

**CITY OF RANCHO MIRAGE
69825 HIGHWAY 111
RANCHO MIRAGE, CA 92270
(760) 324-4511**

**ADDENDUM TO
REQUEST FOR PROPOSALS
FOR
HEATING, VENTILATION, AND AIR CONDITIONING
(HVAC) MAINTENANCE SERVICES**

**ISSUED:
AUGUST 1, 2022**

PURPOSE:

This Addendum (“Addendum”) is being issued to provide clarifications to maintenance schedule and equipment schedule for the City of Rancho Mirage Request for Proposals for Heating, Ventilation, and Air Conditioning (HVAC) Maintenance Services, dated July 6, 2022 (“RFP”). Included below are the clarifications thereto, which shall be made part of the RFP by inclusion into this Addendum.

GENERAL INSTRUCTIONS:

This Addendum constitutes an integral part of the RFP and shall be read in conjunction with the RFP. Where inconsistent with the RFP, this Addendum shall govern. It is the responsibility of all respondents to the RFP to conform to this Addendum. Unless specifically changed herein, all other requirements, terms and conditions of the RFP remain unchanged. All respondents must acknowledge receipt of this Addendum by signing and submitting the form that is attached to this Addendum as Exhibit “A.”

CLARIFICATIONS

- 1. REPLACE HVAC PREVENTATIVE MAINTENANCE SCHEDULE SET FORTH IN THE RFP. SEE ATTACHED REVISED HVAC PREVENTATIVE MAINTENANCE SCHEDULE.**
- 2. REPLACE HVAC EQUIPMENT SCHEDULE FILTER LIST AS SET FORTH IN RFP. SEE ATTACHED REVISED HVAC EQUIPMENT SCHEDULE FILTER LIST.**
- 3. THE RFP IS HEREY AMENDED TO PROVIDE THAT THE PROPOSAL SUBMITTAL DEADLINE IS EXTENDED TO AUGUST 10, 2022 (PREVIOUSLY, PROPOSALS DUE NO LATER THAN AUGUST 3, 2022). PROPOSALS WILL BE ACCEPTED UNTIL 4:00 P.M. ON AUGUST 10, 2022. ALL OTHER INSTRUCTIONS FOR SUBMITTALS OF PROPOSALS SET FORTH IN RFP SHALL REMAIN UNCHANGED.**

*****END ADDENDUM NO. 1*****

ALL BIDDERS SHALL ACKNOWLEDGE RECEIPT OF THIS ADDENDUM NO. 1 BY SIGNING THE ATTACHED RECEIPT SHEET AND SUBMITTING THE SIGNED SHEET WITH THEIR BID PROPOSAL. FAILURE TO COMPLY MAY BE CAUSE TO CONSIDER THE BID NON-RESPONSIVE.

EXHIBIT "A"

**ADDENDUM RECEIPT
ACKNOWLEDGEMENT FORM**

By signing this form, I hereby acknowledge receipt of the Addendum dated August 1, 2022 ("Addendum"), to the City of Rancho Mirage Request for Proposals for Heating, Ventilation, and Air Conditioning (HVAC) Maintenance Services, dated July 6, 2022 ("RFP"). I agree to include this signed instrument as part of any proposal package submitted in response to the RFP and Addendum.

By:

Title:

Date: _____, 2022

HVAC PREVENTATIVE MAINTENANCE SCHEDULE

City Hall – 69-825 Highway 111
Provide and install filters monthly in the air handlers, fan coils and ductless split systems
Provide bi-monthly service to the “Carrier” chiller, BAC cooling tower and Raypak boiler
Provide quarterly service to pumps, oilers, air handlers, fresh air fans, split systems, Daikin pump
Provide semi-annual service to standby chiller, tower, boiler, and pumps.
Provide semi-annual service and testing of the variable frequency drives vfd’s
Provide maintenance and support as required for Distech Automated Controls System
Provide monthly service to primary cooling tower, boiler, pumps, and chiller
Provide quarterly service, maintenance, and monthly inspections of ice machine and drinking fountains
Provide annual service to Carrier chiller, BAC cooling tower and Raypak boiler
Library – 71-100 Highway 111
Provide monthly service to the cooling tower and roof top air handlers, condensing units, and fan coils
Provide and install pre-filters monthly in the roof top air handlers and fan coils
Provide monthly service to the “Smardt” chiller, Marley cooling tower and Raypak boilers
Provide quarterly service to pumps, oilers, air handlers, fresh air fans, split system and Raypak boilers
Provide annual service to “Smardt” chiller, Marley cooling tower and Raypak boilers
Provide semi-annual service and testing to the variable frequency drives vfd’s
Provide maintenance and support as required for Distech Automated Controls System
Provide and install final filters annually to roof top air handlers.
Provide quarterly service, maintenance, and monthly inspections of ice machine and drinking fountains
Observatory- 71-100 HIGHWAY 111
Provide and install filters monthly to all package A/C Units and ductless split systems
Provide quarterly service to all package a/c units, ductless split systems and exhaust fans
City Maintenance Yard – 72-201 Manufacturing Road, Thousand Palms
Provide and install filters monthly to all package A/C Units
Provide monthly service to all package a/c units, and exhaust fans
Provide and install semi-annually cooling pads for all evaporative coolers. Winterize November to April
Provide quarterly service, maintenance, and monthly inspections of ice machine
Fire Station #50 – 70-800 Highway 111
Provide and install filters quarterly to all package A/C Units
Provide quarterly service to all package a/c units, and exhaust fans
Provide quarterly service, maintenance, and monthly inspections of ice machine
Fire Station #69 – 71-751 Gerald Ford
Provide and install filters monthly to all package A/C Units and ductless split systems
Provide monthly service to all package a/c units, ductless split systems and exhaust fans
Provide quarterly service, maintenance, and monthly inspections of ice machine
Rancho Mirage Community Park Amphitheater -San Jacinto
Provide quarterly service exhaust fans, split systems
Provide quarterly service window a/c unit
Provide quarterly service, maintenance, and monthly inspections of ice machine

