

April 17, 2019

**BOARD OF COUNTY COMMISSIONERS
ORANGE COUNTY, FLORIDA**

**Y19-1043-TJ,
HVAC PREVENTATIVE MAINTENANCE AND REPAIRS FOR LEASED BUILDINGS**

ADDENDUM NO. 1

This Addendum is hereby incorporated into the Invitation for Bid documents of the project referenced above. The following items are clarifications, corrections, additions, deletions, and/or revisions to and shall be amended as follows.

- 1. The acceptance date has been change as follows: Sealed Bid offers will be accepted up to 2:00 PM (local time), Thursday, April 25, 2019.**

REVISION: BID RESPONSE FORM, IFB #Y19-1043-TJ is hereby deleted and replaced with the **(MANDATORY REVISED)** BID RESPONSE FORM, IFB #Y19-1043-TJ. Bidders must submit the **(MANDATORY REVISED)** BID RESPONSE FORM, IFB #Y19-1043-TJ attached herein.

A. Questions and Answers

Question 1: Looking over the scope I get the impression that the bid should cover any and all repairs needed during the contract date. If I do need to cover all repairs, I will have to allow for the chance that a 25 ton compressor may need changing. Could you please explain your expectations on repairs?

Answer: Repairs are to be identified in accordance with SECTION 3, SPECIFICATIONS/SCOPE OF SERVICES, REPAIRS AND PARTS. Please refer to SECTION 3, SPECIFICATIONS/SCOPE OF SERVICES in its entirety.

Question 2: Do you know a total of units needing maintenance ?

Answer: Please refer to the **(MANDATORY REVISED)** BID RESPONSE FORM, IFB #19-1043-TJ for a total number of units that need maintenance.

Question 3: Are we allowed to provide a mark-up for the use of a sub-contractor?

Answer: The Contractor shall provide all labor and other resources necessary to provide the goods and/or equipment in strict accordance with the specifications defined in this solicitation for the amounts specified in this Bid Response Form, inclusive of overhead, profit and any other costs. Sub-contracting is permitted but shall be considered as part of the Bidders overhead.

Question 4: If a scissor lift or rental equipment is required, will it be considered a sub-contractor?

Answer: It is the Bidder's responsibility to determine if rental equipment or a scissor lift is provided in-house or by sub-contracting. See (MANDATORY REVISED) BID RESPONSE, IFB #19-1043-TJ, Items No. 13 and 14. The Bidder's HOUR RATE shall include any rental equipment and/or scissor lift in order to perform the services as specified herein.

Question 5: Will complete system replacements be provided under this contract or will they fall under a different OCFL contract?

Answer: Complete system replacements will not be considered under this contract.

ACKNOWLEDGEMENT OF ADDENDA

- a. The bidder shall acknowledge receipt of this addendum by completing the applicable section in the solicitation or by completion of the acknowledgement information on the addendum. Either form of acknowledgement must be completed and returned not later than the date and time for receipt of the bid.
- b. Receipt acknowledged by:

Authorized Signer

Date Signed

Title

Name of Bidder

(MANDATORY REVISED) BID RESPONSE FORM
IFB #Y19-1043-TJ

The Contractor shall provide all labor and other resources necessary to provide the goods and/or equipment in strict accordance with the specifications defined in this solicitation for the amounts specified in this Bid Response Form, inclusive of overhead, profit and any other costs.

Item No.	Equipment Type	Unit Price	Frequency	Qty of Units	Total Estimated Annual Bid
Orange County Clerk of Courts, 684 Goldenrod Road					
1.	Trane Split System	\$ _____ Each Quarter	X <u>4</u> Quarters	X <u>1</u> Each	= \$ _____
Clerk of Courts Warehouse, 4677 L. B. McLeod Road					
2.	Carrier Split Package Unit	\$ _____ Each Quarter	X <u>4</u> Quarters	X <u>4</u> Each	= \$ _____
3.	RUUD Split Package Unit	\$ _____ Each Quarter	X <u>4</u> Quarters	X <u>1</u> Each	= \$ _____
Orange County Supervisor of Elections, 119 W. Kaley Avenue					
4.	Split System (Multiple Makers)	\$ _____ Each Quarter	X <u>4</u> Quarters	X <u>43</u> Each	= \$ _____

