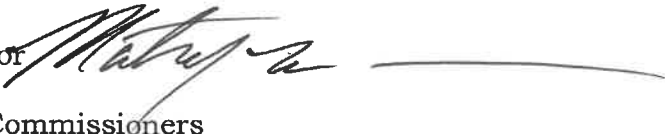

TULSA COUNTY

PURCHASING
DEPARTMENT

MEMO

DATE: January 30, 2019

FROM: Matney M. Ellis
Purchasing Director



TO: Board of County Commissioners

SUBJECT: Addendum 1 – Courthouse Courtroom HVAC VRF System

On December 31, 2018, the Notice to Bidders was mailed to solicit request for proposals for the Courthouse Courtroom HVAC VRF System. This proposal is set to open on the 11th day of February, 2019, with proposals to be received by the County Clerk's Office until February 8th, 2019 at 4:00pm CST.

This addendum is to provide additional information and clarifications to the specifications as per attached documentation.

This addendum is respectfully submitted for your approval.

MME / skb

ORIGINAL: Michael Willis, County Clerk, for the February 4, 2019 agenda.



Purchasing Department

A Department of the Tulsa County Budget Board

Tulsa County Administration Bldg.
500 South Denver
Tulsa, Oklahoma 74103-3832
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Matney M. Ellis
Purchasing Director

February 4, 2019

Board of County Commissioners
Tulsa County Administration Building
Tulsa, Oklahoma 74103

On December 31, 2018, the Notice to Bidders was advertised for **Courthouse Courtroom HVAC VRF System** Project. This proposal is set to open on the 11th day of February, 2019, with proposals to be received by the County Clerk's Office until February 8, 2019 at 4:00pm CST.

This letter is to serve as notice that Addendum 1 has been issued for this solicitation. This addendum is to provide a response to vendor's request for information and answers to questions. Addendum 1 is available for review and/or download at the following:

- Tulsa County Purchasing Department
- <http://www.tulsacounty.org/purchasingvendors>

Respectfully Yours,

Matney M. Ellis
Purchasing Director



Issue Date: February 4, 2019

**Addendum 1 to the Bidding Documents for:
Courthouse Courtroom HVAC VRF System**

The contents of this Addendum 1 supersede and supplement all portions of the above referenced bidding documents (including contract documents, specifications, design package, and previous addenda) with which Addendum 1 conflicts.

PRE-BID CONFERENCE:

In **attendance** at the mandatory pre-bid conference held on January 22, 2019, were Susan Belding and Amanda Hensley from the Tulsa County Purchasing Department as well as Shawn Davies and Amanda Cobourn from the Tulsa County Building Operations Department. A list of vendors, as well as representatives from the architect firm of Phillips + Gomez Consulting Engineers, can be found on the Pre-Bid Conference Sign-in Sheet.

The **topics** covered at the mandatory pre-bid conference were introductions of Tulsa County attendees, review of key dates and bid submission information included in the bidding documents, proposal overview of the request for proposal, questions and discussion, followed by a tour of the project site.

RFP AND SPECIFICATION CLARIFICATIONS AND QUESTIONS:

Questions:

The following questions were submitted to Tulsa County. Answers are below each inquiry.

1. *There is not a demo plan for existing duct work that will need to be removed or a ceiling grid that will need to be removed and replaced. Does the vendor need to remove what is necessary or does Tulsa County want a full ceiling replacement in these rooms?*

The existing duct work will not be removed in Courtroom #158. The Tulsa County Building Operations personnel will block off the flow of air from the existing duct work system. Tulsa County asks the contractor to just remove what is necessary to install the system.

2. *Who will be responsible for moving furniture that is in these rooms?*

The contractor will be responsible to move furniture out of the way and return it to the original location in the courtroom and the adjacent Judge's chambers. Contractor shall wipe clean any furniture that may have dust or debris.

3. *Will personnel be in these rooms during construction?*

The Tulsa Court Clerk Administration is working with the Tulsa County Building Operations Department to get the necessary employees moved during the installation process.

4. *Circuit breakers are no longer available for the old Federal Pacific panel board. Recommend a new 200 amp, 3 phase, panel board and new circuit breakers.*

Confirmed. Replace existing Federal Pacific panel with new 200A, 3 phase panel board and new circuit breakers.

5. *Regarding the power to the fan coils, do you want a disconnect for each fan coil and a separate 208, single phase, circuit to each fan coil?*

Confirmed. Provide separate disconnects and 208 single phase circuits for each fan coil.

Substitution Requests:

1. *We would like to submit Daikin mechanical equipment as an "or equal".*

Daikin is NOT a permitted equipment substitute.