



ST. TAMMANY PARISH

MICHAEL B. COOPER
PARISH PRESIDENT

December 1, 2025

Please find the following addendum to the below-mentioned RFP.

Addendum No.: 1

RFP#: 25-11-3

Project Name: HVAC Maintenance

RFP Due Date: Wednesday, December 10, 2025

GENERAL INFORMATION:

1. Please remove Attachment A – Project Specifications Appendix C and replace it with Attachment A – Project Specifications Appendix C – Revised (attached).

QUESTIONS & ANSWERS:

Question 1. We would like clarification on section 2.1, scope of work/services. The RFP states “Additionally, all associated ventilation ductwork, chilled water piping, boiler/hot water piping, and water treatment equipment are not excluded and remain a part of this contract.” What is the scope of maintenance and repair you would like us to include on the duct work and piping?

Answer 1. The scope involves a full maintenance contract, meaning that any maintenance or repairs needed on the ductwork and piping should be included. Should any of these items be determined to be in disrepair during the initial equipment evaluation period, those repairs would not fall on the awarded contractor.

Question 2. Will there be an evaluation period to the vendor that is awarded the project. Meaning will the contractor have the opportunity to identify preexisting conditions, so they are not liable for work done, not done, misdiagnosed, or unidentified by the previous contractor?

Answer 2. Yes. Please refer to the second-to-last sentence in Section 2.1.

Question 3. We would like clarification on section 2.1, scope of work/services. The RFP states, “If a part is obsolete, the Provider shall replace the equipment to match the existing specifications



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of the failed unit, and at no additional cost to the Parish.” For example: If one of the boilers at the justice center has a leak that can not be repaired, are we responsible for changing out that boiler?

Answer 3. We are working on replacing the Justice Center boilers in 2026, in addition to the cooling towers. Please refer to the first paragraph in section 2.1 regarding proactive replacements.

ATTACHMENTS:

1. Attachment A – Project Specifications Appendix C – Revised.pdf

End of Addendum # 1

Appendix “C” Justice Center Equipment List

701 N. Columbia St., Covington, LA 70433 (Building)
601 N. Jefferson Ave., Covington, LA 70433 (Parking Garage)

Equipment Included in the Justice Center Scope of Work:

Heating System- Boilers, pumps, heating coils, steam traps, water strainers, unit heaters, duct heaters, heat exchangers, tube bundles, cabinetry, humidifiers and all components contributing to proper building heating.

Cooling System– Air conditioning compressors, evaporators, evaporative condensers, air-cooled condensers, cooling towers, cooling tower fans, pumps, water chillers, cooling coils and all components contributing to proper building cooling.

Air Handling System – Fans, motors, sheaves, shafts, dampers, induction units, VAV mixing box pneumatic controllers, VAV mixing boxes and fan coil units, VFDs and all components contributing to moving/circulating air for the building.

Miscellaneous Equipment– Exhaust fans, float valves, direct expansion valves, thermometers, gauges, magnetic starters, manual motor starters, pump and fan motor drives, belts, and electrical wiring from motor disconnect to their respective motor.

Chemical Water Treatment - Open loop condenser water system, closed loop chilled water system, closed loop heating water system. Supply all equipment and chemicals 100%.

The Proposer should be responsible to clean all the equipment listed, wet wash fans and blades with soap and water, and wet wash entire fan coil unit. All cleaned units are NOT to be put online until water, dirt and debris are properly vacuumed out so that it never enters the ductwork and flex lines. All drain pans are to be cleaned so that ALL DEBRIS is removed at least once a year.

St. Tammany Parish Justice Center Equipment:

York – 600 ton Centrifugal chiller. Chiller model #YT Series (2 ea)

Chiller associated isolation valves & makeup/aerator systems

Baltimore Air Coil - Cooling tower 1200 ton/ 2 cell & bypass valves

Aurora - Centrifugal pumps 10 thru 40 hp (10 ea) & associated motors

Grundfos - 1/6 hp Circulating pump (hot water) (4ea)

Cleaver-Brooks - (2 ea) Gas boilers 3,500,000 BTU & makeup water system Central Plant Exhaust fans (7 ea)

Central Plant Supply fans (2 ea)

Air compressors/dryers & associated controls (2 ea)

Trane 2 stage DX 5 ton unit (1 ea)
Ruud - 120 gallon water
heaters (2 ea)
Smoke evac fans up to 50
hp (12 ea)
Smoke evac fans 50 to 75
hp (6 ea)
Chill water valves (18 ea)
Motor starters (57 ea)
York- 35thru 50 ton air
handlers (5 ea)
York-20 h.p electric motors
(5 ea)
York - 50 thru 55 ton air
handlers (3 ea)
York - 25 hp electric motors
(3 ea)
York - 60 thru 65 ton air
handlers (5 ea)
York - 30 hp electric motors
(5 ea)
York - 65 thru 85 ton air
handlers (5 ea)
York - 40 hp electric motors
(5 ea)
Variable Frequency drives
(15 ea)
Variable Air Volume boxes w/hot water heating
coil (312 ea)
Hot water by-pass valves (2 ea)
Chill water by-pass
valves (2 ea)
Refrigerant monitor {1 ea}
South Elevator A/C package
units (2 ea)
LG mini split unit (1 ea)

Air Handlers Units (AHU) and Make up Air handler Units (MAU):

AHU
B-1,
Qty 21
AHU
B-2,
Qty 21
AHU

B-3,
Qty 21
AHU
G-1,
Qty 20
AHU
G-2,
Qty 14
AHU
G-3,
Qty 22
AHU
G-4,
Qty 17
AHU
2-1,
Qty 30
AHU 2-2, Qty 15
AHU 2-3, Qty 32
AHU 2-4, Qty 18
AHU 3-1, Qty 25
AHU 3-2, Qty 17
AHU 3-3, Qty 25
AHU 3-4, Qty 14
MAU 3-1
MAU 4-1
MAU 4-2

VAV boxes with controllers and hot water heating coils:

- Total VAVs at the JC:312

St. Tammany Parish Parking Garage Equipment:

Chiller - 35 ton air
cooled (1 ea) Variable
Frequency drive (1 ea)
York Air Handler 15hp (1
ea)
Variable Air Volume boxes w/electric heating
coil (13 ea) Exhaust fans (2 ea)
Elevator NC package
units (2 ea) LG mini
split units (3 ea)