

TO: All Bidders  
FROM: Lawrence Pruitt  
DATE: June 24, 2024  
SUBJECT: RFP Addendum No. 1  
RFP#: 24-998700  
DATE ISSUED: June 24, 2024  
THE PROJECT: Computerized Maintenance Software and Condition Assessment

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## INTENT

This addendum is issued to provide Questions and Answers to RFP 24-998700 Computerized Maintenance Software and Condition Assessment.

## Questions and Answers

1. Can you expand on or do you have a defined expectation of what expertise / additional research is involved in the Facility Condition Assessment.

**Answer:** *The Library has an interest in the completion of a Facility Condition Assessment (FCA) for its buildings that is independent of the CMMS purchase; however, the FCA will help identify the building assets (along with a general analysis of their current age / condition) for upload into the software. The concurrent completion of the two projects would be ideal, since it would ensure that current data is loaded at implementation. The Library understands that a CMMS provider may not have relationships with qualified FCA providers, so the FCA is considered optional for this RFP. A qualified engineer with direct experience completing FCA / property condition assessment projects with appropriate ASTM standards would be required to oversee the FCA.*

2. Do you have two budgets for this project, one for the CMMS, and one for the facility condition assessment?

**Answer:** *The Library has sufficient funds available for each project.*

3. Does the Library have an expectation of the time your facility condition assessment would take?

**Answer:** *We anticipate that the FCA would take approximately 4 to 6 weeks for completion, including onsite inspections, review of available materials (including previous assessment from 2017), and final reports.*

4. How many assets are there between the 15 buildings?
  - a. How many assets are of the same set? (for example, 30% are HVAC)

**Answer:** Our current CMMS lists 619 equipment assets.

- a. *60% hvac - 15% elec - 10% plumb - 15% other (vehicles, convey, food service).*

5. Excluding the 3 leased areas mentioned, what is the size and capacity (in terms of providing general equipment repair as well as preventative maintenance activities) of the maintenance department in charge of maintaining the assets of the 15 SLPL buildings. –

**Answer:** The Maintenance Department includes a team of 4 Maintenance Technicians, 1 Carpenter / Painter, a supervisor, and a manager. The Maintenance Techs and supervisor perform the majority of PM work and general repairs. They are required to maintain an HVAC Universal Refrigerant Certification. Small to medium repairs, general troubleshooting, and standard PM work are all expected competencies for in-house maintenance staff.

6. Do you currently have an asset data registry of record for those assets (of the Major Systems) found at these properties? If so, do you currently deploy the use of Asset Types / Categorization of these assets and can you share them with us?

**Answer:** Yes. Our current CMMS lists 619 equipment assets throughout our system.

We use the following Classifications for these assets:

Carpentry  
Conveying  
Custodial/Janitorial  
Electrical  
Exterior Enclosure  
Fire Protection  
Food Service Dietary  
Grounds  
HVAC  
Inspections  
Laundry  
Lighting  
Painting  
Plumbing  
Pool Equipment  
Vehicles

7. Do you currently have and/or deploy electronic / written maintenance OEM documentation for your assets that require maintainability / attainability activities?

**Answer:** OEM documentation is maintained in office files, in binders in the field, and in the current CMMS, and is referenced on an as-needed basis. These files would have been referenced as part of the initial PM ticket implementation for the current CMMS.

8. Asset Count

**Answer:** Our current CMMS lists 619 equipment assets throughout our system.

9. Asset Types:

**Answer:** List on Pg. 3-4

Vehicles	<a href="#"><u>Truck</u></a>
Vehicles	<a href="#"><u>Car</u></a>
Vehicles	<a href="#"><u>Emergency Vehicles</u></a>
Vehicles	<a href="#"><u>Heavy Machinery</u></a>
Pool Equipment	<a href="#"><u>Chemical Feed System</u></a>
Plumbing	<a href="#"><u>Pump</u></a>
Plumbing	<a href="#"><u>Water Heater</u></a>
Plumbing	<a href="#"><u>Domestic Hot Water</u></a>
Plumbing	<a href="#"><u>Domestic Cold Water</u></a>
Plumbing	<a href="#"><u>BackFlow Preventer</u></a>
Plumbing	<a href="#"><u>Pump, Circulator</u></a>
Plumbing	<a href="#"><u>Pump, Sump</u></a>
Plumbing	<a href="#"><u>Tank, Storage</u></a>
Plumbing	<a href="#"><u>Water Filter</u></a>
Plumbing	<a href="#"><u>Water Heater, Electric</u></a>
Plumbing	<a href="#"><u>Water Heater, Gas</u></a>
Patient Equipment	<a href="#"><u>Patient Lift</u></a>
Laundry	<a href="#"><u>Dryer</u></a>
Laundry	<a href="#"><u>Washer</u></a>
HVAC	<a href="#"><u>Air Handling Unit</u></a>
HVAC	<a href="#"><u>Air Compressor</u></a>
HVAC	<a href="#"><u>Boiler</u></a>
HVAC	<a href="#"><u>Chiller</u></a>
HVAC	<a href="#"><u>Condensing Unit</u></a>
HVAC	<a href="#"><u>Package Unit</u></a>
HVAC	<a href="#"><u>Fan, Exhaust</u></a>
HVAC	<a href="#"><u>RTU</u></a>
HVAC	<a href="#"><u>Air Conditioner</u></a>
HVAC	<a href="#"><u>Air Curtain</u></a>
HVAC	<a href="#"><u>Building Automation System</u></a>
HVAC	<a href="#"><u>Chiller, Air Cooled</u></a>
HVAC	<a href="#"><u>Chiller, Water Cooled</u></a>
HVAC	<a href="#"><u>Condenser</u></a>
HVAC	<a href="#"><u>Cooling Tower</u></a>
HVAC	<a href="#"><u>Fan</u></a>
HVAC	<a href="#"><u>Fan Coil Unit</u></a>

