



818 S. FLORES ST. SAN ANTONIO, TEXAS 78204 www.saha.org

Procurement Department

## ADDENDUM 2

**File:** 2002-910-36-5004

**Title:** Purchase Installation Maintenance and Repair of Residential HVAC Systems

### The following Questions are asked:

**Question 1:** On page 6 Criterion description strength of supply network of this RFP, please see attached. It reads "Overall Financial Stability". On page 15 tab 4, it reads "Provide a statement(s) of the overall credit capacity of the company". Are these two the same thing, or is one the company's financial statement, and the other vendor's statement on how much credit the company has for equipment?

**Answer 1:** These are two separate parts of this evaluation criteria. The credit capacity refers to how strong is your supply network and your credit ability and terms with your network. Financially sound refers to your ability to assume a contract of this magnitude without coming under undue financial stress or degradation of service capabilities?

**Question 2:** C.6 Tab 6, Small/Minority/Women/Disadvantage/Veteran Business Enterprise Utilization Plan: The respondents shall submit a plan that details how the contractor will make a good faith effort to subcontract with S/W/MBE companies.

What if we don't have this certification? We can work on getting it but will this affect us bidding for the job, if we don't have it?

**Answer 2:** SAHA wants to know what your efforts (plan) will be to identify and utilize these types of businesses as suppliers and subcontractors. Your firm being certified as such would be a plus but would not be a consideration for evaluation purposes.

**Question 3:** Respectfully request the "Period Covered By Contract" be noted on the cover page of the RFP.

**Answer 3:** This is an annual needs contract which would be awarded for 1 year from execution with the possibility of 4 additional 1 year renewal at the sole discretion of SAHA. Renewals will be done under the same terms and conditions.

**Question 4:** (Pg . 4 Section A II) With respect to HVAC systems , we ask for a clear and precise definition of "Small Commercial". (Including but not limited to size and number of system(s), size of structure , specialized communication/controller-based systems, etc.)

**Answer 4:** SAHA considers small commercial to mean package units under 5 tons with non-automated control systems, VRV systems, Packaged Terminal Units (PTAC).



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**Question 5:** (Pg. 4 & 5 Section A IV & V) With regards to the stated goals of the residents; "improvement of resident comfort and safety, reduction of maintenance costs; and improvement of livability", what is the procedure when a property manager and the Temp Tex technician do not agree as to the proper course of action Furthermore, what are the warranty expectations if the property manager does not follow the recommendations given by the manufacturer?

**Answer 5:** Failure of staff to follow the written recommendations of the manufacturer's warranty once received from the contractor and disagreements between the Contractor and the property management will be handled on a case by case basis depending upon the circumstances.

**Question 6:** (Pg . 8 Section B IV) Please provide a clear and precise explanation on what is meant by "determine the days, hours and locations in which the services are performed in this RFP."

**Answer 6:** SAHA may at its sole discretion determine when, where, and if repairs may be made to satisfy its operational and management obligations.

**Question 7:** (Pg . 8 Section B IV) Please provide a clear and precise explanation on what is meant by "award, to revise, change, alter or amend any of the instructions, terms, conditions, and/or specifications identified within the RFP documents issued, within any attachment or drawing, or within any addenda issued."

**Answer 7:** SAHA reserves the right to modify the terms of its RFP up and until a contract is signed with the selected contractor(s)..

**Question 8:** (Pg . 13 Section B XXII) Within this particular RFP# 2002-910-36-5004, should a contract be awarded , please provide a clear definition of the time period this contract will be in effect for. We respectfully request that an alternate FEE SHEET be included in this contract utilizing the ESCALATION clause to cover annual contract renewals .

**Answer 8:** See Answer 3 above, the escalation terms are stated on page 13 item XXII Escalation.

**Question 9:** Clearly there is a "service" aspect to the contract but there is also a "construction" aspect to it ; please provide the ruling showing that HVAC is service only and not construction.

**Answer 9:** This is a service contract, however there will be installation of parts and equipment. These activities are governed by similar terms as construction and directly related to the service, repair, maintenance or installation of HVAC products and equipment.



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**Question 10:** Please state the acceptable percentage mark-up of parts/equipment as estimated by SAHA?

**Answer 10:** SAHA will not state a specific markup that it is willing to pay. Please note that the awarded contractor must be able to produce, if requested by SAHA, a record of the cost to purchase parts so that the invoiced amount is consistent with the "Cost + X% markup" calculation. It is the vendor's responsibility to maintain records/invoices from their suppliers so that SAHA can audit for proper billing. Failure to produce such records may result in denial of those billed amounts.

**Question 11:** Is the contract exempt from the Buy America Act?

**Answer 11:** SAHA is not a federal agency and the funding for this service does not obligate the agency to "Buy American".

