

DEPARTMENT OF CALIFORNIA HIGHWAY PATROL

June 19, 2026

Page 1 of 1

ADDENDUM 1
TO
INVITATION FOR BID (IFB) – NUMBER 26C509002
CALIFORNIA HIGHWAY PATROL
SOUTHERN DIVISION ISU

Addendum #1 changes the IFB Proposed Agreement as follows:

EXHIBIT A - SCOPE OF WORK IS REPLACED IN ITS ENTIRETY.

**A COPY OF THIS ADDENDUM, IN ITS ENTIRETY, MUST BE INCLUDED WITH YOUR IFB. FAILURE TO DO SO
MAY RENDER YOUR BID NON-RESPONSIVE.**

If you have any questions, contact Jared Cartwright, Contract Services Unit, at (279) 224-6347.

EXHIBIT A
(Standard Agreement)

SCOPE OF WORK

1. Contractor agrees to provide to the **Department of California Highway Patrol (CHP) Southern Division ISU**, the services described herein: furnish all supplies, materials, tools, equipment, labor, personnel, and supervision; pay all taxes, insurance, bonds, license and permit fees, and all other direct and indirect costs necessary to provide **Bi-Monthly Heating, Ventilation, and Air Conditioning (HVAC) Maintenance Services** in accordance with the manufacturer's preventative maintenance recommendations and the terms as set forth in this Agreement.

A. License Requirement/Certification: Contractor must possess a valid Contractors State License Board (CSLB) – C-20 (Warm-Air Heating, Ventilating and Air-Conditioning Contractor).

2. The services shall be performed at:

Department of California Highway Patrol
Southern Division ISU office
437 North Vermont Avenue
Los Angeles, CA 90004

3. The services shall be provided during:

Normal working hours, Monday through Friday from 8:00 a.m. to 5:00 p.m., excluding State holidays. Office will be closed if any holiday falls on or is observed on a weekday, unless otherwise stated. Contractor shall check-in and check-out with CHP on-site contact person or designee upon each service.

4. The Project Representatives during the term of this Agreement will be:

STATE AGENCY Department of California Highway Patrol		CONTRACTOR TBD Upon Award	
NAME Chris Gingras, Sergeant		NAME	
TELEPHONE NUMBER (323) 644-9550	EMAIL CGingras@chp.ca.gov	TELEPHONE NUMBER	FAX NUMBER
Direct all inquiries to:			
STATE AGENCY Department of California Highway Patrol		CONTRACTOR TBD Upon Award	
SECTION/UNIT Facilities Section		SECTION/UNIT	
ATTENTION Dolores Ochoa, Facilities Coordinator		ATTENTION	
ADDRESS P.O. Box 942898, Sacramento, CA 94298		ADDRESS	
TELEPHONE NUMBER (916) 843-3800	EMAIL Facilities501@chp.ca.gov	TELEPHONE NUMBER	FAX NUMBER

EXHIBIT A
(Standard Agreement)

SCOPE OF WORK (Continued)

5. Contractor will perform maintenance, including changing filters, fan belts, water treatment chemicals, compressor oil, cleaning rags, oil, grease, and refrigerant, etc. Contractor must inspect the equipment and verify the list of equipment to be serviced and maintained according to the manufacturer's specifications.

All HVAC equipment, including:

UNIT	MAKE	MODEL	SERIAL #
S-1	MAMMOTH	EBH-151-W150DD	18496-01-01
S-2	MAMMOTH	EBH-221-W186DD	18496-02-01
S-3	MAMMOTH	UNREADABLE	UNREADABLE
S-4	MAMMOTH	EBH-221-W22DD	18496-03-01
S-5	MAMMOTH	EBH-151-W96-MZ4	18496-04-01
	GOETTL	SC361G	417441
	GOETTL	SC361G	41733
	RB1	DB1050	100851524
	YORK	UNKNOWN	UNKNOWN
	YORK	YCAL0060EC46XCASD TXXXXRLXXXX45SX1 XXXXXXXXSAXXXX5 XXXLXXEXXXXX	RCPM010906
Five (5) – HEATING HOT WATER PUMPS Two (2) – CHILLED WATER PUMPS One (1) – HONEYWELL LCBS AUTOMATION SYSTEM Six (6) – EXHAUST FANS One (1) – MAKEUP AIR FAN One (1) – AIR COMPRESSOR/DRYER STATION One (1) – RETURN AIR FAN FOR S-1 Various – PNEUMATIC CONTROLS AND MIXING BOXES			

CHP reserves the right to add equipment similar to the list established at the commencement of this contract and delete equipment that has become obsolete.

6. Contractor agrees to provide all equipment, labor, materials, and supplies necessary for the performance of the **Bi-Monthly** maintenance unless otherwise specified herein.

7. GENERAL SPECIFICATIONS

- A. Preventative Maintenance (PM) shall be performed on a **Bi-Monthly** (every other month) basis. The frequency of PM shall be no more than sixty (60) days between services.

