



**RFP No. 500640-FY25-28**  
**BOILER SERVICES FOR THE TOWN OF LEESBURG UTILITIES DEPARTMENT**

**ADDENDUM NO. 1**

**NOVEMBER 21, 2024**

**ITEM NO. 1: QUESTIONS AND RESPONSES**

Interested offerors shall be mindful of the following responses to the questions received:

1. Section III.A.5, “Annual inspections and associated preventative maintenance must be performed on both units prior to beginning of the peak heating season (no later than November 1). Two (2) additional preventative maintenance services will be scheduled so that services are conducted quarterly, unless otherwise specified.” Our understanding of this is that the Town of Leesburg wishes to have the services conducted quarterly. The above clause states annual inspection and associated Preventative Maintenance (PM) no later than November 1, and then two (2) additional PM services. To have the service quarterly, would we not need to consider one (1) prior to the beginning of peak heating season, and then three (3) subsequent visits (Vs. 2) to have a total of four (4)?

**RESPONSE:** Preventative Maintenance (PM) for each boiler must be completed annually prior to peak season heating with subsequent quarterly inspections.

2. Annual Inspections vs. Preventative Maintenance: typically, PM’s are completed annually (vs. the inspections). When we do our PM’s, it is a thorough cleaning, burner service, water controls, purchasing maintenance kits and so on. Being so much more involved than an inspection, this is why we typically schedule PM’s once a year. For inspections, we will typically do those throughout the year, or quarterly, as they are not as complex as the PM’s. Could the section referenced in Question 1, Section III.B.5, have the PM listed as annual (vs the inspection) and then the inspections (vs. the PM) as quarterly?

**RESPONSE:** PM for each boiler to be completed annually prior to peak season heating and with subsequent quarterly inspections.

**ITEM NO. 2: Statement of Needs**

Section III.A.5 of the Statement of Needs is hereby revised. Refer to the revised Statement of Needs, incorporated herein.

5. Annual preventative maintenance must be performed on both units prior to the beginning of the peak heating season (no later than November 1). Three (3) additional inspections will be scheduled so that services are conducted quarterly, unless otherwise specified.

**ITEM NO. 3: Pricing Form**

The Pricing Form of the Request for Proposal (RFP) is hereby deleted in its entirety and replaced with the attached Pricing Form, incorporated herein.

*Offerors must take due notice and be governed accordingly. This addendum must be acknowledged as indicated in the Request for Proposal or your proposal may not be considered.*

*For the Town of Leesburg,*

*Kelly Neff, CCPB, VCO*

*Buyer II*

*Town of Leesburg, Virginia*

*Email: [Kneff@leesburgva.gov](mailto:Kneff@leesburgva.gov)*

*Bid Board: <http://www.leesburgva.gov/bidboard>*

**End of Addendum No. 1**

**PRICING FORM**  
**RFP NO. 500640-FY25-28**  
**BOILER SERVICES FOR THE TOWN OF LEESBURG UTILITIES**  
**DEPARTMENT**

*This is not a contract. Submit pricing on this form.*

|   | <u>Description</u>  | <u>Quantity</u> | <u>Unit</u> | <u>Unit Price</u> | <u>Extended Price</u> |
|---|---|-----------------|-------------|-------------------|-----------------------|
| <b>LOT ONE: PREVENTATIVE MAINTENANCE SERVICES</b>       |   |                 |             |                   |                       |
| 1   | Annual Preventative Maintenance Service for WPCD Sites  | 1               | Each        | \$ _____          | \$ _____              |
| 2   | Inspections for WPCD Sites  | 3               | Each        | \$ _____          | \$ _____              |
| 3   | Combined Annual Preventative Maintenance Service for WSD Sites  | 1               | Each        | \$ _____          | \$ _____              |
| 4   | Inspections for WSD Sites   | 3               | Each        | \$ _____          | \$ _____              |
| <b>LOT 1 PRICE (SUM OF ITEMS 1-4)</b>                   |   |                 |             |                   | \$ _____              |
| <b>LOT TWO: ON CALL REPAIR AND REPLACEMENT SERVICES</b> |   |                 |             |                   |                       |
| 5   | Hourly Labor Rate for Routine Repair Services (Monday – Friday, 7:00 a.m. – 4:00 p.m.) Service Supervisor                           | 50              | Hour        | \$ _____          | \$ _____              |
| 6   | Hourly Labor Rate for After Hours, Weekend and Emergency Repair Services (Monday – Friday, 4:01 p.m. – 6:59 am). Service Supervisor | 20              | Hour        | \$ _____          | \$ _____              |
| 7   | Hourly Labor Rate for Routine Repair Services (Monday – Friday, 7:00 a.m. – 4:00 p.m.) Service Technician                           | 150             | Hour        | \$ _____          | \$ _____              |
| 8   | Hourly Labor Rate for After Hours, Weekend and Emergency Repair Services (Monday – Friday, 4:01 p.m. – 6:59 am). Service Technician | 40              | Hour        | \$ _____          | \$ _____              |

|   |   |     |      |          |          |
|---|---|-----|------|----------|----------|
| 9   | Hourly Labor Rate for Routine Repair Services (Monday – Friday, 7:00 a.m. – 4:00 p.m.) Boiler Lead Mechanic                           | 150 | Hour | \$ _____ | \$ _____ |
| 10  | Hourly Labor Rate for After Hours, Weekend and Emergency Repair Services (Monday – Friday, 4:01 p.m. – 6:59 am). Boiler Lead Mechanic | 40  | Hour | \$ _____ | \$ _____ |
| 11  | Hourly Labor Rate for Routine Repair Services (Monday – Friday, 7:00 a.m. – 4:00 p.m.) Helper   | 75  | Hour | \$ _____ | \$ _____ |
| 12  | Hourly Labor Rate for After Hours, Weekend and Emergency Repair Services (Monday – Friday, 4:01 p.m. – 6:59 am). Boiler Lead Mechanic | 75  | Hour | \$ _____ | \$ _____ |
| <b>Lot 2 Price (Sum of Items 5-12):</b>             |   |     |      |          | \$ _____ |
| <b>TOTAL PROPOSED PRICE (SUM OF ITEMS NO. 1-12)</b> |   |     |      |          | \$ _____ |

**Instructions to Offerors:**

Proposals must be sealed with appropriate markings on the outside of the envelope or container. Complete all items or your proposal may not be considered. Subject to terms and conditions contained in the Request for Proposal.

Offeror guarantees product or services offered will meet or exceed specifications identified in this Request for Proposal, subject to all conditions stated herein.

Proposed prices shall include all labor, supervision, tools, equipment, transportation (including fuel, tolls, etc.), permit and licenses, and management to inspect, test, maintain, repair and make repairs. Material acquisition, handling and delivery, or for movement of Contractor-owned or rental equipment shall also be included in the proposed prices. Replacement parts shall not be included in the proposed prices above and will be reimbursed to the Contractor, at cost.

By: \_\_\_\_\_ Title: \_\_\_\_\_ Date: \_\_\_\_\_