

**OFFICE OF PURCHASING
O'KEEFE ADMINISTRATION BUILDING**
501 City Park Avenue, Bldg 37
New Orleans, LA 70119
(504) 762-3027 FAX: (504) 762.3089
www.dcc.edu

Addendum No: (1)

Bid No: 40006-047
 Bid Name: Chiller Maintenance
 Bid Opening Date: July 1, 2024 at 2:00PM CST

Addendum No: 1
 Date Issued: June 20, 2024

This addendum is hereby officially made a part of the referenced solicitation. The questions submitted have been answered and specifications clarified as follows.

1.	Must all service and repair cost be captured in the contract, with no exceptions?	Everything that is identified in the specifications must be included in the contract.
2.	What is the bid due date and contract start date?	See page 1 (Title page) & see page 9 (Contract Term & Agreement). Contract will begin upon award.
3.	Is this a multiyear contract?	See page 9 – Contract Term and Agreement
4.	List any exceptions not captured in the cost of the contract.	Information not available.
5.	Can a report of previous services and repairs be shared prior to bid date?	A report is not available. Bidder is to note that for any major repairs the College is required to obtain competition should the repairs exceed certain thresholds.
6.	Two new Water-cooled chillers (Daikin and Carrier) in the City Park Central plant are not included on the equipment list. Who is responsible for maintaining these Chillers?	The Bidder is responsible for the maintenance of the Daikin and Carrier Water Cooled Chillers. See the attached specifications.

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		Monthly Rate	Annual Rate
7.	Please list the monthly rate for the maintenance of the Carrier and Daikin Water Cooled Chillers	_\$ _____	_\$ _____
8.	Two units at city park central plant are listed as roof top units at 600 and 1200 tons. Are these centrifugal water cooled chillers?	These are not rooftop units. Yes, they are centrifugal water cooled units.	
9.	On page 26 task list for water cooled centrifugal chillers states to <ul style="list-style-type: none"> a. Change the compressor oil annually b. Replace the main oil filter semiannually c. Replace refrigerant driers semiannually d. Clean evaporator tubes seasonal semi annually e. Brush condenser tubes seasonal semi annually Items a, b, c and e could be excessive. Item d is unusual and not typically performed even as part of an annual service. Is this task correct?	<ul style="list-style-type: none"> a. Correct b. Annually c. Annually d. Annually e. Annually Yes, item (d) is to be done annually.	
10.	Evaporator cleaning is not mentioned on any other chiller. Is this task correct?	Yes, to be done quarterly	
11.	On page 27. Task for Reciprocating/Scroll chillers States: <ul style="list-style-type: none"> a. Brush condenser tubes seasonal semiannually This is normally only performed annually. Is this task correct?	This is to be performed annually	
12.	On page 27. task for Screw chillers state: <ul style="list-style-type: none"> a. Check evaporator and condenser for corrosion. Are we to assume this is an external inspection?	Yes	

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13.	Nothing is mentioned about brushing the condenser tubes. Should condenser tubes brushing be included in this contract?	Yes and to be performed annually.
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Acknowledgement: Acknowledgement of this addendum is required. **Bidder must acknowledge this Addenda on the Bid Form where indicated.**

*If your bid has already been submitted, please sign below where indicted and fax this form in its entirety to (504) 762-3089 or mail to the address stated in the General Conditions section of the bid documents. Whether by secure fax or mail, this form must be received prior to the opening date and time indicated in the bid documents. **Failure to acknowledge and submit addenda by the bid due date and time will cause your bid to be rejected.***

The below signed acknowledges receipt of this addendum

Company: _____ Signature: _____
 Printed Name _____

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COOLING TOWERS MAINTENANCE & REPAIR SERVICE CONTRACT **SPECIFICATIONS**

I. Introduction:

This SERVICE CONTRACT is to provide all materials, labor, supervision, tools, supplies, transportation, and equipment necessary to perform inspection, full preventive maintenance service and required repairs to the existing equipment listed in the schedule. Included are all inspections, adjustments, tests, and repairs to keep the equipment covered under this contract in continuous and reliable use at its established capacity and efficiency. Equipment shall be maintained in accordance with terms and conditions stated herein.

