



**Office of the Administrative Director – Financial Services Department**

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May 12, 2017

MEMORANDUM

TO WHOM IT MAY CONCERN:

FROM: Dean H. Seki, Financial Services Director /s/ Clyde Kishimoto for  
Dean H. Seki

SUBJECT: ADDENDUM NO. 1  
JUDICIARY PROJECT NO. J18030

PROVIDE AIR CONDITIONING AND VENTILATION  
SYSTEM MAINTENANCE SERVICE AND  
CHEMICAL WATER TREATMENT  
OF AIR CONDITIONING EQUIPMENT  
AT VARIOUS JUDICIARY FACILITIES ON OAHU

Transmitted herewith is a copy of Addendum No. 1 providing the following:

- POSTPONEMENT OF BID OPENING DATE to 2:00 PM, H.S.T., on May 25, 2017
- CHANGES TO: SECTION ONE – AIR CONDITIONING MAINTENANCE SPECIFICATIONS
- CHANGES TO: SECTION TWO – WATER TREATMENT SPECIFICATION
- CHANGES TO: SECTION THREE – SPECIAL PROVISIONS
- CHANGES TO: ATTACHMENT: OFFER QUALIFICATION FORM

Should you have any technical questions regarding this Addendum, please call the Officer-In-Charge for this project Wayne Taniguchi, Ph. (808) 538-4005 or [Wayne.S.Taniguchi@courts.hawaii.gov](mailto:Wayne.S.Taniguchi@courts.hawaii.gov). Other questions may be directed to Deepa P. Sheehan of the Judiciary Contracts & Purchasing Office at (808) 538-5805, or [Deepa.P.Sheehan@courts.hawaii.gov](mailto:Deepa.P.Sheehan@courts.hawaii.gov).

ADDENDUM NO. 1  
INVITATION FOR BID  
BID PROPOSAL NO. J18030

TO

PROVIDE AIR CONDITIONING AND VENTILATION  
SYSTEM MAINTENANCE SERVICE AND  
CHEMICAL WATER TREATMENT  
OF AIR CONDITIONING EQUIPMENT  
AT VARIOUS JUDICIARY FACILITIES ON OAHU

May, 2017

This addendum modifies the original Solicitation Documents for the solicitation dated April, 2017 and any previously issued addenda. The items in the addendum shall govern the work, taking precedence over previously issued specifications and drawings governing the items mentioned. Acknowledge receipt of this Addendum in the space provided on the Sealed Offer Form.

## I. POSTPONEMENT OF BID OPENING DATE

Notice is hereby given that the bid opening scheduled for 2:00 PM, H.S.T., on May 16, 2017, has been **postponed to 2:00 PM, H.S.T., on May 25, 2017**. Bids received after the date and time specified will not be considered.

## II. CHANGES TO: SECTION ONE – AIR CONDITIONING MAINTENANCE SPECIFICATIONS

A. 1.1 SCOPE, Delete last sentence reading, “The Contractor shall completely guarantee satisfactory operation of all air conditioning and ventilation systems within the cost of this contract.”

B. 1.2 DESCRIPTION OF WORK, Revise fifth paragraph to read as follows:

“All services performed by the Contractor will be subject to inspection by the Officer-in-Charge or his designee. Provide dated written documentation, by building, of services performed. Maintain records pertinent to each site at site in location designated by Officer-in-Charge or his designee. Report all discrepancies in writing, by site, including description of how corrected. Report discrepancies not corrected, in writing, by building, in sufficient detail to describe follow-up action required, estimate of costs and time required to correct, and expected impacts on operations while not corrected. Certify performance, by building, of all services, including that all discrepancies are reported, in writing. Services performed by the Contractor shall include the applicable items listed, but not be limited to the following:”

C. 1.6 PARTS AND MATERIALS,

Revise first sentence to read as follows:

“Generally, the Contractor shall restore to serviceability all parts that are found to cost less to restore than to replace with a new part.”

Add new third paragraph to read as follows:

“Where replacement parts are no longer available or where expected life cycle cost of parts replacement and/or equipment restoration exceeds the expected life cycle cost of equipment replacement, the Contractor shall so notify the Officer-in-Charge in writing and shall include an estimation of costs and schedule required to replace said equipment and description of impacts of such equipment being out of service.”

