



## Office for People With Developmental Disabilities

**KATHY HOCHUL**  
Governor

**KERRI E. NEIFELD**  
Acting Commissioner

**ROGER BEARDEN, J.D.**  
Executive Deputy Commissioner

January 12, 2022

### **IFB BR 012522 - 2022-2027 Commercial HVAC Equipment Maintenance, Inspection, and Repair Services in Broome and Chenango Counties**

#### **Questions and Answers:**

Below is a compilation of the questions received for this bid. Questions that were repeated, or of a recurring nature, were consolidated. Thank you very much for your interest.

#### **Broome Campus Site Visit Questions and Answers:**

1. **Question:** Are the condenser tubes to be cleaned every year under the scope of work?

**Answer:** Yes. Condenser tubes cleaning is part of the annual maintenance and inspection service of the York Chillers. Please refer to IFB BR 012522, Scope of Work Pg. 21, Part I. York Chillers, C. Refrigerant Condenser Tube Cleaning.

2. **Question:** What are the ages of the equipment?

**Answer:** The Chillers and Cooling Towers were installed in 2002, Cleaver Brooks Boilers installed 2006, Bryan Boiler installed 1985.

3. **Question:** Are there residents still living on Campus?

**Answer:** No individuals receiving OPWDD services are full time residents of the campus. However, the drug treatment center located in Bldg. #1 does have beds that are occupied 24/7. For this reason, it is critical that the successful vendor be available to provide emergency service for Broome Campus Commercial HVAC Equipment 24/7.

#### **Valley Ridge Campus Site Visit Questions and Answers:**

4. **Question:** Are belts, filters, and other consumables to be supplied by contractor?

**Answer:** As stated in IFB BR 012522, All Equipment Maintenance and Inspection Service costs are to include all materials, labor, disposal of materials, and site clean-up.



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**Please note** there is no maintenance and inspection service included in the Scope of Work for the Air Handler Equipment listed. Routine belt and filter changes on the Air Handlers are the responsibility of OPWDD staff. The Scope of Work only includes Miscellaneous Repair/Service and Emergency Repair/Service to the Air Handlers on the Equipment List. Please refer to IFB BR012522, Scope of Work Pg. 30, **Miscellaneous Repair/Service** and **Emergency Repair/Service**.

**5. Question:** What belts and filters are needed?

**Answer:** Please refer to IFB BR 012522, Pg. 21, Equipment Maintenance and Inspection Services, I. York Chillers, B. Refrigeration System Maintenance, 2. Replace all the filters and filter driers as manufactures recommend.

Any belt or filter needed to complete a Miscellaneous or Emergency Repair/Service will be given prior approval by Plant Superintendent or designee. Please refer to IFB BR012522, Scope of Work Pg. 30, **Miscellaneous Repair/Service** and **Emergency Repair/Service**.

**6. Question:** What MERV rating do the filters need to be?

**Answer:** As MERV ratings apply to filters for the Air Handlers, this is not a concern for the contractor. Routine filter changes on the Air Handlers are the responsibility of OPWDD staff.

**7. Question:** Are return air fans included with the air handlers?

**Answer:** Yes. Return air fans are considered part of the Air Handler Equipment.

**8. Question:** How old is the equipment at the Valley Ridge Campus?

**Answer:** OPWDD is unable to provide the exact age of each piece of equipment. Most of the equipment is original to the Campus when it was built in 2000; some has been replaced since.

**9. Question:** Are there precautions in the Condenser Chemical Coil Cleaning procedure to protect the individuals from harming themselves?

**Answer:** Yes. Please refer to IFB BR 012522 Scope of Work, Pg. 28, Section VI. 2. All coils to be chemically cleaned and thoroughly rinsed, any exposed puddles to be sufficiently diluted to protect the vulnerable individuals we serve.

**10. Question:** What hours can we work in occupied areas?



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**Answer:** As stated in IFB BR 012522 Pg. 29, **Working Hours**, All work should be scheduled between regular working hours of 8:00 am to 4:00 pm, Monday to Friday, unless specifically authorized in writing by the DDSOO.

**Please note**, as stated in IFB BR 012522, Valley Ridge is a secure facility and as such has additional requirements for contractors doing work on site. Please refer to Scope of Work Pg. 31, **Valley Ridge Security Requirements** for further details.

### Additional Questions and Answers

#### Re: York Chiller Maintenance:

**11. Question:** Do you want the VFD inhibitor fluid drained and replaced with new, once a year for the length of the contract?

**Answer:** The VFD inhibitor fluid shall be drained and replaced every other year.

**12. Question:** Performance Check: Do you require a printer read out of the on-board microprocessor reading and current running status when checking?