Contractor shall provide 24/7 emergency contact name(s) and telephone number(s).

The Contractor shall provide all labor, associated materials, personnel protective equipment, and any and all necessary equipment required for the maintenance and repairs of the Cooling Towers at the Delgado facility.

The Contractor personnel shall have at least five (5) years of experience with the maintenance of Cooling Tower. Contractor shall be required to provide evidence of training and certifications to perform duties as delineated in this contract. All certifications as a Refrigeration Technician, Tower Tech Cooling Towers Service training, 30 Hrs. on the Occupational Safety and Health Training Course certificate in Construction Safety & Health provide by OSHA. All training requirements shall be provided upon request to Contracting Officer.

II. Statement of Work:

The contractor shall furnish qualified technician(s) on the job site while in performance of Maintenance and Service of Cooling Towers. Contractor shall be responsible for regular, systematic execution of the work as per manufacturers recommended. The contractor agrees to regularly and systematically perform required maintenance of the equipment and provide callback service as conditions warrant, repair or replace all portions of the equipment included under this contract.

Equipment shall be maintained in first-class condition to meet the initial performance ability. The equipment manufacturer's recommended maintenance requirements shall be accomplished under the scope of this contract. Cooling Towers are presently working and none have presented any difficulties before this contract. The equipment manufacturer's maintenance requirements are considered the minimum for all equipment. If specific equipment covered by this contract requires additional maintenance for safe and reliable operation the contractor shall perform the required maintenance. Any Electrical work or maintenance shall be done by a licensed electrician.

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III. Scheduled Maintenance Program:

A scheduled maintenance program will be provided, kept and used by the Contractor to keep the cooling towers operating at optimum efficiency. The scheduled maintenance program shall be previously approved by Delgado's Representative. The acceptance will be made on the manufacturers recommendation and guidelines provided below. The stricter of the two (2) will domain the preventive maintenance schedule. Service technician assures state-of-the-art performance with minimum failure rate. Contractor will provide in writing the preventive maintenance protocol (policies and procedures), including the methods and frequency of testing and verifications of performance for the equipment. Each preventive maintenance service will be scheduled and completed in a computer-prepared service report, detailing exactly what was performed and to which equipment was done, what special tools, instrumentation, and diagnostic programs was used to maintain the system at optimum efficiency levels. At the completion of each period, a Summary Report will be provided to Delgado. Template of the report needs to be approved by Delgado prior to start of this contract. Maintenance intervals are scheduled twice a year, on intervals of approximately six (6) months apart.

A. Equipment Schedule:

Brand	Year Installed	Model	Location
BAC	2022	S3E-1222-10P	Main Chiller Plant - Building 12
Evapco	2024	AXS 12-20022	Main Chiller Plant – Building 12

B. Preventive Maintenance & Repair Service:

The contractor shall perform all Inspections and Preventive Maintenance (PM) and repair service to ensure that equipment listed in the schedule performs in accordance with the "Equipment manufacturer's maintenance program". The contractor shall utilize and provide procedures and checklists with worksheet originals indicating work performance and actual values obtained at the completion of the PM. Contractor shall submit their checklist of PM for Delgado approval before preceding any type of work. The monthly scheduled work to be performed for PM shall include, but is not limited to, the following items:

Cooling Towers:

- Removal and washing/cleaning of drift eliminators, and reinstallation
- Removal and washing/cleaning of fill media, and reinstallation
- Resealing of water distribution piping inside tower, as needed
- Inspection/Cleaning of rotary spray nozzle
- Removal and reinstallation of fan guard assembly for Inspection/washing and Cleaning.
- Removal and reinstallation of fan assembly as needed to access water collection system
- Washing/cleaning of collection system damper
- Washing the collection system vanes
- Resealing of water collection system
- Removal of inspection port cover and inspection of interior of perimeter basin wall, and replacing cover as needed.
- Power washing fan plenum exterior walls

