

## ADDENDUM NO.1

DATE: September 23, 2021  
ITB: No. 22-220976/AP Annual Needs for Mechanical Services  
Dated: Tuesday, September 07, 2021  
**Bid Due: Tuesday, October 05, 2021 @ 10:00 AM ET**  
**Bid Opening: Tuesday, October 05, 2021 @ 10:00 AM ET**  
Subject: Provide Answers to Questions from Bidders  
Ladies/Gentlemen:  
**The purpose of this addendum is to provide answers to questions from vendors. Three (3) pages total**

### QUESTIONS & ANSWERS

**Question 1: On page 13 of 36, under the duct work portion, it mentions that factory start-ups should be performed by a factory certified individual. Why is this required?**

**ANSWER: Factory start-up is in reference to equipment that requires it for a warranty, and may include down duct pressures and airflow.**

**Question 2: Who currently holds the contract with the City of Hampton?**

**ANSWER: Warwick Mechanical.**

**Question 3: The document stated that work was on an as needed basis. Would you clarify what you mean by “as needed”?**

**ANSWER: Winning bidder will have access to the work order system and be expected to staff and manage service calls based on workload.**

**Question 4: Would the successful vendor have staff somewhere in the District daily? Or would we be treated as more of a temporary staffing agency (we’ll call if we need you)?**

**ANSWER: We would expect there to be 2 to 4 service technicians daily, but will require substantially more during extreme weather situations or based on the number of open work orders.**

**Question 5: In regards to the Annual Needs for Mechanical Services IFB, Attachment E, letter D, request a copy of the bidder’s financial statement. Would the City be willing to sign a non-disclosure agreement (NDA)?**

**ANSWER: The City will not sign an NDA. However, the information can be put in a sealed envelope marked “proprietary” and that way it won’t be available for FOIA. Please refer to page 3 of the ITB. SECTION titled “Proprietary Information/Non-Disclosure”.**

Consolidated Procurement Office  
Division of Finance  
One Franklin Street, Suite 345 | Hampton, Virginia 23669  
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*Bidders must take due notice and be governed accordingly. This addendum must be acknowledged as indicated in the Invitation to Bid or your Bid may not be considered.*

*All other terms and conditions remain the same.*

For the City of Hampton,

*Antonio Palmer*

Buyer, MBA, CPPB, VCA

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