



ST. TAMMANY PARISH

MICHAEL B. COOPER
PARISH PRESIDENT

November 23, 2021

Please find the following addendum to the below mentioned RFP.

Addendum No.: 1

RFP#: 21-05-7

Project Name: HVAC Maintenance West

RFP Due Date: Wednesday, December 1, 2021

GENERAL INFORMATION:

1. Please note that Air Filters for the Justice Center are not covered in this project scope. It will be the responsibility of STPG Staff to provide and replace them.
2. Equipment List – Justice Center Complex, Wellness Center, Tyler Street Complex, & Public Defenders Office. (Attached)

QUESTIONS AND ANSWERS:

Question 1: Can I receive a copy of the current existing executed “HVAC Maintenance West” Contract between St. Tammany Parish Government and its current Vendor.

Answer 1: No, this can only be granted through a Public Records Request.

Question 2: Are Filters Included or Excluded in this Scope of Work?

Answer 2: Air filters are only included in the scope for the Public Works Complex, Public Defenders Office and Wellness Center. Justice Center filters are excluded from this project.

Question 3: If so what are the: Frequency of Scheduled filter changes that shall occur throughout the year.



ST. TAMMANY PARISH

MICHAEL B. COOPER
PARISH PRESIDENT

Answer3: Scheduled filter changes are quarterly. They should be scheduled four (4) times a year in Three (3) month increments and dated.

Question 4: What MERV Rating (Minimum Efficiency Reporting Values) will be inserted during the filter changes?

Answer 4: MERV 8 filters are the minimal allowed MERV Rated pleated filters.

Question 5: Frequency of Scheduled Maintenance that shall occur throughout the year.

Answer 5: Three (3) Quarterly Scheduled Maintenance services on ALL COVERED EQUIPMENT including Chillers, Air Handling Units, Condensing units, VFDs, Chilled & Hot Water Pumps, starters, controls and one ANNUAL for all.

Question 6: Will the awarded Contractor be responsible for the Water Treatment Equipment and its entirety?

Answer 6: Yes, as stated in packet documentation for locations that require treatment. The Contractor is responsible for Pot Feeders, electronic controllers, associated plumbing, and chemicals.

Question 7: Does this RFP exclude Ductwork, Refrigerant, Chilled and Hot Water Piping, Expansion Tanks, Hydronic Distributions, Drain Lines and Drain Pans, etc.?

Answer 7: Nothing that is required for the system to run efficiently or properly is excluded from the services.

Question 8: Can St. Tammany Parish Government provide an equipment list of equipment and/or “As-Built Plans” for Justice Center Complex & Parking Garage, Public Defender Office, Public Works Complex, Wellness Center?

Answer 8: See the attached equipment list for each location.

Question 9: Does St. Tammany Parish Government have any Time Restrictions to perform Routine Scheduled Maintenance at any of its sites for Justice Center Complex & Parking Garage, Public Defender Office, Public Works Complex, Wellness Center?

Answer 9: Normal business hours 7:30am- to 4:30pm unless requested and approved at least 48 hours in advance.



ST. TAMMANY PARISH

MICHAEL B. COOPER
PARISH PRESIDENT

Question 10: What is the current schedule of the maintenance performed on the HVAC equipment?

Answer 10: We require that the service company to complete Four (4) inspections total per year. Industry Standard with commercial buildings.

1. Major Inspection – During the year, a normal company usually does this in the first quarter or before the (chiller side) summer heat wave on the AC side, and Boiler in the Fall before the cold wave.

2. Minor Inspections - These are to be completed in the other quarters.

The present company does their Major 2nd quarter on Chiller side and the heat side is done in the 3rd quarter. They do their minor inspections in the other quarters.

A company could choose to the Major in the 1st quarter and do minors in the 2, 3, 4. It is completely up to the company.

Question 11: Can St. Tammany Parish Government release the HVAC Equipment maintenance task sheets over the past 12 months that the current HVAC Provider performed and submitted to St. Tammany Parish Government.

Answer 11: No, services and trade secrets are proprietary to the company.

