



Accelerate Progress for Students

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Executive Director

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DATE: 2/16/2022

RFP NUMBER: 22-039DD

RFP TITLE: HVAC Repair Services On-Call

ADDENDUM NUMBER: 1

Questions & Answers:

1. **Are filter changes on a case by case basis per school and is there a copy of how many filters are in that school prior to bidding?**

Each school site will receive 4 quarterly Preventative Maintenance work orders per year. The awarded contractor will be required to get all filter counts and sizes for their assigned school upon award. All Quarterly Filter PM work orders must utilize the lowest apprentice wage rate possible while maintaining the minimum Journeyman to apprentice ratio designated by the state of NM or Jurisdiction having authority. The majority of this PM work should be completed at the Apprentice wage rate. Some Journeyman rates will be allowed but only in the capacity required by law to maintain the proper Journeyman to Apprentice Ratios.

2. **Regarding the Warranty section on page 21 and Guarantee section on page 26—warranty is 90 days but the guarantee is required to be within 12 months. Can you please clarify?**

The warranty sections on page 21 and 22 covers what we need.

1. **All new system installations require a 1 year parts and labor warranty (minimum) from the date of acceptance by an APS HVAC Supervisor.**

2. Service & Repair work on existing mechanical systems is a 90 day parts and labor warranty from the date of acceptance by an APS HVAC Supervisor.

- 3. Regarding the APS Project Management Software, how much is this software? If we were to be awarded this proposal, how many licenses would we have to purchase? On Project Management Software on page 24, it states one or more, can you please clarify?**

The Project Management Software we utilize is Schooldude for our Work Order System and our contractors do not purchase that software. We will set the awarded contractors up with access and log in credentials at no cost

- 4. On page 36 “Normal Base Work Hours” are defined as 7:00AM – 3:30PM M-F; however, on page 25 Normal Hours are stated from 7:00AM – 5:00PM M-F. Can you please clarify which is correct?**

Normal work hours are 7:00 AM to 3:30 PM Monday through Friday

ACKNOWLEDGE ADDENDUM WITH SUBMITTED PROPOSAL:

Addenda not signed and returned may consider the RFP non-responsive and may be rejected.

COMPANY/FIRM NAME

SIGNATURE

DATE