



*Established 1949*

ADDENDUM NUMBER: ONE (1)

TO: REQUEST FOR PROPOSAL

FOR: Assessment, Cleaning, and Restoration of HVAC Systems  
Indefinite Delivery Indefinite Quantity (IDIQ) for  
Existing Buildings  
University of Arkansas  
Fayetteville, Arkansas  
Pettit & Pettit Project #20-120

DATE: April 16, 2021

BID DATE: ***April 20, 2021, 1:00 PM***

This Addendum forms a part of the Contract Documents and modifies or interprets the Project Manual and Drawings, as noted below.

**ADDENDUM ITEMS - Specifications:**

- 1) REFER TO THE ATTACHED, REVISED TABLE OF CONTENTS.
- 2) REFER TO 00100 – NOTICE FOR PROPOSALS. REPLACE ITEM #1 WITH THE VERBIAGE PROVIDED BELOW:

“The University of Arkansas is requesting proposals from qualified equipment Vendors to furnish Assessment, Cleaning, and Restoration services of existing HVAC systems for campus construction, renovation, and maintenance projects at the University of Arkansas in Fayetteville. The intent of the University of Arkansas is to award one contract for Indefinite Delivery and Indefinite Quantity (IDIQ) of equipment specified in the Request for Proposals (RFP).”

- 3) REFER TO 00200 – INSTRUCTIONS FOR PROPOSERS. REPLACE ITEM #1 WITH THE VERBIAGE PROVIDED BELOW:

“Project Scope Overview: The scope of services provided by the Vendor under this RFP shall be the supply of Assessment, Cleaning, and Restoration Services for existing HVAC systems located on the Fayetteville campus of the University of Arkansas. Include delivery, installation, necessary training for Owner’s personnel, and warranty.”

- 4) REFER TO 00200 – INSTRUCTIONS FOR PROPOSERS. REPLACE ITEM #10 WITH THE VERBIAGE PROVIDED BELOW:

“All prices in the Proposal shall include mileage, travel, parking, and key deposit expenses. Mileage, travel, parking, and key deposit expenses for all installation, support, maintenance, or any other on-site service performed under IDIQ contracts resulting from this RFP will not be reimbursed by the University.”

- 5) REFER TO 00600 – TECHNICAL SPECIFICATIONS. ADD THE FOLLOWING TO PARAGRAPH 1.1:

“D. Cleaning of existing HVAC systems.”

- 6) REFER TO 00600 – TECHNICAL SPECIFICATIONS. DELETE PARAGRAPH 1.5B.

- 7) REFER TO 00600 – TECHNICAL SPECIFICATIONS. REPLACE PARAGRAPH 3.1 - GENERAL WITH THE VERBIAGE PROVIDED BELOW:

“A. All work shall be performed in compliance with ACR – NADCA Standard for Assessment, Cleaning, and Restoration of HVAC Systems – Latest Edition.

B. Work shall consist of the following:

1. Preliminary Inspection

2. Development of written work plan for Owner approval.

3. Engineering Controls for HVAC Cleaning and Restoration Projects

a. Minimum requirement shall be Level 1 containment (negative pressurization of HVAC system or area being cleaned) unless otherwise directed by Owner at during review of work plan.

b. Level 2 (temporary barriers) will be required wherever work occurs on any systems serving floors, or portions of floors, that are occupied during work.

4. Cleaning and Restoration Procedures

5. Cleanliness Verification and Documentation

a. Minimum requirement shall be Method 1 – Visual Inspection with Owner Approval unless otherwise directed during review of work plan.

C. Dust cleaning shall be accomplished during normal un-occupied periods, unless otherwise directed by Owner. Schedule access time to the building with the Owner's representative.

D. Perform work in segments as required to ensure that building HVAC systems are operational and indoor environment is returned to normal control.

- E. After each section has been cleaned and sanitized, run the air system for at least 2 hours before the building is occupied to ensure debris and residue are removed.
  - F. Contractor shall be responsible for removing and replacing ceiling tiles as required to access the HVAC systems for cleaning. Contractor shall replace all damaged tiles with new tiles of like pattern and color.
  - G. Use negative pressure vacuum equipment, with HEPA filtration to prevent reintroduction of pollutants and dust into the building environment.
  - H. Workers exposed to the interior of HVAC systems or sanitizers shall be properly protected in accordance with OSHA and EPA regulations and recommendations.
  - I. Start and stop HVAC systems and equipment in strict accordance with the building operator's instructions during the development of the work plan. Ensure all electrical disconnecting means are properly locked out to prevent injury to workers.
  - J. Contractor shall take before and after photographs of the various system components to document the conditions prior to cleaning and after cleaning."
- 8) REFER TO 00600 – TECHNICAL SPECIFICATIONS. ADD THE FOLLOWING PARAGRAPH:

**“3.2 INSTALLATION OF ACCESS DOORS**

- A. Where required, access doors shall be added to facilitate the duct cleaning process. Sizes and locations shall be discussed with the owner in the work plan prior to any work commencing.
- B. Minimum standard for access doors shall be of equal in type and sheet metal gauge to the existing ductwork where it is added. After duct cleaning occurs, the access door shall be mechanically fastened and sealed air-tight utilizing Hardcast Foil-Grip 1402 Mastic Duct Sealant Tape.
- C. Where the owner requires, a permanent access door equal to a Ruskin ADC22 shall be installed in lieu of the minimum standard.
- D. Where duct is insulated, special care shall be taken to ensure the insulation can be properly repaired after the access door is added and ductwork is cleaned. Insulation shall be repaired using FSK duct insulation seaming tape. Access doors shall be insulated when/where appropriate or as requested by the Owner.
- E. Locations of all new access doors shall be properly recorded for the owner's records.”

- 9) REFER TO 00700 – COMPANY CONFIDENTIAL INFORMATION REQUEST LIST. ADD THE FOLLOWING ITEMS:
  13. Provide the total number of years in business.
  14. Provide the company's experience modifier rate (EMR).
- 10) REFER TO THE ATTACHED, REVISED APPENDIX 5 – COST ESTIMATING SPREADSHEET.
- 11) ADD THE ATTACHED APPENDIX 6 – MINORITY AND WOMEN-OWNED BUSINESS REPORTING TO THE RFP PACKAGE.

END OF THE ADDENDUM

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# APPENDIX 5 - PRICING WORKSHEET

INDEFINITE DELIVERY INDEFINITE QUANTITY (IDIQ)

ITEM DESCRIPTION	QUANTITY	MAN HOURS PER ITEM	TOTAL HOURS
<b>EQUIPMENT</b>			
INDOOR BUILT UP AIR HANDLING UNIT ( < 10,000 CFM)	1		
INDOOR BUILT UP AIR HANDLING UNIT (10,000 - 20,000 CFM)	1		
INDOOR BUILT UP AIR HANDLING UNIT ( > 20,000 CFM)	1		
INDOOR PACKAGED AIR HANDLING UNIT ( < 10,000 CFM)	1		
ROOFTOP BUILT UP AIR HANDLING UNIT ( < 10,000 CFM)	1		
ROOFTOP BUILT UP AIR HANDLING UNIT (10,000 - 20,000 CFM)	1		
ROOFTOP BUILT UP AIR HANDLING UNIT ( > 20,000 CFM)	1		
EXHAUST FAN	1		
ENERGY RECOVERY VENTILATOR (WHEEL)	1		
ENERGY RECOVERY VENTILATOR (FIXED CORE)	1		
<b>DUCTWORK</b>			
	(linear ft.)		
DUCTWORK < 16 SQUARE FEET FREE AREA - UNLINED	100		
DUCTWORK < 16 SQUARE FEET FREE AREA - LINED	100		
DUCTWORK > 16 SQUARE FEET FREE AREA - UNLINED	100		
DUCTWORK < 16 SQUARE FEET FREE AREA - LINED	100		
FLEX DUCT (CLEANING)	150		
FLEX DUCT (REMOVAL AND REPLACEMENT)	150		
DUCT RISER < 16 SQUARE FEET FREE AREA - UNLINED	5		
DUCT RISER < 16 SQUARE FEET FREE AREA - LINED	5		
DUCT RISER > 16 SQUARE FEET FREE AREA - UNLINED	50		
DUCT RISER < 16 SQUARE FEET FREE AREA - LINED	50		
<b>SYSTEM COMPONENTS</b>			
DIFFUSER	30		
INLINE COIL	2		
MIXING BOX	1		
VAV TERMINAL	10		
FRESH AIR INTAKE	1		
TURNING VANES	50		
TOTAL HOURS SHEET 1			
HOURLY FEE			
TOTAL COST SHEET 1			

# APPENDIX 5 - PRICING WORKSHEET

INDEFINITE DELIVERY INDEFINITE QUANTITY (IDIQ)