EXHIBIT A
(Standard Agreement)

SCOPE OF WORK *(Continued)*

- B. Contractor shall schedule the date and time the service is to be performed with the CHP on-site contact one (1) week prior to service. Contractor will check in with CHP on-site contact upon arrival and check out when the work is completed.
- C. A logbook shall be provided by the Contractor and will be kept on-site for each piece of equipment to be maintained. The logbook shall contain the date each service was performed. In addition, the log shall contain a description of all repairs. This must include date of service, technician's name, make, brand, model number, name plate date, manufacturer's maintenance literature, parts breakdown, and superheat charging tables. Superheat charging tables to be provided by the Contractor when Agreement begins. This logbook is the property of the CHP and shall not be removed from the premises.
- D. The Scope of Work (SOW) included in this Agreement will serve as a checklist for the PM performed. Contractor will be required to bring the checklist each time PM is performed.
- E. All items on the checklist will be checked off as performed. Upon completion, Contractor will provide the Area office with the list. The list will be signed and dated by both Contractor and the CHP on-site contact and filed in the appropriate logbook. Additionally, an extra copy shall be left with the CHP on-site contact and shall accompany the invoice prepared by Contractor for the PM.

Notify the CHP on-site contact of any deficiencies in a timely manner.

- F. PM fee shall include the manufacturer's recommended preventive maintenance parts or kit, including filters, fan belts, water treatment chemicals, compressor oil, cleaning rags, oil, and grease. Costs for recapture of refrigerant, as required by law, must also be included.
- G. If any parts are identified during the inspection or PM that requires replacement, a service report detailing the repairs needed must be provided to the CHP On-site contact. A copy of this report must be filed in the appropriate log and a copy left with the CHP On-site contact or designee.
- H. Any debris resulting from services provided shall be removed from the premises by Contractor.
- I. The CHP reserves the right to have an independent consultant inspect the equipment at any time to ensure the services being provided are in compliance with the Scope of Work.

EXHIBIT A
(Standard Agreement)

SCOPE OF WORK *(Continued)*

8. BI-MONTHLY HVAC MAINTENANCE AND INSPECTION TASKS

A. CONDENSING UNIT(S)

- 1) Inspect air conditioning system for refrigerant and oil leaks.
- 2) Clean outdoor coil if dirty. Comb fins. Minimum twice yearly.
- 3) Chemically clean condenser and evaporator coils. Minimum once a year.
- 4) Measure and record compressor amperage draw.
- 5) Measure and record suction and discharge pressures.
- 6) Measure and record suction superheat temperature.
- 7) Measure and record outdoor fan motor amperage draw.
- 8) Adjust refrigerant charge as needed. Add oil per manufacturer's recommendations.
- 9) Lubricate outdoor fan motor.
- 10) Inspect outdoor fan blade for cracks, corrosion, and defects. Clean as necessary.
- 11) Inspect cabinet for organic matter, corrosion, and defects. Clean as necessary.
- 12) Inspect compressor overloads, overheat, high- and low-pressure safety devices.
- 13) Inspect and verify the operation of compressor crankcase heaters.
- 14) Check all belts for wear, proper tension, and alignment. Replace worn or defective belts in sets.
- 15) Check all sheaves for alignment, wear, and tightness on shafts. Adjust misaligned sheaves as needed.
- 16) Check heat pump reversing valve for proper operation.

B. PROPANE FURNACES

- 1) Check with operating or area personnel for deficiencies.
- 2) Inspect fuel system for leaks.
- 3) Inspect, clean and adjust electrodes and nozzles on oil burners or control valves and thermo-sensing bulbs on gas burners; lubricate oil burner motor bearings as applicable.
- 4) Change fuel filter element on oil burner, where applicable.
- 5) Check for proper operation of burner primary controls, check and adjust thermostat.
- 6) Replace air filters.
- 7) Check blower and motor for vibration and noise, lubricate bearings.
- 8) Check belts for wear and proper tension; tighten if required.
- 9) Check electrical wiring to burner controls and blower.
- 10) Check condition of flue pipe, damper and stack.
- 11) Check furnace operation through complete cycle or up to ten minutes.
- 12) Clean area around furnace.
- 13) Inspect and clean firebox.
- 14) Clean blower and air plenum.

EXHIBIT A
(Standard Agreement)

SCOPE OF WORK *(Continued)*

C. MOTORS FOR CONDENSING UNIT(S), AIR HANDLER(S), AND FURNACE(S)

- 1) Lubricate fan motors per manufacturer's recommendations.
- 2) Check motor capacitors for leakage, swelling, and improper operation.
- 3) Inspect motor to fan or blower connection. Adjust and tighten as needed.
- 4) Check all belts for wear, proper tension, and alignment. Replace worn or defective belts in sets.
- 5) Check all sheaves for alignment, wear, and tightness on shafts. Adjust misaligned sheaves as needed.

D. ELECTRICAL (INCLUDING EXHAUST FANS)

- 1) Inspect all wiring and controls in indoor and outdoor unit. Vacuum all organic matter and dirt.
- 2) Inspect disconnect switch and fuses. Verify that fuses meet the manufacturer's specified rating.
- 3) Check compressor and relay contacts for burnt contacts and poor wire insulation.
- 4) When belt guards are removed, ensure they are properly and securely replaced.

