detailed service and maintenance records for each piece of equipment in a secure central database. This comprehensive list shall include equipment covered including make, model, serial number, capacity, and vendor information, plus a structured month by month preventative maintenance (PM) schedule for each piece of equipment.
- Such records shall be made available to County at any time.
- Such records shall be available to County and Contractor through multiple sorting criteria including individual piece of equipment showing PM order number(s), date(s) for current and future PM's, date/time of arrival and completion for each scheduled task, tasks performed by technicians including measurements and notes.

- Such records shall be available to each and every technician servicing any piece of equipment at any time
- Such records shall be secure and available to only County or Contractor personnel.
- Contractor shall have the ability to provide status of any current work order at any time.
- Contractor shall have the ability to provide verification of completed work order or PM form to County within one (1) day of the completion of that service or maintenance action. A paperless version is preferred but not required.
- Contractor shall have the ability to receive service requests 24/7/365.
- Contractor shall provide work orders that are legible and contain sufficient information about the work performed.
- Contractor shall have certified quality processes that ensure:
 - Equipment is serviced and work actions recorded in a uniform manner every time, regardless of the assigned technician.
 - Service requests and preventive maintenance activities are tracked to completion in a timely manner.
 - Information and data is properly and securely controlled

Note: A signed acknowledgement of this addendum must be received by this office prior to the due date and time, or must be attached to your proposal. Signature on this addendum does not constitute signature on the original proposal. The original proposal must also be signed per RFP instructions.

Company Name: _____

Signature: _____

Type/Print Name: _____

Title: _____

Date: _____

HVAC Filter List by Building

Building	Size	Qty
Courthouse	18x20x1	8
	20x25x1	3
	16x24x2	2
	16x24x1	11
	20x20x2	16
	20x20x12 95%	8
	Bx56	2
	Bx54	2
	Bx46	2
	Bx84	2
	16x25x2 Pleated	46
	16x20x2 Pleated	30
Pamplin Building - Registrar's Office	20x20x1 Pleated	4
Pamplin Building	16x25x2 Pleated	21
	16x20x2 Pleated	7
	20x25x1	2
	B88 Belts	2
Historic Courthouse	18x32x1	2
	18x24x1	1
	12x24x1	2
Landfill Trailer	16x30x1	2
Sheriff's Training Center	16x25x2 Pleated	2
	16x25x1 Pleated	1
	20x20x1 Pleated	2
	16x20x1 Pleated	1
Library	16x24x1	2
	20x25x1 Pleated	1
Animal Shelter	14x24x1 Polyester	2
	14x20x1 Polyester	1
	3L350R Belts	3
Eastside Enhancement Center	16x20x2	14
	16x25x2	2
	18x20x1	1
	20 ¼ x 21 ¼ x 1	2
	21 ¼ x 23 ½ x 1	6
	20x20x1	1
Sports Complex	20x30x1	1
McKenney Gym	25x25x1	4
	4L560	2

	Oil Filters	2
	2.25 60 degree nozzles	2
Ragsdale	20x24x2	12
	14x22x1	18
Dinwiddie Vol Fire Dept	20x24x1	2
	16x20x1	1
Ford Vol Fire Dept	21x28x2	1
	18x28x2	2
	21x25x1	2
	16x20x2	2
McKenney Vol Fire Dept	20x24x1	2
	16x20x1	1
Namozine Vol Fire Dept	14x20x1	3
	14x24x1	1
	20x20x1	2
Old Hickory Vol Fire Dept	20x25x1 Pleated	1
IT Building	16x25x1	2
Public Safety Tower – Dewitt	16x25x1	2
	16x16x2	4
Public Safety Tower – Dinwiddie	16x25x1 Pleated	2
Public Safety Tower – Wheelers Pond	16x25x1	2
	16x16x2	4
Public Safety Tower – Weakley Road	16x25x1 Pleated	2
House	20x20x1 Pleated	1
Public Safety Building	20x25x2	20
	20x35x2	2
	16x20x1	11
	14x14x1	7
	28 ½ x 29 ½ x 2 (server room)	1
	5VX830	2
	AX67	2
	A39	1
Government Center	16x20x1	36
	14x14x1	17
	16x20x2	35
	20x25x2	20
	BVX1000	2
	5VX1000	2