

April 19, 2017

Notice to Potential Bidders:

**BULLETIN NUMBER 3
INVITATION FOR BIDS (IFB)
HEATING, VENTILATION, AND AIR CONDITIONING (HVAC) EQUIPMENT
MAINTENANCE AND REPAIR SERVICES
IFB NUMBER 609-JPA**

This Bulletin Number 3 is being issued to provide responses to questions that were received by April 12, 2017. The responses on Attachment 1 to Bulletin Number 3, Questions and Answers, are final and become part of the HVAC Equipment Maintenance and Repair Services IFB 609-JPA.

Bulletin Number 3 will be accessible in electronic Portable Data File (PDF) format by 4:00 p.m. (Pacific Time) on April 20, 2017, via the Department's website at <http://shq.lasdnews.net/shq/contracts/info.html>.

All other Terms and Conditions of the IFB remain in effect.

Should you have questions, please contact Contract Analyst Dernice Samuel at ddsamuel@lasd.org.

**LOS ANGELES REGIONAL CRIME LABORATORY FACILITY
JOINT POWERS AUTHORITY
(HVAC) Equipment Maintenance and Repair Services
IFB NO. 609-JPA
ATTACHMENT 1 TO BULLETIN NUMBER 3
QUESTIONS AND ANSWERS**

No.	Question	Answer
1	If we are the lowest responsible bidder, will we have the opportunity to negotiate the back end of the contract?	Refer to sub-paragraph 2.8.7 of the IFB, Acceptance of Terms and Conditions in Sample Contract Requirements of the Statement of Work (Section F)
2	How will it be required to submit all the reports and notifications per the contract requirements?	Refer to sub-paragraph 3.1.2 of the Statement of Work,
3	Are the costs for the full time project manager to be included in the contract or will afterhours communications be billable at the OT labor rates?	Refer to sub-paragraph 7.2 (Contractor's Project Manager) of Appendix A (Sample Contract), and Exhibit 12 of Appendix D (Required Forms). Contractor Project Manager is not a full-time on-site manager.
4	When noting oil and coolant changes are to be covered under the maintenance contract on what equipment are you referring to?	Refer to sub-paragraphs, 2.1.4, 2.1.7, and Attachment 4 (Maintenance Schedule) of the SOW – Chillers oil to be changed per manufacturer's requirements.
5	Please clarify what you mean by leak detection activities?	Refer to sub-paragraph 2.2 of the SOW. Once a year, JPA submits a form to AQMD to be completed by the Contractor.
6	What employee # are you referring to in regards to the employee badges?	Refer to Paragraph 5.0 (Contractor Responsibilities), sub-paragraph 5.3 of the SOW. Any identifying number that the employer issues to the employee.
7	What are the required response times mentioned in the Bid?	Refer to Paragraph 4.0 (Unscheduled Work), and sub-paragraph 11.4 of the SOW. Non-Emergency – 24 hours; Emergency – 5 hours

No.	Question	Answer
8	If there are pre-existing conditions, do we have an opportunity within the first 30 or 90 days of the contract to identify (pre-existing conditions)?	Yes – Regardless of who gets the Contract, there is going to be pre-existing condition(s). A 90-day period is reasonable for a contractor to identify/evaluate.
9	(Exhibit 12 – Pricing Sheet); Is the labor rate supposed to be fixed for the seven (7) years; or can it be adjusted?	Refer to sub-paragraph 1.7 (Contract Rates) of the IFB.
10	Billing question - Invoicing and payment – Is it done on a quarterly or annual basis; can it be done upfront or in rears?	Refer to sub-paragraph 5.5.3 of Appendix A (Sample Contract)
11	What historically has been the “turn-around” time for payments?	Upon receipt, invoices are usually submitted within seven (7) days to Auditor-Controller. The Auditor-Controller is usually relatively quick. Payment is usually within two (2) weeks.
12	Will there be another opportunity for written questions?	No
13	Who currently holds Contract?	Control Air Conditioning Service Corporation
14	So the Contract will be approved in November time period?	It will be approved in June/July before starting work in December (2017).
15	Are the boilers in the Scope of Work included in the source testing in the seven (7) year contract; as well as emissions tests per order/per year?	Yes Yes