E. AIR HANDLER AND WINDOW UNITS

- 1) Replace air filters with commercial grade pleated air filters. Date the exposed edge of the filter with the date the filter is changed.
- 2) Clean evaporator condensate drain pan. If necessary, flush condensate drain line until clean and free from obstruction. Install biocide tablets in condensate pan to prevent biological growth.
- 3) Measure and record supply air temperature differential.
- 4) Inspect supply and return air plenums for leaks.
- 5) Clean and inspect fan and blower blades for cracks, corrosion, and defects.
- 6) Inspect and clean enclosure. Repair loose insulation as required.
- 7) Check fusible linkage and all fire dampers.
- 8) Check high-capacity filter. Date the exposed edge of the filter with the date the filter is changed.

F. ECONOMIZER (MODULATING OR FIXED)

- 1) Inspect dampers, linkage, and operators for proper operation. Clean and service.
- 2) Exercise dampers, linkage, and operators.
- 3) Clean intake/exhaust openings and bird screens. Replace filter.
- 4) Inspect and verify enthalpy control operation.

EXHIBIT A
(Standard Agreement)

SCOPE OF WORK *(Continued)*

G. FURNACE (ALL TYPES)

- 1) Inspect combustion chamber and heat exchanger for corrosion.
- 2) Clean combustion chamber of residue (soot, dirt, and scale).
- 3) Inspect combustion vent for leaks.
- 4) Verify that ignition system operates per manufacturer's specifications.
- 5) Inspect and check controls, draft, and flame safeguard system for correct operation.
- 6) Clean and inspect fan and blower blades for cracks, corrosion, and defects.
- 7) Inspect and clean cabinet and enclosure.
- 8) Inspect furnace for complete combustion.
- 9) Inspect gas supply piping and components for leaks with soap solution.

H. EXHAUST FANS

- 1) Lubricate fan motors per manufacturer's recommendations.
- 2) Check motor capacitors for leakage, swelling, and improper operation.
- 3) Inspect motor to fan or blower connection. Adjust and tighten as needed.
- 4) Check all belts for wear, proper tension, and alignment. Replace worn or defective belts in sets.
- 5) Check all sheaves for alignment, wear, and tightness on shafts. Adjust misaligned sheaves as needed.
- 6) When belt guards are removed, ensure that they are properly and securely replaced.

I. ICE MACHINE (one (1) ice maker located on the first floor in the breakroom)

- 1) Lubricate fan motors per manufacturer's recommendations.
- 2) Inspect and clean cabinet and enclosure.
- 3) Replace or clean filter per manufacturer's recommendations.

J. WATER DISPENSERS (three (3) water dispensers, one (1) on each floor)

- 1) Pre-filter cartridge to be replaced on a semi-annual basis on all dispensers.
- 2) Carbon filter cartridge to be replaced on a semi-annual basis on all dispensers.
- 3) Reverse osmosis membrane to be replaced on an annual basis on all dispensers.
- 4) Carbon filter stage to be replaced on a semi-annual basis on all dispensers.
- 5) System sanitization and recharge to be completed annually on all dispensers.

EXHIBIT A
(Standard Agreement)

SCOPE OF WORK *(Continued)*

K. MISCELLANEOUS

- 1) Chemical treatment of both the hot and chiller water systems is required on an as needed basis.
- 2) Chemical levels are to be tested on an annual basis or whenever the system has had a loss of water.
- 3) Annual oil change and oil filter and air filter replacement is required to the air compressor.
- 4) Maintaining the building controls system, Automation, is required.
- 5) Inspect curb, slab, supports, and isolation mounts. Clean as needed.
- 6) Take and record the ambient dry bulb and wet bulb temperatures with a calibrated instrument.
- 7) Record dry bulb and wet bulb temperatures for each zone.
- 8) Check thermometer for correct operation. Compare and record temperature with known calibrated instrument.
- 9) Inspect and clean supply air diffusers and return air/register grilles. Adjust flow where needed.
- 10) Check entire system for abnormal sounds or vibrations.
- 11) Place space thermostats in the "Fan-On" position to allow for continuous circulation, uniformity of temperature, and improved air quality.
- 12) Inspect all duct work throughout facility for leaks and loose insulation. This service should be done at the beginning of the Agreement year and thereafter should be done bi-monthly.
- 13) Repairs necessitated by faulty equipment, provided and installed by the Contractor, improper maintenance or procedures, and/or Contractor's negligence or error shall be the responsibility of the Contractor.

L. MISCELLANEOUS REPAIR SERVICES

There are no monies in this Agreement for miscellaneous repairs. If during routine maintenance the need for a repair is discovered, the Contractor shall provide a legible, detailed proposal to repair the equipment. This will include a list of all parts required, cost per item, substantiation of MSRP, the estimated number of hours required to complete the repairs, applicable sales tax, and which equipment is being repaired. No work shall commence without CHP's Facilities Section approval of the cost for repair. No repair work can be charged to this Agreement; another process will be used to fund any repairs needed.