

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

# CITY OF PHILADELPHIA

Mary E. Stitt  
Procurement Commissioner

June 2, 2015

**BID NUMBER:** S6WJ4700  
**TITLE:** Monthly Maintenance of Branches Library HVAC System  
**DEPARTMENT:** FREE LIBRARY OF PHILADELPHIA-EXECUTIVE AND GENERAL SUPPORT DIVISION  
**DATE TO OPEN:** June 15, 2015 at 10:30 AM

## ADDENDUM # 1

### TO ALL BIDDERS:

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

Bid S6WJ4700 will now open on June 24, 2015 at 10:30 AM

The **Mandatory Pre-Bid Meeting** will be held on **June 15, 2015 at 1:00pm** at the Municipal Service Building, 1401 J. F. K. Boulevard, Philadelphia, PA 19102 Room 170A

Please see the following **Questions and Answers** for Bid #S6WJ4700:

Question 1. The Mandatory Site Visit lists 51 branches but Section 5 lists only 50 branches. Can you please clarify the amount of branches in this bid?

Answer 1. There are 50 branches in this bid. Remove the South Phila. Branch (1700 S. Broad Street Phila. PA 19145, 215-685- 1866) from the Mandatory Site Visit. It is not part of this bid.

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

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

# CITY OF PHILADELPHIA

Mary E. Stitt  
Procurement Commissioner

June 10, 2015

**BID NUMBER:** S6WJ4700  
**TITLE:** Monthly Maintenance of Branches Library HVAC System  
**DEPARTMENT:** FREE LIBRARY OF PHILADELPHIA-EXECUTIVE AND GENERAL  
SUPPORT DIVISION  
**DATE TO OPEN:** June 24, 2015 at 10:30 AM

## ADDENDUM # 2

### TO ALL BIDDERS:

**You are hereby notified of the following changes to the above mentioned bid:**

3.2.5

#### PERFORMANCE SECURITY

(IF ONLY PERFORMANCE SECURITY IS REQUIRED)

In this bid, Performance Security in the amount of **\$25.00** is required as outlined in paragraph 13 of "SS&E Terms and Conditions of Bidding and Contract".

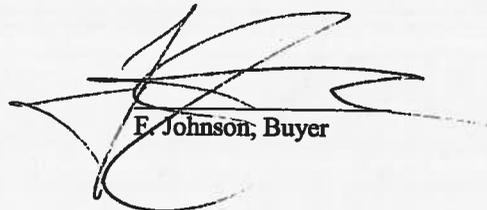
Any applicable, performance security shall be required for any subsequent renewal periods.

Or

For the purposes of this bid only, the successful bidder is required to furnish an

individual performance bond, issued by a surety approved by the City in the amount of 100% of the contract total if the awarded total is greater than \$500,000.00.

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

June 23, 2015

**BID NUMBER:** S6WJ4700  
**TITLE:** Monthly Maintenance of Branches Library HVAC System  
**DEPARTMENT:** FREE LIBRARY OF PHILADELPHIA-EXECUTIVE AND GENERAL SUPPORT DIVISION  
**DATE TO OPEN:** June 24, 2015 at 10:30 AM

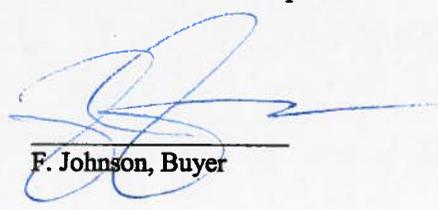
## ADDENDUM # 3

**TO ALL BIDDERS:**

**You are hereby notified of the following changes to the above mentioned bid:**

**The 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

June 29, 2015

**BID NUMBER:** S6WJ4700  
**TITLE:** Monthly Maintenance of Branches Library HVAC System  
**DEPARTMENT:** FREE LIBRARY OF PHILADELPHIA-EXECUTIVE AND GENERAL  
SUPPORT DIVISION  
**DATE TO OPEN:** June 24, 2015 at 10:30 AM

