



**5601 WILKINSON BOULEVARD
CHARLOTTE, NORTH CAROLINA 28208
(704) 359-4000**

**INVITATION TO BID
ITB AVIA 24-15 CLT HVAC AIR FILTERS
ADDENDUM #1
DECEMBER 12, 2023**

This Addendum is hereby made a part of the specifications, as applicable, of the above referenced project. All other requirements of the original plans and specification shall remain in effect in their respective order. Acknowledge receipt of this addendum by inserting its number and date on Form #2 of your bid.

Reminder – you MUST register for the MANDATORY Pre-Bid Meeting/Site Visit by following the instruction in the ITB before the deadline. Failure to register or registering after the deadline will forfeit your opportunity to bid. Vendors that are currently badged must also register. The name(s) you submit need to match the name(s) on your government-issued photo ID, as this ID will be presented at the terminal to obtain your visitor’s pass into the sterile area of the terminal.

Please see Q&A provided prior to the meeting. A second addendum will be issued after the meeting/site visit to capture questions submitted by the questions deadline.

Charlotte Douglas International Airport (CLT), a City of Charlotte department does not discriminate on the basis of disability. We will provide auxiliary aids and services, written materials in alternative formats, and reasonable modifications in policies and procedures to persons with disabilities upon request. To make a request, please email andrew.buckner@cltairport.com.

23	Subject:	Bid Bond, Performance Bond, or Payment Bond
	Question:	Is a Bid Bond, Performance Bond, or Payment Bond required?
	Response:	Respond No
22	Subject:	Samples
	Question:	Are the samples required at the time of the bid? If yes, where and when samples are needed?
	Response:	No. Your filters need to meet the minimum specifications in the ITB.
21	Subject:	list of delivery addresses
	Question:	Can you please provide us with the list of delivery addresses?
	Response:	Only one delivery address and it's in the ITB.
20	Subject:	Shipment instructions
	Question:	Is a liftgate or forklift required for delivery? No, we can make available CLT staff with forklifts to unload Is a pallet required for delivery? Yes Do you have a dock for delivery? Yes Is the appointment required for delivery? No but appreciated; during working hours 7am - 4pm Mon - Fri. Do you need an inside delivery? Yes, in the CLT Center Would the driver need to deliver the goods inside the building? No, they can unload at dock Do you have a warehouse for the delivery? CLT Center
19	Subject:	Freight Cost
	Question:	Can freight terms be Prepaid and added to the invoice?
	Response:	Freight needs to be included in the base bid
18	Subject:	Clarification Questions from the ITB packet
	Question:	1. Need clarification on whether we have 1 full week to perform the work or the normal work week or Monday through Thursday referenced on page 25 or document 1 two Monday through Thursday workweeks to get it done 2. Need to know if we can spread out the quarterly services over the 3 months in order to balance the manpower work load through the quarter or if all quarterly services must be done in the same 7 day period of the quarter. Two Monday through Thursday workweeks to get it done with no staggering. 3. On page 24 of the document, clarification on if the same 7 days are referenced to complete the quarterly air filter servicing for all 135 air handling units as the 7 days for the pre filters Two Monday through Thursday workweeks to get it done. 4. the formula on the media roll looks incorrect. Are you wanting 200 rolls installed each month? Or, is this 1 roll each month for each size? Corrected on bid sheet and re-uploaded to e-Builder portal. Air Handler# 15 Monthly- Pre-Filters 20"X200" Media Roll 200 12 \$0.00 \$0.00 Monthly- Pre-Filters 16"X100" Media Roll 100 12 \$0.00 \$0.00 5. Are the finals are single header or box style? Box style 6. Also, on some the final filters are listed as 4". Are these standard MERV 13 box pleats? Yes Air Handler# 7 Monthly- Pre-Filters 12x24x2 6 12 Monthly- Pre-Filters 20x24x2 2 12 Quarterly- Final-Filters 12x24x4 6 4 Quarterly- Final-Filters 20x24x4 2 4 7. Are the "96" Linked Panel" filter 24" wide as well..... Yes Air Handler# 42 Monthly- Pre-Filters 96 " Linked Panel 5 12 Quarterly- Final-Filters 13HC 24 x 24 x 4 15 4 Air Handler# 43 Monthly- Pre-Filters 96 " Linked Panel 5 12 Quarterly- Final-Filters 13 HC 12 x 24 x 4 5 4 Quarterly- Final-Filters 13 HC 24 x 24 x 4 15 4 Air Handler# 44 Monthly- Pre-Filters 96 " Linked Panel 5 12 Quarterly- Final-Filters 13 HC 12 x 24 x 4 5 4 Quarterly- Final-Filters 13 HC 24 x 24 x 4 15 4 Air Handler# 45 Monthly- Pre-Filters 96 " Linked Panel 5 12 Quarterly- Final-Filters 13 HC 12x24x4 5 4 Quarterly- Final-Filters 13 HC 24 x 24 x 4 10 4 Air Handler# 46 Monthly- Pre-Filters 96 " Linked Panel 4 12 Quarterly- Final-Filters 13 HC 12 x 24 x 4 4 4 Quarterly- Final-Filters 13 HC 24 x 24 x 4 12 4 Air Handler# 47 Monthly- Pre-Filters 96 " Linked Panel 4 12 Quarterly- Final-Filters 12 x 24 x 4 4 4 Quarterly- Final-Filters 24 x 24 x 4 12 4

