



ADDENDUM #1

To: [1002-910-36-3143](tel:1002-910-36-3143)

RFP for HVAC Maintenance and Repair Services

Date: May 4, 2010

The following questions were asked at the April 29, 2010 pre-submittal meeting:

Q: Can we get a list of the properties that are to be worked on?

A: You can go to our website and see our properties there. Our scattered sites are throughout the San Antonio area.

Q: Will this Contract be awarded to one or more companies?

A: SAHA reserves the right to award to multiple Contractors.

Q: Any ramifications if a primary cannot meet a service call in a primary secondary contract award situation?

A: No. However, consistent refusal to respond will result in contract review and evaluation.

Q: Does this contract supersede any contracts that are out there for individual properties?

A: This contract is for all Public Housing and all SAHA managed properties.

Q: Will there be any penalty if we don't work on chillers?

A: No. However, the ability to work on boilers and chillers will be viewed as a plus in evaluation.

Q: Will contracts for previous work be under warranty by companies that installed equipment prior to this contract?

A: Yes

Q: Who has the right to request work to be done?

A: Procurement, SAHA Staff, Property Managers and Maintenance Supervisors may request work to be performed. Except in the case of an emergency the Contractor should have a Purchase Order.

Q: On page 43 you're asking for prices, do you prefer Trane?

A: We do not have a preference. Refer to Sec. 4.2.3.

Q: How many properties have chillers?

A: Four (4): Park View Apts., San Pedro Arms, Villa Hermosa, Villa Tranchese.

Q: Are boilers included in this proposal?

A: Information on Contractor's experience in working with Boilers is included in the proposal.

Q: With a list of properties would it be possible to inspect to see the conditions, if permissible?

A: Properties are generally open to the public and can be visited. Contact and inform the Property Manager who you are and why you are there. There should be no restrictions.

Q: On page 43, you're asking for list, discount and cost after discount, will you require a receipt showing our cost, do we have to provide a receipt?

A: SAHA reserves the right to request receipts showing cost.

Q: Do you have your own HVAC crews and will they be working along with contractors?

A: SAHA has no dedicated HVAC maintenance crews. Some personnel are experienced in HVAC repairs and may perform some repairs but not in conjunction with Contractors personnel.

Q: Maintenance crews are doing chemical treatments, may we see a log on that?

A: SAHA Maintenance crews do not perform chemical treatments.

Q: How many condensing towers are there?

A: Four (4). Blanco Apts., Springview, Convent, Victoria Plaza

Q: Can additional electrical work be performed if needed if beyond the normal scope of an HVAC job?

A: No. Only work consistent with the scope of work may be performed. If additional electrical work is required to complete the job, Contractor must stop work and immediately notify the Property Manager.

- Q: Chillers and residential are different animals will there be different pay for workers working on chillers?
- A: Pay must comply with the appropriate Davis Bacon Wage decision. Boilers and chillers are excluded from the Contract. SAHA is only asking if a proposer has the capability.
- Q 3.2 says contractor shall possess an air conditioning and refrigeration license?
- A: Contractor must have the appropriate licenses issued by the State Texas and City of San Antonio to perform the required repairs.
- Q: 3.19 there is no possible way to stock for all instances of repair, who pays for travel time?
- A: **3.19** Contractor's shall only invoice SAHA for the time spent on the property. SAHA shall not pay for time spent in route or traveling to acquire parts/supplies.
3.22 SAHA shall not be responsible for trip charges and/or service charges. Example: SAHA shall not pay for trip charge or hourly charges if Contractor delivers wrong unit for installation and needs to leave the property to get the correct unit and come back.
- Q: 3.21 who will decide when it is applicable or not to charge for a helper?
- A: **3.21** Contractor shall minimize overstaffing for minor repairs. If Contractor is found to be overstaffing for repairs, based upon customary trade practices, SAHA reserves the right to only pay the fees for customary trade practices.
- Q: 3.25 One year labor warranty on contractor supplied parts only. Right?
- A: Correct
- Q: 6.4.5, Does this mean we have a 25% max on mark up?
- A: No. This means if your bid is 25% greater than our estimated cost it can be used to disqualify your proposal.
- Q: 9.22.6, For early payment, is this from that date of service or from the date of the PO#?
- A: Early payment is calculated from receipt of a valid invoice. A valid invoice will have all required information such as Purchase Order Number, Date of Service, parts used and prices, staff hours and hours on the job, no taxes added and any other information specified herein.

Q: Do you have any data of the total call volume/\$volume on an annual average of the HVAC service contract for SAHA?

A: No call volume data is available. The Contract amount for the previous year was approximately \$350,000.00.

Q: I would like a copy of the sign in sheet for the meeting held April 29, 2010

A: See attached.

By: *Charles R. Bode*

Charles Bode, Asst. Director of Procurement

Date: May 4, 2010

SIGN IN SHEET

Re-Bid Meeting - April 29, 2010
 HVA Maintenance & Repair Services
 1002-910-36-3143

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