



INVITAION FOR BID

HVAC Service and Repairs (Seasonal & On-Call)

Contract Number #20230004

Addendum Date: Friday, February 17th, 2023

Original IFB Release Date: Wednesday February 1st, 2023

Bids Due Date: Thursday, February 23rd, 2023 @ 10:00 AM

Response to questions:

Q1) Hello, we are interested in bidding on the HVAC services contract. Could you please advise if it is acceptable to bid only on some of the categories of work? For example, we do not work on chillers and would not bid on that portion.

Also would it be possible to extend the bid date by a week or two? This would allow enough time to secure a bond which is the most time consuming part of the process.

ANSWER: It is the intention of the Town to award each line item to multiple vendors. If one vendor cannot do line items 1 or 2, but can do line item 3 or 4 and they are responsible and responsive bidders offering the service, then the Town may award for those specific line items.

Since we have a lot of equipment, we want to ensure we have adequate vendors on-call to respond to emergencies and other routine requests. If an HVAC system goes down, it is imperative we have vendors who can respond quickly and efficiently. To summarize, yes, you may bid on specific line items only.

I cannot extend the bid deadline on the basis of this request.

Q2) Who is currently the service provider? We use a variety of vendors from the State Contract and off contract to help provide the level of service we need.

What is the current annual cost for the service contract? Since we do not have a contract in place we do not have an annual cost. However, the Town budgets for and spends at least \$57,000 annually (sometimes more) on HVAC repair & maintenance on the Town side, and \$103,000 on the School side. This does not include other line items we have for HVAC equipment/supplies/etc..

Is it possible to do a site visit? Not at this time. This IFB is for ALL HVAC equipment across Town.

Do you have a filter list? We do have a list of filters, but the vendor is not required to provide the filters, and the Custodial staff will conduct that work.

Is there water treatment included? We have an existing agreement for the water treatment.