



April 21, 2025

## Addendum #1 - IFB 25-014 HVAC Maintenance

Prospective Bidders:

The above solicitation is amended as set forth below; bidders **MUST** acknowledge receipt of this addendum. **Please sign & return this form with your sealed bid.**

Please review the following changes/updates:

### 1. Section 3 – General Requirements

Additions to 1.0 General:

#### **Exceptions to Full Coverage replacement clause:**

- Units over 12.5 Ton,
- units older than 25 years, or
- units irreparable (due to obsolescence or regulations, i.e. banned freon with no suitable substitute).

**MAWSS reserves the right to validate requested exceptions.**

This agreement will be in effect for **12 months beginning on May 1, 2025.**

### 2. Section 4 – Scope of Work & Specifications

- Updated contact name to **Terry Dunn** in the following sections:
  - 1.0 - Scope of Work - Items D & G
  - 6.0 - Preventative Maint. & Emergency Service Calls – Item A.i.
- 2.0 Equipment – Maintenance Service – Section B
  - **Added/Updated Item #'s 7-12**
- 3.0 Parts & Labor Coverage – Filter Service Item# A.iii.
  - Added **Big Creek and Central Lab/EOC** and **removed Bucks** on monthly filter change out list.

A copy of the revised documents are included. Changes are marked in red.

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Email Address

\_\_\_\_\_  
Company Name

\_\_\_\_\_  
Telephone Number

\_\_\_\_\_  
Company Address

\_\_\_\_\_  
City, State, Zip

  
\_\_\_\_\_  
Joyce Sawyer, Buyer II  
Board of Water and Sewer Commissioners

**SECTION 3**  
**GENERAL REQUIREMENTS**

SECTION 3  
GENERAL REQUIREMENTS

1.0 GENERAL:

The Contractor shall provide all labor, equipment, permits, incidentals, and materials necessary to provide full coverage to all the HVAC equipment listed in Proposal for the time period “Contract start date” through April 30, 2026.

**Full coverage means that the contractor shall fix or replace each individual unit within the coverage period. Should the contractor not be able to keep the unit working, the unit shall be replaced at the contractor’s expense with a working temporary portable unit installed until the new unit is installed.**

**Exceptions to Full Coverage replacement clause:**

- Units over 12.5 Ton,
- units older than 25 years, or
- units irreparable (due to obsolescence or regulations, i.e. banned freon with no suitable substitute).

**MAWSS reserves the right to validate requested exceptions.**

This agreement will be in effect for 12 months beginning on May 1, 2025 with the option to renew for two (2) calendar years in one (1) year increments, at the same price, if agreed to in writing by both parties.

An Appendix is provided to identify a listing of HVAC Equipment that is subject to be changed as well as their general location within the MAWSS system. At the pre-bid meeting, a site visit will be scheduled to allow the Contractor’s access to all of the units that are included within this bid proposal.

The service provided include Testing and repair; Preventive Maintenance; Repair and Replace; and Emergency trouble calls. These services are more specifically described in the following:

- A. TESTING AND INSPECTION: Includes job labor, travel labor, and travel and living expenses required to visually INSPECT and TEST equipment to determine its operating condition and efficiency. Typical activities include:
  - i. TESTING for excessive vibration; motor winding resistance; refrigerant change; fan RPM; refrigerant oil (acid); water condition; flue gas analysis; safety controls; combustion and draft; crankcase heaters; control system(s), etc.
  - ii. INSPECTING for worn, failed or doubtful parts; mountings; drive couplings; oil level; rotation; soot; flame composition and shape; pilot and igniter; steam, water, oil and/or refrigerant leaks, etc.
- B. PREVENTIVE MAINTENANCE: Includes job labor, travel labor and travel and living expenses required to clean, align, calibrate, tighten, adjust, lubricate and paint equipment. These activities are intended to extend equipment life and assure proper

