



REQUEST FOR PROPOSALS

ADDENDUM 4

V211-24-087

HVAC Full-Service Maintenance

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Questions and Answers:

- Q.** What is the definition/description of (FA) “FA” as it relates to the filter nomenclature? (Excel - Multiple Location Tabs, example – Aquatics Tab, cell C8 – Filter Designation)
- A.** FA Denotes a Fresh Air Filter. Spelled out specifically because of their extra frequency.
- Q.** What is the definition/description of (CcRm) “CcRM” as it relates to the filter nomenclature? (Excel - Multiple Location Tabs, example – Nichols Tab, cell C25 – Filter Designation)
- A.** CcRM denotes that they are for the concrete room (laboratory where engineering students work with concrete). Spelled out specifically because of their extra frequency.
- Q.** Can you better define what “other” means in the labor rates the vendor is to provide? Does this mean, as an example, a plumber or electrician?
- A.** The category of “other” is for services that the contractor may provide that do not fall under the other categories listed, but that can be completed with contractor employees rather than subcontractors. that the contractor would like to charge a different rate for. Examples include controls technician, welder, pipefitter, etc.
- Q.** Do you have a preference of the type and quality of air filter used?
- A.** We have been using MERV 10 filters in most all locations. Some equipment/locations do not have a readily available MERV 10 option, in which case we will use MERV 8 or poly mat filters if called for.
- Q.** Are all HEPA filters listed on the materials spreadsheet the exact size listed, or are any undersized or oversized measurements?
- A.** The HEPA filter sizes listed are the nominal filter dimensions
- Q.** Can you give some examples of routine service parts and materials kept on-site by the current vendor, other than thermostats?
- A.** Other examples of parts are hoses for hydronic fan coils, actuators for VAV dampers and reheat coils, extra boiler service kits, temperature sensors, RIB relays, etc.

- Q. What is the minimum number of required technicians and can they be rotated in/out? How is it being handled by the current contracted vendor?
- A. The current contractor maintains 4 to 5 technicians on site during business hours, and they are typically the same people. Other technicians are rotated in/out depending on workload, vacations, etc.
- Q. Are the expectations for preventative and routine maintenance different when school is in session vs when it is not, and how do maintenance calls vary when school is in session vs not in session:
- A. There are very few times when classes or activities are not in progress at VMI. In addition to Fall and Spring semesters, VMI also holds two summer semesters, a Summer Transition Program, College Orientation Workshop, and Cadet training programs during the year. The only real deviation from this is Christmas Furlough, which is a 9-10 business day break around Christmas when the Institute is officially closed, and faculty/staff and cadets are both off Post. During this time, routine maintenance calls are almost zero.
- Q. Scott Shipp Hall – Material parts list has a note about 2021. Is the material list complete for Scott Shipp?
- A. The sheet title was copied over from a previous spreadsheet. It is complete.
- Q. Can you provide an example of a special event, how the vendor would be expected to cover the special event, and how many special events were in 2023?
- A. To answer both questions at once, I can only recall two times that this occurred in 2023. The situation was that we were having issues with the boilers in a building, and had events scheduled to occur in there over the weekend. So we requested that a single technician come in a few hours prior to the event start times, check the boilers and perform a building walkthrough to make sure everything was okay prior to the event.
- Q. Is the HVAC Supervisor required to be at VMI staff meetings or expected to attend meetings with VMI staff? Can you provide examples of these meetings if so?
- A. The HVAC supervisor may be requested to attend meetings with VMI staff on an infrequent basis. A typical example of this would be coordination and planning meetings for summer work in Barracks to make sure that VMI maintenance, custodial, and the vendor know their windows for performing work in different areas of Barracks prior to those rooms being re-occupied.
- Q. Does VMI schedule the preventative maintenance through their work order system and notify the vendor of which ones are due, or is the vendor going to upload and schedule the preventative maintenance tasks themselves?
- A. The exact scheduling of tasks is for the most part at the vendor's discretion. However, there are a few specific tasks that we ask to have performed around specific times. An example of this is to try to limit filter changes in cadet rooms to when cadets are on Christmas, Spring, or Summer Furlough.

END ADDENDUM 4.