



ADDENDUM I

SUBJECT: Request for Competitive Sealed Proposals – On-Call HVAC Filters and Services (ARPA Funded), (RFCSP 22-118, 6100015808), Scheduled to Close: November 23, 2022; Date of Issue: October 7, 2022

FROM: Denise Gómez-Esquivel, C.P.M., CPPB
Procurement Administrator

DATE: October 24, 2022

THIS NOTICE SHALL SERVE AS ADDENDUM NO. I - TO THE ABOVE REFERENCED REQUEST FOR COMPETITIVE SEALED PROPOSAL

THE ABOVE-MENTIONED REQUEST FOR COMPETITIVE SEALED PROPOSAL IS HEREBY AMENDED AS FOLLOWS:

- 1. Add: Pre-submittal Conference Sign In Sheet, this document will be posted as a separate attachment.**
- 2. Revise: Attachment H – HVAC Filter List, Revision 1, Dated October 24, 2022. This document will be posted as a separate attachment.**

QUESTIONS SUBMITTED IN ACCORDANCE WITH SECTION 003, PRE-SUBMITTAL CONFERENCE:

On Thursday, October 20, 2022, the City of San Antonio hosted a Pre-Submittal Conference to provide information and clarification for the On-Call HVAC Filters and Services Request for Competitive Sealed Proposals. Below is the list of questions that were asked at the pre-submittal conference. The City's official response to questions asked is as follows:

Question 1: Is the Convention, Sports Facilities buying their filters annually and storing them, so they will not require services to replace filters
Response: Correct, the Convention & Sports Facilities Department do not require any services such as filter replacements. They will only purchase their filters through this contract, because they have their own staff available to replace the filters.

Question 2: Are Glasfloss filters for nonstandard sizes required?
Response: Correct, Glasfloss or an equivalent.

Denise Gómez Esquivel, C.P.M., CPPB
Procurement Administrator
Finance Department – Purchasing Division



ADDENDUM II

SUBJECT: Request for Competitive Sealed Proposals – On-Call HVAC Filters and Services, (RFCSP 22-118, 6100016808), Scheduled to Close: November 23, 2022; Date of Issue: October 7, 2022

FROM: Denise Gomez-Esquivel, C.P.M., CPPB
Procurement Administrator

DATE: October 31, 2022

THIS NOTICE SHALL SERVE AS ADDENDUM NO. II- TO THE ABOVE REFERENCED REQUEST FOR COMPETITIVE SEALS PROPOSAL

THE ABOVE MENTIONED REQUEST FOR COMPETITIVE SEALED PROPOSAL IS HEREBY AMENDED AS FOLLOWS:

- 1. REVISE item #2 on Addendum I to read: “Attachment K – HVAC Filter List, Revision 1, Dated October 24, 2022. This document is posted as a separate attachment.”**

QUESTIONS SUBMITTED IN ACCORDANCE WITH SECTION 003, RESTRICTIONS ON COMMUNICATION:

Question 1: The 12” depth filters, are they in a metal/wood box and does it have header or no header and gasket location if possible?

Response: The 12” filters currently used are Magna rigid cell metal box filters with a single header and gasket – 85%.

Question 2: Are the HEPA/MERv14 and 15 pleated/rigid box/single/header or no header?

Response: They are the same configuration but at 99.97%.

Question 3: What is the standard MERV rating the City would like us to use?

Response: MERV-13

Question 4: The filters labeled MR14, are these mini pleat filters with or without headers or pleated filters?

Response: If they are not available in MER-14, the filters must be pleated type MERV-13. Please refer to Section 4 – Specifications/Scope of Service for filter types and expectations.