- i. CLEANING coil surfaces, fan impellers and blades; electrical contacts; burner orifices; passages and nozzles; pilot and igniter; cooling tower baffles, basin, sump and float; chiller, condenser and boiler tubes, air conditioner condensation pan and drain line, air compressor, etc. at least once each calendar quarter.
  - ii. ALIGNING belt drives; drive couplings; air fins, etc.
  - iii. CALIBRATING safety controls; temperature and pressure controls, etc.
  - iv. TIGHTENING electrical connections; mounting bolts; pipe clamps; refrigerant piping fittings; damper sections, etc.
  - v. ADJUSTING belt tension; refrigerant charge; super heat; fan RPM; water chemical feed and feed rate; burner fuel/air ratios; gas pressure; set point of controls and limits; compressor cylinder unloaders; damper close-off; sump floats, etc.
  - vi. LUBRICATING motors; fan and damper bearings; valve stems; damper linkages; fan valve linkages, etc.
  - vii. PAINTING, for corrosion control and to prevent rust, as directed by our scheduling system and on an as-needed basis.
- C. REPAIR AND REPLACEMENT: Job labor, travel labor, parts procurement labor (locating, ordering, expediting and transporting) and travel and living expenses required to REPAIR or REMOVE and REPLACE broken, worn and/or doubtful components and/or parts.
- D. TROUBLE CALLS: Job labor and travel labor, including overtime, plus travel and living expenses required for unscheduled work resulting from an abnormal condition.
- E. COMPONENTS, PARTS AND SUPPLIES: The costs of COMPONENTS, PARTS AND SUPPLIES required to keep the equipment operating properly and efficiently are the contractor's responsibilities.
- F. SERVICE EXCEPTIONS: The services described above will be provided on all HVAC Equipment listed on Proposal.
- G. PAY ITEM DESCRIPTIONS:

**CATEGORY 1 - E.M. Stickney Water Filtration Facility**

All labor, equipment, and materials required to perform specified general maintenance to the HVAC equipment at the E.M. Stickney Water Filtration Facility. The Total Bid includes the costs for all permits, labor, equipment, and material costs to provide the specified HVAC maintenance services.

**CATEGORY 2 - H.E. Myers Water Filtration Facility**

All labor, equipment, and materials required to perform specified general maintenance to the HVAC equipment at the H.E. Myers Water Filtration Facility. The Total Bid includes the costs for all permits, labor, equipment, and material costs to provide the specified HVAC maintenance services.

**CATEGORY 3 - C.C. Williams Wastewater Treatment Facility**

All labor, equipment, and materials required to perform specified general maintenance to the HVAC equipment at the C.C. Williams Wastewater Treatment Facility. The Total Bid includes the costs for all permits, labor, equipment, and material costs to provide the specified HVAC maintenance services.

**CATEGORY 4 - Wright Smith Wastewater Treatment Facility**

All labor, equipment, and materials required to perform specified general maintenance to the HVAC equipment at the Wright Smith Wastewater Treatment Facility. The Total Bid includes the costs for all permits, labor, equipment, and material costs to provide the specified HVAC maintenance services.

**CATEGORY 5 - Park Forest Facility**

All labor, equipment, and materials required to perform specified general maintenance to the HVAC equipment at the Park Forest Facility. The Total Bid includes the costs for all permits, labor, equipment, and material costs to provide the specified HVAC maintenance services.

**CATEGORY 6 - Wastewater Lift Stations**

All labor, equipment, and materials required to perform specified general maintenance to the HVAC equipment at the identified wastewater lift stations. The Total Bid includes the costs for all permits, labor, equipment, and material costs to provide the specified HVAC maintenance services.

**CATEGORY 7- Water Booster Stations**

All labor, equipment, and materials required to perform specified general maintenance to the HVAC equipment at the identified water booster stations and tanks. The Total Bid includes the costs for all permits, labor, equipment, and material costs to provide the specified HVAC maintenance services.