**Question 12:** Can the following be included on an invoice?

Freight/Shipping

Crane Rental

Specialized equipment

Special order fees

Time and fuel cost to pick up needed parts for "emergency repairs". For example, should the part take 2 weeks to arrive, but it is immediately needed and available in Austin. The 'estimated cost will be disclosed prior to this type of service.

**Answer 12:** See below:

Freight/Shipping: *Yes for parts specifically ordered for SAHA (nonstock special order)*

Crane Rental: *This is a specific item on the fee sheet so yes.*

Specialized equipment: *Must be cleared by SAHA prior to work.*

Special order fees: *Need more specifics for shipping see above.*

Time and fuel cost to pick up needed parts for "emergency repairs". For example, should the part take 2 weeks to arrive, but it is immediately needed and available in Austin. The 'estimated cost will be disclosed prior to this type of service.: *If prior approval is granted by SAHA, yes but typically SAHA will authorize overnight/next day shipping.*

**Question 13:** Respectfully request that a "Crew rate" be included on the FEE SHEET .

**Answer 13:** SAHA does not desire a crew rate; the rates will be charged by the technician(s) assigned. Invoices must correctly reflect the level of technician(s) assigned to the job assignment, their billable hours and the corresponding rate submitted in the Fee Bid Sheet.



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**Question 14:** Please provide the liability expectation for a system found to have been modified by previous contractors or maintenance personnel deeming it unsafe or not within manufacturer ' s recommendations:

- grossly under maintained.
- refrigerant not recommended .
- components not designed for system involved causing catastrophic failure .

**Answer 14:** A contractor has no liability for work they did not perform or parts they did not install. we would expect that the Contractor would immediately notify SAHA of any perceived issues with the system as soon as they are discovered.

**Question 15:** (Pg . 43 FEE SHEET) Is the Estimated quantity (Est. Qty) just being used for evaluation or is the actual estimated quantity over a 1 year period? (This would be unrealistic in a one year time as previous experience has shown us.)

**Answer 15:** The fee sheet clearly states that the quantities shown are for evaluation purposes only.

**Question 16:** Should special projects arise, such as the SAHA window unit install project of 2019, what will the procedures be for identifying the scope of work and fees for a special project?

**Answer 16:** SAHA will determine the scope and if it is currently covered under the scope of these services the fees would be as quoted by the Contractor in this RFP. Otherwise it will be based on a mutually agreed upon change order.

**Question 17:** Please define what SAHA understands to be a "QUOTE": As previously experienced, a quote has been requested but what is really being requested is a "Time and Materials" estimate. Will SAHA please clarify action to be taken and verbiage to be used.

**Answer 17:** A "Quote" is the cost to do a specific job under the terms and conditions of this RFP and its subsequent contract.

**Question 18:** Billable time? When site surveys are conducted, for information purposes like taking measurements, doing load calculations and other time and labor expenses or for the purpose of preparing a quote, will said site surveys, be considered "Billable Time".

**Answer 18:** Site surveys conducted at the behest of the property or agency for information purposes may be billed at the appropriate hourly rates. SAHA will not pay for time in preparing quotes or estimates.

**Question 19:** Who is responsible for defective parts/equipment installed or replaced by SAHA or another contractor?

**Answer 19:** A contractor is not liable for parts they did not install or work they did not perform.



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**Question 20:** (Pg 43 FEE SHEET) "Parts at Cost %." Please clarify what is meant by "parts." Is this referring to all the individual components of a HVAC system?

**Answer 20:** Means all individual parts, components, and complete systems.

**Question 21:** (Pg. 27 Emergency Service) What does SAHA consider to be a Service Ticket and what information does it contain?

**Answer 21:** Change the word "Service" to "job/work order" and the requirements will be the same as indicated in the prior section titled "Normal Service."

**Question 22:** (Pg 29 Special Situations) With regards to the refrigerant added or removed from a system. Is an actual logbook expected or will a notation on the invoice suffice?

**Answer 22:** Contractor must comply with the requirements of the City of San Antonio, State of Texas and Federal government with regard to record keeping for refrigerants.

**Question 23:** Approximately how many service calls are made daily?

**Answer 23:** Since this is an as needed services contract we do not have a number we can share, some days there are no to very few calls other days there are multiple calls for service.

**Question 24:** Approximately how many service calls are immediate/emergencies?

**Answer 24:** The determination of an immediate need or emergency is made at each individual property.

**Question 25:** How many work hours are required daily?

**Answer 25:** We do not require a minimum number of hours to be worked on any given day, again this is for services as they are needed.

**Question 26:** What are the majority of the service calls, repairs or installations?

**Answer 26:** Majority of the service calls are for repairs.

**Question 27:** How do we figure parts costs into the hourly rate?

**Answer 27:** Parts are not part of the labor rate, parts are reimbursed at the contractors cost plus his percentage of markup that he bids.

