



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

**INVITATION TO BID
ITB AVIA 24-15 CLT HVAC AIR FILTERS
ADDENDUM #2
DECEMBER 27, 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.

Prospective bidder company attendees for mandatory pre-bid meeting/site visit:

- 1. Cam-Ful Industries**
- 2. United Air Filter**
- 3. BFC Solutions**
- 4. BruceAir**

Please see final Q&A below, as well as the slide deck from the pre-bid meeting.

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.

	35	Subject:	Linked Panel Filters
		Question:	Same as Media Roll question. Can you clarify if quantity is Length or each?
		Response:	AHU's 42-47 are the only ones that require this media roll, they have the 96" Linked Panels. The 1200ft total length of media roll will be enough for all of these filter changes yearly.
	34	Subject:	Media Rol
		Question:	The 16" x 100" Media roll shows 1200. Is that total amount of 16" x 100" Pieces, or total length of Media Roll required?
		Response:	Total Length of Media Roll Required.
	33	Subject:	Off Hours Work
		Question:	Can you list the areas that will need to be completed off hours?
		Response:	The only filters that need to be replaced off-hours are for the CLT Center VAV Boxes. This work will need to be completed overnight and will require one of our Supervisor's or Leads to access certain areas with a master key. We have not had any issues with this in the past.
	32	Subject:	Follow-Up Questions from Site Visit
		Question:	1) Regarding the timeframe of Monday-Thursday, for 2 weeks, to complete the work, what are the hours we will be allowed to service? 2) Regarding access for our trucks on the Tarmac, what will be the process for that, security clearances, any decals for vehicles, other security clearance, etc.
		Response:	(1), Working Hours will be 6am-5pm. We can extend either way outside of these hours based on our staffing sevels. CLT should be able to schedule this up to one week out. Our main goal is to have our Building Automation Techs shutdown and restart AHU's for all filter changes. (2), The awarded company for this contract will need to have a dedicated authorized signer, which will be in charge of badging needs. Requests, renewals, driving privileges and all access clearance will go through your dedicated person. CLT can assist with this as needed in the beginning of the new contract. A placard is required for all vehicles entering the ramp (SIDA) and loading dock areas. If a person or vehicle tries to enter the ramp without a placard or valid drivers license, they will be turned away.



CLT HVAC AIR FILTERS ITB AVIA 24-15

**Pre-Bid Meeting
December 18, 2023 at 10:00 AM EST**

AGENDA

- Housekeeping Items
- Introductions and Attendance
- Submission Requirements
- Bid Format (Required Forms)
- Addenda and Proposer Questions
- eBuilder Bid Portal
- CBI Program Requirements
- Spec/Scope Summary
- Security Requirements
- Site Visit
- Closing

HOUSEKEEPING ITEMS

- The purpose of this conference is to present information found in the Invitation to Bid (ITB).
- ITB clarification questions will only be accepted and answered by submission through the e-Builder e-bidding portal's Q&A board. Answers to be provided via addendum #2.
- You may email andrew.buckner@cltairport.com with questions regarding the operation of e-Builder.
- Today's presentation will be included with addendum #2.
- Vendor registration and related information:
<https://www.charlottenc.gov/Growth-and-Development/Doing-Business/Vendor-Registration>

INTRODUCTIONS AND ATTENDANCE

- Presenters:
 - Drew Buckner– ITB Manager
 - Joseph Whittey– Project Manager
 - Randy Garrell – Project Manager
 - Claire Butler – Business Diversity & Development
 - Logan Moran - Security Operations
- Meeting Attendance:
 - Please be sure to capture your attendance in sign-in sheet .

SUBMISSION REQUIREMENTS

Submission Requirements:

- Companies must submit ONE (1) original and complete bid in searchable Adobe Acrobat .pdf format, signed in ink, or digitally signed.
- Bids must have standard text no smaller than twelve (12) points.
- Please combine all forms and bid spreadsheet/workbook into one submission packet.
- Please name your file using twenty (20) characters or less.
- Please share username and password among co-workers.
- Bids must be submitted through the eBuilder Bid Portal, using the link provided within the ITB document. CLT will not accept submissions through any other means (i.e. – mailed, faxed, emailed, hand delivered, etc.)

Bid Submission Deadline:

- January 3, 2024 at 10:00 AM EST (per CLT's clock)
- The bid portal will close promptly at 10:00 AM EST. **Late submissions will not be accepted.**
- Please notify Drew Buckner via email andrew.buckner@cltairport.com if you experience issues using the bid portal. All other questions must be submitted through the Q&A link in the bid portal.
- DO NOT wait until the last minute!

