



August 31, 2017

ADDENDUM #1

IFB 18-04 HVAC MAINTENANCE, INSPECTION, AND ON-CALL SERVICE – VIENNA POLICE DEPT

*******ATTENTION BIDDERS*******

(To be completed and returned with bid response)

1. Revised Checklist, Attachment A: A revised checklist is attached; it changes the requirement for Filters being checked from Bi-Annually to Monthly.
2. The following shall be added to Section 16. Mandatory Terms and Conditions

Background Checks: The apparent low bidder shall obtain criminal background checks on all contract personnel prior the award of this contract or upon employment. The Contractor shall provide documentation to the Town illustrating that background checks have been successfully completed. The contractor shall inform the Purchasing Agent, by certified mail, of any criminal convictions of any type for contract personnel within five (5) days of obtaining the information. Documentation of all background checks having been performed must be provided to the Town to ensure all personnel have been properly vetted and are eligible for employment.

Should the contractor assign someone who has not had a background check, that person will be immediately ordered off of Town property and the contractor may not bill the Town for any hours worked. The contractor **MUST** remove any employee from Town service who is convicted of a felony crime or misdemeanor involving moral turpitude during his/her employment. After initial background checks have been made, they must be done annually for any person working at Town sites after one year. Failure to obtain background checks as specified can result in termination of the contract. No one with a felony or misdemeanor involving moral turpitude conviction may be employed under this contract.

The Town reserves the right to require immediate removal of any employee from Town service it deems unfit for service for ANY reason. This right is non-negotiable and the contractor agrees to this condition by accepting this contract. The contractor should have enough qualified people with current background checks so as to be able to provide a replacement within 24 hours. Should a replacement take longer than 24 hours, this may be cause for termination of the contract.

ADDENDUM #1
IFB 18-04 HVAC MAINTENANCE, INSPECTION, AND ON-CALL SERVICE – VIENNA POLICE DEPT
August 31, 2017

ALL OTHER TERMS, CONDITIONS, AND SPECIFICATIONS SHALL REMAIN THE SAME.

A copy of this signed addendum must accompany your response as an acknowledgment of its receipt:

NAME AND ADDRESS OF VENDOR:

PHONE #: _____ EMAIL: _____

NAME OF AUTHORIZED REPRESENTATIVE:

Please Print

SIGNATURE: _____ DATE: _____

**Attachment A:
HVAC MAINTENANCE CHECKLIST**

COMPONENT	ACTIONS	INSPECTION	
		BI-ANNUAL	MONTHLY
HEATING OR COOLING SYSTEMS	EQUIPMENT TAG #:		
Control wiring	<ul style="list-style-type: none"> ▪ Tighten electrical connections 		
Motors	<ul style="list-style-type: none"> ▪ Tighten electrical connections 		
	<ul style="list-style-type: none"> ▪ Check / record voltage : _____ 		
	<ul style="list-style-type: none"> ▪ Check / record amps: _____ 		
	<ul style="list-style-type: none"> ▪ Insulation resistance testing ohms: _____ 		
	<ul style="list-style-type: none"> ▪ Check motors for grounds 		
	<ul style="list-style-type: none"> ▪ Continuity Check ohms: _____ 		
Motor Starters / Contactors	<ul style="list-style-type: none"> ▪ Check proper operation 		
	<ul style="list-style-type: none"> ▪ Check overload setting and operation 		
Bearings (motor, pulley, fan, compressor)	<ul style="list-style-type: none"> ▪ Lubricate 		
	<ul style="list-style-type: none"> ▪ Check run out / play inches: _____ 		
Belts (motor, pulley, fan, compressor)	<ul style="list-style-type: none"> ▪ Check / adjust tension/replace belts when needed 		
Air filters	<ul style="list-style-type: none"> ▪ Inspect / replace as required 		
Fans and Fan Hubs	<ul style="list-style-type: none"> ▪ Check condition 		
Air Volume Actuators	<ul style="list-style-type: none"> ▪ Check condition 		
Fire Dampers	<ul style="list-style-type: none"> ▪ Check condition 		
HEATING SYSTEM			
Controls	<ul style="list-style-type: none"> ▪ Freeze stat proper operation 		
	<ul style="list-style-type: none"> ▪ High pressure cut out proper operation 		
	<ul style="list-style-type: none"> ▪ Low pressure cut out proper operation 		
	<ul style="list-style-type: none"> ▪ Low water cut out proper operation 		
	<ul style="list-style-type: none"> ▪ Inspect fire eye 		
	<ul style="list-style-type: none"> ▪ Test limit controls 		
	<ul style="list-style-type: none"> ▪ Oil failure switch proper operation 		
	<ul style="list-style-type: none"> ▪ Capacity actuators proper operation 		
	<ul style="list-style-type: none"> ▪ Thermostat operation 		
Pumps	<ul style="list-style-type: none"> ▪ Check / record suction pressure: inches: _____ 		
	<ul style="list-style-type: none"> ▪ Check / record discharge pressure : inches _____ 		
	<ul style="list-style-type: none"> ▪ Lubricate bearings 		
Fluids	<ul style="list-style-type: none"> ▪ Check / record levels 		
	<ul style="list-style-type: none"> ▪ Replenish record amount needed: _____ 		
Boiler	<ul style="list-style-type: none"> ▪ Proper operation of shut-off controls 		
	<ul style="list-style-type: none"> ▪ Proper operation of valves (safety, feed water) 		
	<ul style="list-style-type: none"> ▪ Main burner condition / proper operation 		
	<ul style="list-style-type: none"> ▪ Pilot light proper operation 		
Air Compressor	<ul style="list-style-type: none"> ▪ High pressure cut out proper operation 		
	<ul style="list-style-type: none"> ▪ Low pressure cut out proper operation 		
	<ul style="list-style-type: none"> ▪ Drain water from receiver 		
	<ul style="list-style-type: none"> ▪ Check / test condition of oil 	Good/Bad	
	<ul style="list-style-type: none"> ▪ Check / replenish oil level – amount needed: _____ 		

