



# PROCUREMENT SERVICES

## ADDENDUM TO CONTRACT DOCUMENTS

ADDENDUM NO.: 1

PROJECT NAME: ITN No. N227430MG HVAC Systems Preventative Maintenance, Repair, Replace or Install

DATE OF ISSUE: December 5, 2022

---

The following information shall be included in the *ITN* documents and is hereby made part of the contract documents in the form of clarification, addition, deletion or revision to the instruction to respondent and specifications.

---

### Proposers' questions/issues and District answers (District answers are italicized):

Q1: Specification Section:

5 - Orders and Payment: Is payment for all work performed under this contract required to be processed through the ePayables Mastercard network that incorporates a 3% processing fee? Are other payment options available?

A1: *Yes, at this time the District utilizes ePayables Mastercard. Yes, the District has other payment options available including payment by check.*

Q2: Specification Section:

13 - Bonding Requirements: Is a Payment and Performance Bond in the amount of \$200,000 required by the awarded vendor(s) for the ITN without a contract amount related to a specific project?

A2: *Yes, a bond is required for **each** Project issued for over \$200K or more. This is a requirement per FL Statutes.*

Q3. Scope of Work:

1.n: Please clarify "designated Maintenance Supervisor." Is this a specific maintenance person at each location?

A3. *This would be the School Districts Maintenance staff that requested the work.*

Q4. Please clarify if electronic work order signatures are permitted.

A4. *Yes, electronic work order signatures are permitted.*

Q5. Please clarify how signatures will be obtained for after-hours work.

A5. *Screen shot or summary as backup with invoice would be acceptable.*



## PROCUREMENT SERVICES

- Q6. Please clarify if these Scope of Work sections pertain to this ITN.  
A6. *NO this should be removed 2-6.*
- Q7. Proposal Response Form:  
Please clarify requirements for "Factory Trained Service Technician" and how it pertains to multiple equipment manufacturers listed in this ITN versus "EPA Certified Mechanical Contractor."  
A7. *Factory trained is for specific equipment/services like – (Trane-Dakin-York) FTST will be needed to give an estimate for this work along with PM Service etc. EPA mech cert contractor- Is general work, HVAC repairs, equipment- refrigeration- exhaust fans replacements.*
- Q8. Please clarify Balance-of-line.  
A8. *This line is for coverage for if not noted on the above line items covered services. Due to unforeseen work needed not noted in proposal response form.*

There are no other changes/notifications at this time. **Please acknowledge this addendum via: N227430MG - Fillable Forms - Attachment B, Addenda Acknowledgement Form, in your submittal.**

*Thank you for your interest in The School District of Lee County.*

**Melissa Gross**  
**Procurement Agent**