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**ADDENDUM ONE**

**Susquehanna Area Regional Airport Authority  
Harrisburg International Airport**

**CHILLER MAINTENANCE - PROJECT #: 2017-010**

**Addendum No. 1**

**Dated: March 3, 2017**

**Bid Opening Date: Tuesday, March 7, 2017**

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**NOTICE**

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*It is the sole responsibility of the bidder to ensure that he/she has received any and all addenda and SARA may, in his/her sole discretion, reject any bid for which all addenda have not been executed and returned.*

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**IS AMENDED AS FOLLOWS:**

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- I. PRE-BID MEETING MINUTES**
  - II. QUESTIONS AND ANSWERS**
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**I. PRE-BID MEETING MINUTES**

- A. Reference attachment with pre-bid meeting minutes from Wednesday, March 1, 2017.  
Also included please find attendee sign in sheet.

**II. QUESTIONS AND ANSWERS**

- A. Reference attachment for the complete list of questions and answers.

Please sign, date and return this addendum with your bid, as it now becomes part of the proposal.

Firm Name (Type or Print) \_\_\_\_\_

Authorized Signature \_\_\_\_\_ Title \_\_\_\_\_

Name (Type or Print) \_\_\_\_\_ Date \_\_\_\_\_

(END OF ADDENDUM ONE)



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**CHILLER MAINTENANCE PRE-BID MEETING MINUTES  
WEDNESDAY, MARCH 1, 2017 @ 10:30 AM**

**1. Welcome & Introductions**

- a. Mark Hake welcomed attendees and all present introduced themselves.
- b. The list of attendees is included in the attached sign-in sheet.

**2. Technical Specifications and Questions**

*“It is the intent of these specifications to cover all necessary materials and labor, whether or not specifically mentioned, to complete in every respect repairs, preventative maintenance, servicing and testing of the chillers serving the terminal at the Harrisburg International Airport. All materials shall be OEM quality and all labor completed in a workmanlike manner and in strict accordance with manufacturers specifications and all State and local codes. It is also the intent to award this contract in full to one successful bidder.”*

Question: Is it the intent of these specifications to cover all necessary materials and labor to complete in every respect repairs, preventative maintenance, servicing and testing of the chillers including the troubleshooting diagnostics and repair during both regular time hours and during non-regular time hours (i.e. overtime and holiday time hours)?

Answer: Overtime, emergencies and Holiday rates can be addressed on Page BF3. All other questions are answered in the bid specifications.

Question: If at any time it is found that repairs may be needed that are not covered by this agreement, please provide us with an example of this for clarity

Answer: Such as failed sensors, control boards, motors.

Question: If the Scheduled maintenance work has been completed per BASE BID SERVICE-CHILLER SYSTEMS, Page 4-8. and conditions are such that the system requires additional Scheduled maintenance tasks to be completed (more than the specified amount of tube cleanings, oil samples, oil changes as required etc.) Would this additional work be handled per the “intent of specifications” and not be billable to the customer?

Answer: Additional work necessary and not covered can be found on Page 2.



**Susquehanna Area Regional Airport Authority  
Harrisburg International Airport**

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**Question:** Repair service work, as covered under this agreement, shall be performed Monday through Friday, 7:00 AM to 3:30 PM, unless specifically authorized as emergencies at another designated time period(s). Please provide us with clarity as to emergencies at another designated time period

**Answer:** HIA is a 24/7 facility and May occasionally require emergency service as necessary to maintain our facility operations.

**Question:** The hourly rate for such emergency service, as needed, shall be bid separately and may or may not be utilized by SARAA. If emergency service is provided for by other than the awarded contractor (may or may not be utilized), is the awarded contractor responsible for the work performed by others going forward?

**Answer:** This is a preventive maintenance contract. We do not want to limit our options for service providers for work not covered in this contract.

**Question:** However, SARAA shall be responsible for all charges due to systems not under the contractor's control. It shall be the responsibility of the successful contractor to inform SARAA of any parts that may need replacing that they encountered during their periodic inspections. See questions above for clarity on what is chargeable and what isn't chargeable to SARAA for Emergency Service, Repair and Replacement, Troubleshooting, Diagnostics etc.

