

Procurement Office
HARFORD COMMUNITY COLLEGE
401 Thomas Run Road
Bel Air, Maryland 21015
443-412-2307

**RFP 22P-002 MAINTENANCE AND REPAIR FOR MECHANICAL COOLING, BOILERS,
AUTOMATIC TEMPERATURE CONTROL SYSTEMS AND REFRIGERATION EQUIPMENT**

ADDENDUM NO. 2

The following shall be incorporated into the captioned solicitation as though included in the original documents issued:

1. Correct the RFP identification number from 22P-001 to **22P-002**.
2. Cover Sheet **CHANGE** the proposal due time to **11:00 a.m on Tuesday August 17th**.
3. Cover page, paragraph 5 **CHANGE** to read:
The Bidder must have a functioning office that will be performing the work within approximately **sixty-five (65) mile** radius of the College's main campus.

Page 25, Paragraph 12.2 **CHANGE** to read:
Bidder must have a functioning office that will be performing the work, within approximately **sixty-five (65) mile** radius of the College's main campus.

Bidders service personnel must respond to emergency calls within **two (2) hours** of the call.

4. Cover page, paragraph 1, sentence 2 **CHANGE** to read:
Initial contract term shall be for ten (10) months beginning September 2021 and ending June 30, 2022. The annual twelve-month contract will begin July 1, 2022 through June 30, 2023. The College will have the option to renew for four (4) additional one-year periods based on satisfactory performance and at its sole discretion.

Please see revised proposal form for changes.

5. Revised Proposal forms with the corrected RFP number and dated 8/10/2021.

Questions and Answers

- Q1: Is it possible to bid HVAC equipment separate from refrigeration or would this be considered incomplete?
A1: No, one bid including all equipment must be submitted.
- Q2: Paragraph 9.2.3.2 is cut off at "may be". Can this be completed?
A2: The sentence should read: "At the time of repair refrigerant may be requested from vendor or supplied by HCC."
- Q3: During the site visit I noticed several pieces of equipment that was not listed on the equipment list provided in the RFP. As an example, one of the chillers we saw was apparently under contract by another company and is separate from this RFP. Can you please confirm that the current equipment list (or equipment list on the final RFP version) is the correct equipment for the contract?

- A3: Yes. The equipment list on the RFP is correct. All equipment listed, along with associated parts (remote condenser, etc.) on equipment listed shall be included in the preventative maintenance contract and the contract base price.
- Q4: How many PTAC or unit ventilators are in the Forest Hill/Early Learning Center?
A4: There are 18 PTAC units.
- Q5: On 9.2.4.2 – The total yearly cost is \$6000 as a not to exceed yearly. The contract is for 21 months.
A5: Yes. The RFP states \$2,500.00 of parts and materials per repair incident (Note: 9.2.3 Contract Inclusions not billable/chargeable); not to exceed \$6,000.00 per contract year.
- Q6: Under 9.2.3.3 Auxiliary Equipment – Does that include automatic valves and chilled water pumps?
A6: Yes
- Q7: Are we responsible for the chiller contactors and processor boards? Will that be included in the \$6000 total costs?
A7: Yes. This is factored into the \$2,500 of parts and material per repair incident; not to exceed \$6,000 per contract year (9.2.4.2). Contractor also responsible for maintaining these parts as well during scheduled maintenance visits (i.e. inspecting electrical connections/components, testing components, tightening connections, etc.).
- Q8: Are washable air filters on ductless split systems and any other washable filters taken care of by HCC or Vendor?
A8: Washable filters will be taken care of by vendor at time of every scheduled PM visit.
- Q9: Although this may seem obvious, please clarify: Is the vendor responsible for both evaporator and condenser part of the split system even if they are not listed?
A9: Yes, the vendor is responsible for both the evaporator and condenser for each unit. Both evaporator and condenser together are considered one operating system.
- Q10: Are any lifts needed for maintenance of the equipment? If so, is there an onsite lift available?
A10: Yes, there is a lift available onsite.
- Q11: Are there any accessibility issues for equipment that was not seen during the walk-through?
A11: No
- Q12: Are the Pool Dehumidification Unit Condensers included in the scope of work?
A12: Yes, as it is part of the refrigerant circuit and is required for proper operation of Pool-Pak. This is considered one piece of equipment.
- Q13: For the purpose of pricing the ice machine filters, can HCC please provide a list of filters, i.e. quantity and model numbers for the appropriate models?
A13: HCC will be providing water filters. Each ice machine will have a water filter that will be required to be changed during each scheduled maintenance visit. If there is an ice machine without a filter, HCC will be installing water filters that will be required to be changed.
- Q14: Has there been any equipment added to the contract during the current performance period?
A14: No
- Q15: Who currently handles the maintenance contract for HCC?
A15: Johnson Controls