Denise Gómez Esquivel, C.P.M., CPPB
Procurement Administrator
Finance Department – Purchasing Division



ADDENDUM III

SUBJECT: Request for Competitive Sealed Proposals – On-Call HVAC Filters and Services (ARPA Funded), (RFCSP 22-118, 6100015808), Scheduled to Close: November 23, 2022; Date of Issue: October 7, 2022

FROM: Denise Gómez-Esquivel, C.P.M., CPPB
Procurement Administrator

DATE: November 8, 2022

THIS NOTICE SHALL SERVE AS ADDENDUM NO. III - TO THE ABOVE REFERENCED REQUEST FOR COMPETITIVE SEALED PROPOSALS

THE ABOVE MENTIONED REQUEST FOR COMPETITIVE SEALED PROPOSALS IS HEREBY AMENDED AS FOLLOWS:

- 1. REVISE: Attachment B – Price Schedule, Revision 1, Dated November 8, 2022. Posted as a separate attachment.**
- 2. ADD: Section 004 – Specifications/Scope of Services, 4.5.5.6.3 to read:**
 - “4.5.5.6.3 City Tower Annual Filter Requirement: Parker Load Tech High-Efficiency Rigid Cell Filter PLT4-M14-04PH for all 24 x 24 x 4 sizes.”**

Denise Gómez Esquivel, C.P.M., CPPB
Procurement Administrator
Finance Department – Purchasing Division



ADDENDUM IV

SUBJECT: Request for Competitive Sealed Proposals – On-Call HVAC Filters and Services (ARPA Funded), (RFCSP 22-118, 6100015808), Scheduled to Close: November 23, 2022; Date of Issue: October 7, 2022

FROM: Denise Gómez-Esquivel, C.P.M., CPPB
Procurement Administrator

DATE: February 23, 2023

THIS NOTICE SHALL SERVE AS ADDENDUM NO. IV - TO THE ABOVE REFERENCED REQUEST FOR COMPETITIVE SEALED PROPOSALS

THE ABOVE MENTIONED REQUEST FOR COMPETITIVE SEALED PROPOSALS IS HEREBY AMENDED AS FOLLOWS:

1. RFCSP Document Section 005 – Supplemental Terms & Conditions, Original Contract Term:

Changed to Read:

“This contract shall begin upon the effective date of the ordinance awarding the contract or April 1, 2023, whichever is later. This contract shall begin upon the date specified in the award letter, if it does not exceed \$50,000. This contract shall terminate on March 23, 2025”

Denise Gómez Esquivel, C.P.M., CPPB
Procurement Administrator
Finance Department – Purchasing Division

Acknowledged and Agreed:

Company Name: Air Relief Technologies DBA Tex-Air filters

Address: 2416 Brodston Street Suite 101

City/State/ Zip Code: San Antonio, TX 78217

Signature: [Handwritten Signature]

Date: 02/23/2023



ADDENDUM V

SUBJECT: Request for Competitive Sealed Proposal – On-Call HVAC Filters and Services (ARPA Funded), (RFCSP 22-118, 6100015808), Scheduled to Close: November 23, 2022; Date of Issue: Friday, October 7, 2022

FROM: Denise Gómez-Esquivel, C.P.M., CPPB
Procurement Administrator

DATE: March 3, 2023

THIS NOTICE SHALL SERVE AS ADDENDUM NO. V - TO THE ABOVE REFERENCED REQUEST FOR COMPETITIVE SEALED PROPOSALS

THE ABOVE MENTIONED REQUEST FOR COMPETITIVE SEALED PROPOSALS IS HEREBY AMENDED AS FOLLOWS:

1. Section 004 – Specifications/Scope of Services, the following Subsections of 4.2 Proof of Licensing & Liability have been changed to read:

