ADDENDUM #2
RFP #21-JH-003

Comprehensive Mechanical Maintenance Services

TO: ALL BIDDERS
FROM: Jennifer Horner, CPPB, Purchasing Agent
DATE: September 9, 2020

This Addendum is issued in response to prospective proposer’s inquiries and to add/clarify verbiage in the Request for Proposal document.

1. **DELETE**: Page 49, Attachment G - Contract
   **ADD**: Page 49, Attachment G - Contract Revised (see attached).

2. **DELETE**: Page 52, Exhibit A (Fees) – Cost Proposal Form
   **ADD**: Page 52, Exhibit (Fees) – Cost Proposal Form – Revised (see attached).

3. **DELETE**: Page 36, Section 31.1.7.6 **Completed** - Attachment “G” Professional Services Agreement
   **ADD**: Page 36, Section 31.1.7.6 **Completed** - Attachment “G” Contract Revised

4. **QUESTION**: Looking over the insurance requirements section 1 line item 1.4. We would like to take exception to the 60 day requirement. Please let us know if that is acceptable.
   **ANSWER**: Yes.

5. **QUESTION**: Who is the contact for site visitation?
   **ANSWER**: Contact Justin Evans at Justin.Evans@hcps.org.

6. **QUESTION**: Are you multi-awarding this contract?
   **ANSWER**: HCPS intends on awarding this contract to one (1) vendor to perform all of the requirements within the RFP.

7. **QUESTION**: Do you need a list of subcontractors at the time of proposal submittal? What if we do not know all of the subcontractors at that time?
   **ANSWER**: HCPS understands that you may not know all of the subcontractors at the time of the proposal submittal date. HCPS is requesting you submit a list of subcontractors that you do know.
with your submittal. Any other subcontractors in the future must be submitted at the time of project or work and be approved by HCPS prior to the subcontractor doing work at any of our locations.

8. **QUESTION:** List of tasks to be performed on the boilers does not mention cleaning of water-side. Is this task required?

   **ANSWER:** No.

9. **QUESTION:** List of tasks to be performed on the boilers does not mention opening of water-side for inspection. Is this task required?

   **ANSWER:** No.

10. **QUESTION:** When fire-side of boilers are opened for cleaning, are costs of gasket kits to be included and replaced each year?

    **ANSWER:** Yes.

11. **QUESTION:** After fire-side of boilers are cleaned and doors are closed back up, who is responsible for firing boiler and tightening doors/gaskets? The boilers may be cleaned months before they are turned on for winter operation. HCPS maintenance personnel has been known to start chillers in the past – will they start boilers when needed and check seals/tighten doors?

    **ANSWER:** Boilers will be closed and started by HCPS at the beginning of the heating season.

12. **QUESTION:** List of tasks to be performed on the boilers does not mention burner set-up/adjustment – is this required?

    **ANSWER:** No.

13. **QUESTION:** List of tasks to be performed on the boilers does not mention combustion analysis – is this required?

    **ANSWER:** No.

14. **QUESTION:** List of tasks to be performed on the chillers does not mention cleaning of evaporator tubes – is this required, and if so, how often?

    **ANSWER:** The scheduled maintenance tasks identified by HCPS in Exhibit C are intended to be the minimum level of service. Scheduled Maintenance tasks not specifically listed by HCPS in Exhibit C are not excluded as the Awarded Proposer’s responsibility. The Awarded Proposer is responsible for developing and successfully executing a scheduled maintenance plan which results in reduced equipment breakdowns, reduced operational costs, enhanced Indoor Air Quality, and that extends the useful life of the equipment covered.

    Cleaning of the evaporator tubes, for example, is a maintenance task that would be the responsibility of the Awarded Proposer and should be performed per manufacture’s recommendations or as necessary to keep the equipment operating efficiently per its intended design. Evaporator tube cleaning is not listed in Exhibit C only because HCPS is not requesting it to be performed a minimum number of times during the contract period.

15. **QUESTION:** List of tasks to be performed on the chillers does not mention Eddy Current testing of evaporator tubes – is this required, and if so, how often?
ANSWER: No, Eddy Current testing of evaporator tubes is not required by HCPS as part of the scheduled maintenance. HCPS does not maintain a historical log of Eddy Current testing results and has not had Eddy Current testing performed on a scheduled basis in the past.

16. QUESTION: Is providing a list of probable subcontractors all that is required or do the subcontractors need to provide technical proposal too?

ANSWER: A list of probable subcontractors is all that is needed. The Technical Proposal should be submitted by the Contractor only. If a subcontractor is needed to perform any work listed in the RFP, it is expected that the Contractor will include that information within their submittal.

17. QUESTION: Do subcontractors need to have their employees fingerprinted and have back-ground test before working in the school system?

