



ESSEX COUNTY

OFFICE OF THE MANAGER

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Daniel L. Palmer
County Manager

Linda M. Wolf
Purchasing Agent

TO: All Bidders

FROM: Linda Wolf, CPA, Purchasing Agent

DATE: December 11, 2018

SUBJECT: Addendum #2 AIR CONDITIONING MAINTENANCE

This Addendum, issued to bid document holders of record, indicates changes to the bid documents for the *Air Conditioning Maintenance Bid Opening December 19, 2018.*

Please replace the SPECIFICATIONS and PROPOSAL with the attached.

END OF ADDENDUM # 2

SPECIFICATIONS

AIR CONDITIONING/REFRIGERATION INSPECTION, PREVENTATIVE MAINTENANCE AND REPAIR

It is the intent of this specification to contract with a trained and certified contractor to perform semi-annual inspection, maintenance and repair of Air Conditioning Systems for Essex County. Maintenance is to be performed during the months of April and August.

The successful bidder shall provide any and all labor, materials and equipment to perform the work in compliance with any federal, state and local laws and regulations that apply.

The maintenance is to consist of, but not be limited to the following:

- Lubricate all motors and bearings
- Change air filters
- Inspect and adjust all fan belts – replace as needed
- Clean evaporator condenser coils
- Inspect refrigerant systems including system suction and discharge pressures
- Clean condensate pans and drains
- Verify proper voltage and running amps on all units
- Inspect controls and sequence of operation and calibrate if required
- Provide the necessary materials to perform inspections, e.g. belts, air filters, grease, coil cleaner, etc.
- Clean barrels if required

Location of Units

- 1) Probation – 2
- 2) DSS Machine/Computer Room – 1
- 3) Information Systems – 2
- 4) Information Systems (DANC) – Splitless Duct Units – 2
- 5) Social Services – Basement – 1
- 6) Social Services – 1st Floor – 1
- 7) Social Services – 2nd Floor – 1
- 8) Real Property – 1
- 9) County Manager/Personnel/Veterans – 1
- 10) Highway Department – 1
- 11) Mental Health – 3
- 12) Courthouse – Carrier Units of Various Sizes – 11
- 13) Courthouse – Splitless Duct Unit – 1
- 14) Public Health – Central Air – 1
- 15) POD - BOE – 2
- 16) Cornell Cooperative Extension (former Jehovah's Witness Bldg) – 1

Please contact Dave Decker at (518) 873-3640 or Linda Wolf at (518-873-3332) if you would like to make an appointment to view the units.

Contractor covenants, warrants, and agrees that all work shall be in full compliance with all municipal, state and federal rules, regulations and laws.

Contractor will analyze equipment covered under this agreement to detect potential failures. If corrective actions are found necessary, owner will be notified before repairs are done.

Contractor will supply copies of invoices for any additional parts that may be used which are not included in the preventative maintenance.

Payment will be made within 30 days of completion and submission of a voucher by contractor.

PROPOSAL

We propose to furnish necessary equipment and labor to complete the Preventative Maintenance, Inspection and Repair of Air Conditioning Units for the amount below.

UNITS 1 – 15:

Total Annual Lump sum of: _____ (NUMBER)
_____ (IN WORDS) (\$ _____) (IN NUMBERS)

UNIT 16 – Cornell Coop Ext (former Jehovah's Witness Bldg):

Total Annual Lump sum of: _____ (NUMBER)
_____ (IN WORDS) (\$ _____) (IN NUMBERS)

REPAIRS: Cost of repairs or replacement of equipment, parts and supplies found on inspection or at other times:

Labor Rate Per Hour: _____ (IN WORDS) (\$ _____) (IN NUMBERS)

Extra charge for holidays, nights or weekends? Yes or No
Rate per hour (\$ _____) (if applicable)

Mileage Charge \$ _____ per mile (if applicable)

Travel time charged? Yes or No Rate per hour (\$ _____) (if applicable)

Equipment, parts and supplies = COST + 15% MARKUP

Emergency Response Time _____ hours

Payment will be made upon completion of inspections and submission of voucher.

DATE _____

AUTHORIZED SIGNATURE _____

COMPANY _____

ADDRESS _____

TELEPHONE _____ FAX _____

SOCIAL SECURITY/FEDERAL ID # _____

EMAIL _____