- 4.2.1.5 Contractor shall have an available minimum work force of certified trained technicians with the specified qualifications in a sufficient quantity assigned to this Contract to be able to respond to City facilities to provide filter changes at multiple facilities simultaneously at all times. Contractor shall maintain an adequate number of certified trained personnel in San Antonio, Texas at all times. If additional service calls are requested, the Contractor shall have the capability to get additional resources that meet the qualifications of this solicitation. Contractor shall also provide, with its bid response, a list of available personnel to perform work hereunder, including each person's qualifications.
- 4.2.2.6 Contractor shall provide certification or documentation that the supervisors meet the requirements of the National Air Filtration Association Level 1. In addition to the Level 1 certification, the Contractor can provide certification or documentation that the supervisors have acquired the training that is mandatory to meet the scope of work. The certifications shall validate to City's satisfaction, the supervisor's capability to perform the services required by this specification/scope of work.
- 4.2.3.6 Contractor shall provide certification or documentation that the technicians performing filter services meets the requirements of the National Air Filtration Association Level 1. In addition to the Level 1 certification, the Contractor can provide certification or documentation that the technicians have acquired the training that is mandatory to meet the scope of work. The certifications shall validate to City's satisfaction, the technician's capability to perform the services required by this specification/scope of work.
- 4.2.4 Helpers can be used to support the qualified technicians. One qualified technician or supervisor shall be at the location at all times. Qualified technicians or supervisors shall be responsible for performing the filter services at each location.
- 4.2.4.1 Notwithstanding anything stated to the contrary herein, Contractor may use helpers to assist the onsite technicians /supervisors.

2. Section 004 – Specifications/Scope of Services, the following Subsections of 4.3 Definitions have been changed to read:

- 2. CDDR: City Designated Departmental Representative The facilities maintenance manager or coordinator for the respective City Department.

3. Section 004 – Specifications/Scope of Services, the following Subsections of 4.5 Material have been changed to read:

- 4.5.5.2.4 The non-welded metal grid shall be corrosion resistant.
- 4.5.5.2.5 The non-welded metal grid shall have all four right angles as approved by the CDDR.
- 4.5.5.2.5.1 An enclosing frame of less than 28-point high wet-strength beverage board shall provide a rigid and durable enclosure. The frame shall be bonded to the media on all sides to prevent air bypass. Integral diagonal support members on the air entering and air exiting side shall be bonded to the apex of each pleat to maintain uniform pleat spacing in varying airflows. Filter media requiring separate, rigid structures or frames for installation is unacceptable.

4.5.5.5.9 The Filter shall have an Energy Cost Index (ECI) value of four stars or higher. The filter manufacturer shall provide documentation supporting the ECI value. Other rating methods using the life cycle cost and energy cost to compare filter will be accepted. The selected method shall validate, to City's satisfaction, that method meets the services required by this specification/scope of work. Below is a suggested table for ECI Rating scale. The ECI rating system looks at a filter's efficiency over its lifetime and the energy required to move air through that filter. For example, a filter with an energy cost of \$600 per year and captures an average of 45 percent of selected particle (0.4 micron) over its useable life, this filter would have an ECI of \$13.30. (Rounded down to $\$13.30 = \$600/45$).

4.5.5.6.3 LoadTech Plastic Single Header HEPA

4. Section 004 – Specifications/Scope of Services, the following Subsection of 4.8 Contractor General Requirements have been changed to read:

4.8.14 Contractor shall at all times keep the sites, including storage areas, free from accumulations of waste materials. Before completing the work, Contractor shall remove from the premises all rubbish, tools, scaffolding, equipment, and materials that is not the property of City. Upon completing the work, Contractor shall leave the site in a clean and orderly condition satisfactory to City. Final cleanup is part of the work and Contractor is responsible for all construction refuse disposal containers and their removal from the site.

5. Section 004 – Specifications/Scope of Services, the following Subsections of 4.9 Service Requirements have been changed to read:

4.9.1.1 Contractor is not responsible for HVAC and/or boiler inspections.

4.9.2.5 Contractor shall have a maintenance supervisor specifically assigned to this contract for the purpose of ensuring the maintenance technicians adhere to the requirements of the solicitation and the standards, regulations, codes, and HVAC performance requirements.

4.9.2.6 Rental of scissor lift platforms or other lifting equipment for reaching units in high places is the Contractor's sole responsibility.

4.9.2.8 Contractor shall participate in an annual meetings and other meetings as necessary.

4.9.2.9 Contractor shall be able to provide proposals for the departments to acquire filters to keep in stock as per the Department's request.

4.9.3 **Filter Reports:** Contractor shall:

4.9.3.1 Provide a filter plan that identifies Contractors ability to effectively provide and install HVAC filters of all sizes, types, and recommended manufacturers.