ANSWER: Yes, if a subcontractor is needed, the Awarded Proposer is responsible for ensuring that any subcontractor that they utilize follow all requirements of the RFP. The Awarded Proposer is responsible for all personnel, including subcontractors, to complete the requirements of this RFP which includes ensuring that subcontractors adhere to the Employment of Sex Offenders and Other Criminal Offenders Affidavit.

18. QUESTION: If a probable subcontractor is already successfully contracting with HCPS, do they still need to provide technical proposal with this RFP?

ANSWER: No, a Technical Proposal shall be submitted by the Proposer only. Subcontractors are not required to submit a Technical Proposal. If a subcontractor is needed to fulfill any requirements within the RFP, it is expected that the Proposer will include that information within their submittal.

19. QUESTION: Please confirm that the conflict of interest portion of the proposal is only required to be filled out if applicable.

ANSWER: If the Conflict of Interest Form is not applicable, it must be stated as such on the document and returned with submittal.

20. QUESTION: Please provide a list of attendees of the pre-bid conference call.

ANSWER: See attached.

21. QUESTION: ETI would like to see if we could have the due date of Bid extended by a week. This request is for repairing the Technical information and to get all Sub contractors information. Also with a lot of our customer reference are either working from home or possible furloughed due to Covid 19. We are having a hard time getting responses.

ANSWER: HCPS is on a restricted timeline and cannot extend the submittal date. Emails stating the person, company and contact information along with a statement would satisfy the reference criteria.

22. QUESTION: Item 40, under delivery it states HCPS is not responsible for stored material on site, we would like to see that changed.

ANSWER: HCPS will not change this verbiage nor take ownership of the materials unless approved by a HCPS representative.

23. QUESTION: In section 31.1.3, Can you elaborate on what you are looking for in this response for items 31.1.3.1 and 31.1.3.3?
ANSWER: Section 31.1.3.1 is asking how your firm will complete the items listed within the Scope of Work. Section 31.1.3.3 is asking how you will measure your performance and any samples of reporting you may have that will confirm tasks are accomplished.

24. QUESTION: Please tell us what boilers are gas fired or oil fired per school.

ANSWER: Oil Fired – Center for Educational Opportunity, Fallston Middle, Halls Cross Roads Elementary, Homestead Elementary, Jarrettsville Elementary, Magnolia Elementary, North Harford Middle, Old Post Elementary, and Wakefield Elementary. North Bend Elementary boilers are to be eliminated for Exhibit B, refer to Addendum Item #30.

25. QUESTION: ETI would like an extension on question because some of our subcontractors are away or have not sent all their questions.

ANSWER: HCPS is on a restricted timeline and cannot extend the question deadline date.

26. QUESTION: Can you provide us with the full model and serial numbers for the boiler?

ANSWER: The information that HCPS has available is provided in Exhibit B. If need be, a site visit can be scheduled by contacting Brian McNutt at Brian.McNutt@hcps.org.

27. QUESTION: Are the boilers gas only, oil only, or dual fuel? If there is a combination, which boilers are which fuels?

ANSWER: Refer to Addendum Item #24.

28. QUESTION: Are any of the boilers steam boilers or are they all water boilers?

ANSWER: All boilers are water boilers except for Halls Cross Roads Elementary which is steam.

29. QUESTION: Are we doing anything other than annually cleaning the boilers? I don’t see any inspections or combustion analysis. I would highly recommend having the same contractor perform full combustion analysis and provide combustion reports.

ANSWER: Annual cleaning is the only requirement.

30. DELETE: Page 56, Exhibit B

<table>
<thead>
<tr>
<th>Location</th>
<th>Type</th>
<th>Manufacture</th>
<th>Model Number</th>
<th>Serial Number</th>
<th>Cost Proposal</th>
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<td>Chiller</td>
<td>TBD</td>
<td>Air Cooled - TBD</td>
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<td>$</td>
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<tr>
<td>1445 North Bend Road</td>
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<td>PowerEx</td>
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<td>Air Dryer</td>
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<td>Boiler</td>
<td>Weil McLain</td>
<td>94 Series, 15 Sections</td>
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I hereby acknowledge receipt of Addendum #2 dated September 9, 2020, to RFP #21-JH-003 Comprehensive Mechanical Maintenance Services.

Company

________________________________________

Name (Print or Type)

________________________________________

Authorized Signature

Date

**Note:** Proposer shall sign and submit Addendum with RFP submission. The same person signing Addendum shall sign the Cost Proposal. Failure to submit the Addendum may deem your RFP as non-responsive.
THIS AGREEMENT, made this _________ day of _________________, 2020, by and between the Board of Education of Harford County, acting herein through its Superintendent, hereafter called “Owner” and ________________________________, a corporation located at ________________________________, hereinafter called “Contractor”.  

