

DEPARTMENT OF CALIFORNIA HIGHWAY PATROL

August 17, 2026

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ADDENDUM NUMBER 2

TO

INVITATION FOR BID – NUMBER **26C811000**
Inland Division / Apple Valley Air Operations
HVAC Maintenance Services

CALIFORNIA HIGHWAY PATROL

Addendum #2 revises the Invitation for Bid as follows:

1. **EXHIBIT A, Scope of Work is hereby replaced in its entirety.**

SEE ATTACHED

A COPY OF THIS ADDENDUM IS REQUIRED TO BE SUBMITTED WITH YOUR SUBMISSION.

If you have any questions, contact Lu Anne Trazi, Contract Analyst, in the Contract Services Unit at (916) 843-3610.

EXHIBIT A
(Standard Agreement)

SCOPE OF WORK

1. Contractor agrees to provide to the Department of California Highway Patrol (CHP) **Apple Valley Air Operations office**, 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 **Heating Ventilation and Air Conditioning (HVAC)** maintenance in accordance the manufacturer's preventive maintenance recommendations and the terms set forth in this Agreement.
 - A. License Requirement: Contractor's State Licensing Board, **C-20** Warm-Air Heating, Ventilating and Air-Conditioning Contractor.
 - B. Contractor and subcontractor(s) shall be registered with the Department of Labor Relations for public works projects pursuant to Labor Code section 1725.5. See Exhibit D, Section 1. F, Public Works Contractor Registration Program.
 - C. Contractor shall provide a Certificate of Insurance in accordance with the Insurance Requirements found in this Agreement (Exhibit E).
2. The services shall be performed at:

Department of California Highway Patrol
Apple Valley Air Operations
21605 Corwin Road
Apple Valley, CA 92307
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 call to provide verification that service has been provided.
4. The Project Representatives during the term of this Agreement will be:

STATE AGENCY		CONTRACTOR	
Department of California Highway Patrol		TBD Upon Award	
NAME		NAME	
Lila Peranteau, Office Technician			
TELEPHONE NUMBER	EMAIL	TELEPHONE NUMBER	EMAIL
(760) 240-8004	Lila.peranteau@chp.ca.gov		

EXHIBIT A
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SCOPE OF WORK (Continued)

Direct all inquiries to:

STATE AGENCY		CONTRACTOR	
Department of California Highway Patrol		TBD Upon Award	
SECTION/UNIT		SECTION/UNIT	
Facilities Section			
ATTENTION		ATTENTION	
Cody Hilton, Facilities Coordinator			
ADDRESS		ADDRESS	
601 North 7 th Street, Sacramento, CA 95811			
TELEPHONE NUMBER	EMAIL	TELEPHONE NUMBER	EMAIL
(916) 843-3800	Facilities801@chp.ca.gov		

5. The Contractor must inspect the facility and verify the list of equipment to be serviced and maintained according to the specifications.
6. Contractor is to review and list any discrepancies to the following make, model, and/or serial numbers of equipment found at the site(s).

A. EQUIPMENT TO BE SERVICED:

All HVAC Equipment, including:			
UNIT #	MAKE/TYPE	MODEL NUMBER	SERIAL NUMBER
1	Carrier Wall Unit (Radio Room)	UNK	UNK
2	Carrier	FB4BNF030	4305A74960
3	Carrier	38QR030C	4504X98377
4	Carrier	38QR0305-321	4504X98369
5	Carrier	38QR060C-511	0605X23181
6	Carrier	38QR030C-321	4504X98376
7	Swamp Coolers (4)	UNK	UNK
8	Reznor Gas Heaters (8)	UNK	UNK
9	Ice Maker	UNK	UNK
10	Speedaire Air Compressor	4ME99(XP563200AJ	1884804
11	Carrier – Fan coil units (6)	UNK	UNK
12	MOOVINCOOL	Classic Plus 26	03150229260
13	MOOVINCOOL	Classic Plus 26	03150232260
14	PORTACOOOL	Portacool Apex 6500	24212040200019

Note: 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.

EXHIBIT A
(Standard Agreement)

SCOPE OF WORK (Continued)

7. The Contractor agrees to provide quarterly maintenance service for: all equipment, labor, materials, and supplies necessary for the performance of the work of this contract unless otherwise specified herein.