D. 1.9 SPECIAL REPORTS, Revise first and second paragraphs to read:

“Prior to the commencement with the work on this contract, the Contractor shall submit to the Officer-in-Charge his monthly inspection and routine service schedule, by building, for the period of the contract.

The Contractor shall also maintain, by building, a separate book, record, documents...”

- E. 1.13 WARRANTY, Delete paragraphs and replace with the following paragraph:

“The Contractor shall provide a manufacturer’s written warranty against defects for replacement integral replacement parts of equipment listed herein (such as compressors, fan motors, etc.) covering a minimum one-year period beginning on date of acceptance which shall be upon one month of trouble-free operation. The warranty will state date of acceptance, make, model number, building and location of equipment.”

**III. CHANGES TO:  
SECTION TWO – WATER TREATMENT SPECIFICATIONS**

- A. 2.3 SERVICE REQUIREMENTS, Revise Item 7 to read as follows:

“7. All work done and all material furnished shall be subject to inspection and approval of the Officer-in-Charge or his designee so as to ascertain that the services rendered are in accordance with the requirements and intentions of the specifications, special provisions, and the general conditions. The Contractor shall certify performance, by building and for each system therein, of all services, including that all discrepancies as well as changes to prescribe water treatment programs, are reported, in writing.”

**IV. CHANGES TO:  
SECTION THREE – SPECIAL PROVISIONS**

- A. 3.2 OFFICER-IN-CHARGE, Revise paragraph to read as follows:

“For the purposes of this contract, the Facilities Manager of the First Circuit of The Judiciary, or his designee, shall be designated Officer-in-Charge. The telephone number at which he can be reached is 808-538-4005.”

- B. 3.4 EXAMINATION OF SERVICE AREAS, Delete three paragraphs and replace with the following:

“Prospective offerors are invited to visit the job sites listed in the Specifications to generally familiarize themselves with existing conditions and the amount and kind of work to be performed. Maintenance logs will be made available for inspection at each site. Offeror shall consider the existing equipment to be in as-is condition. All equipment, whether listed on the EQUIPMENT SCHEDULE or not, that is a component of the air conditioning system shall be serviced. The only exception will be for the Old Juvenile Detention Home, in which all window units are not included in this bid, and therefore, will not require servicing.

- C. 3.5 OFFEROR’S QUALIFICATION

Experience and Personnel Qualifications, Delete section in entirety and replace with the following:

“Experience and Personnel Qualifications. The Offeror shall have a minimum of ten (10) consecutive years of experience (immediately prior to the bid opening date) in the field of air conditioning and ventilation equipment maintenance service of centrifugal and reciprocating chillers. Offeror must be able to produce documented maintenance and repair experience to substantiate their claim of experience. Offeror

must employ a minimum of twelve (12) full-time air conditioning maintenance/repair personnel (as described below) who are regular employees of the Contractor at the time of bid (i.e. only those personnel that currently maintain and repair air conditioning equipment in the field).

The offeror shall have at least four (4) full-time journeymen refrigeration/air conditioning mechanics who are regular employees of the Contractor each with a minimum of ten (10) years of centrifugal and reciprocating chiller maintenance and repair experience (immediately prior to the bid opening date) on similar types of equipment as indicated in these specifications.

In addition to the above four centrifugal/reciprocating chiller personnel, the offeror shall have at least four (4) full-time journeymen refrigeration/air conditioning mechanics (regular employees of the Contractor at the time of bid) assigned to perform air conditioning maintenance. Each journeymen mechanic shall have a minimum of ten (10) consecutive years of maintenance service experience (immediately prior to the bid opening date) on air conditioning and ventilation equipment as indicated in the specifications.

The bidder shall also have at least four (4) full-time refrigeration mechanics (regular employees of the Contractor at the time of bid) to assist the journeymen refrigeration mechanics. Each mechanic shall have a minimum of six (6) consecutive years of air conditioning maintenance/repair experience (immediately prior to the bid opening date).

All the employees meeting the experience requirements above and assigned to this contract must reside on the island of Oahu during the duration of this contract. These requirements are necessary to insure adequate emergency and regular maintenance coverage.

