



## RFP #17-004, JP HVAC Replacements

### PRE-CONFERENCE MEETING MINUTES

March 8, 2017, 9:00 a.m.

Meeting Location: JP Community Room, 1245 Jordan Park St S

#### Meeting Minutes & RFI Responses

Attendees: Pamela Hobbs, Procurement Officer, SPHA  
Roger Steinruck, Project Manager, SPHA  
Robin Adams, Asset Management Officer, SPHA  
David Kelly, Maintenance Supervisor, SPHA  
Susan Bradley, Architect, Robert Reid Wedding Architects

1. Meeting was conducted as directed by the agenda.
2. Ms. Pamela Hobbs stated that bid due date is Wednesday, March 29, 2017 at 9:00 a.m. mailed or delivered to 2001 Gandy Blvd. N., St. Petersburg, FL 33702.
3. Ms. Hobbs briefly highlighted important areas of the RFP to reference the minimum qualifications and the scope of work.
4. Questions after the closing of the pre-conference meeting must be submitted in writing (*written RFIs*) and will be accepted up to Friday, March 17 at 12:00 p.m. Minutes of this meeting and all responses to RFIs and any answers not given to questions asked at the pre-conference will be distributed to all package holders via email and will be posted online at [www.stpeteha.org](http://www.stpeteha.org) by close of business on Wednesday, March 22, 2017.

The meeting was adjourned at 10:20 a.m.

Please note the following:

**SPHA reserves the right to request additional information and/or submission of documents concerning any and/or all proposals submitted. A request for additional information will be emailed to Proposers within 48 hours of the deadline established by SPHA for submission of additional information. Proposers are strongly encouraged to be prepared to respond.**

Proposers may contact the St. Petersburg Housing Authority at (727) 323-3171, extension, #222, if assistance is needed with the completion of required forms.

Attachments:

Pre-Conference Questions & Answers with RFI's.

The following is a synopsis of questions asked at the Pre-Conference Meeting and received as RFI's. They may include clarifications that were made subsequent to the Pre-Conference Meeting, and are SPHA's official answers to the questions asked.

## PRE-BID QUESTIONS AND ANSWERS

1. Are we to reuse condensate lines?  
A. No. Provide new lines. See Addendum #1.
2. Are we to reuse refrigerant lines?  
A. No. Provide new lines. See Addendum #1.
3. If we reuse condensate and refrigerant lines, will you provide flushing specification?  
A. Not applicable. See Addendum #1.
4. Replace breakers if required per manufacturer?  
A. Yes, ads needed. See Addendums #1 and #3.
5. Is HEIL also an acceptable alternate manufacturer?  
A. Yes. See Addendum #2. Carrier is basis of design. American Standard and Goodman are listed as acceptable alternate manufacturers. HEIL has been added as an acceptable manufacturer. Regardless of which of these is bid, all units must be from same manufacturer.
6. Is Surf mtd conduit acceptable?  
A. Yes.
7. Include cost of patch and repair of any gypsum board required to be removed?  
A. Yes.
8. Are permits required?  
A. Yes. The City of St. Petersburg requires permit for each bldg (trade permits – 102 in total). Permit fees/costs are to be included by the contractor as part of the bid in SOV.
9. Is a plumber required?  
A. Yes, for removal of lines previously connected to heat pump units to be abandoned.
10. Are “shark bites” okay to use?  
A. No. See Addendum #3 for clarification.
11. What is done with the units we remove?  
A. Contractor is to retain HVAC for SPHA first-right-of-refusal prior to disposing of or removing any units from site.

## CLARIFICATION

SPHA learned that some bidders had a problem seeing the HUD & SPHA Forms on our website. This problem has been corrected. They are now visible on the site to all. Attached to these minutes is a file containing the documents.