



**PURCHASING
AND MATERIALS
MANAGEMENT**

**City of Myrtle Beach
SOUTH CAROLINA**

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**Addendum #01
RFP 24-R0023
April 11, 2024
HVAC Maintenance and Repair**

The purpose of this Addendum #01 to RFP 24-R0023 for HVAC Maintenance and Repair dated March 29, 2024, is to provide additional information and answer questions from qualified bidders that were present at the mandatory Pre-Proposal meeting.

- The City of Myrtle Beach cannot use offeror's contracts in place of the proposal submission requirements outlined in the RFP.
- Offerors will be required to provide the air filter brand and size along with HVAC unit brand, model and serial number information by location when performing quarterly maintenance.
- Reviewed various solicitation requirements, including the Proposal Requirements and Evaluation Requirements. For standardization purposes, Trane or Carrier are the HVAC standard and Mitsubishi is the standard for mini-splits.
- Site visits to all Law Enforcement and Fire Station locations must be coordinated with Kelley Huggins. Kelley can be reached at 843-450-6710 or khuggings@cityofmyrtlebeach.com

The last day for questions is April 17, 2024 at 4:00 pm. Email your questions to John K. O'Brien at jkobrien@cityofmyrtlebeach.com. Answers to questions will be addressed in an addendum and emailed to all qualified offeror's. Proposals are due no later than Friday April 26, 2024 at 2:00 p.m. (local time). No electronic submissions will be accepted. The City is not responsible for late or misdirected mail.

Please send in your sealed proposal to the address listed below:
City of Myrtle Beach Procurement Division
3231 Mr. Joe White Avenue
Myrtle Beach, SC 29577
Attn: John K O'Brien

Thank you,

City of Myrtle Beach
John K O'Brien/Procurement Office/Buyer
[Email: jkobrien@cityofmyrtlebeach.com](mailto:jkobrien@cityofmyrtlebeach.com)
843-918-2171