PROCUREMENT DEPARTMENT
Rm 120 Municipal Services Building
Philadelphia, PA 19102-1685
FAX: (215) 686-4716

CITY OF PHILADELPHIA

Mary Stitt
Procurement Commissioner

January 5, 2015

BID NUMBER: S5WJ4640

TITLE: Monthly Maintenance of Central Library HVAC System

DEPARTMENT: Free Library of Philadelphia-Building Department

DATE TO OPEN: January 7 at 10:30 A.M

ADDENDUM # 1

TO ALL BIDDERS:
You are hereby notified of the following changes to the above mentioned bid:

Subject bid has been postponed until further notice.

Please sign, date and return this addendum with your bid to the Procurement Department, 1401 J.F.K Boulevard, Bid Room 170A, and Philadelphia, PA 19102-1685 as it now becomes a part of the proposal.

F. Johnson (J.H.)
F. Johnson, Buyer

_____
AUTHORIZED SIGNATURE

_____
FIRM NAME (PRINT)

_____
DATE

PROCUREMENT DEPARTMENT
Rm 120 Municipal Services Building
Philadelphia, PA 19102-1685
FAX: (215) 686-4716

CITY OF PHILADELPHIA

Mary E. Stitt
Procurement Commissioner

January 9, 2015

BID NUMBER: S5WJ4640

TITLE: Monthly Maintenance of Central Library HVAC System

DEPARTMENT: FREE LIBRARY OF PHILADELPHIA - BUILDING DEPARTMENT

DATE TO OPEN: January 07, 2015 at 10:30 AM

ADDENDUM # **2**

TO ALL BIDDERS:
You are hereby notified of the following changes to the above mentioned bid:

MANDATORY PRE-BID MEETING:

January 21, 2015
Time: 1:00 PM
1401 John F. Kennedy Boulevard, Room 170

The purpose of this meeting is to respond to questions from prospective bidders. Bidders are encouraged to submit questions in writing at this time. All questions that materially impact upon the bid process will be answered, in writing, in a formal addendum issued by the City. Oral responses by City employees or their representatives are not binding and shall not in any way be a commitment by the City.

Attendance at this Pre-Bid Meeting is Mandatory. Only bidders who attend the Pre-Bid Meeting and are subsequently qualified by the City will be eligible for award.

Please sign, date and return this addendum with your bid to the Procurement Department, 1401 J.F.K Boulevard, Bid Room 170A, and Philadelphia, PA 19102-1685 as it now becomes a part of the proposal.

F. Johnson, Buyer

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AUTHORIZED SIGNATURE

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FIRM NAME (PRINT)

_____
DATE

FJ/dr

PROCUREMENT DEPARTMENT
Rm 120 Municipal Services Building
Philadelphia, PA 19102-1685
FAX: (215) 686-4716

CITY OF PHILADELPHIA

Mary E. Stitt
Procurement Commissioner

January 13, 2015

BID NUMBER: S5WJ4640

TITLE: Monthly Maintenance of Central Library HVAC System

DEPARTMENT: FREE LIBRARY OF PHILADELPHIA

DATE TO OPEN: January 07, 2015 at 10:30 AM

ADDENDUM # 3

TO ALL BIDDERS:
You are hereby notified of the following changes to the above mentioned bid:

The subject bid is now scheduled to open on February 04, 2015 at 10:30 AM.

MANDATORY PRE-BID MEETING:

January 21, 2015
Time: 1:00PM
1401 John F. Kennedy Boulevard, Room 170

The purpose of this meeting is to respond to questions from prospective bidders. Bidders are encouraged to submit questions in writing at this time. All questions that materially impact upon the bid process will be answered, in writing, in a formal addendum issued by the City. Oral responses by City employees or their representatives are not binding and shall not in any way be a commitment by the City.

Attendance at this Pre-Bid Meeting is Mandatory. Only bidders who attend the Pre-Bid Meeting and are subsequently qualified by the City will be eligible for award.

Please sign, date and return this addendum with your bid to the Procurement Department, 1401 J.F.K Boulevard, Bid Room 170A, Philadelphia, PA 19102-1685 as it now becomes a part of the proposal.

F. Johnson (J.K.)

F. Johnson, Buyer

_____

AUTHORIZED SIGNATURE

_____

FIRM NAME (PRINT)

_____

DATE

FJ/dr

PROCUREMENT DEPARTMENT
Rm 120 Municipal Services Building
Philadelphia, PA 19102-1685
FAX: (215) 686-4716

CITY OF PHILADELPHIA

Mary E. Stitt
Procurement Commissioner

February 2, 2015

BID NUMBER: S5WJ4640

TITLE: Monthly Maintenance of Central Library HVAC System

DEPARTMENT: Central Library

PROPOSAL DEADLINE: Scheduled to open January 7, 2015 at 10:30 AM; Postponed to open on Wednesday, February 4th, 2015 at 10:30 AM.

ADDENDUM # 4

TO ALL BIDDERS:
You are hereby notified of the following changes to the above mentioned bid:

The subject bid will be postponed until further notice.

Please sign, date and return this addendum with your bid to the Procurement Department, 1401 J.F.K Boulevard, Bid Room 170A, Philadelphia, PA 19102-1685 as it now becomes a part of the proposal.