The journeymen refrigeration/air conditioning mechanics must provide documentation to show that they are certified journeymen.

All air conditioning/refrigeration mechanics must have a valid refrigeration universal certification classification and must provide proof of this certification at time of bid.”

Due to potential leaks or discharge of refrigerant from chillers, all mechanics assigned to work on any chiller shall be trained and certified in the use of a self-contained breathing apparatus at the time of bid submittal.

All prospective offerors shall provide documented maintenance experience records to substantiate their claim of experience as indicated above at the time their offer is submitted.

The Judiciary reserves the right to reject an offer submitted by any offeror who provides false personnel qualifications. Falsification of personnel qualifications, inability to perform the work in accordance with the specifications, utilization of unqualified personnel, or excessively high turnover of personnel assigned to this project shall constitute a breach of contract.”

#### D. 3.8 INSURANCE

After first sentence in first paragraph, add the following new second sentence:

“All insurance coverage shall be provided by a company authorized to write insurance in the State of Hawai‘i.”

Add a new last paragraph to Item 3.8 to read as follows:

“ For major installations, such as projects to replace major equipment, the Contractor shall obtain Property (Builder’s Risk) insurance with a limit equal to the completed value of the work or the property being installed and shall insure against all loss excluding earthquakes and floods.”

E. Add new item and paragraphs as follows:

“3.26 COORDINATION AND COOPERATION

The Judiciary reserves the right at any time to contract for or otherwise perform additional or other work that may affect the site or the Contractor’s work. The Contractor of this Contract shall, to the extent ordered by the Officer-in-Charge, conduct its work so as to not interfere with or hinder the progress or completion of the work performed by The Judiciary or other contractors.

The Judiciary reserves the right to implement a Computerized Work Order Management System. The Contractor of this Contract shall, to the extent ordered by the Officer-in-Charge, cooperate with The Judiciary in implementation of such a system.

**V. CHANGES TO:  
ATTACHMENT: OFFER QUALIFICATION FORM**

A. OFFER QUALIFICATION FORM, Delete in its entirety and replace with new attachment, OFFER QUALIFICATION FORM (Revised Attachment)

**OFFER QUALIFICATION FORM (Revised Attachment)**

BID PROPOSAL NO. J18030

The offeror and his personnel shall meet the Experience and Personnel Qualifications as indicated in the Special Provisions of this bid. Please complete this form as fully and explicitly as possible to facilitate our evaluation of your firm. Use additional sheets if necessary and provide documented maintenance experience to substantiate the experience and personnel qualifications provided below and as required in the Special Provisions.

Exact Legal Name of Air Conditioning Contractor: \_\_\_\_\_

Contractor's Air Conditioning License Number:

Service Facility/Business Address:

Contact Person:

Telephone Number: \_\_\_\_\_ Fax Number: \_\_\_\_\_

E-mail Address: \_\_\_\_\_

- I. Contractor's number of consecutive years of experience (immediately prior to bid opening date) in the field of air conditioning equipment maintenance service of centrifugal and reciprocating chillers in the State of Hawaii:

List date and name of facilities/location that Contractor is currently performing maintenance on centrifugal and reciprocating chillers:

II. Number of full-time service employees (i.e. employees that currently maintain/repair A/C equipment in the field) in firm with experience in the field of air conditioning equipment maintenance (Oahu only):

III. Name of full-time service employees, job title and years of experience in the field of air conditioning equipment maintenance as indicated in II. above:

(On Oahu Only)		No. of years
<u>Name of Employee</u>	<u>Job Title</u>	<u>Experience</u>

- IV. List at least four (4) full-time journeymen refrigeration/air conditioning mechanics with a minimum of ten (10) years centrifugal and reciprocating chiller maintenance/repair experience (immediately prior to bid opening date). The journeyman mechanics shall have successfully completed a course of study in the field of temperature or pneumatic control and refrigeration systems. The journeyman mechanic must have a refrigerant universal certification classification as indicated in the Specifications.