No.	Question	Answer
16	You have three (3) Split Systems not included on this list, do you want them included as well?	The Split Systems in the DNA lab will be maintained by Facilities Services Bureau.
17	<p>Because of the Term of the Contract, in regards to the Cooling Tower, while checking the oil levels, should we plan on changing the oil in that seven (7) year period? (So we are going to figure cost?)</p> <p>Would you like us to follow the manufacturer's recommendation?</p>	<p>Yes.</p> <p>Yes, follow the manufacturer's specs.</p>
18	So just to be clear, this is a full contract that covers everything all the way from refrigerants, all the way to maintenance, repairs, and service calls?	Yes
19	Recommendation on replacement of equipment, how to proceed on that?	Refer to sub-paragraph 3.1.2 of the SOW
20	<p>Can we have access to look at work summaries?</p> <p>Are we going to be able to see the equipment today?</p> <p>Do you have a filter list by any chance for the air handlers?</p> <p>So the filters are not included?</p>	<p>Yes, we have log books that stay with the equipment.</p> <p>Yes</p> <p>No, we will provide one. We're ordering filters right now.</p> <p>No, all parts will be your responsibility, including filters. We're right next to a Freeway, so sometimes we'll change them out ourselves.</p>

No.	Question	Answer
21	Is the Vendor responsible for changing filters?	Yes. Refer to sub-paragraph 2.1 (General Maintenance Service Requirements) of the SOW.
22	Are there additional parts that you buy directly? Small parts?	Yes there can be. If I have a compacter that goes out and I have one over at Twin Towers or CJ – We'll just go grab one and put it in.
23	Are there filter ratings and quality of filters that you'll want us to bid to?	Yes. The Merv ratings for the primary filter to be 16 and the pre-filter to be 8.
24	For labor rates for the emergency and unscheduled service repairs, what falls into that category; because one gentleman said full maintenance? But the lower motors, and all that stuff, would be covered under the maintenance contract?	Say something failed outside- we have a humidifier that we are not using right now but it's there, and say we want that removed, that would be unscheduled. Yes.
25	How about non-maintainable parts like heat manifolds; things that we cannot maintain, that are out of our control, such as additional piping?	The piping after the point of connection for equipment is included in the Contract.
26	How about chiller refrigerants – Say a release valve breaks and the charge goes away, releases the entire charge? So in that situation, you would then cover our labor and you supply the refrigerants?	The refrigerants are to be billed to the JPA. Yes.
27	I noticed that you have a Vacuum System Scope for the vacuum system that is included in the filtration of service of the air filtration system. Is that included in this or no; should it be changed out once every four (4) or five (5) years?	The Vacuum System is included in the Contract

No.	Question	Answer
28	<p>The variable speed drives are not part of the Equipment List but they coordinate the pumps and the fans; are they considered as part of the equipment, specifically, or are the drives listed separately?</p> <p>Are the drives part of the service and maintenance as far as the vacuuming and cleaning?</p> <p>What happens if the drives fail, they are not on the list?</p>	<p>The variable speed drives are part of the equipment they are attached to, and would not be listed separately.</p> <p>The drives are part of the equipment and are to be vacuumed and cleaned.</p> <p>If a drive fails, the JPA will pay to replace it.</p>
29	Can we get a copy of the Source Test for the Boilers?	Yes. A copy of the source testing will be made available.
30	Your Exhaust Fans for your stations are on a Phoenix System and that controls the air dampening on and off that is on a specific control system by Phoenix. Is that part of this maintenance?	No. The Phoenix System is not included in the Contract.
31	We would like to get a Belt List for the equipment?	A complete list of belts will be made available.