



City of Cambridge

Purchasing Department

Cynthia H. Griffin
Purchasing Agent

TO: ALL BIDDERS

FROM: CITY OF CAMBRIDGE

DATE: SEPTEMBER 28, 2010

RE: HVAC MAINTENANCE & REPAIRS AT VARIOUS LOCATIONS –
FILE NO. 5316

Question: The equipment is not listed or is not clear for the following buildings – Healy Public Safety, West Cambridge Youth Center and Main Library.

Answer: We are still compiling the equipment list for the Main Library and this will appear in a separate addendum. The lists for the West Cambridge Youth Center and Healy Public Safety Facility are complete. If they are not clear to prospective bidders then specific questions must be addressed to the City.

Section of the Technical Specifications should read as follows:

- 3.09 Chillers and Cooling Towers
- 3.10 Circulation Pumps (Chilled and Hot Water)
- 3.11 Service

Please see attached section in the Technical Specs as section 3.11 that was inadvertently omitted.

All other particulars remain unchanged.

CYNTHIA H. GRIFFIN
PURCHASING AGENT

ADDENDUM NO. 1



3.11 Service

In the event of equipment failures, the bidder agrees that qualified technicians will be available at all times to report to the site within two hours of the initial call to perform repairs at rates consistent with prevailing wage rates and normal overhead. Contractor shall make every effort to assign the same technician(s) to this contract so they may become familiar with the City's equipment and systems for a more effective and efficient response. Service may include modifications to the existing HVAC systems as part of building renovation projects and/or replacement of equipment or systems.

A. Notification

Service shall be carried out only after to the appropriate City Department which must have the opportunity to observe the work being done. City contacts are:

DPW Buildings - Timothy Boughner at 617-349-4823; tboughner@cambridgema.gov

Fire Department - Deputy James Burns at 617-349-4920;
jburns@cambridgefire.org

Public Library - Warren Pearson at 617-349-4438; wpearson@cambridgema.gov

Water Department - Michael Bonacci at 617-349-4797;
mbonacci@cambridgema.gov

The successful bidder shall employ a dispatcher during regular working hours as well as an answering service capable of signaling a service person twenty-four (24) hours per day. A simple answering machine is not acceptable. In addition, the successful bidder shall provide the City with emergency phone numbers of selected personnel for backup to make contact directly, which is to include the phone numbers of the owner(s).