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December 18, 2018

Addendum #1 and Pre-Bid Conference of December 12, 2018 – HVAC Controllers in Ryan Administration Building 10:30 – 11:30am

Attendees: Chip Falldine, CFO and Procurement Officer
Karla Richardson, Executive Finance Assistant
Sam Hicks, Accounting Clerk
Alan Parrish, Director of Facilities and Maintenance
Scott McKinley, PKMR Engineers

This is a Pre-Bid Conference to discuss the Request for Bids by Topeka Metro for replacing the HVAC Controllers in the Ryan building.

There are no clarifications to the RFB document, and none of the attendees had any questions about the RFB. The meeting is being recorded, and a summary will be prepared including questions and answers. Once completed, it will be emailed to those potential bidders present. It will also be posted on the Topeka Metro website.

Scott McKinley provided technical specification requirements for the HVAC controllers. Bids will be due January 10, 2019 at 1pm CST and questions should be submitted by December 21, 2018. The Ryan building is served by two units - one is a rooftop unit that controls the east end of the building, the other is an air handling unit with a remote condensing unit that controls the west part of the office building. Controls that are being replaced are just for the office side of the building. Both units serve various VAV boxes throughout the facility. Our scope is unit controls and that includes VAV boxes, new valve and new controls on those as well. There are 21 VAV boxes, the majority of which will be taken out and replaced. There is one additional VAV box to be added, VAV 4.

The building will be occupied during construction. Alan indicated that staff will work with the contractor to accommodate the installation process and temporarily move workers as needed during construction. The goal is to have the work completed in the Spring when temperatures are not too hot or cold. The HVAC unit on the roof was replaced four years ago and the condenser unit was replaced as well. In June 2018, this replaced rooftop unit got so cold one of the coils froze and burst, which flooded part of the office.

The air make-up unit in the back is in a compromising position. It is above the janitor's closet and was added back in 2001. The control unit would ideally be housed in the IT room, room 123A. A question was asked if there is a preference of control units. Topeka Metro is not allowed to choose the control company, that is up to the awarded contractor, as long as it meets the specified requirements. Please send all requested equivalents to the engineer to review.

A tour of the facility will comprise the rest of the meeting. Chip Falldine, Alan Parrish and Scott McKinley will answer any questions that arise during the tour.

Q. Do the existing pneumatic controls have to be removed? A. Yes.

Q. Do they want to add a water leak detection sensor in the boiler room? A. Yes

End of Addendum #1