17	Subject:	Freight Cost	
	Question:	Can freight be charged on a per-shipment basis?	
	Response:		No, rolled into base bid
16	Subject:	Address List	
	Question:	How many different "ship to" locations are required?	
	Response:	If multiple ship-to locations are required, please provide a list of each "Ship To" location address.	One, CLT Center
15	Subject:	number of shipments per year for each location?	
	Question:	What is the expected number of shipments per year for each location?	
	Response:		approx 12
14	Subject:	final bid for the previous winning bidder?	
	Question:	What was the total final bid for the previous winning bidder?	
	Response:		\$126,528.84
13	Subject:	Contract amount spent last year?	
	Question:	What was the contract amount spent last year?	
	Response:		FY 23 \$232,471.05
12	Subject:	Invoices	
	Question:	Last year, how many invoices did you have?	
	Response:		FY 23 approx 58 invoices
11	Subject:	shipments	
	Question:	In the past 12 months, how many shipments have been received?	
	Response:		12
10	Subject:	Shipping	
	Question:	Is the shipping going quarterly?	
	Response:		monthly
9	Subject:	All-or-none bid?	
	Question:	Is this an all-or-none bid?	
	Response:		All
8	Subject:	Current Contract	
	Question:	Who is the current incumbent? United Air Filters	
	Question:	When was the current incumbent awarded the contract? Can you please provide us with a copy of the current contract? Please submit a public records request: https://www.charlottenc.gov/Services/Request-a-Public-Record	
7	Subject:	Multi-awardee	
	Question:	Will this be awarded to more than one bidder?	
	Response:		No
6	Subject:	Accept the full case?	
	Question:	Do you accept the full case?	
	Response:		If full case of filters; yes
5	Subject:	questions that weren't answered	
	Question:	Can the vendor follow up with the questions that weren't answered or ask more questions for the answers that were unclear after the deadline has passed?	
	Response:		We will have two addenda and a pre-bid meeting/site visit. All questions should be addressed through this process.
4	Subject:	supply and installation/services	
	Question:	Is this bid for supply and installation/services? If yes, can the vendor bid to supply the product without providing the installation/services?	
	Response:		Yes; No
3	Subject:	Mandatory Pre-bid	
	Question:	Do vendors have the ability to participate in the mandatory pre-bid conference online?	
	Response:		No, the mandatory meeting/sitv visit is on-site