WITNESSETH: That for and in consideration of the payments and agreements hereinafter mentioned, to be made and performed by the OWNER, the CONTRACTOR, hereby agrees with the OWNER to commence and to furnish and deliver in accordance with the accompanying specifications, for the prices listed on the Bid Form.

The initial term of the Contract shall be for two (2) years and shall begin on or about November 1, 2020 and end October 31, 2022. HCPS reserves the right, if mutually agreed upon, to extend this Contract for up to two (2) additional, two (2) year periods.

Hereinafter called the contract, for the ____________________________________________, and all related work in connection therewith, under the terms as stated in the General and Special Conditions of the Bid Document and all related documents; and at their own proper cost and expense to furnish all the materials, supplies, machinery, equipment, tools, superintendence, labor, insurance and other accessories and services necessary to complete the said project in accordance with the conditions and prices stated in RFP #21-JH-003, and printed or written explanatory matter thereof, the specifications and contract documents therefore as prepared by the Board of Education of Harford County, and as enumerated in the General Conditions, all of which are made a part hereof and collectively evidence and constitute the Contract.

I/WE certify that this bid is made without any previous understanding, agreement, or connection with any other person, firm, or corporation making a bid for the same supplies, and, in all respects, is fair and without collusion or fraud.

In compliance with the above and subject to all terms and conditions thereof, the undersigned offers and agrees, if the bid be awarded, to furnish items at the prices indicated within the time specified.

IN WITNESS WHEREOF, the parties to these presents have executed this Contract in two (2) counterparts, each of which shall be deemed an original.

Seal in Signature

Board of Education of Harford County

Board of Education of Harford County
Witness

Sean W. Bulson, Ed.D., Superintendent of Schools

Seal in Signature

Board of Education of Harford County – Board President (if over $100k)

Authorized Contractor Signature

Company Name

Seal in Signature

Street Address

Contractor Witness

City, State, Zip
EXHIBIT A (FEES)

COST PROPOSAL FORM - REVISED
(To be submitted as the Cost Proposal)

Firm Name: ________________________________________________

TO THE BOARD OF EDUCATION OF HARFORD COUNTY:

We propose to provide to Harford County Public Schools in accordance with the General Provisions, Scope of Service, and other documents of this Request for Proposal:

<table>
<thead>
<tr>
<th>SECTION I – Comprehensive Mechanical Maintenance Services</th>
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<tbody>
<tr>
<td>Item</td>
<td>Description</td>
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<tr>
<td>1</td>
<td>Comprehensive Mechanical Maintenance Services (Total carried over from Exhibit B)</td>
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<tr>
<th>SECTION II – On-Call Labor Services</th>
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<tr>
<td>Item</td>
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<tr>
<td>2</td>
<td>One (1) HVAC Master/Journeyman</td>
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<tr>
<td>3</td>
<td>One (1) Service Technician/Mechanic</td>
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<tr>
<td>4</td>
<td>One (1) Apprentice/Helper</td>
</tr>
<tr>
<td>5</td>
<td>One (1) Insulation Technician</td>
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<tr>
<td>6</td>
<td>One (1) Pipefitter/Welder</td>
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<tr>
<th>SECTION III – Markup</th>
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<tr>
<td>Item</td>
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<tr>
<td>7</td>
<td>Markup for all other products, services, supplies, material, rental equipment, subcontractors, and other ancillary items required to complete projects following required approval from HCPS</td>
</tr>
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</table>

Basis of Award: Total of Section I + Section II + Section III (Add items #1 - #7) $
# Pre-Proposal Conference Log of Participants - RFP #21-JH-003

**Comprehensive Mechanical Maintenance Services**  
**Date:** September 1, 2020 @ 9:00 AM (Local Time)  
**Via Teams Meeting**

<table>
<thead>
<tr>
<th>Company Name</th>
<th>Attendee Name</th>
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<tbody>
<tr>
<td>Mike Paquette</td>
<td>M&amp;E Sales</td>
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<tr>
<td>Bill Hartman</td>
<td>Eastern Technical</td>
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<tr>
<td>Emory Anderson</td>
<td>JCI</td>
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<td>Mark Bailey</td>
<td>Havtech</td>
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<tr>
<td>Marc Randell</td>
<td>Trane</td>
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<tr>
<td>Barb Hempfling</td>
<td>Fidelity Mechanical Services</td>
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<td>Cory Colassard</td>
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<td>Dan Shanahan</td>
<td>Denver-Elek</td>
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<td>JCI</td>
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<td>Mike Jensesco</td>
<td>RF Warder</td>
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<td>Rob Franssen</td>
<td>Trane</td>
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<td>Ryan Ford</td>
<td>Daikin</td>
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<tr>
<td>Denise Semenkow</td>
<td>HCPS</td>
</tr>
<tr>
<td>Justin Evans</td>
<td>HCPS</td>
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