1.	Journeyman (Chiller) Mechanic's Name:	
a.	Number of years at present company:	
b.	Number of years' experience in centrifugal chiller maintenance/repair:	
c.	Title of and date that course of studies completed:	
d.	List <u>date, name of facility/location, contact person, phone number and type &amp; model</u> of previous and current employers that mechanic performed centrifugal chiller maintenance and repair:	

2.	Journeyman (Chiller) Mechanic's Name:	
a.	Number of years at present company:	
b.	Number of years' experience in centrifugal chiller maintenance/repair:	
c.	Title of and date that course of studies completed:	
d.	List <u>date, name of facility/location, contact person, phone number and type &amp; model</u> of previous and current employers that mechanic performed centrifugal chiller maintenance and repair:	

3.	Journeyman (Chiller) Mechanic's Name:	
a.	Number of years at present company:	
b.	Number of years' experience in centrifugal chiller maintenance/repair:	
c.	Title of and date that course of studies completed:	
d.	List <u>date, name of facility/location, contact person, phone number and type &amp; model</u> of previous and current employers that mechanic performed centrifugal chiller maintenance and repair:	

4.	Journeyman (Chiller) Mechanic's Name:	
a.	Number of years at present company:	
b.	Number of years' experience in centrifugal chiller maintenance/repair:	
c.	Title of and date that course of studies completed:	
d.	List <u>date, name of facility/location, contact person, phone number and type &amp; model</u> of previous and current employers that mechanic performed centrifugal chiller maintenance and repair:	

V. List at least four (4) journeymen refrigeration mechanics with a minimum of ten (10) Consecutive years of air conditioning maintenance experience (immediately prior to bid opening date) as indicated in the special provisions.

1.	Journeyman (Refrigeration) Mechanic's Name:	
a.	Number of years at present company:	
b.	Number of years' experience in centrifugal chiller maintenance/repair:	
c.	Title of and date that course of studies completed:	
d.	List types of air conditioning maintenance experience, and include dates, building/location, experience, contact person and phone number:	

2.	Journeyman (Refrigeration) Mechanic's Name:	
a.	Number of years at present company:	
b.	Number of years' experience in centrifugal chiller maintenance/repair:	
c.	Title of and date that course of studies completed:	
d.	List types of air conditioning maintenance experience, and include dates, building/location, experience, contact person and phone number:	

3.	Journeyman (Refrigeration) Mechanic's Name:	
a.	Number of years at present company:	
b.	Number of years' experience in centrifugal chiller maintenance/repair:	
c.	Title of and date that course of studies completed:	
d.	List types of air conditioning maintenance experience, and include dates, building/location, experience, contact person and phone number:	

4.	Journeyman (Refrigeration) Mechanic's Name:	
a.	Number of years at present company:	
b.	Number of years' experience in centrifugal chiller maintenance/repair:	
c.	Title of and date that course of studies completed:	
d.	List types of air conditioning maintenance experience, and include dates, building/location, experience, contact person and phone number:	

VI. List at least four (4) refrigeration mechanics that will assist the journeymen refrigeration Mechanics. Each mechanic must have a minimum of ten (10) consecutive years of air conditioning maintenance/repair experience immediately prior to bid opening.

1.	Mechanic's Name:	
a.	Number of years at present company:	
b.	Number of years' experience in centrifugal chiller maintenance/repair:	
c.	Title of and date that course of studies completed:	
d.	List types of air conditioning maintenance experience, and include dates, building/location, experience, contact person and phone number:	

2.	Mechanic's Name:	
a.	Number of years at present company:	
b.	Number of years' experience in centrifugal chiller maintenance/repair:	
c.	Title of and date that course of studies completed:	
d.	List types of air conditioning maintenance experience, and include dates, building/location, experience, contact person and phone number:	

3.	Mechanic's Name:	
a.	Number of years at present company:	
b.	Number of years' experience in centrifugal chiller maintenance/repair:	
c.	Title of and date that course of studies completed:	
d.	List types of air conditioning maintenance experience, and include dates, building/location, experience, contact person and phone number:	

4.	Mechanic's Name:	
a.	Number of years at present company:	
b.	Number of years' experience in centrifugal chiller maintenance/repair:	
c.	Title of and date that course of studies completed:	
d.	List types of air conditioning maintenance experience, and include dates, building/location, experience, contact person and phone number:	