Target Dates:

- Council for approval in March 2024.
- Estimated start date is May 1, 2024.



BID FORMAT (REQUIRED FORMS)

Proposals shall consist of the following forms:

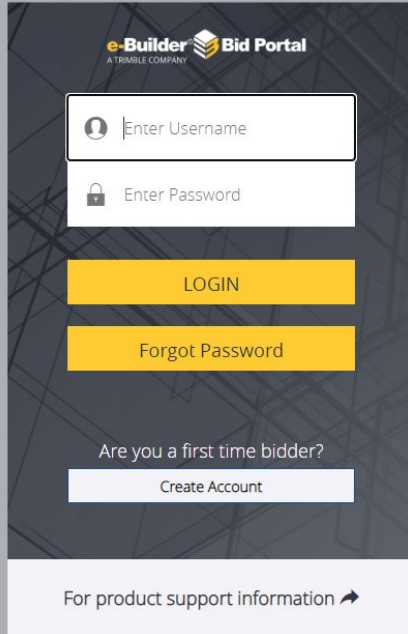
- Form 1, Bid Form
- Form 2, Bid Qualifications and Requirements
- Form 3, Exceptions
- Form 4, Nondiscrimination Certification
- Form 5, CBI Program Requirements
- Form 6, Confidential Information
- Form 7, Pricing Worksheet
- Form 8, References

All required forms must be completed, signed and uploaded

ADDENDA AND BIDDER QUESTIONS

- All addenda will be posted to the e-Builder bid portal, the City of Charlotte website and broadcast through Public Input.
- Questions and Answers will be included in addendum #2 for the benefit of all proposers.
- Questions must be submitted in written form through the eBuilder Bid Portal Q&A board.
- Deadline for submitting written questions will be on December 21, 2023.
- Answers via addendum will be posted no later than December 27, 2023.

EBUILDER BID PORTAL



The screenshot shows the login interface for the eBuilder Bid Portal. At the top, the logo reads "e-Builder Bid Portal" with "A TRIMBLE COMPANY" underneath. Below the logo are two input fields: "Enter Username" with a person icon and "Enter Password" with a lock icon. There are two yellow buttons: "LOGIN" and "Forgot Password". Below these is a link "Are you a first time bidder?" with a "Create Account" button. At the bottom, there is a link "For product support information" with a right-pointing arrow.

- Please use the link provided in the ITB to access the eBuilder Bid Portal.
- **PLEASE NOTE:** The eBuilder link is the “Invitation Key”.
- If this will be your first-time logging into the eBuilder bid portal, you will need to create login credentials.
- Use Chrome or Firefox as your browser when accessing the bid portal (do not use Internet Explorer).

EBUILDER BID PORTAL

Charlotte Douglas International Airport (CLT) / Solicitations 020 Facilities

↳ ITB AVIA 24-15 CLT HVAC Air Filters

Status

Bid Package Open
Bidding Pending
Response Submitted No

20 Days 23 Hours 43 Minutes Left

Due on 01.03.2024 at 10:00 AM
(GMT-05:00) Eastern Time (US & Canada)

Package Invitation

Response Form

Q&A Board

Accept


Decline






Bid Info

Invitation Documents (3)

Addenda

Hide All | Show All

Click this icon  to download files. Clicking the icon next to a folder will download all files and subfolders within it.

File / Folder Name	Uploaded on	File Size
  Solicitation Documents (3)	11.16.2023 11:23 AM	
 ITB AVIA 24-15 Addendum 1.pdf Version 1	12.12.2023 4:24 PM	179.38 KB
 ITB AVIA 24-15 Bid Sheet FINAL Revised 12.12.2023.xlsx Version 1	12.12.2023 4:07 PM	91.01 KB
 ITB AVIA 24-15 CLT HVAC Air Filters Solicitation.pdf Version 1	12.06.2023 12:35 PM	403.00 KB

Locate bid solicitation documents here

EBUILDER BID PORTAL

Charlotte Douglas International Airport (CLT) / Solicitations 020 Facilities

↳ ITB AVIA 24-15 CLT HVAC Air Filters

Status

Bid Package	Open
Bidding	Pending
Response Submitted	No

20 Days 23 Hours 43 Minutes Left

Due on 01.03.2024 at 10:00 AM
(GMT-05:00) Eastern Time (US & Canada)

Package Invitation

Response Form

Q&A Board

Submit Question

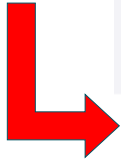
Export

View List

View All

Note: The date and time are shown in the bid time zone.

