



## ST. TAMMANY PARISH

MICHAEL B. COOPER  
PARISH PRESIDENT

**February 16<sup>th</sup>, 2022**

Please find the following addendum to the below mentioned RFP.

**Addendum No.:** 2

**RFP#:** 22-1-3

**Project Name:** Animal Services HVAC Maintenance

**RFP Due Date:** February 23, 2022

### **GENERAL INFORMATION:**

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1. Please DELETE Attachment “A”-Equipment Model-Serial Information and Attachment – “A” Animal Services HVAC Equipment List 2022 – REPLACE them with Attachment “A” Animal Services HVAC Equipment List 2022- REVISED (Attached). The section has been revised to clarify the HVAC equipment list descriptions.
2. Photos of HVAC systems in the main building have been attached.
3. Kennel “C” condensing unit will be repaired to proper working order before the Contractor begins the Contract. If for some unforeseeable reason the unit is not repaired by the contract start date, the Contractor is relieved of responsibility until it is completed. The parts are currently on order and the PO has been issued.

### **ATTACHMENTS:**

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1. Attachment “A” – Animal Services HVAC Equipment List 2022 – REVISED
2. Photos – HVAC system main building.pdf

### **QUESTIONS AND ANSWERS:**

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**Question 1:** How often are filters to be changed under contract and who provides the filters?

**Answer 1:** The Contractor is responsible for providing and replacing the filters on the 1st of every month. 12 filters changeouts per year.



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**Question 2:** It was discussed about only the major HVAC equipment and components being covered for repair and replacement and not including items like the ductwork, refrigerant piping, insulation and grilles. Will only the HVAC equipment and exhaust and supply fans be covered?

**Answer 2:** Ductwork and grilles are excluded; however, refrigerant piping and insulation are included. All Heating, Venting, and Air Conditioning hardware is included.

**Question 3:** Carrier Model # 38ARD0014-501 Serial Number 4106G10057 has a damaged fan and coils. Will any repairs for this be excluded? If the coil is not replaced will the new contractor be responsible for any future leaks in the coil that are caused from this damaged fan tearing up the coil?

**Answer 3:** We are in the process of having the unit repaired. Once the unit is deemed to be repaired with normal operation, the Contractor will resume full responsibility of the system. The coil received only minor aluminum fin damage. The inspection shows no damage to copper line in coil. Refer to General Information #3 for additional information.

**Question 4:** The exhaust and supply fans look to be unmaintained. Will these fans be cleaned and checked prior to contract? If not, will the contractor be responsible for any immediate repairs and initial cleaning?

**Answer 4:** The Contractor will be responsible for keeping all HVAC hardware clean and in proper operating condition. If a major failure is noted at start-up, it is to be reported immediately to determine responsibility. We will work with the Contractor to rectify any major deficiencies found within the first week of the contract.

**Question 5:** Dog Isolation split system to be removed from bid?

**Answer 5:** The Contractor will not be responsible for the Dog Isolation building AC. When the new building is complete, we will renegotiate the cost to include the new building AC system that will have warranty coverage.



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**Question 6:** Is there a discovery period to find broken items that the new contractor will not be liable for once awarded, and will equipment be turned over in maintainable condition?

**Answer 6:** We would like a start-up to be done within one week of signing the contract and for any MAJOR repairs needed to be reported to management ASAP. This is referring to Motor or Compressor failures, but not contactors and capacitors or other small inexpensive parts.

**Question 7:** Who and when would make the decision if the unit has to be replaced or continue with repairs?

**Answer 7:** The Contractor would make the decision if the unit has to be replaced or to continue with repairs. If the unit cannot be repaired, then it must be replaced.

**End of Addendum #2**

# Animal Services HVAC Equipment List-

## REVISED

### Administration Building

#### **-(2) 5-Ton Carrier Split Systems (Belt driven Air handlers)**

COND (1) M) 38ARZ008-501 S) 4306G20100

AHU (1) M)40RM008-HG11FD S)5006U32048

(filters:4-16x24X2 1- 20x20) (A41 belt)

COND (2) M) 38ARZ008-501 S) 4406G20086

AHU (2) M)40RM008-HG11FD S)5006U32049

(filters:4-16x24X2 1- 20x20) (A41 belt)

### Cat House

#### **- 1.5-Ton Split System**

A/H M) TCGD18S4151A S) WOF9860908

COND. M) AHR18B3XH21A S) W1G1219781

(FILTER 20X20 PLEAT – NO BELT)

### Main Cat and Dog Building (B)

#### **- 3-Ton Split System**

AHU M) RHSAHM3617JA S) M280802450

COND M) RAND036JAZ S) 7297M310814622

#### **- 5-Ton Split system**

AHU M) RHLA-HM6024JA M)7297M280802450

COND. M) RAND060JAZ M)7307M330813882

#### **- 2-Ton Split System**

AHU M) RHSAHM2417JA S) M360805743

COND M) RAND02417JA S) M020900281

(2) 20 X 20 X1 FILTERS PER SYSTEM 6 TOTAL IN “B” BUILDING NO BELTS

### Kennels (A, B, C, D)

#### **-(3) 10-Ton Carrier Split Systems (Belt driven Air handlers)**

The KENNEL AHU’S are CUSTOM UNITS with no defined model numbers

Cond. M) 38ARZ014-501 S)4106G10057 A23 belt 2-16x30x2 filters

Cond. M) 38ARZ014-501 S)4806G40072 a41 belt 4-16 x 20 x2 filters

Cond. M) 38ARZ014-501 S)4606G30067 a41 belt 4-16 x 20 x2 filters

**-(1) 10-Ton TRANE Split System (Belt driven Air handler)**

Cond. M) TTA120E300AA S012072T72YA a41 belt 4-16 x 20 x2 filters

-(4) Roof Top Exhaust Fans

### **Exam Room**

**-(2) 1.5-Ton Mitsubishi Mini-Split evaporators with a Single 3-ton Condensing unit. The whole system is under warranty.**