Company Name

Item No.	Equipment Type	Unit Price	Frequency	Qty of Units	Total Estimated Annual Bid
Orange County Audit Division, 109 E. Church Street					
5.	Lennox Package Unit	\$ _____ Each Quarter	X _____ 4 Quarters	X _____ 1 Each	= \$ _____
Orange County – Sun Trust Towers, 200 S. Orange Avenue					
6.	Liebert Mini-Mate Unit	\$ _____ Each Quarter	X _____ 4 Quarters	X _____ 6 Each	= \$ _____
7.	Mc Quay Package W/C Heat Pump	\$ _____ Each Quarter	X _____ 4 Quarters	X _____ 2 Each	= \$ _____
True Health at Alafaya Commons – 11881-A East Colonial Drive					
8.	Split Package Units	\$ _____ Each Quarter	X _____ 4 Quarters	X _____ 4 Each	= \$ _____
Hanging Moss Warehouse – 6136 Hanging Moss Road					
9.	Carrier Split Package Units	\$ _____ Each Quarter	X _____ 4 Quarters	X _____ 4 Each	= \$ _____
_____ Company Name					

Item No.	Equipment Type	Unit Price	Frequency	Qty of Units	Total Estimated Annual Bid
Vineland Storage Warehouse – 3600 Vineland Road, Suites 103-104					
10.	Carrier Split Package Units	\$ _____ Each Quarter	X 4 Quarters	X 2 Each	= \$ _____
Fire Station 32 – Town Center Shopping Center					
11.	Carrier Split Package Units	\$ _____ Each Quarter	X 4 Quarters	X 2 Each	= \$ _____
12.	Trane Split Package Units	\$ _____ Each Quarter	X 4 Quarters	X 2 Each	= \$ _____

REPAIRS AND PARTS

ITEM NO.	LABOR TYPE	HOURLY RATE	ESTIMATED NUMBER OF HOURS	TOTAL ESTIMATED ANNUAL BID
13.	On-Call Repairs (Standard Work Hours) (Inclusive to 3 rd Party equipment and rental Equipment.)	\$ _____	x 500	= \$ _____
14.	On-Call Repairs (Non-Standard Work Hours) (Inclusive to 3 rd Party equipment and rental Equipment.)	\$ _____	x 100	= \$ _____

Company Name

ESTIMATED MARKUP OR MARKDOWN	ESTIMATE ANNUAL BUDGET	MARK UP MARKDOWN PERCENTAGE	TOTAL ESTIMATED ANNUAL BID
15. Parts Actual Cost with percent mark-up or markdown for parts of the actual cost (excluding tax, freight, and other fees).	\$ <u>36,000.00</u>	_____ %	= \$ _____

Select the applicable box for Markup or Markdown.
Maximum mark-up allowance of 20% (3rd-party invoice from supplier is required as proof of purchase).

- Markup – Maximum 20%
 Markdown

Example: If the Markup is 10%, your total should be
\$36,000.00 x 1.10 = \$39,600.

OR`

If the Markdown is 10%, your total should be
\$36,000.00 x .90 = \$32,400.

16. Shipping Reimbursement, if authorized	\$ <u>1,000.00</u>
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TOTAL ANNUAL ESTIMATED BID - (LINE ITEMS 1-16): \$ _____

X 3 YEARS

TOTAL 3-YEAR ESTIMATED BID: \$ _____

Company Name

IMPORTANT NOTE: When completing your bid, do not attach any forms which may contain terms and conditions that conflict with those listed in the County's bid documents(s). Inclusion of additional terms and conditions such as those which may be on your company's standard forms shall result in your bid being declared non-responsive as these changes will be considered a counteroffer to the County's bid.

Performance shall be not later than seven (7) calendar days After Receipt of Order (ARO) per Special Terms and Conditions. Inquiries regarding this Invitation for Bids may be directed to Todd Jackson, Senior Purchasing Agent, at Todd.Jackson@ocfl.net