HVAC	<a href="#"><u>Heat Exchanger</u></a>
HVAC	<a href="#"><u>Heater</u></a>
HVAC	<a href="#"><u>Pump</u></a>
HVAC	<a href="#"><u>Split System</u></a>
HVAC	<a href="#"><u>Tank, Expansion</u></a>
HVAC	<a href="#"><u>Unit Heater</u></a>
HVAC	<a href="#"><u>Valve</u></a>
HVAC	<a href="#"><u>VAV Box</u></a>
Food Service_Dietary	<a href="#"><u>Dishwasher</u></a>
Food Service_Dietary	<a href="#"><u>Ice Machine</u></a>
Food Service_Dietary	<a href="#"><u>Reach-In Cooler</u></a>
Food Service_Dietary	<a href="#"><u>Reach-In Freezer</u></a>
Food Service_Dietary	<a href="#"><u>Refrigerator</u></a>
Fire Protection	<a href="#"><u>Fire Alarm System</u></a>
Fire Protection	<a href="#"><u>Panel, Fire</u></a>
Fire Protection	<a href="#"><u>Pump, Fire</u></a>
Fire Protection	<a href="#"><u>Sprinkler System</u></a>
Fire Protection	<a href="#"><u>Sprinklers</u></a>
Fire Protection	<a href="#"><u>Smoke Alarms</u></a>
Fire Protection	<a href="#"><u>Fire Doors</u></a>
Fire Protection	<a href="#"><u>Emergency Lighting</u></a>
Fire Protection	<a href="#"><u>Fire Walls</u></a>
Fire Protection	<a href="#"><u>Fire Extinguishers</u></a>
Exterior Enclosure	<a href="#"><u>Door</u></a>
Electrical	<a href="#"><u>Generators</u></a>
Electrical	<a href="#"><u>Panel</u></a>
Electrical	<a href="#"><u>Switchboards</u></a>
Electrical	<a href="#"><u>Transformer</u></a>
Electrical	<a href="#"><u>Lighting</u></a>
Electrical	<a href="#"><u>Automatic Transfer Switch</u></a>
Electrical	<a href="#"><u>Emergency Generator</u></a>
Electrical	<a href="#"><u>Motor Control Center</u></a>
Electrical	<a href="#"><u>Switchgear</u></a>
Electrical	<a href="#"><u>VFD</u></a>
Conveying	<a href="#"><u>Elevator</u></a>
Conveying	<a href="#"><u>Elevator, Controls</u></a>

## Capital Forecasting

1. Ability to create a deferred maintenance plan using expected usable life and other information gleaned from the initial implementation and ongoing software use.

**Q:** Are we able to get additional details as to the Library's desired goal for this requirement?

**Answer:** *The Library is interested in using the software to flag and track assets that are at risk of failure, either based on expected usable life or observed condition / field-identified issues. The Library intends to use this information to prepare multi-year capital budgets to ensure that funds are available for those items. Ideally, the software would also flag and assist staff with determining assets that are requiring excessive maintenance tickets / expense, which would assist the Library with determining if asset replacement or substitution would be more cost effective, even if the asset's expected remaining life would recommend otherwise.*

*The Library would also like the ability to defer the replacement of assets that are at or beyond their expected usable life if Maintenance staff / contractors determine that the limited use, preventative maintenance, and/or other measures have extended the asset's usable life.*

2. Provide additional comparative analysis to assist with decision making processes for key facility components and equipment.

**Q:** Are we able to get additional details as to the Library's desired goal for this requirement?

**Answer:** *See previous response for relevant details of this goal. Comparative analysis may include identifying ongoing maintenance costs to extend an asset's usable life compared to the cost for a replacement.*

I have read and understand the preceding addendum and said changes are reflected in my proposal. The vendor signed addendum should be included with your response packet.

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COMPANY

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VENDOR'S SIGNATURE

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TITLE

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(Date)