



1-888-LAKETRAN | www.laketrans.com

555 Lakeshore Blvd. Painesville Twp., OH 44077

ITB #2501 HVAC Maintenance

Questions and Answers

January 3, 2025

1. We need manufacturers, model numbers, and serial numbers for all equipment (this list does not match what we currently have).

Answer: Equipment lists have been uploaded to Dropbox - <https://www.dropbox.com/scl/fo/m1i3rpkweg0cyw2fcf38p/AOA5U6fMhGMvDBay57zcyQE?rlkey=ax3j40cqyziu9oebgmwfxryby&st=ba6tdvbh&dl=0> .

2. On bid list 1 radiant tube heater is listed, we have 52 currently. – scope of work define the number of radiant tube heater burners we have.

Answer: Section 3.2 lists the equipment covered under the scope of work.

3. Exhaust fans- Direct drive or belt driven?

Answer: All existing are belt driven.

4. Filter information needed for the rooftop units, VAV's, fan coil units, VRV ceiling unit, furnaces, computer room units, and makeup air units.(quantity and size).

Answer: Refer to equipment list available in the Dropbox.

5. How many VAV units are fan powered? All

Answer: All of them.

6. All belt information is needed.

Answer: Unknown as it is too numerous to quantify.

7. On the equipment list for HQ on the bid , exhaust fans are listed on 4 different lines. Can you please confirm if there are a total of 54 exhaust fans? 16 small/bathroom ex fans, 11 large ductless ex fans, 18 large ducted ex fans, under Radiant Tube Heater, it says exhaust fans, 7 old and 2 new. In the current PM, there are 35 exhaust fans TOTAL



1-888-LAKETRAN | www.laketrans.com

555 Lakeshore Blvd. Painesville Twp., OH 44077

The previous procurement is not relevant. The scope has increased due to building expansion. Please refer to the equipment list for the most up to date information. See question 1.

8. Can you please verify what/when VAV services need to be completed? I do not understand what Annual- (February-Maintenance, May-Admin, August-Operations) means. How often do filters need to be changed?

Filters will be changed once per year in each VAV. Because of the high number of VAVs to be inspected, the building was divided into three sections – Maintenance Area, Administration Area, and Operations Area – to lighten the load for the contractors.

9. VAV filters are typically changed 1x/year, not 4. Also, please clarify PM schedule for VAVs. This is normally 1x/year as well. Are all the VAVs the same size?

Each VAV is being addressed once a year. There are 53 VAVs throughout the building and I have them being performed in sections over course of the year in order to break up the disruptions to our day to day activities. VAVs are all the same size.

10. Radiant Tube Heaters do NOT have filters, but you stated that these need to be changed annually

Our radiant tube heaters do have filters.

11. You did not list belt changes, but we did this in the past. I don't see belt changes on the new scope.

Addendum #2 issued to add missing scope. RTU, Forced Air Units and VRV will have belts replaced annually in April.

12. Furnace filters are not listed this time, but we did them in the past

The scope of work for the boilers was copied from the previous RFP. The only change is we have 2 new natural gas boilers.

13. Since an equipment list with manufacturer, model and serial number is not available, I will need filter sizes and counts in order to get accurate pricing

Contractors are welcome to come on site to make a count. Laketrans doesn't want to assume to know what they experts need. Please contact Marc McLain, Facilities Manager, at 440-350-1060 to schedule a time for a site visit. No questions will be addressed. Only access to the equipment will be provided.