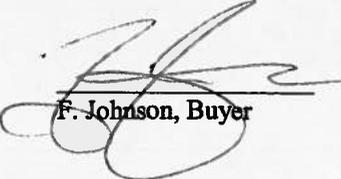
## ADDENDUM # 4

### TO ALL BIDDERS:

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

The bid will now open on July 15, 2015 at 10:30 AM

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

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

## **CITY OF PHILADELPHIA**

Mary E. Stitt  
Procurement Commissioner

July 14, 2015

**BID NUMBER:** S6WJ4700  
**TITLE:** Monthly Maintenance of Branches Library HVAC System  
**DEPARTMENT:** FREE LIBRARY OF PHILADELPHIA-EXECUTIVE AND GENERAL  
SUPPORT DIVISION  
**DATE TO OPEN:** July 15, 2015 at 10:30 AM

### **ADDENDUM # 5**

**TO ALL BIDDERS:**

**You are hereby notified of the following changes to the above mentioned bid:**

**The bid opening has been postponed to July 29, 2015 at 10:30 AM**

**The following is hereby incorporated as Section 2.36.3:**

If equipment is to be disabled for more than 7 days while repairs or maintenance is performed to the cooling or heating system, vendor shall provide equipment to temporarily heat or cool the affected location. Vendor SHALL BE REIMBURSED BY THE CITY AT VENDOR'S RENTAL COST FROM THEIR SUPPLIER (as shown on supplier's invoice) + 5% MARK-UP (TO BE SUPPORTED BY SUPPLIER'S INVOICES). Vendor must submit a copy of original supplier's invoice with their invoice to the City. Under no circumstances shall the City pay for any rental of equipment which does not provide cooling or heating as indicated. In no case shall equipment rental cost exceed the actual rental cost from the supplier + 5%. No overhead, expenses, etc. shall apply to the equipment rental costs.

The equipment shall be a 100% outside air unit which can be powered by the branch building's electrical system.

**The following is hereby incorporated as Section 5.2.3:**

Equipment rental, to be provided to temporarily heat or cool affected location while repairs or maintenance is performed. Equipment shall be a 100% outside air unit which can be powered by the branch building's electrical system. SHALL BE REIMBURSED BY THE CITY AT VENDOR'S RENTAL COST FROM THEIR SUPPLIER (as shown on supplier's invoice) + 5% MARK-UP (TO BE SUPPORTED BY SUPPLIER'S INVOICES). Vendor must submit a copy of original supplier's invoice with their invoice to the City. Under no circumstances shall the City pay for any rental of equipment which does not provide cooling or heating as indicated. No overhead, expenses, etc. shall apply to the equipment rental costs.

Unit of Measure: LOT (LO)

Estimated Expenditures: \$10,000.00

**Please see the following vendor questions and answers:**

**Question #1:** Currently there are some closed branches. How can we get visitation paper signed?

**Answer:** Bidder must contact Mitch Partovi at 215-686-5381 to arrange visitation at closed branches. Once the site visit has been made, Mr. Partovi or his delegate will sign the site visitation form.

**Question #2:** If an ATC system fails beyond repair, will the contractor be able to bill for a full replacement?

**Answer:** No. Please refer to Section 2.31, Automatic Control Systems, found on page 39 of 59 of the bid document.

**Question #3(a):** Will the library have an in house hvac tech that will respond to library service calls to determine if the successful bidder is the proper person to respond?

**Answer:** No.

**Question #3(b):** If no, how will the contractor bill for calls that are outside the scope of this contract such as a roof leak or domestic water leak? Will there be a PO in place to bill against such events?

**Answer:** Contractor will not be authorized to repair roof leaks or domestic water leaks. Contractor may only perform services as authorized in the contract and only after receipt of a purchase order or other authorized document from the Procurement Department.

**THE CITY OF PHILADELPHIA WILL NOT ENTERTAIN ANY ADDITIONAL QUESTIONS REGARDING BID #S6WJ4700 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.

A. Campbell for  
F. Johnson, Buyer      F. Johnson

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AUTHORIZED SIGNATURE

\_\_\_\_\_  
FIRM NAME (PRINT)

\_\_\_\_\_  
DATE

FJ/dr