**CITY OF RANCHO MIRAGE HVAC EQUIPMENT SCHEDULE
FILTER LIST**

QTY	UNITS	SIZE	TYPE	CHANGES/ YEAR
CITY HALL				
10	AHU-1	16X25X2	PLEATED	MONTHLY
12	AHU-2	16X25X2	PLEATED	MONTHLY
15	MZ-A	16X25X2	PLEATED	MONTHLY
2	BASEMENT FC	16X25X2	PLEATED	MONTHLY
12	FC 1-4 (3EA)	16X25X1	PLEATED	MONTHLY
2	FC 5-6 (1EA)	12X24X1	PLEATED	MONTHLY
2	FC 7	16X20X1	PLEATED	MONTHLY
2	FC 8-9 (1EA)	10X24X1	PLEATED	MONTHLY
1	RAYPAK BOILER	12X12X1	PLEATED	QUARTERLY
1	DIAKIN	10X24X1	PLEATED	QUARTERLY
3	ELKAY FOUNTAINS	51300C	CARBON	ANNUAL
1	ICE MAKER	FIELD VERIFY	FIELD VERIFY	FIELD VERIFY
LIBRARY				
6	AHU-1	24X24X2	PLEATED	MONTHLY
5	AHU-1	12X24X2	PLEATED	MONTHLY
9	AHU-2	24X24X2	PLEATED	MONTHLY
3	AHU-2	12X24X2	PLEATED	MONTHLY
4	AHU-3	24X24X2	PLEATED	MONTHLY
6	AHU-4	24X24X2	PLEATED	MONTHLY
2	RAYPAK BOILER	12X12X1	PLEATED	QUARTERLY
6	AHU-1	24X24X2	90-95% RIGAFLOW	ANNUAL
5	AHU-1	12X24X2	90-95% RIGAFLOW	ANNUAL
9	AHU-2	24X24X2	90-95% RIGAFLOW	ANNUAL
3	AHU-2	12X24X2	90-95% RIGAFLOW	ANNUAL
4	AHU-3	24X24X2	90-95% RIGAFLOW	ANNUAL
6	AHU-4	24X24X2	90-95% RIGAFLOW	ANNUAL
3	ELKAY FOUNTAINS	FIELD VERIFY	FIELD VERIFY	ANNUAL
1	ICE MAKER	FIELD VERIFY	FIELD VERIFY	FIELD VERIFY
OBSERVATORY				
1	A/C UNIT	20X25X1	PLEATED	MONTHLY
2	DUCTLESS SPLIT UNITS 1-2	FIELD VERIFY	WASHABLE	MONTHLY
FIRESTATION 50				
3	A/C UNITS 1-3	20X25X1	PLEATED	QUARTERLY
1	ICE MAKER	FIELD VERIFY	FIELD VERIFY	FIELD VERIFY
FIRESTATION 69				
2	A/C UNITS	20X24X2	PLEATED	MONTHLY
2	SWAMP COOLER		MEDIA	5 YEARS OR AS NEEDED
3	DUCTLESS SPLIT UNITS		WASHABLE	MONTHLY
1	ICE MAKER	FIELD VERIFY	FIELD VERIFY	FIELD VERIFY
CITY MAINTENANCE YARD				
12	A/C UNITS 1-6 (2EA)	16X25X2		MONTHLY
4	A/C UNIT 7	18X24X2		MONTHLY
4	SWAMP COOLER	16X16X1		SEASONAL
4	SWAMP COOLER	20X20X1		SEASONAL
1	TRAFFIC BUILDING	14X20X1		MONTHLY
1	ICE MAKER	FIELD VERIFY	FIELD VERIFY	FIELD VERIFY
COMMUNITY PARK				
AMPHITHEATER				
6	DUCTLESS SPLIT UNITS 1-3		WASHABLE	QUARTERLY
1	DUCTLESS SPLIT UNIT 4		WASHABLE	QUARTERLY
1	ICE MAKER	FIELD VERIFY	FIELD VERIFY	FIELD VERIFY