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- Power washing fan assemblies and fan shrouds
- Reinstalling water collection system dampers
- Resealing interior wall seams and joints, as needed
- Reinstalling fan assemblies and fan guards
- Readjusting make-up water valves to recommended operating level
- Inspect fan motor-drive assembly
- Inspect fan shaft bearings (pillow blocks) and lubricate, as required
- Inspect reducing gear (OPA)

Repair Services:

Repair services will be conducted, as required to the Cooling Tower motor, and motor-drive assembly, bearings, pillow blocks, reducing gear, belts, pulleys, fan assembly, shrouds, nozzles, make-up valves, level sensors, catch basin seals, and motorized valves. The successful offeror will be expected while in the performance of the contract to procure and replace major unrepairable items as mentioned above. Water treatment is not included on this preventive maintenance and repair contract.

IV. Additional

Cost such as labor, shipping cost, travel expenses, lodging expenses, overhead, profit, any administrative cost, insurance, bonds and any other will be at no additional cost to Delgado.

All maintenance (predictive, preventive, repair service and emergency repair service) shall include replacement of parts deemed necessary by the Contractor at no additional cost to the Delgado.

If deemed necessary to make replacement then Delgado would request Modification to contract for the replace parts.

All travel costs associated with the performance of this contract are the responsibility of the contractor and are provided at no additional cost to the Delgado as part of this contract. Travel costs are defined as but are not limited to time and vehicle costs for personnel in travel to and from job site for all duties outlined in this specification, normal shipping charges on any parts or materials covered by this contract, costs associated with the normal shipping of parts or equipment out for repair that are covered under this contract, etc.

Upon contract award, the contractor accepts "as is" all equipment specified in the contract.

V. Quality Control Program

The Contractor shall establish a complete quality control program to assure the requirements of the contract are provided as specified, within five (5) working days prior to the starting date of the contract, the Contractor shall submit a copy of his program to the Delgado, for approval. The program shall include, but not be limited to, the following:

An inspection system covering all the services described in the contract. A checklist used in inspecting contract performance during regularly scheduled or unscheduled inspections. The name(s) of the individual(s) who will perform the inspection.

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The checklist shall include every area of the Contractor's operation as well as every task required to be performed.

A system for identifying and correcting deficiencies in the quality of services before the level of performance becomes unacceptable and/or Delgado's inspectors point out the deficiencies.

A file of all inspections conducted by the Contractor and the corrective action taken. This documentation shall be made available to Delgado upon request, at any time during the term of the contract.

VI. General Information

The Contractor shall immediately notify Delgado's representative (in writing) of the existence of the development of any defects in, or repairs required which the contractor considers he is not responsible for under the terms of the contract, and shall furnish him a written estimate of the cost to make necessary repairs. The contracting officer reserves the right to make final determination of the responsibility. The contacting officer also reserves the right to solicit the services of other contractors to make said repairs. Delgado reserves the right to perform emergency repairs if at the Delgado's opinion; it jeopardizes patient or employee safety.

END OF SECTION

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Bid Tab and Contract rates from previous bid

