

ADDENDUM NO. 2  
April 21, 2023

RE: 099.23.B3 – HVAC Systems Cleaning Services

FROM: Purchasing Office  
Howard County Public Schools  
10910 Clarksville Pike  
Ellicott City, MD 21042  
(410) 313-6723  
(410) 313-6789 fax

TO: APPROVED PROSPECTIVE BIDDERS

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This addendum forms a part of the Contract Documents and modifies the solicitation as noted below. Bidders should acknowledge receipt of this Addendum on the Bid Price Sheet/Form of Proposal. Failure to do so may subject the Bidder to disqualification. This Addendum consists of one (1) page.

**QUESTIONS AND RESPONSES:**

**Question 1.)** On Page 19 section MM. Working Hours states normal working hours are Monday Friday 6:30 am to 11:00pm and Saturday 6:30 am to 6:00pm. Please clarify Premium hours? If we are performing a project for HCPS and the schedule requires a six day work week, Saturday will be overtime, once an employee exceeds 40 hours Federal law requires employers to pay at time and half.

**Answer:** Monday-Friday, 6:30 a.m. to 11:00 p.m. should be considered normal working hours. All other hours, including Saturday, should be considered premium hours.

**Question 2.)** Can you please provide the annual dollar amount HCPS has spent on the previous HVAC systems cleaning on call contract?

**Answer:** FY21 \$57,075.00  
FY22 \$35,486.26  
FY23 \$55,480.50

**Questions 3.)** Are Bid bonds required?

**Answer:** No

**Question 4.)** On page 13 section S. Procurement Card. It states payment may be paid through a Visa/ Mastercard, as you know these cards charge the vendor a 3.5% fee for the total amount charged. On small projects this is minimal however on large projects this fee could be quite substantial. Can a line item be added to the bid form to cover these costs?

**Answer:** Only purchases up to \$5,000 can be made using our procurement cards.

**Question 5.)** Do you intend to award the project to one contractor or multiple contractors?

**Answer:** As per Section I.O. of the bid, it states, HCPSS reserves the right to award in full, make multiple awards, partial awards, or to make no award at all.