**CATEGORY 8 – Shelton Beach Maintenance Facility**

All labor, equipment, and materials required to perform specified general maintenance to the HVAC equipment at the Shelton Beach Maintenance Facility, including the Guard House package unit. The Total Bid includes the costs for all permits, labor, equipment, and material costs to provide the specified HVAC maintenance services.

**CATEGORY 9- Big Creek Pumping Station**

All labor, equipment, and materials required to perform specified general maintenance to the HVAC equipment at the identified water booster stations and tanks. The Total Bid includes the costs for all permits, labor, equipment, and material costs to provide the specified HVAC maintenance services.

**CATEGORY 10 –Saraland Pumping Station**

All labor, equipment, and materials required to perform specified general maintenance to the HVAC equipment at the Thomas Tyrrell Bill Payment Center. The Total Bid includes the costs for all permits, labor, equipment, and material costs to provide the specified HVAC maintenance services.

**CATEGORY 11 –Buck Pumping Station**

All labor, equipment, and materials required to perform specified general maintenance to the HVAC equipment at the Shelton Beach Maintenance Facility, including the Guard House package unit. The Total Bid includes the costs for all permits, labor, equipment, and material costs to provide the specified HVAC maintenance services.

**CATEGORY 12 – Central Lab/EOC Building**

All labor, equipment, and materials required to perform specified general maintenance to the HVAC equipment at the EOC Building, 348 North McGregor Avenue, including the main office. The Total Bid includes the costs for all permits, labor, equipment, and material costs to provide the specified HVAC maintenance services. The Lab unit requires quarterly coil cleaning.

**SECTION 4**  
**SCOPE OF WORK & SPECIFICATIONS**

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**SCOPE OF WORK & SPECIFICATIONS**

**1.0 SCOPE OF WORK:**

- A. Contractor shall provide a full coverage preventive maintenance program for servicing all equipment and associated components related to the HVAC systems that are no longer under warranty. Maintenance for HVAC equipment still under warranty shall require only items included in Section 3, "General Requirements," 1.0, "General," A. "Testing & Inspection," and B. "Preventive Maintenance and Painting." If parts are needed, get with installation contractor for warranty and fix.
- B. Contractor shall furnish all personnel, parts, materials, test equipment, tools, and services in accordance with the specifications outlined below.
- C. The Contractor shall respond to all service calls and have a qualified staff person on site within **TWO (2) HOURS** of receiving notification from the Owner.
- D. The Contractor shall provide Mr. Terry Dunn of MAWSS with advance notification of all routine site visits.
- E. All work under this agreement shall comply with the refrigerant recycling requirements of section 608 of the Clean Air Act, 1990, as amended (CAA), including final regulations published on May 14, 1993 (58 FR 28660), and the prohibition on venting that became effective on July 1, 1992.
- F. Contractor shall perform additional non-related maintenance and repairs on equipment other than the equipment specified herein, and as requested by Owner's representative at labor rates in effect.
- G. The Contractor shall accept all equipment included in this Contract "AS IS". It is the responsibility of the Contractor to view all of the equipment prior to submitting bids and accept the equipment for maintenance. Maintenance records for the listed equipment are available for review by contacting Mr. Terry Dunn of MAWSS.

**2.0 EQUIPMENT - MAINTENANCE SERVICE:**

- A. EQUIPMENT INCLUDED: The preventive maintenance and the responsibility of the Contractor shall not be limited to the major pieces of equipment, but shall also include all appurtenant devices and systems such as those listed below that are related to the Equipment.

- i. Heating System:  
Unit heaters, duct heaters, heat exchangers, boilers; including guard house package and unit, etc.
- ii. Cooling System:  
Air conditioning compressors, evaporative condensers, air cooled condensers, condenser coils, cooling coils, valves and valve bodies, cabinetry, cooling towers, etc.; including guard house package and unit, etc.
- iii. Air handling System:  
Fans, motors, air filters, dampers, induction units, mixing boxes, fan coil units, etc.
- iv. Miscellaneous Equipment:  
Direct expansion valves, thermometers, gauges, fan motor drives, belts, thermostats, and refrigerant.