- Q16: How much are you currently paying for these services?
A16: This information is not available.
- Q17: Can we get a copy of the sign-in sheet from the pre-proposal conference?
A17: Yes, attached to this addendum
- Q18: Paragraph 9.2.3.2 states: "Contract price shall include compressor oil, gear oil and grease, electrical or magnetic relay controls, capacitors, contactors, relays indicator lights, hand towels, tools and cleaning solvents required. The Contract shall indicate the price for all refrigerant in the space provided on the Proposal form. At the time of repair refrigerant may be". Please advise the conclusion of the final sentence.
A18: The sentence should read: "At the time of repair refrigerant may be requested from vendor or supplied by HCC."
- Q19: Please clarify whether the contractor is to supply compressor oil, gear oil and grease, electrical or magnetic relay controls, capacitors, contactors, relays indicator lights, hand towels and cleaning solvents required and whether those costs are to be built into the cost of the Maintenance Agreement. Information shared at the site visit seemed to conflict with the above language.
A19: Contractor shall provide **ALL** materials required to perform scheduled preventative maintenance per RFP and manufacturer's IOM for all listed equipment.
- Q20: Please clarify whether refrigerant is to be an additional item for which the contractor can charge. The incomplete language above seems to so suggest; however, Paragraph 9.1.1.3.3.a states: "All parts and materials used for preventative maintenance purposes will be included in the base contract price at the Contractor's expense".
A20: Refrigerant is not considered to be used for "preventative maintenance" purposes. Everything used for preventative maintenance shall be included in the base price of the contract.
- Q21: What are the operating hours?
A21: Office hours are Monday-Friday, 7 a.m. – 3 p.m. We have techs on duty until 9 p.m. in the summer and during regular semester they are on duty until 11 p.m. We can provide a key to the Contractor to access buildings and can work with the Contractor if any special need arises.
- Q22: Is there a place to store filters?
A22: Each of the building maintenance techs have storage for filters and belts.
- Q23: Will addendums be sent to individual emails?
A23: No. Addendums will be posted to Emaryland Marketplace Advantage and the College's bid board.
- Q24: Do you have access to the Honeywell system?
A24: Yes.
- Q25: Should the refrigerant pricing be broken down by type?
A25: Yes, as pricing for refrigerant fluctuates and will vary widely depending on the refrigerant. Pricing shall be broken down by type. **NOTE:** Please complete the section on the Proposal Form.
- Q26: Chillers- when an oil sample is taken, is it our responsibility to replace the oil?
A26: Yes

END ADDENDUM 2

August 10, 2021

Procurement Department
Harford Community College
401 Thomas Run Road
Bel Air Maryland 21015

**RFP 22P-002 MAINTENANCE AND REPAIR FOR MECHANICAL COOLING SYSTEMS,
BOILERS, AND REFRIGERATION EQUIPMENT- REVISED 8.10.2021**

PROPOSAL FORM

All proposals must be fully and properly executed, securely sealed and marked with the number and title and the proposal due date. Envelopes shall be addressed to the Procurement Department at the address above.

Proposals must be received in the Conowingo Center building Room 105 no later than **11:00 a.m., Tuesday, August 17, 2021.**

To be considered responsive, each proposal submitted must, at a minimum, include the following documents:

1. Proposal Form, completed and signed;
2. Non-collusion Certificate, completed and signed;
3. Proposal narrative including complete responses to sections 9.1, 11.0, 12.0, 13.0
4. Copies of training certificates for all proposed contract personnel (per Specifications 9.1.1); and
5. Three (3) references on the form provided.

PROPOSAL OF _____ DATE _____
Firm Name

In accordance with the foregoing Instructions, General, Supplementary, and Detailed Terms and Conditions, and Specifications, including Addenda No. ____, ____, ____, ____, and ____ thereto, I/we submit the following for evaluation:

1. Lump Sum Base Proposal- **initial contract period from September 2021 – June 30 2022.**
(10 months).

Words Figures \$ _____
2. Lump Sum Base Proposal Annual 12-month contract period July – June (beginning July 1, 2022- June 30, 2023)

Words Figures \$ _____/yr
3. Hourly rate(s) for all work that exceeds the base bid contract minimums. If more than one rate, on a separate sheet, identify the craft(s) and rate. Identify both STBR and OTBR.

