



**PURCHASING DEPARTMENT**

**July 8, 2024**

**Addendum #1**

**HVAC Preventative Maintenance**

**IFB #50018-240044**

**ITM 1:** Verbal approval for maintenance repairs for \$0 to \$1,000. Anything over \$1,001 requires written approval.

**ITM 2:** Water treatment for chilled and hot water loop. These services are to be done monthly.

**ITM 3:** Include factory maintenance kit on boilers and chillers. These services are to be done annually. Maintenance kits will be furnished by the Contractor.

**ITM 4:** Brushing condenser tubing on water cooling chillers will be performed annually.

**ITM 5:** Will the contractor install the Grambling State-provided filters, belts and refrigerant?  
YES

**ITM 6:** Will Grambling State include Annual Maintenance of Cleaning the Cooling Tower Basin and Fills?

YES

**ITM 7:** Will Grambling State include the following Factory Building Automation Controls Maintenance?

The updated maintenance schedule for controls is below.

**Controls**

Quarterly	Semiannually	Annually
	Verify all points are reading valid values back to controller(s)	All points terminated and tight
	Test Fan Start/Stop Ramp signal if VFD present from min Hz to max Hz.	Stoke all outputs from 0 to 100% - verify device movement.
	Test system change over to various modes (cool/heat)	Calibrate temperature, humidity, and carbon dioxide sensors
	Verify all points read and display properly on graphics	Release any overrides
	Ensure alarm service is active and polling	Verify license
	Ensure all controllers are talking on communication bus	Perform a complete zip drive of the controls system every year. Copy will be given to university personnel once a year as a backup

**ITM 8:** Will Grambling State include Cleaning the Boiler Heat Exchanger during Annual Boiler Maintenance?

YES

**ITM 9:** Will Grambling State require contractor to include State of Louisiana Boiler License?

YES

**ITM 10:** Can Grambling State clarify how to notate a dollar amount for any repairs under \$2,500.00 in cost?

The dollar amount for maintenance-related repairs has been changed to \$1,000.00 (ADDENDUM #1 - ITM 1). Material costs will be covered through a separate purchase order. The Contractor will need to provide an itemized invoice for materials associated with these maintenance-related repairs at the end of each month.

Erin Walker  
Purchasing Director  
Grambling State University

**NOTE: PLEASE SIGN AND DATE AND RETURN WITH BID:**

**SIGN** \_\_\_\_\_ **DATE** \_\_\_\_\_

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