

**Invitation for Bid for
Heating and Air Conditioning and
Boiler and Furnace Preventative Maintenance,
Repair and New Installation Services**

**IFB 1021-1
Questions and Answers**

November 22, 2021

- Q1. Can contractors bid on certain portions of the quotations or does it need to include everything? ATI specializes in Boilers and Burners.
- A1. Firms can submit full bids for one or more of the three scopes of work listed in the bid. Partial scopes of work will be considered non-responsive.
- Q2. Can you clarify the bid opening for the above referenced project (IFB 1021-1)?
The city record states-11/2/2021 at 2:00
The specifications for the Bid states 11/4/2021 at 2:00.
- A2. Addendum 4 changed the Bid Due date to 12/2/2021.
Library's Procurement Opportunities Webpage: This bid is posted on the Library's Procurement Opportunities webpage. Unless instructed otherwise, all related documents are posted on this webpage. Bidders have the responsibility of frequenting the Library's Procurement Opportunities webpage for any updates to the bid including the posting of answers to questions received, bid revisions or addendums or any other updates. The direct link to the webpage is:
<https://www.queenslibrary.org/about-us/procurement-opportunities>.
- Q3. Are all the replacement parts and/or equipment such as compressors, fans, motors, etc., included in the proposed maintenance services pricing (lump sum amount)? Or are these replacements completed and billed on Time and Material basis?
- A3. Bidders are to thoroughly review the bid with special attention to bid section II Scope of Work, A. All Scopes of Services General and items 6, 7, 8, 9, 10 and 12. The bid details what is part of a bidder's lump sum amount. For example, item 6 states:

The air conditioning equipment, systems parts and services included in the HVAC and boiler/furnace maintenance services pricing (to be purchased and installed by the Successful Bidder at no extra cost to the Library) includes, the following equipment which serves air conditioning systems, unless otherwise indicated:
- a. Compressors
 - b. Dry coolers
 - c. Blowers
 - d. Damper motors

- e. Exhaust fans
- f. Pumps

Q4. Are the items (one to three) listed in the scope of services item M (Pgs. 27 -28) the only materials that are subject to the Bidder's maximum hourly rate and 20% markup?

A4. All of section M.

Q5. We request if possible the records/copy of the previously awarded "Queens Public Library - Heating and Air Conditioning and Boiler and Furnace Preventative Maintenance, Repair and New Installation Services." Contract.

A5. This question seeks information that is not required to submit a responsive proposal.

Q6. Can you please clarify what exactly is the Maximum Hourly Rate?

A6. Bidders are to familiarize themselves with all aspects of the bid.

As stated in the bid:

For Scope A- North Region and Scope B- South Region, Bidders are to provide its HVAC and Boiler/Furnace Maintenance Services Pricing for five years, which captures the specified services and inclusive of specified materials.

In addition, Bidders are to provide a single Maximum Hourly Rate, which applies to all other HVAC, Boiler and Furnace services including new installations. The material mark-up for materials and equipment that is outside of the specified preventive maintenance services shall not exceed a twenty percent (20%) mark-up. In addition, at the Library's written request, the Successful Bidder for each scope of services may be required to subcontract other trade work, which shall not exceed a twenty percent (20%) mark-up. Successful Bidders are required to accept work assignments outside of preventive maintenance that range from its single unit of its Maximum Straight Hourly Rate up to an estimated of \$500,000.

For Scope C- Flushing, all work is to be performed at the Maximum Hourly Rate service schedule.

Bidders are to pay special attention to the scope of services detailed below which breaks out bidders' responsibilities under its pricing for its HVAC and Boiler/Furnace Maintenance Services Pricing and other services that fall under bidder's Maximum Hourly Rate. All work for Scope C- Flushing to be performed under the Maximum Hourly Rate Schedule.

For all work covered under Section M and all work for Scope C.- Flushing, the Successful Bidder shall provide regular service 8:00 a.m. - 5:00 p.m., Monday through Friday, including any holidays when the Library is open to the public on straight-time rates. Work

performed at times other than regular working hours, Saturdays or for Sundays or holidays when The Library is not open to the public shall be on overtime and premium time rates, respectively, as required (see Bid Pricing Sheets).

Bidders to also compete FORM # 1, STATEMENT OF UNDERSTANDING.