



The School District of Osceola County, Florida

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HVAC Test & Balance Services for Elementary M, Elementary N, Mill Creek Elementary, Pleasant Hill Elementary And Poinciana High School

RFQ # SDOC-08-Q-080LK-FPC

Addendum # 1

This addendum is issued to amend the RFQ document.

The services as described in this document are to be included in the HVAC Test and Balance Firm's Scope of Services.

Commissioning Services

Commissioning Services shall be provided in four (4) phases: Design, Construction, Acceptance, and Post-Acceptance, in accordance with the **ACG Commissioning Guideline**. The Scope of Services as described in each phase shall be provided for the following base building systems:

1. Supply/outdoor air.
2. Return air.
3. Exhaust air.
4. Chilled water.
5. Condenser water. (If Applicable)
6. Hot water.
7. HVAC control system.

ACG stands for A.A.B.C. (Associated Air Balance Council) Commissioning Group

Design Phase:

During the design phase the commissioning agency shall carry out the following scope of work:

1. Review the design documents (drawings and specifications) as they are prepared to ensure inclusion of material covering the contractor's responsibilities for commissioning; provide comments and suggestions for designer and owners consideration.

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Board Meets First Tuesday of Each Month

DISTRICT-WIDE ACCREDITATION BY THE SOUTHERN ASSOCIATION OF COLLEGES AND SCHOOLS
An Equal Opportunity Agency

Construction Phase:

During the construction phase the commissioning agency shall carry out the following scope of work:

1. Organize and lead the commissioning team.
2. Review shop drawings and equipment submittals for information affecting the commissioning process.
3. Update the commissioning plan to reflect equipment and controls data from the submittals, and provide commissioning schedule information that the contractor can integrate into the project schedule.
4. Schedule and lead commissioning meetings.
5. Establish and maintain a system for tracking issues needing resolution.
6. Review the project schedule periodically to ensure commissioning activities are properly incorporated; provide feedback to the designer and owner as needed.
7. Perform on-site observations during construction.
8. Monitor correct component and equipment installation; including controls point-to-point checkouts. Document all observations.
9. Witness equipment and system start-ups as deemed necessary. Ensure complete documentation of same.

Acceptance Phase:

During the acceptance phase the commissioning agency shall carry out the following scope of work:

1. Conduct functional performance testing of sub-systems, systems, and interactions between systems, leading to acceptance of the completed work. Document results of all tests witnessed.

Post-Acceptance Phase:

During the post-acceptance phase the commissioning agency shall carry out the following scope of work:

1. Conduct functional performance testing of sub-systems, systems, and interactions between systems that could not be carried out prior to acceptance due to unsuitable weather conditions.
2. Prepare and submit a final commissioning report.
3. Provide follow-up for quality performance during the guarantee period.

If you have any questions regarding this Addendum please feel free to contact Lisa Kesecker, CPPB – Purchasing Specialist by phone at (407) 870-4622 or by email at keseckel@osceola.k12.fl.us.

Please sign and include this Addendum in your submittal, indicating that you have read and understand the changes listed herein.

Authorized Signature

Date