**Question 28:** How are the parts purchased?

**Answer 28:** SAHA does not dictate how or where the parts are purchased by the Contractor.

**Question 29:** How long is the awarded contract term?

**Answer 29:** See Answer 3.



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**Question 30:** Are we allowed to purchase supplies and parts from any distributor?

**Answer 30:** SAHA does not dictate where the Contractor purchases their parts or supplies.

**Question 31:** Who are the current vendors under contract?

**Answer 31:** The current remaining contractor is Premier Comfort Service Company, Inc., we previously had three vendors but the other two withdrew.

**Question 32:** Will you provide a copy of current tabulation for the current award?

**Answer 32:** See attached tabulation.

**Question 33:** Please give an example or make more clear, How you like us to figure out the unit cost and the extension on the fee sheet?

**Answer 33:** The extension is the sum of the unit cost times the estimated quantity. For example if you bid an hourly labor rate (Unit cost) of \$100.00 and the estimated quantity is 10 hours your extension would be \$1,000.00 ( $\$100 \times 10 = \$1,000.00$ ).

**Question 34:** After an awarded contract, Usually how long before work is to begin?

**Answer 34:** Usually within 30 days of award by the Board.

**Question 35:** How will parts be added into the cost?

**Answer 35:** Parts are shown on the invoice at your cost as individual line item(s) along with a line for your stated mark up. For example if your parts total is \$100.00 and your markup is stated as 20% in your response then the cost for parts would be \$120.00 ( $\$100 \times 20\% = \$120.00$ ).

