



**Addendum 1**  
**HVAC MAINTENANCE UNIT PRICE CONTRACT**  
**INVITATION TO BID NO. 2023.01.11**

**January 25, 2023**

**QUESTIONS AND ANSWERS**

Q: The equipment list provided is too vague to bid on. Can you provide specific/detailed information on the equipment? (e.g., model #'s for equipment, item #'s for filters and belts?)

A: Attachment 8.5 Rate Schedule is hereby deleted entirely from the bid documents. Bidders will NOT be filling this out. Attachment 8.4 has been updated and is included as part of this Addendum.

Q: Is the Pre-bid meeting a requirement to bid on this contract?

A: Attending the Pre-Proposal Meeting held on January 17, 2023 is not mandatory.

Q: How quickly can we get the equipment information so we can provide a concise bid?

A: Attachment 8.5 Rate Schedule is deleted entirely from the bid documents. Bidders will NOT be filling this out.

Q: Is the \$349,999.99 a set amount for the entire contract including labor and materials?

A: Yes, the amount includes labor, materials, taxes, administrative fees, etc.

Q: For attachment 8.6, can you explain in more detail how the "Hours of Operation" are graded?

A: If a contractor fills in the "Hours of Operations" completely, full points will be allowed.

Q: Will all contractors get the same amount of points if listing 8 hours of labor for day shift?

A: Yes, as long as the start and end times are listed.

Q: For attachment 8.6, please confirm if “Laborer” and “Sub Contractor Markup” can be removed from this attachment (table 7.1.8.1 ITB Scoring Matrix does not list these items).

A: It is required to fill in the “Laborer” and “Sub Contractor Markup” on Attachment 8.6. Table 7.1.8.1 ITB Scoring Matrix is part of the criteria used to evaluate bid submittals.

Q: For attachment 8.8 is it acceptable to not include “Laborer” and “Sub Contractor Markup” (referring to table 7.1.8.1 ITB Scoring Matrix, “Laborer” and “Sub Contractor Markup” are not items that are graded)?

A: Attachment 8.8 is the sample project scope of work. Attachment 8.7 is the Work Order Form. It is required to fill in the “Laborer” and Sub Contractor Markup” on Attachment 8.7. Table 7.1.8.1 ITB Scoring Matrix is part of the criteria used to evaluate bid submittals.

Q: How are we graded on attachment 8.8? Are we graded on the price we are quoting for this hypothetical project?

A: Attachment 8.8 is the sample project scope of work. Attachment 8.7 Work Order Form is to be returned with the bid. The sample project will be graded on completeness, accuracy, and contractor understanding of the scope of work. The contractor that is awarded the contract will be utilizing a template similar to Attachment 8.7 for all projects.

Q: Is this sheet meant to be an example of the hours or is this the hours that will be used? (Note that that attachment is the 8.5 HVAC Rate Schedule).

A: Attachment 8.5 Rate Schedule will be deleted entirely from the bid documents. Bidders will NOT be filling this out.

Q: Just to follow up on the pre-bid meeting, along with model/serial numbers, filters, and belts, I am noticing that there is no quantity or information on exhaust fans for any of the locations. Without this information, it is not possible to put together an accurate bid. Things like Air Handlers, we need to know if they have DX, water coils (hot and/or cold) and sizing. Some of that we can figure out from model numbers, but not always.

A: Attachment 8.5 Rate Schedule will be deleted entirely from the bid documents. Bidders will NOT be filling this out.

Q: I can look up the addresses for most of these locations except

not sure on the Service Center. I think it is 7312 35<sup>th</sup> Ave NE, Tulalip, 98271, but it would be good to know for sure we have the right addresses to the locations.

A: [Attachment 8.12 Library Addresses](#) is included as part of this Addendum.

*END OF ADDENDUM*