



VILLAGE OF SCHAUMBURG

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March 30, 2018

To: All Plan Holders

From: Jan Williams, CPPB, Buyer
Finance Dept., Purchasing Division

Subject: Addendum No. 1 – PW- 474 18

Please advise your immediate signed receipt of this notice via email to jwilliams@schaumburg.com. Also include a copy of this notice with your proposal submittal.

Company Name: _____

Contact Name: _____

Date: _____

The purpose of this addendum notice is to provide plan holders of the Village of Schaumburg's current open bid for **HVAC Maintenance & Repair** questions asked & answered to date.

- *NOTE: further questions may not be answered prior to the due date.*

QUESTION: Can you clarify the Callout fees and what you mean by “is exclusive to the hours for making the repairs”? Are you simply asking for the charge to make the service call?

ANSWER: The intention was to equate a callout fee attributable to dispatching a technician to the site and are exclusive to the hours for making repairs. In other words, if a technician is called out and spends .5 hours on a repair, a 1 hour minimum call out fee would result in a bill of 1.5 hours to the village.

QUESTION: Are all AC units at all locations to be serviced on a monthly basis? The bid states all Air handlers, hot water unit heaters etc. I just want to be certain that's the case. Is this only during the cooling season? May – September? (Approximately)

ANSWER: Monthly maintenance is done year round on phone and data room units. They run year round. All other AC units are during cooling season.

QUESTION: Second- Small and Large boilers to be serviced monthly but also states we are to shut down the boilers at the end of the heating season. Is the monthly maintenance only during the heating season on the Boilers? September – April? (Approximately)

ANSWER: Monthly maintenance is done year round on hot water heaters, and boiler at AMC, PCA, PSB, PW. They run year round for reheat. All other boilers are during the heating season only.