

The Des Plaines Public Library, Des Plaines, Illinois
Proposals for Three Year Full Service Comprehensive Preventative Maintenance
Services of HVAC Systems for The Des Plaines Public Library,
No. 3-2026

ADDENDUM #2

1. We participated in the recent pre-bid walk for the three-year full-service HVAC maintenance agreement. After reviewing the RFP, we are seeking clarification regarding the required maintenance frequency.

Our interpretation is that preventive maintenance must be performed no less than quarterly, requiring at least four scheduled visits per year. Additionally:

- Two visits must include the appropriate seasonal system startup or shutdown.*
- Filters must be replaced based on their condition, but no fewer than two times per year.*
- Condenser coil inspection and cleaning as well as evap pans and drain pipe inspection and cleaning*

Could you please confirm whether our interpretation is correct?

Two of the four scheduled service visits (approximately 3 months apart) portion of the agreement, are typically, but not limited to, inspections and checking things over for proper operation and if any adjustments or repairs are needed, or belts replaced, or minor leaks needing repair, etc., or any issues the library building services manager has told the contractor about, then those are addressed and sometimes with additional visits to get the repairs made.

Bullet 1: Correct, in addition, the seasonal system startups and system shutdowns portion, INCLUDE the seasonal maintenance and preparation required to get the units ready or winterized for the fall/winter and spring/summer.

Bullet 2: Correct. Typically, every 6 months apart with one of the filter changes taking place after the cotton wood has fallen usually around end of July.

Bullet 3: In general, the chiller unit coils get inspected and cleaned with water once per year around end of July after the cotton wood has fallen. (no cleaners are to be used). The air handler evaporator pans and drain pipes get inspected and cleaned typically once a year (before the cooling season starts) but the air handler condensate drain more often when the chiller is on and if/when needed.

To reiterate, on page 1, under SCOPE OF AGREEMENT, it states in the first bullet: The proposal shall include, but not be limited to: Full service comprehensive and routine preventative maintenance services provided by the contractor on all equipment and associated devices related to the Heating, Ventilating & Air Conditioning (HVAC) systems and listed in Exhibit A / 2 pages, DPPL HVAC Equipment List 8-2026.