Question 12: Is there a 45-60 Day HVAC Equipment Discovery Period to the awarded Contractor to perform and submit to St. Tammany Government any current HVAC failures or repairs that is needed?

Answer 12: No, all equipment will be inspected and approved in the last week of the contract. A walk through will be performed with the Current Contractors' management team to ensure everything is in good working order and approved by the Parish.

Question 13: We are hereby requesting a detailed listing of all the HVAC equipment located at the following locations: Public Defenders office, public Works complex, Wellness center and justice Center Complex. List should include Model #, Serial #, Motor HP, filter sizes and quantity per unit and Belt sizes and quantity if applicable”.

Answer 13: Please see the equipment list attached to the addendum.



ST. TAMMANY PARISH

MICHAEL B. COOPER
PARISH PRESIDENT

ATTACHMENTS:

1. Equipment List – Justice Center Complex.pdf
2. Equipment List – Wellness Center.pdf
3. Equipment List – Tyler Street Complex.pdf
4. Equipment List – Public Defenders Office.pdf

End of Addendum #1



ST. TAMMANY PARISH

JUSTICE CENTER FACILITIES

701 N. COLUMBIA

COVINGTON, LA 70433

PHONE: (985) 809-8194

FAX: (985) 809-8198

Mike Cooper

Parish President

St. Tammany Parish Justice Center Equipment:

York – 600 ton Centrifugal chiller. Chiller model #YT Series (2 ea)
Chiller associated isolation valves & makeup/aerator systems
Baltimore Air Coil – Cooling tower 1200 ton / 2 cell & bypass valves
Aurora – Centrifugal pumps 10 thru 40 hp (10 ea) & associated motors
Grundfos – 1/6 hp Circulating pump (hot water) (4 ea)
Cleaver-Brooks – (2 ea) Gas boilers 3,500,000 BTU & makeup water system
Central Plant Exhaust fans (7 ea)
Central Plant Supply fans (2 ea)
Air compressors/dryers & associated controls (2 ea)
Trane 2 stage DX 5 ton unit (1 ea)
Ruud – 120 gallon water heaters (2 ea)
Smoke evac fans up to 50 hp (12 ea)
Smoke evac fans 50 to 75 hp (6ea)
Chill water valves (18 ea)
Motor starters (57 ea)
York – 35 thru 50 ton air handlers (5 ea)
York – 20 h.p electric motors (5 ea)
York – 50 thru 55 ton air handlers (3 ea)
York – 25 hp electric motors (3 ea)
York – 60 thru 65 ton air handlers (5 ea)
York – 30 hp electric motors (5 ea)
York – 65 thru 85 ton air handlers (5 ea)
York – 40 hp electric motors (5 ea)
Variable Frequency drives (15 ea)
Variable Air Volume boxes w/hot water heating coil (312 ea)
Hot water by-pass valves (2 ea)
Chill water by-pass valves (2 ea)
Refrigerant monitor (1 ea)
South Elevator A/C package units (2 ea)
LG mini split unit (1 ea)

VAV boxes w/hot water heating coil:

AHU B-1, Qty 21
AHU B-2, Qty 21
AHU B-3, Qty 21
AHU G-1, Qty 20
AHU G-2, Qty 14
AHU G-3, Qty 22
AHU G-4, Qty 17
AHU 2-1, Qty 30
AHU 2-2, Qty 15
AHU 2-3, Qty 32

AHU 2-4, Qty 18
AHU 3-1, Qty 25
AHU 3-2, Qty 17
AHU 3-3, Qty 25
AHU 3-4, Qty 14

Total VAV boxes at JC: Qty 312

St. Tammany Parish Parking Garage Equipment:

Chiller – 35 ton air cooled (1 ea)
Variable Frequency drive (1 ea)
York Air Handler 15hp (1 ea)
Variable Air Volume boxes w/electric heating coil (13 ea)
Exhaust fans (2 ea)
Elevator A/C package units (2 ea)
LG mini split units (3 ea)

