



Established 1949

ADDENDUM NUMBER: ONE (1)

TO: REQUEST FOR PROPOSAL

FOR: Testing, Adjusting, and Balancing of HVAC Systems
Indefinite Delivery Indefinite Quantity (IDIQ) for
Existing Buildings
University of Arkansas
Fayetteville, Arkansas
Pettit & Pettit Project #20-119

DATE: April 16, 2021

BID DATE: **April 20, 2021, 1:30 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 SECTION 00200 – INSTRUCTIONS FOR PROPOSERS: Revise paragraph 4 as follows:

“The sealed Proposal will be due in the Office of Facilities Management, The University of Arkansas, 521 S. Razorback Road, Fayetteville, Arkansas 72701, not later than **1:30 p.m.** on April 20, 2021, at which time the sealed RFP will be opened. Eight (8) fully recyclable printed sets and one (1) electronic set of the complete proposal will be required.”
- 3) REFER TO SECTION 00200 – INSTRUCTIONS FOR PROPOSERS: Revise paragraph 14 as follows:

“Successful Vendors shall provide all required technical assistance services to these parties for the execution of University-related work at no additional cost. Field technical services and support for commissioning, instrument configuration, and start-up shall be billed at the hourly rate determined by the successful vendor of this IDIQ contract.”
- 4) REFER TO THE ATTACHED, REVISED SECTION 00500 – PROPOSAL FORM.

- 5) REFER TO SECTION 00600 – TECHNICAL SPECIFICATIONS: Revise paragraph 3.1.A.2 as follows:

“If applicable, temperature controls systems are installed complete and operable. If coordination with the temperature controls systems is required to properly perform work, UA will provide necessary controls support for all TAB scopes”.

- 6) REFER TO 00700 – COMPANY CONFIDENTIAL INFORMATION REQUEST LIST. ADD THE FOLLOWING ITEMS:

13. Provide the total number of years in business and total number of years performing ASHRAE 110 fume hood testing.

14. Provide the company's experience modifier rate (EMR).

- 7) ADD THE ATTACHED APPENDIX 7 – MINORITY AND WOMEN-OWNED BUSINESS REPORTING TO THE RFP PACKAGE.

END OF THE ADDENDUM

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00500 – PROPOSAL FORM

Proposal of _____
(Hereinafter called "Vendor") corporation, organized and existing under the laws of the state of _____, partnership, or individual doing business as _____.

To: Mr. James Ezell
University of Arkansas at Fayetteville
Office of Business Affairs, Room 321
Administration Building
Fayetteville, AR 72701

Gentlemen:
The Vendor, in compliance with your Request for Proposals to provide services for the University of Arkansas, having examined the Proposal Documents and being familiar with all conditions of these documents, hereby proposes to furnish equipment in accordance with the Proposal Documents, within the time set forth therein, and at the prices stated below.

Vendor acknowledges receipt of the following Addenda:

Addenda Number: _____	Date Received: _____	Initials: _____
Addenda Number: _____	Date Received: _____	Initials: _____
Addenda Number: _____	Date Received: _____	Initials: _____
Addenda Number: _____	Date Received: _____	Initials: _____

Standard of Quality: Vendor understands and agrees that minimum certification requirements are listed as "Standards of Quality" approved for the University, although substitutions that are approved by the University are allowed. Vendor shall include alternate certifications that the Vendor proposes to provide.

- 1. Testing, Adjusting and Balancing of Existing HVAC Systems.

Vendor agrees to perform on-site testing, adjusting, and balancing services of existing HVAC systems per the attached specification. Vendor has fifteen (15) working days to generate a report.

Vendor shall provide a lump sum price for the specified services for the 2 example projects included as Appendix 5 – Example Project 1 and Appendix 6 – Example Project 2.

Vendor shall provide a line item for their basic hourly fee, excluding per diem, travel expenses, rentals, etc. A separate line item shall be provided for markup on rental materials.

The Vendor must submit a completed bid in the format provided below. The sum of costs of individual minimum components shall be reported below, and the selection committee will use these costs for consistent price comparisons between proposals.

		Total Man-Hours	Hourly Fee	Total Cost
A.	Appendix 5 – Example Project 1	_____	x _____	= \$ _____
B.	Appendix 6 – Example Project 2	_____	x _____	= \$ _____
C.	Rental Markup Percentage (report as 100% of rental cost + markup)			_____ %
D.	Subcontractor Markup Percentage (report as 100% of rental cost + markup)			_____ %

2. Testing and reporting for laboratory fume hoods per ASHRAE 110.

Vendor agrees to perform on-site testing of laboratory fume hoods per ASHRAE Standard 110 and attached specification. Vendor has fifteen (15) working days to generate a report.

Vendor shall provide a line item price on a per-hood basis for each test. Drawings of the fume hood location including floorplan (provided by University) and the hood location within the room, along with digital photographs (5 min) taken during the actual testing shall be submitted with the report.

Vendor shall provide a line item for their basic hourly fee, excluding per diem, travel expenses, rentals, etc. A separate line item shall be provided for markup on rental materials.

The Vendor must submit a completed bid in the format provided below. The sum of costs of individual minimum components shall be reported below, and the selection committee will use these costs for consistent price comparisons between proposals.

For purpose of this RFP, the University intends to require testing and certification services for an average of 100-120 hoods per year over the course of the contract. Example quantities are listed below for RFP pricing purposes only.

		Qty	Total Man-Hours	Hourly Fee	Total Cost
A.	As-Used Constant Volume				
	Hood testing cost	<u>30</u>	_____	x _____	= \$ _____
B.	As-Used Variable Air Volume				
	Hood testing cost	<u>70</u>	_____	x _____	= \$ _____
C.	Rental Markup Percentage (report as 100% of rental cost + markup)				_____ %
D.	Subcontractor Markup Percentage (report as 100% of rental cost + markup)				_____ %

Vendor understands that the Owner reserves the right to reject any or all Proposals and to waive any formalities in the Proposals.

Respectfully Submitted,

(Seal if by corporation)

Manufacturer (Company Name)

Address

Date: _____, 2021

By: _____
(Printed Name)

Title: _____

Signature: _____

APPENDIX 7 – MINORITY AND WOMEN-OWNED BUSINESS REPORTING



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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.