



**ORANGE COUNTY WATER DISTRICT
18700 Ward Street
Fountain Valley, California 92708**

**ADDENDUM NO. 1
REQUEST FOR PROPOSALS (RFP-25-014)
HVAC Maintenance Services
Date of Addendum: 4/9/2026**

This addendum serves as written notice of the following corrections, clarifications, additions and/or deletions to any and all copies of the Request for Proposals for HVAC Maintenance Services. The original Request for Proposal (RFP) Documents and any previously issued addenda remain in full force and effect, except as modified by this Addendum, which is hereby made part of the RFP. Proposer shall take this Addendum into consideration when preparing and submitting its Proposal.

The proposer shall execute the certification at the end of this addendum and shall attach it with proposer's submitted proposal. **Failure to acknowledge receipt of all Addenda may result in rejection of your proposal.**

1. Q&A Table

- a. Please refer to Attachment A-1 of this Addendum No.1 for the QA Table.

ATTACHMENT A-1

Q & A Table

Q&A Table for HVAC Maintenance Services (RFP-25-014)

| No. | QUESTIONS | ANSWERS |
|-----|---|---|
| 1 | What is the Budgeted Contract amount for the 3-year contract? | The three-year budget has not yet been finalized and will be established based on the proposals received. For reference, the current FY 2025/2026 budget for HVAC preventative maintenance is \$136,000, and the proposed FY 2026/2027 budget is \$152,500. |
| 2 | Section 5.1 Minimum Qualification states, C-20, C-38, C-36 Licensing requirements. But the list of equipment has no refridgeration, or plumbing. Is this a requirement to bid this Preventative Maintenance Contract? | <p>Section 5.1 of the RFP establishes the minimum contractor licensing requirements for this contract. Contractors must possess the required C-20, C-38, and C-36 licenses at the time of bid to be considered responsive.</p> <p>These requirements were included to ensure the contractor is qualified to perform all aspects of the preventative maintenance services that may be encountered under this contract.</p> |
| 3 | If a storage container is used, what size can the container be if provided by the contractor? This would be left on site. | Space for storage is available and will be coordinated with the selected contractor. For reference, the site can accommodate a full-size 40-foot by 8-foot shipping container. |
| 4 | The RFP request all MERV-13 filters be provided for the HVAC systems. But the manufacturers due not recommend MERV-13 on all types of units. Can you provide a list of equipment that you want Merv-13 to be used on? | See Attached List titled MERV13_Equipment |
| 5 | Can the contractor use OCWD trash bins for the filter disposal? | Yes, the Contractor may utilize OCWD trash bins for disposal of used filters. The Contractor shall ensure that all waste is properly contained, does not create a nuisance or debris, and complies with site housekeeping standards. OCWD reserves the right to restrict or modify this allowance if disposal practices become an issue. |
| 6 | Can the equipment and filter list be provided via excel spreadsheet? | Please see the attached list. This is a working document and reflects the most current information available to date. |

END OF ADDENDUM

MANDATORY FORM

ACKNOWLEDGE RECEIPT OF ADDENDUM NO. 1

**REQUEST FOR PROPOSAL
HVAC Maintenance Services
(RFP-25-014)**

4/9/2026

Proposer shall acknowledge receipt of this addendum by detaching, signing and attaching to his/her proposal, one (1) copy of this sheet.

I, _____

Name of Proposer, Company Name

Address, City, State, Zip

Hereby acknowledge receipt of Addendum No. 1 to the **Request for Proposal (RFP-25-014) HVAC Maintenance Services** and have considered these revisions in the preparation of my proposal. This addendum, consisting of this acknowledgement, shall become a part of any contract made pursuant thereto.

Proposer's Signature

Printed Proposer's Name

Date