Attachment A:
HVAC MAINTENANCE CHECKLIST

COMPONENT	ACTIONS	INSPECTION	
		BI-ANNUAL	MONTHLY
Auxiliary Heat	<ul style="list-style-type: none"> ▪ Proper operation / settings 		
Outside Air Intake Vent	<ul style="list-style-type: none"> ▪ Clean 		
COOLING SYSTEMS			
Controls	<ul style="list-style-type: none"> ▪ High pressure cut out proper operation 		
	<ul style="list-style-type: none"> ▪ Low pressure cut out proper operation 		
	<ul style="list-style-type: none"> ▪ Low water cut out proper operation 		
	<ul style="list-style-type: none"> ▪ Inspect fire eye 		
	<ul style="list-style-type: none"> ▪ Test limit controls 		
	<ul style="list-style-type: none"> ▪ Oil failure switch proper operation 		
	<ul style="list-style-type: none"> ▪ Thermostat operation 		
Compressor	<ul style="list-style-type: none"> ▪ Check / record operating pressures PSI: _____ 		
	<ul style="list-style-type: none"> ▪ Pump down cycle proper operation 		
	<ul style="list-style-type: none"> ▪ Check / test condition of oil 	Good/Bad	
	<ul style="list-style-type: none"> ▪ Check / replenish oil level - amount needed: _____ 		
	<ul style="list-style-type: none"> ▪ Oil heaters proper operation 		
Hermetic Compressor	<ul style="list-style-type: none"> ▪ Tighten electrical connections 		
	<ul style="list-style-type: none"> ▪ Check / record voltage: _____ 		
	<ul style="list-style-type: none"> ▪ Check / record amps: _____ 		
	<ul style="list-style-type: none"> ▪ Insulation resistance testing ohms: _____ 		
	<ul style="list-style-type: none"> ▪ Check for grounds 		
	<ul style="list-style-type: none"> ▪ Check proper operation 		
Refrigerant	<ul style="list-style-type: none"> ▪ Electronic leak testing 		
	<ul style="list-style-type: none"> ▪ Check / record levels 	High/Low	
	<ul style="list-style-type: none"> ▪ Replenish (record amount needed) 		
Fluids	<ul style="list-style-type: none"> ▪ Check / record levels 		
	<ul style="list-style-type: none"> ▪ Replenish amount needed: _____ 		
Hydronic Fluid	<ul style="list-style-type: none"> ▪ Test / replenish anti-scaling / corrosion prevention additives amount needed: _____ 		
Chiller Tower	<ul style="list-style-type: none"> ▪ Rodded / Chemically cleaned 		
Air Cooled Condenser Coils	<ul style="list-style-type: none"> ▪ Washed / chemically cleaned 		
Outside Air Intake Vent	<ul style="list-style-type: none"> ▪ Clean 		
Furnace	<ul style="list-style-type: none"> ▪ Clean and Condition 		

Technician Name

Date

*Bi-Annual to be performed on or around April 1st and October 1st and monthly to be performed each month. ** Gray shading indicates not required.