Submit Questions here



EBUILDER BID PORTAL

Charlotte Douglas International Airport (CLT) / Solicitations 020 Facilities

↳ ITB AVIA 24-15 CLT HVAC Air Filters

Status	
Bid Package	Open
Bidding	Pending
Response Submitted	No

20 Days 22 Hours 37 Minutes Left

Due on 01.03.2024 at 10:00 AM
(GMT-05:00) Eastern Time (US & Canada)

Package Invitation **Response Form** Q&A Board

[▶ Submit Quote](#)

⚠ Please note that only one file can be uploaded.

Submit bid forms here



Reminders:

- Upload as one (1) PDF file
- File name 20 characters or less
- Don't wait until the last minute!

Charlotte Business Inclusion (CBI)

The City has set a CBI goal for this Contract of zero percent (0%).

Minority, Women and Small Business Enterprises (MWSBEs).

Required Proposal Form

- Form 3 Non-Discrimination Certification
- Form 4 Charlotte Business Inclusion Program Requirements Form

This Contract may be subject to the terms and conditions of the City's Charlotte Business INclusion (CBI) Program regarding subcontracting opportunities that may arise during the term of the Contract.

The CBI Program can be found at: www.charlottebusinessinclusion.com

Search for MWSBE firms: <http://charlotte.diversitycompliance.com>



BID TABULATION SHEETS

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Clipboard Font Alignment Number Styles Cells Editing

Comments Share

Calibri 11 A⁺ A⁻ Wrap Text Currency \$ % .00 →0.00 Conditional Formatting Format as Table Cell Styles Insert Delete Format AutoSum Fill Sort & Find & Filter Select Sensitivity

J3 =SUM(F3*D3)

A	B	C	D	E	F	I	J	K	L	M	N	O	P	C
	Air Handler #	Filter Description	Air Handler- Air Filter Quantity	Frequency # of Changes per year	Labor Cost Replacement/ per Filter	Material Cost /per Filter MERV 8 PRE / FINAL 13	Monthly Labor Cost	Monthly Materials Cost	Annual Labor Cost	Annual Material Cost				
1	Air Handler# 1													
2	Monthly- Pre-Filters	16 x 20 x 2	4	12			\$0.00	\$0.00	\$0.00	\$0.00				
3	Monthly- Pre-Filters	20 x 24 x 2	8	12			\$0.00	\$0.00	\$0.00	\$0.00				
4														
5														
6	Air Handler# 6													
7	Monthly- Pre-Filters	PANEL 24X24	6	12			\$0.00	\$0.00	\$0.00	\$0.00				
8	Quarterly- Final-Filters	BAG 24X24X21	6	4			\$0.00	\$0.00	\$0.00	\$0.00				
9														
10														
11	Air Handler# 7													
12	Monthly- Pre-Filters	12x24x2	6	12			\$0.00	\$0.00	\$0.00	\$0.00				
13	Monthly- Pre-Filters	20x24x2	2	12			\$0.00	\$0.00	\$0.00	\$0.00				
14	Quarterly- Final-Filters	12x24x4	6	4			\$0.00	\$0.00	\$0.00	\$0.00				
15	Quarterly- Final-Filters	20x24x4	2	4			\$0.00	\$0.00	\$0.00	\$0.00				
16														
17														
18														
19														
20	Air Handler# 7A													
21	Monthly- Pre-Filters	12x24x2	5	12			\$0.00	\$0.00	\$0.00	\$0.00				
22	Monthly- Pre-Filters	24x24x2	20	12			\$0.00	\$0.00	\$0.00	\$0.00				
23	Quarterly- Final-Filters	12x24x4	5	4			\$0.00	\$0.00	\$0.00	\$0.00				
24	Quarterly- Final-Filters	24x24x4	20	4			\$0.00	\$0.00	\$0.00	\$0.00				
25														
26														
27	Air Handler# 8													
28	Monthly- Pre-Filters	16 x 20 x 2	6	12			\$0.00	\$0.00	\$0.00	\$0.00				
29							\$0.00	\$0.00	\$0.00	\$0.00				

Terminal Air Filters CLT Center Air Filter Fleet Maint Air Filters Air Filter TOTALS



BID TABULATION SHEETS

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Clipboard Font Alignment Number Styles Cells Editing Sensitivity

