



DEPARTMENT OF FINANCE  
Oscar Knott CPP, CPPO, VCO  
Purchasing Director

February 14, 2022

**ADDENDUM NO. 1**

**INVITATION FOR BID: #22-2289-1LOC**

**SUBJECT: Annual Contract for HVAC Maintenance and Repair Services**

Gentlemen/Ladies:

Please make the following changes, corrections, additions or deletions to the above referenced Invitation for Bid:

This IFB and any addenda are available on eVA at <https://eva.virginia.gov/> and the County of Henrico website at: <https://henrico.us/finance/divisions/purchasing/>.

**See attached REVISED BID FORM, pages 23 - 24.**

**See attached Questions and Answers.**

Please acknowledge the receipt of Addendum No. 1 dated February 14, 2022 with your Bid Form when returning your bid package. **Failure to acknowledge this addendum may result in your bid being declared non-responsive.**

Unless otherwise changed by an addendum, all other general terms, conditions and specifications will remain the same.

Very truly yours,

Oscar Knott, CPP, CPPO, VCO  
Purchasing Director

Leisel O. Collins, CPPB, VCO, VCA  
Assistant Division Director  
804-501-5687  
[Col119@henrico.us](mailto:Col119@henrico.us)

\_\_\_\_\_  
Signature

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

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

\_\_\_\_\_  
Date

**REVISED BID FORM**

County of Henrico  
 Department of Finance  
 Purchasing Division  
 8600 Staples Mill Road  
 P. O. Box 90775  
 Henrico, Virginia 23273-0775

I/We hereby propose to furnish all tools, labor and equipment necessary to provide inside delivery of HVAC Maintenance and Repair Services in accordance with the enclosed general terms, conditions and specifications contained in **IFB No. 22-2289-1LOC**. The Bid Form must be completed in blue or black ink. Discrepancies in the multiplication of units of work and the unit prices will be resolved in favor of the correct multiplication of the unit prices. Discrepancies between the indicated sum of any column of figures and the correct sum thereof will be resolved in favor of the correct sum. My/Our prices are as follows:

**PRICES QUOTED SHALL BE FOB DESTINATION. Freight charges and any other associated cost shall be included in the bid price.**

**Quantities listed are an estimate only; actual usage could be more or less during the contract period.**

**BIDDERS MUST BID ON ALL LINE ITEMS TO BE CONSIDERED FOR AWARD.**

**IF OFFERING ANY ITEM AT NO CHARGE, INDICATE \$0 ON THE BID FORM FOR THAT LINE ITEM.**

	<b>A</b>	<b>B</b>	<b>C</b>
<b>Classification</b>	<b>Rate Per Man Hour</b>	<b>Estimated Annual Hours</b>	<b>Extended Price (A x B) = C</b>
<b>Licensed Technician</b> – Normal Hourly Rate	\$	500	\$
<b>Technician Helper</b> – Normal Hourly Rate	\$	500	\$
<b>Licensed Technician</b> – Overtime Hourly Rate	\$	200	\$
<b>Technician Helper</b> – Overtime Hourly Rate	\$	200	\$
<b>Licensed Technician</b> – Emergency and Holiday Hourly Rate	\$	225	\$
<b>Technician Helper</b> – Emergency and Holiday Hourly Rate	\$	225	\$
<b>TOTAL BID PRICE:</b>			<b>\$</b>

REVISED BID FORM

My/Our payment terms are:\_\_\_\_\_. If Bidder offers a cash discount for prompt payment, it will only be considered in determining the lowest responsible Bidder if the Bidder allows at least twenty (20) days for the prompt payment after the goods or services are received or after the invoice is rendered, whichever is later.

Indicate whether your business \_\_\_\_\_is or \_\_\_\_\_is not located in the County, if it is, please include a copy of your County business license with your bid.

I/We acknowledge the receipt of:

Addendum No.\_\_\_\_\_Dated\_\_\_\_\_.

Addendum No.\_\_\_\_\_Dated\_\_\_\_\_.

Addendum No.\_\_\_\_\_Dated\_\_\_\_\_.

**IFB #22-2289-1LOC**  
**ANNUAL CONTRACT FOR HVAC MAINTENANCE and Repair**

**Questions and Answers**

**Q1. My firm have separate labor rates for chiller mechanics vs. mechanics that would work on all other HVAC equipment. Can my firm list our chiller mechanic rate as a separate line item?**

A1. No.

**Q2. Will there be a site visit of all these locations?**

A2. No.

**Q3. Do the County have a current master equipment list per building?**

A3. No, this solicitation is not for specific equipment.

**Q4. Are filters, belts and water treatment included in bid pricing?**

A4. See pages 5-6, section I.D.14.

**Q5. Will any equipment replacement occur under this contract or is the intent to only utilize the contract for maintenance and repairs of existing equipment and systems?**

A5. See page 2, section I.A. and page 8, section I.J.

**Q6. Would you clarify if the Emergency Hourly rate is during normal business hours or after hours?**

A6. Emergency Hourly rate shall apply when the County request the Successful Bidder(s) to respond to County site for emergency services (within two (2) hours after receiving call) during normal business hours or after hours.

**Q7. Since certain contractors may need to rent tools/equipment and said rentals would be billable at cost to the County; can a contractor that has invested in advanced tooling charge a per use tool fee, (if defined in advance), to cover costs of owning and maintaining these tools? (i.e., Thermal Imaging Camera, Gantries, High Volume Refrigerant Recovery Machines and Cylinders, Combustion Analyzers, Ultrasonic Flow Meters, Test and Balance Equipment?**

A7. See page 4, section I.D.11.

**Q8. In reference to Attachment E, item 9 “Clauses Required by 2 C.F.R. part 200 Appendix II(D)”, Does the County anticipate any situations where the Davis Bacon wages clauses would be applicable to work that occurs as a result of this contract? If so, please describe.**

A8. The Davis-Bacon Act applies to contracts for the construction, alteration, or repair of a public building or public work over \$2,000 to which the United States or the District of Columbia is a party. Because neither the United States nor the District of Columbia will be a party to the contract, the Davis-Bacon Act will not apply. However, there are approximately 60 other federal laws, known as the “Related Acts” that make the prevailing wage requirements of the Davis-Bacon Act applicable to certain federally funded or federally assisted contracts. If federal funds are being used to pay for the contract, it is possible that some of those Related Acts would be applicable to the contract.

**Q9. On page 2, section I.A. of the IFB, it states the intent “...is to establish a term contract with two (2) or more qualified suppliers...” Is there a maximum number of suppliers that would be approved? If so, how many?**

A9. Yes, 4.

**Q10. How will the County ensure the selected Contractors are capable of performing the desired services?**

A10. See page 7, section I.H.1. and 2.

**Q11. Some repairs require higher percentages of labor that does not occur on a job site which is understood to be considered overhead as noted in section I.D.11. Does this imply that all work be performed and billed on a Time and Material Basis? Or will firm fixed price quoting be allowed under certain circumstances? If so, what would those circumstances be?**

A11. Yes, all work will be performed and billed on a time and material basis.