Revised 11/9/21

WELLNESS CENTER HVAC INFO 2021

SYSTEM #1

M) H2RC018S06A S) WELM017208 1.5 TON Split System 5kw Electric Heater

SYSTEM #2

M) H2RC03050CA S) WBMM955045 2.5 TON Split System 10kw Electric Heater

SYSTEM #3

M) H3DB048S20A S) NOT LEGIBLE 4 TON Split System 15kw Electric Heater

SYSTEM #4

M) H5BB048S25A S) NOT LEGIBLE 4 TON Split System 15kw Electric Heater

SYSTEM #5

M) H4DB076S25B S) WNLM03622 6 TON Split System 20kw Electric Heater

SYSTEM #6

M) H2RC0305064 S) WSMM0550047 2.5 TON Split System 10kw Electric Heater

SYSTEM #7

M) H2RC042S06B S) WDMM039813 3.5 TON Split System 15kw Electric Heater

SYSTEM #8

M) H3RC060S06A S) NOT LEGIBLE 5 TON Split System 15kw Electric Heater

SYSTEM #9

M) H2RC024S06A S) NOT LEGIBLE 2 TON Split System 10kw Electric Heater

SYSTEM #10

M) H4DB076S25B S) WNLM036286 6 TON Split System 20kw Electric Heater

SYSTEM #11

M) CPG018CD(0) S) 2400821420162010150673 1.5 TON MINI SPLIT HEAT PUMP

TYLER STREET HVAC ASSETS

Hall of Excellence

SYSTEM #1

M) 38AKS008-501 S)1598G00023 Carrier 40 KW Electric Heat BELT DRIVEN Air Handler

SYSTEM #2

M) 38AKS008-501 S)1898G00021 Carrier 40 KW Electric Heat BELT DRIVEN Air Handler

OFFICE ALONG HALLWAY

SYSTEM #1

M)38AKS012-601 S)0895G00006 TRANE 40KW ELECTRIC HEAT BELT DRIVEN AIR HANDLER R22

SYSTEM #2

M) 38AKS008-601 S)4098G00041 TRANE 40KW ELECTRIC HEAT BELT DRIVEN AIR HANDLER R22

SYSTEM #3

M) 38AKS008-601 S)4098G00042 TRANE 40KW ELECTRIC HEAT BELT DRIVEN AIR HANDLER R22

TAMMANY UTILITIES CHECKERED FLOOR AND LAUNDRY/BREAK AREA

SYSTEM #1

M) 38ARS012-C511 S)3703G30049 CHECKERED FLOOR-40KW ELEC HEAT BELT DRIVEN R22 AIR HANDLER

SYSTEM #2

M) RANL-049JAZ S) 7842W100902603 RHEEM SPLIT SYSTEM UP-FLOW 10 KW ELECTRIC HEAT LAUNDRY

SYSTEM #3

M)RXB24AXVJU S) K023495 DAIKIN MINISPLIT HEAT PUMP SERVING BREAK AREA

SIGN SHOP

SYSTEM #1

M) 38AKS008-501 S)1100G00025 Carrier 40 KW Electric Heat BELT DRIVEN Air Handler

FLEET MAINTENANCE

SYSTEM #1

M)38TKB024-301 S)2898E18336 Split system 10 kw electric heat horizontal direct drive A/H

SYSTEM #2

M)38TKB036-301 S)0798E08965 split system 15 kw electric heat horizontal direct drive A/H

Vehicle Maintenance

SYSTEM #1

M) RA1424AJINA S) W071725838 split system 10 kw electric heat UPFLOW direct drive A/H

SYSTEM #2

M) RANL-037JAZ S)7840W190905964 split system 10 kw electric heat horizontal direct drive A/H

Completed by Richard Fields on 11/18/21

PUBLIC DEFENDER HVAC ASSETS

System #1

COND M) 38TG060500 S) 0789 E21854

FURNACE M) GMH81005CNBA S) 1207092426 100k BTU GAS FURNACE AND COIL R22

System #2

COND M) 2A7C0042A3000AA S) 44616E63F

FURNACE M) RGPB-10EBRJR S) Not legible 100k BTU GAS FURNACE AND COIL R22

System #3

COND M) TZAA-090CA757 S) 0789 E21854

FURNACE M) LA-10-2AC-4 S) 1715f37035 (2)100k BTU GAS FURNACES AND 10 ton COIL 410a