B. SERVICES INCLUDED: The general services listed below shall apply to the systems and equipment as described in Section 3, Paragraph 1B and 1.C.

- i. Examine each piece of equipment and device to see that it is functioning properly and is in good operational condition.
  - 1. Clean all components of dust, old lubricants, etc. to allow the equipment to function as designed.
  - 2. Paint all equipment as needed to prevent and protect against corrosion and deterioration.
  - 3. Lubricate all equipment as needed to permit bearings, gears, and all contact wearing points to operate freely and without undue wear.
  - 4. Adjust all linkages, motors, drives, etc. that drifted from their initial design settings and positions.
  - 5. Calibrate all sensing, monitoring, output and safety devices for optimum efficiency.
  - 6. Repair the device by the addition of replacement parts if the maintenance described above is inadequate.
  - 7. **Replace the device if the above repair is inadequate.**

8. Provide portable unit if lengthy (>4 working days) repair is required.  
(Full Coverage clause exceptions apply to portable units)
  9. Replace the entire unit if the above partial replacement is inadequate. (See Full Coverage clause in Section 3)
  10. Test and cycle all equipment as a system after it has been cleaned, lubricated, adjusted, and calibrated to assure that it is in proper operating condition and performing at optimum efficiency.
  11. Charge units with applicable refrigerant as required to maintain proper cooling.
  12. Clean the entire drain pipe from unit to end of pipe at edge of roof.
- C. EQUIPMENT NOT INCLUDED: Foundations, structural supports, duct work, insulation, any covered equipment, electrical power supply, cleaning interior of system ductwork, and explosion proof equipment.

### 3.0 PARTS AND LABOR COVERAGE:

#### A. PARTS REPLACEMENT:

- i. All parts, components, or devices for the equipment that are worn or are not in proper operational condition shall be repaired, and/or replaced by contractor with new parts, components, or devices.
- ii. When equipment or parts are replaced in their entirety and a newer design of this device is available and is functionally equivalent and compatible, the device of the newer design shall be used as the replacement.
- iii. All repair and replacement parts, components, and devices for the equipment shall be supplied by the Contractor.
- iv. All miscellaneous parts and supplies necessary to maintain the equipment (belts, valve packing, lubricants, tools, paints, refrigerant, test instruments, meters, etc.) shall be supplied by the Contractor.
- v. Costs for all parts and supplies as described above shall be included as a part of the full coverage preventive maintenance program.
- vi. Contractor shall be available, at no additional charge, for consultation relative to minor design and equipment changes or modifications to automatic temperature control and mechanical systems.

B. **LABOR:**

- i. All labor, overtime, travel costs, and any other expenses incurred and expended on a maintenance or repair call shall be provided by the Contractor and shall be included as a part of the full coverage preventive maintenance program.

**FILTER SERVICE:**

A. **Air Filtration System:** Pre-filters, frame filters, and fan coil filters.

- i. Filter frames shall be of the reusable type and shall be of a permanent rigid construction that shall permit the insertion of media pads, and may also allow the use of optional pads with different efficiencies, if needed.
- ii. Filter frames shall be sized to fill the entire cross section of the units to prevent blow-by and eliminate filter spaces in the system.
- iii. Contractor shall provide, install, and regularly change all air filters at a frequency agreed upon by the Owner. All filters change out monthly at Stickney, Myers, Williams, Smith, Park Forest, Shelton Beach, **Big Creek, and Central Lab/EOC**. Filter change outs shall be performed quarterly unless a lesser frequency is deemed acceptable by the Owner due to limited change in a filters condition.
- iv. Filters shall be pleated as manufactured by Quality Filters, Inc., Model EQP40 or Owner approved equal. Area and thickness dimensions shall match existing.

