



# Office for People With Developmental Disabilities

**KATHY HOCHUL**  
Governor

**KERRI E. NEIFELD**  
Commissioner

**WILLOW BAER**  
Executive Deputy Commissioner

November 21, 2023

2024-2029 Heating, Ventilation, and Air Conditioning (HVAC) Systems and Water Heater Inspections, Start-Up, and/or Maintenance and Repair Services in Dutchess, Putnam, and Ulster Counties IFB TAC 120523

**A signed Addendum must be received with your bid or within 3 business days of request by OPWDD. Failure to submit this signed Addendum as specified above may result in the bid being disqualified.**

## **Addendum 1.**

Addendum 1 details four changes to the Qualifications and Scope of Work section of the IFB:

1. Page 21, II. Ducted Air Handling System(s), immediately under the heading **II. Ducted Air Handling System(s)**, add the following specification:

**If air handlers are utilized for both heating and cooling systems, they are to be serviced with the annual air conditioning service inspection and again with the annual heating and hot water service inspection.**

2. Page 21, II. Ducted Air Handling System(s), C., 4. "Spare Filter Quantity: Provide twelve (12) as a set for each air handler." is deleted and replaced with the following:

4. Spare Filter Quantity: Provide twelve (12) as a set for each air handler annually.

3. Page 21, II. Ducted Air Handling System(s), J. "Clean heating and cooling coils (2x per year) with EPA-approved, non-corrosive coil cleaners." is deleted and replaced with:

J. Clean heating and cooling coils with EPA-approved, non-corrosive coil cleaners.

4. Page 22, IV. Ductless Split-System Air Handling Units and Air-Cooled Condensers (AC and AC/Heat Pump Types), immediately under the heading **IV. Ductless Split-System Air Handling Units and Air-Cooled Condensers (AC and AC/Heat Pump Types)** add the following specification:

**When split-system air handling units and/or air-cooled condensers are used for both heating and cooling, they are to be serviced once in the spring and once in the fall, as specified above in the Statement of Work.**

Respectfully,



Mary O'Connell, CMS 1  
Contract Management Unit  
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Please complete the below confirmation that you have received and acknowledge this Addendum 1 to IFB TAC 120523

\_\_\_\_\_  
(Business Name)

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Print Name)

\_\_\_\_\_  
(Title)