**Answer:** This is a Preventive Maintenance only contract; anything necessary for preventive maintenance is not billable

**Question:** Please provide clarity by providing an example of SARAA responsibility for all repairs not covered under this agreement.

**Answer:** Replacement of controls and sensors.

**Question:** The contractor shall respond to an emergency call within three (3) hours. Respond to the call via telephone/electronically response or on site response time?

**Answer:** I suggest that we change to one hour response time by phone and three hour on sight if required.



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Harrisburg International Airport**

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Question: Brush condenser tubes (before April 15<sup>th</sup>, end of 2<sup>nd</sup> year). Normally water cooled chillers condenser tubes are brush cleaned as part of annual chiller maintenance. Shouldn't this Specialty Maintenance be performed one time each year?

Answer: Condenser tubes are to be brush cleaned every year starting immediately the first year, and both the condenser and evap. Tubes prior to eddy testing.

Question: Can you provide the bidders with a copy of the last Eddy current tube analysis that was performed on all four of the subject chillers

Answer: I have 2014 reports if necessary. I can have them scanned into a PDF.

Question: Pull oil sample for spectroscopic analysis and provide a report. Check oil for acid content and discoloration. Make recommendations to the customer based on the results of the test. If spectroscopic analysis of the oil sample recommends the complete change of the compressor's oil, is it the responsibility of the contractor to provide the material and labor for this work or is SARAA responsible and billable for this work? This question is applicable to both the CENTRIFUGAL CHILLERS as well as the HELICAL ROTARY CHILLERS.

Answer: Again this is a preventive maintenance contract If oil change is recommended contractor shall bid repair.

**The following were the questions asked during the facility tour after our meeting this morning:**

Question: Is the PCA Evap loop Water or Glycol?

Answer: Glycol

Question: What temperature is the PCA Evap loop run at?

Answer: 27 degrees Fahrenheit

Question: Do the PCA chillers and main Building Chillers share the same cooling tower?

Answer: Yes

Question: Is the PCA chiller system considered a redundant system?

Answer: Yes



**Susquehanna Area Regional Airport Authority  
Harrisburg International Airport**

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Question: Is the cooling tower a part of this contract?

Answer: No

Question: Are the Main chillers shut down and drained for a seasonal shutdown?

Answer: Yes

Question: Are the previous eddy current test results available?

Answer: Yes, the 2014 Eddy current test results are available upon written request.

Question: In the PCA room, would HIA provide containers for the glycol when the Evap barrels are opened for testing?

Answer: Yes, barrels can be provided, however, all other required equipment is the responsibility of the company awarded the contract.

3. The meeting concluded with a site visit of the chillers identified in the project.
4. Answers to questions asked during the site visit and submitted via email are included in these minutes.



# CHILLER MAINTENANCE

Project No. 2017-010

PRE-BID MEETING

Meeting Attendees

Date: Wednesday, March 1, 2017 - 10:30 AM

**PLEASE PRINT**

CONTACT PERSON / COMPANY NAME	SIGNATURE	E-mail Address	Work Phone #	Cell Phone #
Mark Hake / SARAA		<a href="mailto:MarkH@saraa.org">MarkH@saraa.org</a>	717-948-3900	717-648-0483
Stan Crum / SARAA		<a href="mailto:StanleyC@saraa.org">StanleyC@saraa.org</a>	717-948-3900	717-443-4197
William Stum / SARAA		<a href="mailto:William.Stum@saraa.org">William.Stum@saraa.org</a>	717-948-3900	717-554-2550
BRIAN ARNOLD / JOHNSON CONTROLS		BRIAN.A.ARNOLD@JCI.COM	717 315-0957	717-315-0957
John SELF / McClure Co.		JohnSELF@MCCLURE CO., INC		
Tom Murray / McClure Co.		tommurray@mcclureco.com	717 943 2792	same
Dan Davis / Hautach		DanDavis@hautach.com	301-957-4348	443-832-1675
V. CREAGAN / Hautach		VCREAGAN@hautach.com	" " "	610-406-5969
Karl Kohler / JCI		Karl.A.Kohler@JCI.COM	717 870 4276	same
Scott Schmitte / Johnson Controls		SCOTT.A.SCHMITTE@JCI.COM	717-856 7609	same
DAVID COOKSEY / CARRIER		David.E.Cooksey@carrier-jtc.com	717-706-0187	SAME