**Answer:** A printed read out of the on board microprocessor reading is **not** necessary.

**13. Question:** Condenser tube cleaning: Do the condenser tubes need to be brush cleaned once every year of the contract?

**Answer:** Yes, the condenser tubes need to be brush cleaned every year.

**14. Question:** During the non- eddy current testing years, do you require only one of the condenser heads to be removed for cleaning or both ends of the condenser tubes heads?

**Answer:** Both ends of the condenser are required to be removed for annual cleaning.

**15. Question:** During eddy current testing do you require all the heads to be remove from the condenser and evaporator of both chiller for the eddy current testing to be performed?

**Answer:** Both heads on evaporator and condenser need to be removed for proper cleaning before eddy current testing.



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### Re: Cleaver Brooks FLX Boilers

**16. Question:** When was the last time the boilers were opened up for internal inspection?

**Answer:** Internal inspection of the three (3) Cleaver Brooks boilers was started in June-2021 and completed in Aug-2021.

**17. Question:** Have the boilers' side panels been removed for external cleaning EVERY year?

**Answer:** Yes. The boiler side panels are removed annually for external cleaning/inspection.

**18. Question:** Has there ever been any leaking tubes repaired or replaced?

**Answer:** No. The boiler tubes have never been repaired or replaced.

**19. Question:** Have the combustion chamber(s) ever been repaired or replaced? What is their current condition as reported after last servicing?

**Answer:** The combustion chamber has been repaired and is in good condition.

**20. Question:** If the Combustion chamber needs partial repair or full replacement, is that to be covered under the annual maintenance and inspection service (a.k.a. PM) part of the contract?

**Answer:** Repair or replacement of the combustion chamber is not to be included in the annual cost for maintenance and inspection services. This would be considered a Miscellaneous or Emergency Repair/Service. Please refer to IFB BR 012522 Pg.30, **Miscellaneous Repair/Service** and **Emergency Repair/Service** for details.

**21. Question:** Can the burner(s) be left in place while inspecting/cleaning/servicing or do you require them to be removed?

**Answer:** The burners are hinged. They need to be moved out of the way, but they do not need to be completely removed.

**22. Question:** Who does your boiler inspection?

**Answer:** The New York State Department of Labor Boiler Inspector performs the inspection.



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### Re: DE Dietrich Boilers:

**23. Question:** Have the boilers been regularly maintained and cleaned, including draining sludge off the bottom tapings?

**Answer:** To the best of OPWDD's knowledge, yes, they have been drained every year.

**24. Question:** Who does your boiler inspections?

**Answer:** The New York State Department of Labor Boiler Inspector performs the inspection.

**25. Question:** Has there ever been any leaking sections repaired or replaced?

**Answer:** To the best of OPWDD's knowledge, no, there has not.

### Re: Cost Proposal Form:

**26. Question:** During the site visit on December 17<sup>th</sup>, it was mentioned that the filters and belts for the Trane Air Handlers are supplied under the contract. How many times per year will the filters and belts be changed?

**Answer:** The filters and belts for the Trane Air Handlers are **NOT** to be supplied by the contractor. The supply and routine change of the belts and filters on the Air Handlers is the responsibility of OPWDD staff.

**27. Question:** On the Cost Proposal Form, Part IV. Column C: If the contractor goes over the Estimated Annual # of Repair Labor Regular Hours (250) or the Estimated Annual # of Repair Labor Overtime Hours (50); what will be the procedure?

**Answer:** The # labor of hours provided are **Estimates** only, not a guarantee of hours, nor a maximum. As stated in IFB BR 012522, Scope of Work, **IV. Payment**, Payments will be made based on actual services rendered.

**28. Question:** Will there be an annual increase allowed to the labor cost based on the Prevailing Wage Increase, each year up to 3%?



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**Answer:** As stated in IFB BR 012522, Pg. 4, 9. Payment: Prices are to remain constant for the initial year of the contract. Approaching every contract anniversary date, the Contractor may request, or OPWDD give notice of, an annual price adjustment for the subsequent year. **The request or notice must be submitted in writing between 30 days and 60 days prior to the contract anniversary date.** OPWDD has the sole discretion in determining the rate to be approved. **The adjustment shall be based upon the most recently available, "CPI-U",** not seasonally adjusted, Northeast Region, all items, with the adjustment calculated on a 12-month percent change based on the month 60 days prior to the contract anniversary. **Any price adjustment shall not exceed 3.0% per annum.**

Respectfully,

*Shannon Collings*

Shannon Collings, CMS 1,  
Contract Management Unit  
(845) 877-6821 (Ext 3281)  
(845) 877-3044 (fax)

[shannon.l.collings@opwdd.ny.gov](mailto:shannon.l.collings@opwdd.ny.gov)