**5.0 MAINTENANCE PROCEDURES AND RECORDS:**

- A. Contractor shall utilize computer generated preventive maintenance directions, which indicate task functions to be performed on each scheduled service call, as determined by calendar periods, operating hours (run time), manufacturer's recommendations, and historical database, as appropriate for each task.
- B. As required work comes due, Contractor shall issue to his mechanic on the job, the necessary and appropriate recommended maintenance procedures and a listing of any special lubricants, tools, etc. that are required for proper maintenance of the subject item.
- C. Contractor's administration system shall provide for continuous updating of maintenance procedures and frequencies. Breakdown experience and frequency shall determine the on-site material inventory level and preventive maintenance frequencies.
- D. The Contractor shall provide the Owner's representative with advance notification of **all routine site visits**.

6.0

**PREVENTIVE MAINTENANCE AND EMERGENCY SERVICE CALLS:**

- A. Contractor shall schedule and perform the following preventive maintenance services no less than a quarterly basis (minimum of four (4) times per year).
  - i. After each service call, filter service, and preventive maintenance service, a detail service report shall be emailed to Terry Dunn at [tgduinn@mawss.com](mailto:tgduinn@mawss.com) detailing the work accomplished.
  
- B. Contractor shall provide emergency service on an as needed basis. Emergency service shall be considered part of the full coverage preventive maintenance program.
  - i. This emergency service shall be provided as often as needed, on a 24 hour basis, weekends and holidays included.
  - ii. Contractor shall respond to an emergency situation and have a certified technician on site within **TWO (2) HOURS**.
  - iii. Emergency service response system shall be a professionally manned telephone answering service: Automated telephone answering/recording machines, or home telephone numbers only are not acceptable.
  - iv. Repairs to critical equipment shall be expedited as much as possible to prevent downtime.

7.0

**SERVICE PERFORMANCE GUARANTEES:**

- A. Owner's representative may review, at any time, the services provided and reports submitted, to verify that the preventive maintenance is in fact being properly and adequately performed. Any lack of maintenance service, complaints, or deficiencies in the performance of the services will be submitted to the Contractor in writing for correction.
  
- B. For problems or deficiencies of significant importance or of a repetitive nature, a time period of compliance shall be established after discussion and mutual agreement. Failure of Contractor to correct deficiencies within the time period agreed upon shall constitute cause for termination of the services and/or withholding of payment to the Contractor.

8.0 **GENERAL:**

- A. All personnel provided by the Contractor shall be subject to the approval of the Owner's representative based on their training, experience, qualifications, certification, and ability to perform the required service and maintenance for all equipment in an efficient manner. Failure to provide such personnel in the required numbers shall be considered sufficient reason to terminate the agreement.
- B. All work shall be performed in a workmanlike manner. Materials and workmanship shall be subject to the Owner's inspection and approval.
- C. Contractor shall maintain all work areas in an orderly manner and shall remove and properly dispose of all trash as the work is completed.
- D. Contractor shall not be responsible for the identification or removal of any asbestos products or other hazardous substances. In the event such products or substances are encountered, Contractor's sole obligation will be to notify the Owner's representative of the existence of such products or materials. Contractor shall have the right thereafter to suspend his work until such products or materials and the resultant hazards are removed.
- E. All equipment furnished and all work performed by the Contractor shall comply with the requirements of the Occupational Safety and Health Administration, United States - Department of Labor.
- F. Owner shall furnish drinking water, sanitary facilities, and electrical requirements at existing available sources.
- G. Contractor shall provide man lifts, cranes, and other lifting equipment necessary for the performance of this contract.
- H. Contractor agrees to accept all equipment included in this contract for maintenance "AS IS". It is the responsibility of the contractor to review all of the equipment covered by this contract and accept the equipment.