October 8, 2025

RFQ CD 101625: 2025 Duct Cleaning for ODH Campus in Schenectady County

A signed Addendum must be received with your proposal or within 3 business days of request by OPWDD. Failure to submit this signed Addendum as specified above may result in the bid being disqualified.

Addendum 1

Addendum 1 has eight changes as detailed below:

Overview Section, page 1 of RFQ

The line, "**Services are to be completed within thirty (30) working days of Contract approval.** Any delay in ability to complete services within thirty (30) days due to weather or any other reason must be agreed upon by OPWDD and Contractor." is **removed** and **replaced** with, "**Services are to be completed within ninety (90) working days of Contract approval**. Any delay in ability to complete services within ninety (90) days due to weather or any other reason must be agreed up by OPWDD and Contractor."

Attachment Section, page 2 of RFQ

Add the following attachments:
Exhibit A – ODH Campus Floor Plan, Exhibit B – ODH Duct Plan

1. **Scope of Work: Description, page 2 of RFQ**

Building 11 is **removed** from the line, "Clean the duct work in Buildings #1, 2, 3, 4, 9, 10, ~~11~~, and 12.

Add line, "See Exhibit A – ODH Campus Floor Plan and Exhibit B – ODH Duct Plan." after, "Any architectural drawings if supplied, should be followed unless otherwise approved."

The line, "Work is to be completed within 30 days of award, unless modified below" is **removed** and **replaced** with, "Work is to be completed within 90 days of award, unless modified below."

1. **Scope of Work: Scope of Work, page 2 of RFQ**

Remove line items 1 through 8 and **replace** with following specifications:

1. HVAC Duct cleaning throughout Building #1, 2, 3, 4, 9, 10, and 12 at the capital District DDSO Campus. All cleaning will be conducted per The NADCA Standard (2021 Edition).

2. Duct cleaning will be done by an agitation device that will dislodge contaminants without damaging integrity of ductwork. The device shall meet The NADCA Standard.

3. A HEPA filtered vacuum is required.

4. The cleaning will encompass all supply and return ductwork, from points where air enters the system to each point where air is discharged from the system. Bathroom exhausts are included in this scope. All AHUs and reheat coils are excluded from this scope.

5. Work will be done on the weekends and off hours.

6. All supply and return grates will be removed and cleaned until free of debris and reinstalled securely.

7. Return duct work to as was functioning state unless otherwise approved by site representative.

8. Upon project completion provide a final report documenting verification of cleanliness. Include before and after photographs and any location of problematic or damaged areas in ductwork requiring attention or repair.

1. **Scope of Work: General Requirements, page 3 of RFQ**

Add the following sentence to the end of line 4 specification, "A staging area will be provided by the facility for storage of equipment."

Line 13, "Work must be completed within thirty (30) days of receiving the purchase order is **removed** and **replaced** with, "13. Work must be completed within ninety (90) days of receiving the purchase order."

Respectfully,

Heather Frantz
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Please complete the below confirmation that you have received the Addendum.

2025 Duct Cleaning for ODH Campus in Schenectady County
RFQ CD 101625 Addendum #1

Confirmation of Addendum Received

_____
(Firm Name)

_____ _____
(Signature) (Date)

_____ _____
(Print Name) (Title)