



**Addendum No. 2**  
 City of Coquitlam  
 RFP No. 24-104

**HVAC Systems - Maintenance and Repair**  
 Issue Date: December 18, 2024  
 Total Page Count: 4

Proponents shall note the following amendments to the RFP documents:

**REPLACE**

**R1) REPLACE**

The entirety of "Key Dates" is replaced with the following:

**KEY DATES**

<b>RFP Issue Date</b>	<b>Tuesday, December 3, 2024</b>
<b>Deadline for Questions</b>	<b>2:00 PM (local time) Wednesday, December 18, 2024</b>
<b>Site Meeting - PSLC Parking Area (633 Poirier St)</b>	<b>2:00 PM (local time) Tuesday, December 10, 2024</b>
<b>Deadline for Issuing Addenda</b>	<b>Friday, January 3, 2025</b>
<b>Submission Deadline</b>	<b>2:00 PM (local time) Monday, January 6, 2025</b>

**Please note that the Purchasing department at City Hall will be closed at 12:00 pm on Tuesday, December 24, 2024 and reopen at 8:00 am on Thursday, January 2, 2025. Queries will not be reviewed until January 2, 2025. City service operations will remain in full service.**

**R2) REPLACE APPENDIX A.**

**REMOVE:** 24-104 Appendix A - HVAC Equipment Inventory, Address, Belt & Filter List  
**REPLACE WITH:** 24-104 **REVISED** - Appendix A - Appendix A - HVAC Equipment Inventory, Address, Belt & Filter List **REVISION No. 1**

**R3) REPLACE APPENDIX C.**

**REMOVE:** 24-104 Appendix C – HVAC - Maintenance Inspection Services – Completed Price Worksheet  
**REPLACE WITH:** 24-104 **REVISED** - Appendix C – HVAC - Maintenance Inspection Services – Completed Price Worksheet  
**REVISION No. 1**

**ADDITIONS**

**A1) Appendix E - Charcoal Filters List, has been added to City website to form part of the Appendices and Scope of Work.**

**QUESTIONS**

Q1. Is there a more comprehensive list of air filters available?

**A1. Currently the City cannot provide an updated list of items. The City will confirm pricing with the successful Contractor. These items will be excluded from evaluation scoring.**

Q2. Is there a more comprehensive list of belts available?

**A2. Currently the City cannot provide an updated list of items. The City will confirm pricing with the successful Contractor. These items will be excluded from evaluation scoring.**

Q3. Are we to only quote the filters in the list in Appendix A? There seems to be a lot of missing filter sizes.

**A3. Yes, both filters and belts on the list, plus see A1.**

Q4. Under CCAC and PSB complete set. Is that referring to changing the filters once per month on all units on site?

**A4. Yes.**

Q5. Who is the incumbent mechanical contractor?

**A5. Entity Mechanical-Ainsworth.**

Q6. Who is the DDC provider(s) for the facilities?

**A6. Ainsworth (Delta) enteliWEB / Johnson Controls Metasys.**

Q7. Will DDC access be provided/made available for PM/Service work?

**A7. Yes.**

Q8. Is the filter list in Appendix A incomplete, can we have a list of sites requiring Charcoal/Merv 13 filters?

**A8. Smoke shelters will require carbon filters in the fire season and only units pulling air direct from outside: CCAC, PSLC Pool/Arena, Dogwood Pavilion, Glen Pine, and Maillardville Community Center.**

Q9. For sites not specifying charcoal or MERV 13 filters, what is the acceptable MERV rating the City would like used?

**A9. Merv 8, unless otherwise directed from the City and City will pay the difference.**

Q10. Appendix C- HVAC Minor inspections, line item #32 & #35 share the same site (Poirier Forum) is there a correction to this?

**A10. Duplicate site has been removed from Appendix C See R3 above.**

Q11. The following appear in Appendix A, but not on the price sheet in Appendix C (Under a different name potentially?)

- Service Centre - Park Admin Building
- Service Centre - Utility
- Foster Tennis Facility

**A11. See R3 above, adjustments to Appendix C:**

- **Service Center – Parks Admin Building was a duplicate of Service Center – Auxiliary Building. The naming has been corrected.**
- **Service Center – Utility was a duplicate of Service Center – Water Sewer Utility Building. This has been updated.**
- **Foster Tennis has been added.**

Q12. Follow up to the previous question, the sites below appear on the Appendix C price sheet, But not on Appendix A (Unless under a different name?)

- a) Major Heat & Cooling + Minor
  - Service Centre – Water & Sewer
  - Service Centre – Auxiliary
- b) Major Heating
  - Town Centre Park Stadium Storage
  - Booth Farm

**A12. Town Center Storage has been replaced with TC Park Washroom and Booth Farm has been removed from Appendix C, see R3 above.**

Q13. Is the expansion tank at Maillardville included in the proposal?

**A13. No.**

Q14. Can we have the annual tube heater maintenance in October instead of September to align the visits?

**A14. No, please adhere to the City's schedule.**

Q15. In Poirier Admin, there are 3 ductless heads, but no listed condensing units. Do we need to make an allotment for 3 condensing list?

**A15. Yes.**

Q16. Are the chillers for City Hall included?

**A16. Yes.**

Q17. Town Centre Workshop has one unit heater. Is a lift required?

**A17. Yes.**

Q18. Is there a specific visit to change the belts? I see a reference in 3.1 F VII (Cooling) and 3.1 H VI (Minor) but no mention of

**A18. No belts will be inspected and changed during PM.**

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***End of Addendum No. 2***

Proponents take into account the content of this Addendum in the preparation and submission of the Proposal which will form part of the Contract and should be acknowledged on the Proposal Submission Form.

Upon submitting a Proposal, Proponents are deemed to have received all addenda that are issued and posted on the City's website and considered the information for inclusion in the Proposal Submission.

*Issued by:*

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