



Office for People With Developmental Disabilities

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Governor

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Commissioner

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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**

Questions and Answers:

Below is a compilation of the questions received for this bid. Questions that were repeated or of a recurring nature are consolidated. Thank you very much for your interest.

1. **Question:** Will all of the air handlers and mini splits be serviced in the Fall inspection as well as the Spring inspection?

Answer: As a result of this question, OPWDD issued an Addendum for clarification regarding the frequency of service for air handlers and mini splits. Please see the attached Addendum #1.

2. **Question:** Condenser Coil Cleaning is typically performed in the late Spring/early Summer (usually June) – is this to be performed as a separate visit in June? If not in June, when would DDSOO want this to be completed?

Answer: Condenser coil cleaning should occur with the annual spring air conditioning service inspection, which is to be completed between April 1st and May 15th of each year, per the Statement of Work.

3. **Question:** At the Ulster Day Program location there are two rooftop units listed. In the Rooftop Units Scope of Work, there is a list of tasks for an Annual Inspection and then a list of tasks for Quarterly Inspections. Will these units be maintained annually, quarterly, or twice per year (1 Spring Inspection, 1 Fall Inspection)?

Answer: Roof Top Units are to be serviced quarterly. The Annual Inspection and first Quarterly Preventive Maintenance service should take place simultaneously and incorporate tasks from both lists. The three remaining service visits will follow the Quarterly Preventive Maintenance list of tasks. All service visits should be coordinated with the Plant Superintendent or designee.

Respectfully,



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