Words Figures \$ _____/Hour
4. Maximum escalation, as a percentage, for 2nd, 3rd and 4th years _____ percent

5. Indicate mark up **over dealer net cost** for parts, materials and supplies as follows:
- 5.1 Line items up to \$100 _____percent
 - 5.2 Line items \$100-\$500 _____percent
 - 5.3 Line items over \$500 _____percent
5. Refrigerant unit prices: Market value plus markup of _____ percent or fixed fee.
- R-22 \$ _____
 - R-13A \$ _____
 - R-410A \$ _____
 - R-404A \$ _____
 - R-407C \$ _____

Attended one site visit _____ initial here

6. **EXECUTION:** The undersigned, duly authorized to bind the named firm, agrees, upon receipt of written notice of acceptance of this proposal within sixty (60) calendar days after its opening, to execute the contract in accordance with the bid as accepted, and to render a certificate of insurance within ten (10) calendar days after notification of award.

Signature	Name of Firm
Typed or Printed Name	Street Address
Title	City, State, Zip
Email	Telephone
Date	

If a corporation, please state:

Name of president _____

Name of secretary _____

Under laws of what state incorporated _____

Please check if applicable: MBE _____ WBE _____

Procurement Department
Harford Community College
401 Thomas Run Road
Bel Air, Maryland 21015

NON-COLLUSION CERTIFICATE

SOLICITATION: RFP 22P-002 MAINTENANCE AND REPAIR FOR MECHANICAL COOLING, BOILERS, AUTOMATIC TEMPERATURE CONTROL SYSTEMS, AND REFRIGERATION EQUIPMENT

I HEREBY CERTIFY that I am the _____
(Title)

and the duly authorized representative of the firm of _____

whose address is _____.

AND THAT NEITHER I nor, to the best of my knowledge, information and belief, the above firm nor any of its other representatives I here represent have:

Agreed, conspired, connived or colluded to produce a deceptive show of competition in the compilation of the proposal being submitted herewith;

Not in any manner, directly or indirectly, entered into any agreement, participated in any agreement, participated in any collusion to fix the price proposal of the offer or herein or any competitor, or otherwise taken any action in restraint of free competition in connection with the Contract for which this proposal is submitted.

In making this affidavit, I represent that I have personal knowledge of the matters and facts herein stated.

Signature

Date

Printed or Typed Name

Procurement Department
Harford Community College
401 Thomas Run Road
Bel Air, Maryland 21015

**SOLICITATION: RFP 22P-002 MAINTENANCE AND REPAIR FOR MECHANICAL COOLING,
BOILERS, AUTOMATIC TEMPERATURE CONTROL SYSTEMS, AND REFRIGERATION EQUIPMENT**

REFERENCES

Each firm must furnish three (3) references of recent (within three (3) years) prior service comparable in nature and scope to the requirements of the captioned solicitation. References from other public agencies or educational institutions are preferred.

Firm Name _____

Address _____

Telephone: _____ Fax _____

Contact _____

Email: _____

Description of Services _____

Firm Name _____

Address _____

Telephone: _____ Fax _____

Contact _____

Email _____

Description of Services _____

Firm Name _____

Address _____

Telephone: _____ Fax _____

Contact _____

Email _____

Description of Services _____

PROPOSAL OF: _____

Firm Name

Procurement Department
Harford Community College
401 Thomas Run Road
Bel Air, Maryland 21015

NO PROPOSAL REPLY FORM

SOLICITATION: RFP 22P-002 MAINTENANCE AND REPAIR FOR MECHANICAL COOLING, BOILERS, AUTOMATIC TEMPERATURE CONTROL SYSTEMS, AND REFRIGERATION EQUIPMENT

Dear Sir or Madam:

To assist us in obtaining good competition on our request for proposals, we ask that each firm that has received an invitation, but does not wish to bid, state their reason(s) below. This information will not preclude receipt of future solicitations unless you request removal from the Bidder's List by so indicating below.

Unfortunately, we must offer a "No Proposal" at this time because:

- 1. We do not sell the items/services for which proposals are requested.
- 2. The specifications are either unclear or too restrictive (Please explain in the "Remarks" section.)
- 3. We cannot submit a bid because of marketing or franchising policies of the manufacturing company.
- 4. We do not feel we can be competitive. (Please explain in the "Remarks" section.)
- 5. Other commitments preclude our participation at this time.
- 6. We do not wish to participate in the proposal process.
- 7. We do not wish to bid under the terms and conditions of the Request for Proposal document. Our objections are:

- 8. We do not wish to sell to Harford Community College. Our objections are:

- 9. Other _____

Remarks: _____

Firm Name _____ (Please Print)

Authorized Signature _____

- We wish to remain on the Bidder's List.
- We wish to be removed from the Bidder's List.