4.9.3.2 Develop a list of filter sizes, MERV ratings, designated facilities, and location within the facilities for all units. Information shall be provided in Excel ® file format.

4.9.3.3 Identify and provide information on any changes from the last report.

4.9.3.4 Provide a replacement schedule for each fiscal year (Oct. 1st through Sept. 30th).

4.9.3.5 Contractor shall maintain proper electronic records of equipment serviced under this contract that includes, but is not limited to, facility site name, site location, zip code, equipment nomenclature - make/brand, model number, BTU / Ton size, serial number, approximate date of installation or manufacturer date, airflow resistance before and after replacing filters, refrigerant type, frequency of inspections, maintenance tasks performed with service dates. Also include the number of units, date and name of the technician(s) who serviced the equipment, and certification by Contractor that the filter replacement has been performed. The following general information shall be included in the service reports: start time and completion time of service, equipment age, design and inherent quality of the equipment, usage, environmental condition, improved technology, industry standards, itemized part list, operation condition, comparison of results versus the manufacturer's specifications, etc.

4.9.3.6 Contractor shall furnish a legible report at each service call to the CDDR for signature verifying the service was performed and checked by the designated department representative. The report shall have attached a checklist of items completed for the equipment.

4.9.3.7 The report shall be signed and dated by Contractor's technician upon completion.

4.9.4.1 All 1" thick filters are replaced the first week of each month. The filters shall meet the requirements of Section 4.5.5. If the contractor proposed a change of filter replacement frequency, the Contractor shall provide documentation that filter meets the requirements of Section 4.5.5 and this section.

- 4.9.5.1 Contractor shall provide a schedule for filter replacements at the applicable locations.
- 4.9.5.2 Contractor is required to provide the filter media as part of this contract. Filter media shall meet or exceed the manufacturers' recommendations as detailed in the maintenance and operation manuals for the particular units being serviced and this solicitation.
- 4.9.5.3 Contractor shall contact CDDR to schedule an appointment for filter changes in accordance with the contract requirements regarding filter replacements and within the time period as indicated by the annual schedule.
- 4.9.5.4 Technicians will arrive on job site at scheduled appointment time, wearing appropriate work attire and proper Personal Protective Equipment. Technicians will park in designated parking areas at each location.
- 4.9.5.5 Technicians shall immediately make contact with the appropriate CDDR at time of arrival and sign the log.
- 4.9.5.6 If an escort is needed, the Technicians shall remain with the escort at ALL TIMES or as directed by CDDR.
- 4.9.5.7 Technician shall proceed with filter replacements per the following:
 - 4.9.5.8 Turn off power at disconnect switches or VFDs so particulate is not sucked in the unit while changing filters (coordinate this with the CDDR).
 - 4.9.5.9 Remove panel or door to access filters, exercising caution not to damage the roof or adjacent surfaces with the panel or door.
 - 4.9.5.10 Remove existing used air filters.
 - 4.9.5.11 Replace used air filters with new clean specified filters that fit the filter racks properly.
 - 4.9.5.12 Write the date (month, day, and year) on the end of each new filter and include Technician's initials using a black marker clearly designating the exact date the filters were changed.
 - 4.9.5.13 Replace panel or door and make sure it fits properly using the applicable hardware.
 - 4.9.5.14 Replace all mounting screws or door hardware to secure the panel or door, even if it was missing screws/hardware when opened. In the event the recessed mounting holes are worn out, replace screws/hardware with the next larger size to ensure it fits snugly.
 - 4.9.5.15 Turn ON disconnect switch or VFD and make sure all trash, debris, and used filters are removed from the work area/mechanical room.
 - 4.9.5.16 Repeat steps above until all filters are replaced for all units.
 - 4.9.5.17 Once work is complete, Technician shall perform one final round to check that all doors/panels are properly secured, and confirm that all trash, debris, and filters are removed, leaving the work area cleaner than the way it was found.
 - 4.9.5.19 Technician shall report any issues discovered such as dirty/frozen coils, loose or broken fan belts, unusual noises, etc. to the CDDR.
 - 4.9.5.20 Any filter size/quantity adjustments shall be noted on the Filter Report and updated for future jobs.
 - 4.9.5.21 City POC will be notified of any changes at job site. Technician and CDDR shall sign and date Filter Report.
 - 4.9.5.23 Technician shall not depart from the job site leaving any used filters, and shall dispose of them in accordance with the Disposal and Recycling Program.
- 4.9.6.1 Notify the facility CDDR of any condition that impairs the continued safe use of the equipment covered under the scope of this contract, including, but not limited to: conditions which may cause injury; conditions which may cause damage to equipment; conditions which may be hazardous; and other abnormal conditions. The Contractor shall notify the CDDR within thirty (30) minutes of servicing any of the equipment.
- 4.9.6.2 Notify the CDDR in the event any Equipment requires an extended amount of time off-line. This shall be approved by the CDDR in advance of shutting off the Equipment.
- 4.9.7 **Service and Callback Logs:**
 - 4.9.7.1 8. Model Number
 - 4.9.7.1 9. Location (Building Name and Address)

