



Purchasing Services

TO: All Bidders:

DATE: December 10, 2024

FROM: Scott McGowan
Senior Buyer
Department of Purchasing Services

SUBJECT: Addendum #1

**RE: Commercial Equipment and Appliance Maintenance
(RFP #UH-P25-007)**

ADDENDUM #1

The following constitutes Addendum #1 to the above referenced solicitation. This addendum includes the following parts:

Part 1: Answers to questions asked by prospective bidders. Duplicate questions are responded to only one time in the addendum.

Part 2: Additions, deletions, clarifications, and modifications to the RFP.

NOTE: Major revisions are included, please review carefully.

It is the bidder's responsibility to ensure that all changes are incorporated into the original RFP.

All other instructions, terms and conditions of the RFP shall remain the same.

The Due Date has been changed to January 7, 2025, by: 2:00 PM.

ADDENDUM #1 INTRODUCTION

This addendum is intended to answer questions that were asked at the pre-bid conference.

PART 1

Answers to Questions

Note: Some questions have been paraphrased in the interest of readability and clarity. Each question is referenced to the appropriate RFP Section.

Number	Page #	RFQ Section Reference	Question	Answer
1	12	3.3.1	In section 3.3.1 it says “The Contractor must provide quarterly routine preventive inspections and, where necessary, adjustment of all equipment listed in Section 3.1. These inspections will ensure that the equipment is operating in accordance with manufacturer’s specifications.” Does this include chemical coil cleaning on refrigeration and other chemical maintenances or just inspection?	Yes, and when conducting these maintenance steps, they should be coordinated with the department in order to decant the refrigerator.
2	12	3.3.2	In section 3.3.2 it says, “The inspection must include the replacement of parts or defective components, where necessary.” What parts are you referring to? Can we charge for these parts you are referring to?	The components in question are referred to any equipment that is check at the time of inspection, (for example, if the grill needs a new knob, then that knob would need to be replaced and yes you would charge us for the parts that are being replaced).
3	12	3.5	In section 3.5 it asks for a warranty of 1 year. We offer a 30-day warranty on labor repairs. We’d be willing to take it up to 4 months (120 days).	A one-year warranty will be expected, assumed, and enforced.
4	34	8.1	In section 8.1 you ask for cost of “quarterly inspection and repairs made during regular business hours”. I just want to clarify that you want pricing to cover all maintenances and any repairs needed. This would mean you call us up and we come out and repair your equipment at no charge except for parts?	Quarterly Inspection and repairs are two different things, they should be quoted independently.

5	35	8.3	In section 8.3 you for % markup on parts. Can we do MSRP (manufacturer suggested retail price)?	No. Parts and materials must be priced as a markup over actual cost incurred.
6			Is the annual cost for quarterly inspection and repairs paid upfront on an annual basis?	A yearly PO will be created, and the successful bidder can invoice against it.

PART 2:

Additions, Deletions, Clarifications and Modifications to the RFP

Number	Page #	RFP Section	Additions, Deletions, Clarifications and Modifications
1		Attachment #1	All water filter replacement must be included in the Equipment List.

**ALL OTHER TERMS AND CONDITIONS OF THE ORIGINAL SPECIFICATIONS REMAIN UNCHANGED.
END OF ADDENDUM #1**