A/H – M) MSZGL12NA S)75E64198

A/H - M) MSZGL12NA S)72E58891

COND – M) MXZ-2B20NA S) 600935BT

WASHABLE FILTERS DIRECT DRIVE

This is a list of the major pieces of equipment to be covered under this contract







## ST. TAMMANY PARISH

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PARISH PRESIDENT

**February 8<sup>th</sup>, 2022**

Please find the following addendum to the below mentioned RFP.

**Addendum No.:** 1

**RFP#:** 22-1-3

**Project Name:** Animal Services HVAC Maintenance

**RFP Due Date:** February 23, 2022

### **GENERAL INFORMATION:**

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1. The mandatory pre-bid meeting was held on Tuesday, February 8, 2022 at 10:00 AM at the Animal Services location at 31078 LA-36, Lacombe, LA 70445. The pre-bid meeting sign in sheet is attached.
2. Please replace Section 1.3 Schedule of Events No. 3 & 4, calendar dates have changed Revised (Attached).

### **ATTACHMENTS:**

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1. Mandatory Pre-Bid Meeting Sign-In Sheet.pdf
2. Section 1.3 Schedule of Events – Revised.pdf

**End of Addendum 1**



St. Tammany Parish  
Animal Services  
31078 LA-36, Lacombe, LA  
70445

**Mandatory Pre-Bid Meeting Sign-In Sheet**  
**Animal Services HVAC Maintenance**

	Name	Company	Email	Phone	Time In	Time Out
1	Rachel Fabacher	Corporate Mechanical (cmc)	Rachel.fabacher@callcmc.com	225-571-7832	9:44	10:59
2	BOB WALSH	CALMECH INC	R.WALSH@CALMECH.NET	225-565-2254	9:45	10:59
3	Clay Yarrish	Calcasieu Mech	Clay@calmech.net	(225) 999-3681	9:45	10:59
4	ROB BREMER	STPAS	rbremer@stpgov.org	(985) 871-4500	9:45	10:59
5	Rebecca Miller	STPG	rmiller@stpgov.org	(985) 898-2539	9:45	10:59
6	Penny Brunies	STPG	pbrunies@stpgov.org	985-809-0183	9:48	10:59
7	Richard Fields	STPG	1stieba@STPGOV.ORG	985 808 1792	9:49	10:59
8	Shawn Hoover	STPG	shoover@stpgov.org	985-898-2520	9:50	10:59
9	Michael Leiva	JCI	michael.leiva@jci.com	(504) 919-8311	9:51	10:59
10	Tim Wolfe	Tim Wolfe / STAR SERVICE	timwolfe@starservice.com	504 443 7637	9:55	10:59
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### 1.3 Schedule of Events - REVISED

	<u>Date</u>	<u>Time (CT)</u>
1. RFP Available	Wednesday, January 26, 2022	8:00 AM
2. Mandatory Site Visit Pre-Proposal Conference	Tuesday, February 8, 2022	10:00 AM
Meeting Location: St. Tammany Parish Animal Services Facility 31078 LA-36 Lacombe, LA 70445		
3. Deadline to receive written inquiries	Friday, February 11, 2022	2:00 PM
4. Deadline to answer written inquiries	Thursday, February 17, 2022	2:00 PM
5. Proposal Opening Date (deadline for submitting proposals)	Wednesday, February 23, 2022	2:00 PM
6. Oral discussions with proposers, if applicable	To be scheduled	
7. Notice of Intent to Award to be mailed	To be scheduled	
8. Contract Initiation	To be scheduled	

**NOTE: The Parish reserves the right to revise this schedule. Any such revision will be formalized by the issuance of an addendum to the RFP.**

### 1.4 Proposal Submittal

This RFP is available online at St. Tammany Parish Government website <http://www.stpgov.org> and LaPac (Louisiana Procurement and Contract Network) <https://www.cfprd.doa.louisiana.gov/osp/lapac/dspBid.cfm?search=department&term=185>. It is the Proposer's responsibility to check the Parish website frequently for any possible addenda that may be issued. The Parish is not responsible for a proposer's failure to download any addenda documents required to complete an RFP.

All proposals shall be received by the Procurement Department **no later than the date and time shown in the Schedule of Events.**

**Important - - Clearly mark outside of the sealed envelope, box or package with the following information and format:**

- X Name and Address of Proposer
- X Proposal Name: ANIMAL SERVICES HVAC MAINTENANCE
- X RFP #: 22-1-3
- X Proposal Opening Date: Wednesday, February 23, 2022