4.9.7.1 10. If applicable, estimated costs for additional services

4.9.7.2 The Contractor shall provide the service log to the CDDR upon the completion of the required work.

6. Section 004 – Specifications/Scope of Services, the following subsections of 4.10 General Work Requirements have been changed to read:

4.10.4 Travel charges to the job site will NOT be allowed. Mileage and travel time to and from the job site is not reimbursable under this contract. Mileage and travel costs shall be included in the quoted prices. City shall not be responsible for trip charges and/or service charges related to Contractor delivering the wrong materials. Contractor shall only invoice the City for the time spent on City property and in accordance with the Price Schedule.

4.10.11 Equipment being serviced. Contractor shall be free to stop and start all primary equipment incidental to the filter services of the equipment as necessary provided that arrangements are mutually agreed upon by the Contractor and the CDDR in advance. The Contractor shall furnish a detailed estimate of downtime for all services. Extended periods of equipment shutdown at any facility shall be coordinated through CDDR.

7. Section 004 – Specifications/Scope of Services, the following Subsections of 4.11 Submittals have been changed to read:

4.11.5 In addition to the Invoicing and Payment terms in Section 006 - General Terms and Conditions and Attachment J – Keys to Faster Payments, all invoices must be submitted in duplicate (one copy to CDDR and original invoices to Accounts Payable.). Invoices shall be sent within Thirty (30) days of completing the specified work herein.

4.11.5.1 Invoices shall include Purchase Order number, Department Name, Facility Name and Address.

4.11.5.2 Invoices shall be legible and clearly annotated.

4.11.5.3 Items billed on invoices must be specific as to applicable stock number, manufacturer, description.

4.11.5.6 b. Copy of Filter Report

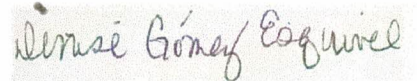
4.11.18 The Contractor shall provide an annual Filter Schedule -see 4.11.4.

8. Section 004 – Specifications/Scope of Services, the following Subsection of 4.12 Work Hours have been changed to read:

4.12.4 Municipal Plaza Building filter changes shall be performed on Mondays, Tuesdays, Wednesdays, and Fridays during normal working hours.

9. Section 004 – Specifications/Scope of Services, the following Subsection of 4.13 Building Restrictions have been changed to read:

4.13.6.1 Contractor is responsible for assessing risk and maintaining an effective background check policy and procedures for all employees, staff and subcontractors responsible for performing services under this contract. Contractor shall retain all employee records, including any criminal background checks, for the retention period stated in Section 006 – General Terms and Conditions.



Denise Gómez Esquivel, C.P.M., CPPB
Procurement Administrator
Finance Department – Purchasing Division

Acknowledged and Agreed:

Company Name: Tex-Air filters

Address: 2416 Brockton Street Suite 101

City/State/ Zip Code: San Antonio, TX 78217

Signature: [Signature]

Date: 3-3-2023