ITEM DESCRIPTION	QUANTITY	MAN HOURS PER ITEM	TOTAL HOURS
<b>SANITIZING</b>			
DUCTWORK (linear ft.)	100		
FLEXIBLE DUCTWORK (linear ft.)	150		
SUPPLY DIFFUSERS (Quantity)	30		
RETURN DIFFUSERS (Quantity)	10		
FINAL CLEANING / DISINFECTING (1000 S.F. WORK AREA)	1		
<b>COATING</b>			
DUCTWORK (linear ft.)	100		
FLEXIBLE DUCTWORK (linear ft.)	150		
LINED DUCTWORK (linear ft.)	100		
ITEM DESCRIPTION	LUMP SUM		
INITIAL HVAC ASSESSEMENT			
TOTAL HVAC ASSESSMENT (PER NADCA ACR)			
INITIAL WORK PLAN AND DOCUMENTATION (PER NADCA ACR)			
FINAL CLEARANCE (NADCA METHOD 1)			
FINAL CLEARANCE (NADCA METHOD 2)			
FINAL CLEARANCE (NADCA METHOD 3)			
CLOSEOUT DOCUMENTATION			
AREA AIR MONITORING (500 s.f.)			
NEGATIVE PRESSURIZATION OF EXISTING SYSTEMS			
ENGINEERING CONTROLS FOR PROPERLY REGULATED WORK AREA (3 Doors, 6 Windows)			
<b>ADDITIONAL LABOR</b>			
MOBILIZATION			
DEMOBILIZATION			
PROJECT MANAGEMENT			
TOTAL HOURS SHEET 2			
HOURLY FEE			
SUBTOTAL OF HOURLY COSTS SHEET 2			
TOTAL LUMP SUM COSTS			
TOTAL COST SHEET 2			

# APPENDIX 5 - PRICING WORKSHEET

INDEFINITE DELIVERY INDEFINITE QUANTITY (IDIQ)

ITEM DESCRIPTION	LUMP SUM		
14" X 14" MINIMUM STANDARD ACCESS DOOR			
24" X 24" MINIMUM STANDARD ACCESS DOOR			
36" X 36" MINIMUM STANDARD ACCESS DOOR			
14" X 14" PERMANENT ACCESS DOOR			
24" X 24" PERMANENT ACCESS DOOR			
36" X 36" PERMANENT ACCESS DOOR			
ITEM DESCRIPTION		% MARKUP	
RENTAL EQUIPMENT			
ITEM DESCRIPTION		% MARKUP	
SUBCONTRACTORS			
TOTAL COSTS SHEET 1			
TOTAL COSTS SHEET 2			
TOTAL COSTS SHEET 3			
SUBTOTAL			
OVERHEAD AND PROFIT MULTIPLIER			
PRE-TAX TOTAL			
TAXABLE RATE			
TOTAL TAX			
TOTAL PROJECT COST			



# APPENDIX 6 – MINORITY AND WOMEN-OWNED BUSINESS REPORTING



UNIVERSITY OF  
ARKANSAS®



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CONSULTING ENGINEERS, INC

*Established 1949*



## MINORITY AND WOMEN-OWNED BUSINESS REPORTING

It is the policy of the State of Arkansas to support equal opportunity as well as economic development in every sector. In accordance with the Minority and Women-Owned Business Economic Development Act, UA shall support to the fullest all possible participation of companies owned and controlled by minority persons and women in state-funded and state-directed public construction programs and in the purchase of goods and services to meet an annual goal of fifteen percent (15%) of the total expended:

- Ten percent (10%) for minority business enterprises with two percent (2%) allocated for service-disabled veteran-owned minority business enterprises; and eight percent (8%) for all other minority business enterprises; and
- Five percent (5%) for women-owned business enterprises

Pursuant to Ark. Code Ann. § 19-11-229, 19-11-230 and 22-9-203 the State of Arkansas encourages all small, minority, and women owned business enterprises to submit competitive sealed bids and proposals for University projects, including capital improvement projects. Encouragement is also made to all general contractors that in the event they subcontract portions of their work, consideration is given to the identified groups.

To ensure the University of Arkansas is meeting its goal to support minority and women-owned businesses, we ask that contractors disclose if they, or, if applicable, any subcontractors, are minority or women-owned businesses.

### Instructions:

Please check the appropriate statement below:

**Minority and Women-Owned Business Information Attached.**

**Minority and Women-Owned Business Information Not Applicable.**

Contractor Name	
Mailing Address	
City, State & Zip	
Contractor Signature	
Name & Title	
Date	

The University of Arkansas, Fayetteville Procurement Department (UA), will maintain a database of policies or written responses received from all contractors in response to solicitations issued by UA. For questions, please contact the Procurement Department by calling (479) 575-2551.