M54

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O
			Filter Description	Air Handler- Air Filter Quantity	Frequency # of Changes per year	Labor Cost Replacement /per Filter	Material Cost /per Filter MERV 8	Annual Labor Cost	Annual Material Cost						
1															
2		Air Handler# 146													
3		Monthly- Pre-Filters	20 x 20 x 2	3	12			\$0.00	\$0.00						
4		Monthly- Pre-Filters	20 x 25 x 2	3	12			\$0.00	\$0.00						
5		Air Handler# 147													
6		Monthly- Pre-Filters	24x24x2	6	12			\$0.00	\$0.00						
7		Air Handler# 148													
8		Monthly- Pre-Filters	20x24x2	4	12			\$0.00	\$0.00						
9		Air Handler# 149													
10		Monthly- Pre-Filters	16x20x2	6	12			\$0.00	\$0.00						
11		Air Handler# 150													
12		Monthly- Pre-Filters	24x24x2	6	12			\$0.00	\$0.00						
13		Air Handler# 151													
14		Monthly- Pre-Filters	18 x 24 x 2	4	12			\$0.00	\$0.00						
15		Air Handler# 152													
16		Monthly- Pre-Filters	20x24x2	4	12			\$0.00	\$0.00						
17		Air Handler# 153													
18		Monthly- Pre-Filters	20x24x2	4	12			\$0.00	\$0.00						
19		Air Handler# 154													
20		Monthly- Pre-Filters	24x24x2	6	12			\$0.00	\$0.00						

Terminal Air Filters CLT Center Air Filter Fleet Maint Air Filters Air Filter TOTALS



BID TABULATION SHEETS

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Clipboard Font Alignment Number Styles Cells Editing Sensitivity

Material Cost /per Filter MERV 8

	A	B	C	D	E	F	G	H	I	J	K	L	M	N
		Air Handler #	Filter Description	Air Handler- Air Filter Quantity	Frequency # of Changes per year	Labor Cost Replacement/per Filter	Material Cost /per Filter MERV 8	Annual Labor Cost	Annual Material Cost					
1														
2		Air Handler# 156												
3		Monthly- Pre-Filters	20x24x2	2	12			\$0.00	\$0.00					
4		Monthly- Pre-Filters	16x20x2	2	12			\$0.00	\$0.00					
5														
6		Air Handler# 157												
7		Monthly- Pre-Filters	16x20x2	4	12			\$0.00	\$0.00					
8														
9		Air Handler# 158												
10		Monthly- Pre-Filters	16x20x2	4	12			\$0.00	\$0.00					
11														
12		Air Handler# 159												
13		Monthly- Pre-Filters	16x20x2	4	12			\$0.00	\$0.00					
14														
15		Air Handler# 160												
16		Monthly- Pre-Filters	16x20x2	4	12			\$0.00	\$0.00					
17														
18		Air Handler# 161												
19		Monthly- Pre-Filters	16x20x2	4	12			\$0.00	\$0.00					
20														
21		Air Handler# 162												

Terminal Air Filters | CLT Center Air Filter | **Fleet Maint Air Filters** | Air Filter | TOTALS



BID TABULATION SHEETS

File Home Insert Page Layout Formulas Data Review View Help Acrobat Comments Share

Clipboard Font Alignment Number Styles Cells Editing Sensitivity

F37 =SUM(F2:F36)