8. QUARTERLY MAINTENANCE

- A. A logbook will be kept on site for each piece of equipment to be maintained by the technician. The log shall contain the dates each quarterly maintenance was performed.
- B. The frequency of quarterly maintenance shall be no more than ninety (90) days between services.
- C. The Contractor will be required to call the Area office and make an appointment to perform the quarterly maintenance at least three (3) days in advance. Contractor will check in with Area office upon arrival and check out when the work is completed. IF there are any discrepancies on the invoice concerning hours worked, the CHP will refer to sign in sheet to confirm actual hours at facility.
- D. The specifications included in this contract will serve as a checklist for the maintenance services performed. Contractor will be required to bring the checklist each time the quarterly maintenance is performed.
- E. All items on the checklist will be checked off as performed. Upon completion, Contractor will provide the Area office on site contact person with the list. The list will be signed and dated by both the Contractor and the Area office and filed in the appropriate logbook. Additionally, an extra copy shall be left with the Area office on site contact person. This checklist shall accompany the invoice prepared by the Contractor for the quarterly maintenance.
- F. The quarterly maintenance 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. Filter replacement and installation must be compliant with Title 24, Part 6 regulations.
- H. If any parts are identified during the inspection require replacement, notification must be given to the CHP Facilities Coordinator.

EXHIBIT A
(Standard Agreement)

SCOPE OF WORK (Continued)

- I. Any debris resulting from services provided shall be removed from the premises.
- J. The CHP reserves the right to have an independent consultant inspect the equipment at any time to ensure that the services being provided are in compliance with the contract specifications.

9. ASSOCIATED TASKS

Contractor shall inspect all duct work quarterly throughout facility for leaks and loose insulation. This service should be done at the beginning of the contract term.

10. QUARTERLY AIR CONDITIONING AND HEATING SYSTEM MAINTENANCE AND INSPECTION TASKS

A. FOR CONDENSING UNIT(S)

- 1) Inspect air conditioning system for refrigerant and oil leaks.
- 2) Clean outdoor coil if dirty. Comb fins.
- 3) Chemically clean condenser and evaporator coils once per 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 (if applicable).
- 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 (if applicable).
- 14) Check all belts for wear, proper tension and alignment (if applicable). Replace worn or defective belts in sets.
- 15) Check all sheaves for alignment, wear and tightness on shafts (if applicable). Adjust misaligned sheaves as needed.
- 16) Check heat pump reversing valve for proper operation (if applicable).

EXHIBIT A
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SCOPE OF WORK *(Continued)*

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.

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

- 1) Lubricate fan motors per manufacturer's recommendations (if applicable).
- 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 (if applicable). Replace worn or defective belts in sets.
- 5) Check all sheaves for alignment, wear and tightness on shafts (if applicable). 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 Contractor and relay contacts for burnt contacts and poor wire insulation.

EXHIBIT A
(Standard Agreement)

SCOPE OF WORK *(Continued)*

E. AIR HANDLER AND WINDOW UNITS

- 1) Replace air filters with commercial grade pleated air filters. Using a permanent fine point marker, date the exposed edge of the filter with the date the filter is changed.
- 2) **All pocket filters to be changed out annually. First change shall occur at the start of the contract.**
- 3) Clean evaporator condensate drain pan. If necessary, flush condensate drain line until clean and free from obstruction.
- 4) Measure and record supply air temperature differential.
- 5) Inspect supply and return air plenums for leaks.
- 6) Clean and inspect fan and blower blades for cracks, corrosion and defects.
- 7) Inspect and clean enclosure.
- 8) Check fusible linkage and all fire dampers (if applicable).
- 9) If applicable, check high-capacity filter and replace if needed.

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 (if applicable)
- 4) Inspect and verify enthalpy control operation

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 (if applicable). Includes ceiling exhaust and rooftop belt drive fans; excludes attic ventilators.
- 2) Check motor capacitors for leakage, swelling and improper operation
- 3) Inspect motor to fan or blower connection. Adjust and tighten as needed.