Delgado Community College		Bid Tabulation Sheet	
Bid Name		40006-047 - Chiller Maintenance	
No.	QTY	UOM	Item
1)	12	Ea	City Park Central Plant
2)	12	Ea	City Park Building 2
3)	12	Ea	City Park Building 37
4)	12	Ea	City Park Building 6
5)	12	Ea	City Park Childcare Center
6)	12	Ea	East Jefferson Technical
7)	12	Ea	West Jefferson Technical
8)	12	Ea	West Bank Campus
9)	12	Ea	Sidney Collier Campus
10)	12	Ea	River City Campus
11)	12	Ea	Maritime Center/Fire School
Total Bid			
		Unit \$	Total \$
		\$ 4,000.00	\$ 48,000.00
		\$ 727.70	\$ 8,732.40
		\$ 241.30	\$ 2,895.60
		\$ 241.30	\$ 2,895.60
		\$ 241.30	\$ 2,895.60
		\$ 661.28	\$ 7,935.36
		\$ 472.00	\$ 5,700.00
		\$ 465.90	\$ 5,590.80
		\$ 750.50	\$ 9,006.00
		\$ 538.65	\$ 6,463.80
		\$ 800.00	\$ 9,600.00
			\$ 110,076.16
		Unit \$	Total \$
		\$ 7,263.88	\$ 88,266.56
		\$ 3,181.40	\$ 38,176.80
		\$ 936.11	\$ 11,233.32
		\$ 936.11	\$ 11,233.32
		\$ 2,279.81	\$ 27,357.72
		\$ 2,155.76	\$ 25,869.12
		\$ 1,000.22	\$ 12,002.64
		\$ 806.50	\$ 9,682.80
			\$ 286,893.34
		Unit \$	Total \$
		\$ 3,851.00	\$ 46,212.00
		\$ 219.00	\$ 2,628.00
		\$ 324.00	\$ 3,888.00
		\$ 324.00	\$ 3,888.00
		\$ 847.00	\$ 10,164.00
		\$ 697.00	\$ 8,364.00
		\$ 1,007.00	\$ 12,084.00
		\$ 723.00	\$ 8,676.00
		\$ 533.00	\$ 6,396.00
			\$ 123,012.00
		Unit \$	Total \$
		\$ -	\$ -
			\$ -

6/19/2024
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II. BID FORM
40006-047 – Chiller Maintenance

Monthly Maintenance of Chiller & HVAC Systems (including parts and labor per the specifications)

<u>Item No</u>	<u>Qty</u>	<u>UOM</u>	<u>Description</u>	<u>Monthly Price</u>	<u>Extended price</u>
(1)	12	Mo	CITY PARK CAMPUS CENTRAL PLANT Serial Number: 5211008300 Serial Number: 509M006400	<u>4,000.00</u>	<u>48,000.00</u>
(2)	12	Mo	CITY PARK CAMPUS BUILDING 2 Serial Number: STNU080500236 Serial, Number: STNU080500237	<u>727.70</u>	<u>8,732.40</u>
(3)	12	Mo	CITY PARK CAMPUS BUILDING 37 Serial Number: STNU110400051	<u>241.30</u>	<u>2,895.60</u>
(4)	12	Mo	CITY PARK CAMPUS BUILDING 6 Serial Number: STNU140600020	<u>241.30</u>	<u>2,895.60</u>
(5)	12	MO	CITY PARK CAMPUS CHILDCARE CENTER Serial Number: STNU100500003	<u>241.30</u>	<u>2,895.60</u>
(6)	12	MO	EAST JEFFERSON TECHNICAL CAMPUS Serial Number: 11551B84774341 Serial Number: 11551F85198444 Serial Number: FBOU071001846	<u>661.28</u>	<u>7,935.36</u>
(7)	12	MO	WEST JEFFERSON TECHNICAL CAMPUS Serial Number: STNU090700126 Serial Number: STNU080800058	<u>475.00</u>	<u>5,700.00</u>
(8)	12	MO	WEST BANK CAMPUS Serial Number: STNU110400050 Serial Number: STNU101100123	<u>495.90</u>	<u>5,950.80</u>
(9)	12	MO	SIDNEY COLLIER CAMPUS Serial Number: STNU140400073 Serial Number: STNU140400083	<u>750.50</u>	<u>9,006.00</u>
(9)	12	MO	RIVER CITY CAMPUS Serial Number: STNU170900077	<u>538.65</u>	<u>6,463.80</u>
(10)	12	MO	MARITIME FIRE SCHOOL Serial Number: FBOU150900047 Serial Number: FBOU150900029	<u>800.00</u>	<u>9,600.00</u>