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O
		Quantity	Size	Description	Unit Price	Extend Price									
1		24	12x14x1	MERV 8 Pleated Synthetic Blend, supported carrier board Filter		\$0.00									
2		36	12x20x1	MERV 8 Pleated Synthetic Blend, supported carrier board Filter		\$0.00									
3		36	12x20x2	MERV 8 Pleated Synthetic Blend, supported carrier board Filter		\$0.00									
4		60	12x24x1	MERV 8 Pleated Synthetic Blend, supported carrier board Filter		\$0.00									
5		36	14x20x1	MERV 8 Pleated Synthetic Blend, supported carrier board Filter		\$0.00									
6		48	14x25x1	MERV 8 Pleated Synthetic Blend, supported carrier board Filter		\$0.00									
7		12	14x28x1	MERV 8 Pleated Synthetic Blend, supported carrier board Filter		\$0.00									
8		864	15x20x2	MERV 8 Pleated Synthetic Blend, supported carrier board Filter		\$0.00									
9		24	15x30x1	MERV 8 Pleated Synthetic Blend, supported carrier board Filter		\$0.00									
10		48	16x16x2	MERV 8 Pleated Synthetic Blend, supported carrier board Filter		\$0.00									
11		288	16x20x1	MERV 8 Pleated Synthetic Blend, supported carrier board Filter		\$0.00									
12		1104	16x20x2	MERV 8 Pleated Synthetic Blend, supported carrier board Filter		\$0.00									
13		36	16x24x1	MERV 8 Pleated Synthetic Blend, supported carrier board Filter		\$0.00									
14		264	16x24x2	MERV 8 Pleated Synthetic Blend, supported carrier board Filter		\$0.00									
15		432	16x25x1	MERV 8 Pleated Synthetic Blend, supported carrier board Filter		\$0.00									
16		1001	16x25x2	MERV 8 Pleated Synthetic Blend, supported carrier board Filter		\$0.00									
17		24	16x26x1	MERV 8 Pleated Synthetic Blend, supported carrier board Filter		\$0.00									
18		24	16x34x1	MERV 8 Pleated Synthetic Blend, supported carrier board Filter		\$0.00									
19		24	17x27x1	MERV 8 Pleated Synthetic Blend, supported carrier board Filter		\$0.00									
20		24	17x33x1	MERV 8 Pleated Synthetic Blend, supported carrier board Filter		\$0.00									
21		24	18x20x1	MERV 8 Pleated Synthetic Blend, supported carrier board Filter		\$0.00									
22		108	18x24x2	MERV 8 Pleated Synthetic Blend, supported carrier board Filter		\$0.00									
23		12	18x25x1	MERV 8 Pleated Synthetic Blend, supported carrier board Filter		\$0.00									
24		3348	20x20x1	MERV 8 Pleated Synthetic Blend, supported carrier board Filter		\$0.00									
25		264	20x20x2	MERV 8 Pleated Synthetic Blend, supported carrier board Filter		\$0.00									
26		36	20x22x1	MERV 8 Pleated Synthetic Blend, supported carrier board Filter		\$0.00									
27		36	20x24x1	MERV 8 Pleated Synthetic Blend, supported carrier board Filter		\$0.00									
28															

Terminal Air Filters CLT Center Air Filter Fleet Maint Air Filters Air Filter TOTALS



BID TABULATION SHEETS

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V	W
1																							
2		TOTALS																					
3																							
4	Terminal			\$0.00																			
5																							
6	CLT Center			\$0.00																			
7																							
8	Fleet			\$0.00																			
9																							
10	Air Filters			\$0.00																			
11																							
12																							
13	GRAND TOTAL			\$0.00																			
14																							
15																							
16																							
17																							
18																							
19																							
20																							
21																							



BID TABULATION SHEETS

- Perform multiple checks of the Excel pricing/formulas prior to converting to PDF.
- Convert each of the five (5) spreadsheets in your workbook to PDF.
- Make sure your Excel spreadsheets comport properly to PDF.
- Consolidate your five (5) spreadsheets and required bid forms into one (1) PDF file to submit.

SCOPE SUMMARY

Summary. The scope of this contract shall be to provide air filter replacement services and delivery.

Services scope of work. The scope of this contract shall be to provide air filtration products as described and to perform quarterly changes of these air filtration products for the air handling units which condition the air for the Main Terminal Building, Five Concourses, Fleet Maintenance Building, and the CLT Center.

- The potential to add and/or remove units due to construction or other purposes will be requested as needed.
- The Company must provide the labor to install the new air filters and to dispose of the old air filters from each of the 135 air handling units in the service areas.

AIR FILTER DELIVERY

The "Air Filter" products listed in bid sheet represents a one-year supply of air filtration product required to service the Airport's hangars, cargo facilities and office buildings. These facilities are serviced by the Airport's Maintenance personnel.

Filter Specs in ITB:

- All Monthly Pleated Pre-Air Filter.
- All Monthly Three-Ply Polyester Panel Air Filters.
- All Quarterly Extended Surface Pocket Air Filter (Bag Air Filter).
- All Quarterly Pleated Rigid Cell (Box Type).

AIRPORT SECURITY REQUIREMENTS

Security
Program

Airport
Badging
Requirements

Please see requirements in solicitation
packet and go to
www.cltairport.com/business/credentialing
for all information regarding CLT's Security
Program, Policies and Procedures, FAQs,
etc.



SITE VISIT

- Round-trip shuttle service provided.
- Do not bring bags.
- A valid (unexpired), government-issued photo ID required **ON YOUR PERSON** for the **ENTIRE** duration.
- Attendees will get visitor's pass.
- We will go through TSA screening.
- Always stay with staff escorts.
- Photos permitted if authorized.
- All questions submitted in writing via e-Builder bid portal Q&A board.
- If traveling after the site visit, you will need to exit and re-enter through checkpoint.

THANK YOU!



CLT 