EXHIBIT A
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SCOPE OF WORK *(Continued)*

- 4) Check all belts for wear, proper tension and alignment (if applicable). Replace worn or defective belts in sets.
- 5) Check all sheaves for alignment, wear and tightness on shafts (if applicable). Adjust misaligned sheaves as needed.
- 6) When belt guards are removed, ensure that they are properly and securely replaced.

I. ICE MACHINE (if applicable)

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

J. EVAPORATIVE SWAMP COOLERS (Required every thirty (30) days May – September)

- 1) Remove the panels and clean out any debris in the water pan at the bottom.
- 2) Clean and inspect cooler pads, replace pads with top quality pads if needed.
- 3) Check the motor's fan belt tension. When pressed it should move about one-half (1/2") inch. Lightly oil the bearing on the blower assembly and the motor if it has an oil receptacle.
- 4) Check the float valve and make sure it is operating properly. If necessary, adjust the float arm by bending it slightly.
- 5) Switch on the cooler motor and recirculating pump, making sure the cooler pads are being evenly saturated with water. Look for split seams in the casement, or rusted areas in the tray, which could cause a leak.
- 6) Check the water level in the bottom tray. It should be about one (1") inch below the top of the tray, and below the top of the overflow pipe. If the water level is too high or too low, adjust the float arm.
- 7) Make sure float valve is working properly. If the valve sticks, causing water to overflow the tray, adjust float arm and, if that doesn't resolve the problem, a new float valve may be required.
- 8) Check and clean evaporative coils.
- 9) Check all other working parts, including the pump, motor and fan belt.
- 10) Check the condition of the cooler pads. If they have a heavy accumulation of mineral deposits, replace them.
- 11) Some coolers have a "bleed-off valve" to drain the recirculating water to prevent excessive mineral buildup. Make sure the valve is adjusted properly to drain no more water than is necessary.
- 12) Clean out the tray at the bottom of the cooler, Drain water and gently scrape it out.
- 13) Inspect the water trough for clogged holes, clean as necessary.
- 14) Thoroughly dry the tray and inspect it for signs of cracking.
- 15) Coat the entire tray with submarine sealer or similar product to prevent rust.

EXHIBIT A
(Standard Agreement)

SCOPE OF WORK *(Continued)*

- 16) To prevent freezing of the cooler's water line, disconnect the water line from the cooler and blow out the water.
- 17) Replace water filters.
- 18) Remove and replace scale eliminator filters.
- 19) Cover the cooler to protect it and to keep cold air out of the facility.
- 20) Ensure all manufacturer's recommendations are being met in regards to evaporative swamp coolers.

K. WATER DISPENSER (LINI RESVERSE OSMOSIS MACHINE)

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

L. MISCELLANEOUS

- 1) Inspect curb, slab, supports and isolation mounts. Clean as needed.
- 2) Take and record the ambient dry bulb and wet bulb temperatures with a calibrated instrument.
- 3) Record dry bulb and wet bulb temperatures for each zone.
- 4) Check thermometer for correct operation. Compare and record temperature with known calibrated instrument.
- 5) Inspect and clean supply air diffusers and return air/register grilles. Adjust flow where needed.
- 6) Check entire system for abnormal sounds or vibrations.
- 7) Place space thermostats in the "Fan-On" position to allow for continuous circulation, uniformity of temperature and improved air quality.
- 8) Inspect all duct work throughout facility for leaks and loose insulation. This service should be done at the beginning of the contract year (e.g., contracts typically begin in July; thereafter, the inspection should be done quarterly).

M. PARTS FOR MAINTENANCE

Preventive maintenance (pm) kits or parts recommended by manufacturer for maintenance must be included in the quarterly cost for maintenance. The parts replaced by the Contractor for the purpose of maintenance, shall be new, factory manufactured, or of equivalent manufacturer quality.

EXHIBIT A
(Standard Agreement)

SCOPE OF WORK *(Continued)*

N. MISCELLANEOUS REPAIRS:

There are no monies in this contract for miscellaneous repairs. If during routine maintenance, 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, and applicable sales tax. This will include which equipment is being repaired. **NO WORK shall commence without Facilities Section approval of the cost for repair. No repair work can be charged to this contract, another contracting process will be used to fund any repairs needed.**