



Date: March 28, 2025  
To: All Vendors  
Subject: Addendum #1

**REFERENCE: P029-25 HVAC MAINTENANCE FOR BPUB & SRWA**

This Addendum forms part of the contract and clarifies, corrects or modifies original bid proposal document.

BPUB & SRWA equipment list is modified to reflect chiller information for the Administration Building. The modified list will be provided to vendors that signed and returned the Acknowledgement form.

**Question 1:** Will there be an addendum for additional equipment discussed during walkthrough? Will it be an email or on Brownsville's website?

**Answer 1:** An addendum will be provided by email and found on BPUB's website for any questions and/or clarifications. For the modified equipment list the RFP Acknowledgement form must be completed and returned to [nespinoza@brownsville-pub.com](mailto:nespinoza@brownsville-pub.com).

**Question 2:** Under scope of work, page 12, number 2, may you confirm to help reduce cost, the Evaporator coils should only be cleaned on an as needed basis. If price needs to be included, I would recommend to limit to once a year instead of quarterly.

**Answer 2:** Please include price for the coil to be cleaned quarterly. As per our walkthrough, BPUB is requesting to complete the cleaning of evaporator and condenser coils, inspect all units the first quarter, then decide what units would need to be cleaned the remaining quarters.

**Question 3:** Scope of work, page 12, number 7, to keep cost down, this should be omitted from contract, cleaning duct and registers is very time consuming, and each system would have to be evaluated for accurate pricing.

**Answer 3:** Scope of work is revised for number 7. Inspect air registers and ductwork (if needed). The "clean" has been removed.

**Question 4:** Under Scope of work, page 12, number 10, To keep cost down, this should be omitted from scope and on a as needed cost-plus basis labor could be included in maintenance. Price to add refrigerant, repairs would be cost plus.

**Answer 4:** Scope of work, page 12, number 10, Check and adjust operating charge up to 7 lbs. of R22 (if applicable to each unit) is now removed.

**Question 5:** Not in scope of work, suggest to add a full log annually or spring/fall should be added and turned into customer, this would help limit emergency calls due to items that could be caught during inspection if logged. Example: pressures, supply / return temps liquid and suction temperature and amps for all motors, heaters, and compressors

**Answer 5:** BPUB will not be requesting this as part of the scope of work.

**Question 6:** Please confirm if the preventative maintenance will be for twice to four times per year and scope above says quarterly.

**Answer 6:** BPUB confirms the preventative maintenance will be quarterly.

**Question 7:** As part of the preventive maintenance service fee, the fee must be all-inclusive of parts, labor, tools, truck fee, etc. This fee will be fixed for the contract period. Please confirm if consumable parts only / filters and belts?

**Answer 7:** The parts referred to in scope of work are filters and belts.

**Question 8:** The contractor shall have access to most of the common parts necessary to service the units. The parts may not always be available the same day, this would be an extensive survey to be able to verify or meet this requirement for compressors, electronic boards and possibly motors. May you clarify on this section.

**Answer 8:** The contractor will need approval from manager for any repairs and before ordering parts. A separate purchase order will be issued.

**Question 9:** Some units will require four (4) additional filter changes. This should be omitted and done cost plus on an as needed basis or need a list of which units need 8- filter changes per year to price fixed cost to customer.

**Answer 9:** BPUB confirms the only units that need 8 filter changes per year would be the air handlers at the Annex Building and Administration Building. The remaining units would only require 4 filter changes per year.

**Question 10:** Is a bid bond required?

**Answer 10:** A bid bond is not required for this proposal P029-25.

The signature of the company agent, for the acknowledgement of this addendum, shall be required. **Complete information below and return via e-mail to: [nespinoza@brownsville-pub.com](mailto:nespinoza@brownsville-pub.com)**

I hereby acknowledge receipt of this addendum.

**Company:** \_\_\_\_\_

**Agent Name:** \_\_\_\_\_

**Agent Signature:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**City:** \_\_\_\_\_ **State:** \_\_\_\_\_ **Zip:** \_\_\_\_\_

**Phone Number:** \_\_\_\_\_ **E-mail address:** \_\_\_\_\_

If you have any further questions about the proposal, call 956-983-6353.

BY: Diane Solitaire  
Purchasing