



**TO:** ALL PLANHOLDERS OF RECORD

**RE:** RFP 26T-CD-205 CIHA Spenard Commercial & Office HVAC Preventative Maintenance and Call-Out

**FROM:** Rashaad Esters, Procurement Manager

**PAGE(S):** 3, including this cover sheet

**DATE:** May 5, 2026

Transmitted herewith is an Addendum to the solicitation listed above. If the Addendum is **not** received in full, please contact the Procurement Office at (907) 793-3000. If all pages of the Addendum are received, please sign this sheet and email it back to CIHA's Procurement Department at [Procurement@cookinlethousing.org](mailto:Procurement@cookinlethousing.org).

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Company's Name

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Company's Representative

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Date

RFP 26T-CD-205 CIHA Spenard Commercial & Office HVAC Preventative Maintenance and Call-Out

This document forms a part of and modifies the solicitation as noted below. Respondents must acknowledge receipt of this addendum. Failure to acknowledge receipt of this addendum may subject Respondent to disqualification.

PROJECT: CIHA Spenard Commercial & Office HVAC Preventative

FOR: Cook Inlet Housing Authority

The following corrections, clarifications, additions, and/or deletions to the ITB 26T-CD-205 are hereby made a part of said documents. All other terms and conditions remain the same.

**This Addendum Shall:**

1. Announce to all Contractors/Vendors CIHA will hold a pre-bid walk-through on Friday May 8, 2026, at 11:00AM starting at 3510 Spenard Road, then 3502 Spenard Road, 3400 Spenard Road, and 1501 W 36<sup>th</sup>.
2. Answer all questions asked by the question submittal deadline of 05/04/2026, 2:00PM.

<b>1. Question:</b> Can we make a site visit?	<b>Answer:</b> Yes, the site visit will be May 8, 2026, 11:00AM starting at 3510 Spenard Road.
<b>2. Question:</b> Predictive Maintenance Coverage. Electronic Combustion Analysis on units >900kBtu. Contractor does not find any burners that qualify for this requirement. Please confirm.	<b>Answer:</b> Change this to “Electronic Combustion Analysis on all Boilers.”
<b>3. Question:</b> Roof top units. Refrigerant Level Check. Check and adjust refrigerant levels to ensure optimal performance. Adjustment of refrigerant is not clear. Recovery of excess refrigerant or addition of refrigerant to a deficient system would not typically be included in a fixed cost agreement. Please confirm that adjustments to refrigerant levels would be considered separate service work orders not included in this RFP.	<b>Answer:</b> Change this to “Check refrigerate levels to ensure optimal performance”
<b>4. Question:</b> Test for leaks. Please consider changing this language to “Inspect for leaks on the system while under normal operating conditions”. Replace filters quarterly. Could you provide filter Quantities?	<b>Answer:</b> No, please refer to equipment list.

<p><b>5. Question:</b> Replace belts annually. Could you provide belt quantities?</p>	<p><b>Answer:</b> No, please refer to equipment list.</p>
<p><b>6. Question:</b> Boilers. Water Quality Testing: Test the water quality regularly to prevent scaling and corrosion within the boiler. Would this also apply to glycol systems?</p>	<p><b>Answer:</b> Yes</p>
<p><b>7. Question:</b> Combustion Analysis: Conduct a thorough combustion analysis to ensure efficient fuel usage and safe operation. See item 1.a above. Contractor recommends performing these analyses on all boilers. Please confirm this requirement.</p>	<p><b>Answer:</b> See response above- perform electronic combustion analysis on all boilers.</p>
<p><b>8. Question:</b> Test for excessive vibration; refrigerant charge; fan RPM; refrigerant oil (acid); water condition; flue gas analysis; safety controls; combustion and draft; crankcase heater; control system(s), etc. Most of these are not applicable to boilers and may apply to Roof Top Units in section 2 above. Please clarify</p>	<p><b>Answer:</b> Agreed. Item “e” under boilers should be under the Roof Top Units section.</p>
<p><b>9. Question:</b> Verify oil levels. This is not applicable to boilers. Please clarify.</p>	<p><b>Answer:</b> Disregard item “f” under boilers</p>
<p><b>10. Question:</b> Pumps. Test for leaks. Please consider changing this language to “inspect for leaks on the system while under normal operating conditions”</p>	<p><b>Answer:</b> Agreed. Change item “e” to inspect for leaks.</p>
<p><b>11. Question:</b> Water Heaters. Test for leaks. Please consider changing this language to “Inspect for leaks on the system while under normal conditions”</p>	<p><b>Answer:</b> Agreed. Change item “e” to Inspect for leaks.</p>
<p><b>12. Question:</b> DDC Control System. 3510 Spenard Road DDC Control system: Conduct software update annually. Please advice the brand, system name, current revision, and license expiration date.</p>	<p><b>Answer:</b> Niagara N4 – Long installed at the end of 2024 – Ryan Skiff has the current information.</p>