F. Johnson, Buyer

AUTHORIZED SIGNATURE

FIRM NAME (PRINT)

DATE

FJ/dr

PROCUREMENT DEPARTMENT
Rm 120 Municipal Services Building
Philadelphia, PA 19102-1685
FAX: (215) 686-4716

CITY OF PHILADELPHIA

Mary E. Stitt
Procurement Commissioner

February 20, 2015

BID NUMBER: S5WJ4640

TITLE: Monthly Maintenance of Central Library HVAC System

DEPARTMENT: FREE LIBRARY OF PHILADELPHIA-CENTRAL PUBLIC SERVICES DIVISION

DATE TO OPEN: February 04, 2015 at 10:30 AM

ADDENDUM # 5

TO ALL BIDDERS:
You are hereby notified of the following changes to the above mentioned bid:

Bid will now open on March 16, 2015 at 10:30 AM

Question 1. Mr. Partovi stated that the contract was all inclusive; however there was some discussion as to equipment complete replacement for failure. Can you please clarify the intent of the contract? The specifications are ambiguous .

Answer 1. The Library will be responsible for the replacement of any equipment beyond repair.

Question 2. Mr. Partovi stated that it was mandatory to have insurance on the chillers. We are having trouble finding an insurance company willing to insure a 43 year old piece of equipment. Can you please let us know who is insuring it currently?

Answer 2. The current insurer is The Simkiss Agency, Inc. For more information, contact Procurement Department Customer Service, bid.info@phila.gov or 215-686-4720.

Question 3. It was stated that one chiller is to be replaced before this contract comes into effect. Can you please state the make and model of the new equipment?

Answer 3. Arctichill.....Model # ACW250BT4044-LC460

Question 4. Will there be a turn over period, where the winning contractor has an opportunity to make sure all equipment is functioning properly before taking over maintaining said equipment. If there are repairs needed to equipment immediately will that be on a T&M basis, or will the previous contractor be required to repair/replace? Additionally how long is this period to last?

Answer 4. Each bidder will have an opportunity to examine the equipment during the mandatory site inspection. After this inspection, it is incumbent upon each bidder to immediately notify the City of any equipment it deems to function improperly. At the start of the new contract, the winning bidder must assume full responsibility for managing and maintaining the HVAC system located at the Central Library.

The City will not entertain any additional questions regarding Bid #S5WJ4640 at this time.

Please sign, date and return this addendum with your bid to the Procurement Department, 1401 J.F.K Boulevard, Bid Room 170A, Philadelphia, PA 19102-1685 as it now becomes a part of the proposal.

F. Johnson, Buyer

_____
AUTHORIZED SIGNATURE

_____
FIRM NAME (PRINT)

_____
DATE

FJ/ bb

PROCUREMENT DEPARTMENT
Rm 120 Municipal Services Building
Philadelphia, PA 19102-1685
FAX: (215) 686-4716

CITY OF PHILADELPHIA

Mary E. Stitt
Procurement Commissioner

March 11, 2015

BID NUMBER: S5WJ4640

TITLE: Monthly Maintenance of Central Library HVAC System

DEPARTMENT: FREE LIBRARY OF PHILADELPHIA-CENTRAL PUBLIC SERVICES DIVISION

DATE TO OPEN: March 16, 2015 at 10:30 AM

ADDENDUM # **6**

TO ALL BIDDERS:
You are hereby notified of the following changes to the above mentioned bid:

Attached are the Answers and/or Clarifications to questions submitted by prospective bidders for the Monthly Maintenance of Central Library HVAC System.

Westinghouse Chiller

1. It was disassembled and it is our understanding that it will be replaced with a new Artichill Model # ACW250BT4044-LC460.

   Answer: The existing equipment shall be replaced by the current contractor. The equipment will
   Be under warranty for a year after the City accepts the equipment.

2. This machine was not in operation during the walk through. Was the eddy currant testing performed and are the results available?

   Answer: There are no results available at this time.

Baltimore Air Coil Cooling Tower

1. During our walk through, we observed that the fill media was not cleaned and there were signs that there could be defects and may require replacement media.

   Answer: Any cleaning or replacement required on the fill media shall be performed by the current contractor at the start up of the cooling system.

2. We also noted that the condenser piping for the tower was not painted and shows signs of exterior rust, also insulation was deteriorated.

   Answer: The current contractor shall be responsible for any painting or replacement of insulation.

Controls

1. Will the current system software be left onsite as well as the O & M manuals

   Answer: American Automatrix; the software copy is on a disk at the front end—Sage. O & M is also there.

2. It was noted that there are areas that the temperature varies throughout the building.

   Answer: This problem was taken care of and the temperature is fine throughout the building.

The City will not entertain any additional questions regarding Bid #S5WJ4640 at this time.

Please sign, date and return this addendum with your bid to the Procurement Department, 1401 J.F.K Boulevard, Bid Room 170A, Philadelphia, PA 19102-1685 as it now becomes a part of the proposal.

F. Johnson, Buyer

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AUTHORIZED SIGNATURE

_____
FIRM NAME (PRINT)

_____
DATE

FJ/dr