By: Charles R Bode  
Procurement Manager

Date: April 6, 2020

<b>Bid Tabulation</b> <b>1707-910-36-4688</b> <b>Purchase Installation Maintenance and Repair Residential Style HVAC Systems</b>													
		Vendor		Way Engineering, Ltd.		Premier Comfort Air Conditioning and Heating, Inc.		Temp Tex		The Brandt Companies		Air-Stream Air Conditioning & Heating Co., Inc	
Item #	Labor Rates	Unit Of Measure	Estimated Quantity	Unit Cost	Extended Cost	Cost	Extended Cost	Cost	Extended Cost	Cost	Extended Cost	Cost	Extended Cost
1	Licensed HVAC Mechanic	Hour	500	\$79.00	\$39,500.00	\$80.00	\$40,000.00	\$35.00	\$17,500.00	\$95.00	\$47,500.00	\$85.00	\$42,500.00
2	Licensed HVAC Mechanic - OT	Hour	30	\$79.00	\$2,370.00	\$100.00	\$3,000.00	\$52.50	\$1,575.00	\$142.50	\$4,275.00	\$110.00	\$3,300.00
3	Licensed Technician	Hour	200	\$74.00	\$14,800.00	\$80.00	\$16,000.00	\$20.00	\$4,000.00	\$89.00	\$17,800.00	\$85.00	\$17,000.00
4	Licensed Technician - OT	Hour	150	\$74.00	\$11,100.00	\$100.00	\$15,000.00	\$30.00	\$4,500.00	\$133.50	\$20,025.00	\$110.00	\$16,500.00
5	Laborer/Helper	Hour	750	\$48.00	\$36,000.00	\$60.00	\$45,000.00	\$8.50	\$6,375.00	\$58.00	\$43,500.00	\$65.00	\$48,750.00
6	Laborer/Helper - OT	Hour	750	\$48.00	\$36,000.00	\$75.00	\$56,250.00	\$12.75	\$9,562.50	\$87.00	\$65,250.00	\$85.00	\$63,750.00
7	Supervisor	Hour	250	\$85.00	\$21,250.00	\$80.00	\$20,000.00	\$15.00	\$3,750.00	\$118.00	\$29,500.00	\$110.00	\$27,500.00
8	Supervisor - OT	Hour	200	\$85.00	\$17,000.00	\$100.00	\$20,000.00	\$22.50	\$4,500.00	\$177.00	\$35,400.00	\$110.00	\$22,000.00
9	Crane Operator	Hour	100	\$80.00	\$8,000.00	\$130.00	\$13,000.00	\$35.00	\$3,500.00	\$80.00	\$8,000.00	\$220.00	\$22,000.00
10	Crane Operator - OT	Hour	100	\$125.00	\$12,500.00	\$162.50	\$16,250.00	\$52.50	\$5,250.00	\$120.00	\$12,000.00	\$330.00	\$33,000.00
11	Rigger	Hour	10	\$48.00	\$480.00	\$60.00	\$600.00	\$20.00	\$200.00	\$70.00	\$700.00	\$65.00	\$650.00
12	Rigger - OT	Hour	5	\$72.00	\$360.00	\$75.00	\$375.00	\$30.00	\$150.00	\$105.00	\$525.00	\$97.50	\$487.50
13	Crane Laborer	Hour	10	\$80.00	\$800.00	\$60.00	\$600.00	\$15.00	\$150.00	\$65.00	\$650.00	\$60.00	\$600.00
14	Crane Laborer - OT	Hour	5	\$120.00	\$600.00	\$75.00	\$375.00	\$22.50	\$112.50	\$97.50	\$487.50	\$90.00	\$450.00
<b>Total Labor Prices</b>					\$200,760.00		\$246,450.00		\$61,125.00		\$285,612.50		\$298,487.50
<b>Parts Supplies and Materials</b>													
15	2.5 Ton, R410A 14 SEER Condensing Unit	each	4	\$879.00	\$3,516.00	\$1,755.00	\$7,020.00	\$1,012.00	\$4,048.00	\$829.10	\$3,316.40	\$946.34	\$3,785.36
16	3 Ton, R410A 14 SEER Condensing Unit	each	5	\$1,039.00	\$5,195.00	\$917.00	\$4,585.00	\$1,113.00	\$5,565.00	\$1,346.00	\$6,730.00	\$1,061.45	\$5,307.25
17	Evaporator Blower Motor 1/3 hp 230 volt	each	8	\$153.00	\$1,224.00	\$83.00	\$664.00	\$83.73	\$669.84	\$94.45	\$755.60	\$66.27	\$530.16
18	Refrigerant 22 per lb	lb	60	\$33.75	\$2,025.00	\$32.50	\$1,950.00	\$27.00	\$1,620.00	\$30.00	\$1,800.00	\$26.68	\$1,600.80
19	Refrigerant 134-A per lb	lb	60	\$9.00	\$540.00	\$10.00	\$600.00	\$5.60	\$336.00	\$4.50	\$270.00	\$5.40	\$324.00
20	Refrigerant 410-A per lb	lb	120	\$10.12	\$1,214.40	\$10.00	\$1,200.00	\$11.27	\$1,352.40	\$4.57	\$548.40	\$6.76	\$811.20
21	Mitsubishi 12K Heat/Cool MSZ-GL12NA-U1	each	5	\$1,458.00	\$7,290.00	\$109.00	\$545.00	\$830.00	\$4,150.00	\$1,005.00	\$5,025.00	\$591.97	\$2,959.85
22	Copeland CR34K6E-PFV-875 Compressor	each	10	\$696.52	\$6,965.20	\$628.00	\$6,280.00	\$897.00	\$8,970.00	\$602.25	\$6,022.50	\$466.51	\$4,665.10
23	Goodman Air Handler ARUF37D14	each	5	\$659.95	\$3,299.75	\$596.00	\$2,980.00	\$370.05	\$1,850.25	\$568.00	\$2,840.00	\$649.75	\$3,248.75
24	Complete Heat Pump System 14 Seer 3 ton R410A	each	7	\$4,794.95	\$33,564.65	\$2,032.00	\$14,224.00	\$2,429.00	\$17,003.00	\$1,599.00	\$11,193.00	\$2,226.40	\$15,584.80
25	Mars Contactor Item # 91431	each	5	\$53.60	\$268.00	\$35.00	\$175.00	\$671.05	\$3,355.25	\$42.52	\$212.60	\$28.62	\$143.10
<b>Total Parts Supplies and Materials</b>					\$65,102.00		\$40,223.00		\$48,919.74		\$38,713.50		\$38,960.37
<b>Services</b>													
26	Scheduled Maintenance per unit per visit	each	400	\$56.00	\$22,400.00	\$80.00	\$32,000.00	\$59.00	\$23,600.00	\$190.00	\$76,000.00	\$170.00	\$68,000.00
27	Duct Cleaning	Hour	20	\$40.00	\$800.00	\$80.00	\$1,600.00	\$40.00	\$800.00	\$40.00	\$800.00	\$115.00	\$2,300.00
28	Crane Rental	day	5	\$960.00	\$4,800.00	\$1,040.00	\$5,200.00	\$1,000.00	\$5,000.00	\$400.00	\$2,000.00	\$690.00	\$3,450.00
28	Minimum Service Call Charge	each	125	\$122.00	\$15,250.00	\$80.00	\$10,000.00	\$59.00	\$7,375.00	\$190.00	\$23,750.00	\$170.00	\$21,250.00
<b>Total Services</b>					\$43,250.00		\$48,800.00		\$36,775.00		\$102,550.00		\$95,000.00
<b>Total Labor, Parts, Services</b>					\$309,112.00		\$335,473.00		\$146,819.74		\$426,876.00		\$432,447.87
Section 3 Preference=lower of 9% Or \$16,000					\$309,112.00		\$335,473.00		\$146,819.74		\$426,876.00		\$416,447.87