



MEMORANDUM

Business & Finance Services

Mark McQueen, Superintendent | Jim Loyed, Chief Financial Officer

TO: Prospective Proposers

FROM: Dan Fuller, GM of Purchasing, Contracting & Materials Mgmt

DATE: October 9, 2025

RE: RFP 26-02 – ADDENDUM NO. 1 District-Wide Maintenance & Repair Service
(HVAC, Electrical, Plumbing)

Addendum for RFP 26-02, is amended in the following particulars and in these particulars only. All provisions of the original documents shall remain in force, except as specifically modified or changed herein or by other Addendum issued by Bay District Schools. This Addendum is hereby made part of the proposal documents.

This Addendum addresses questions from respondents submitted before the cutoff date. All proposers are responsible for receiving and reading Addendums. All Addendums will be posted at www.bay.k12.fl.us/bids and DemandStar.

1. Required licensing for Bay County and Florida does not include “Master, Journeyman and Apprentice” licenses. How should we quote rates based on Florida requirements?

A: The Cost Proposal Form from page 23 of the bid document is hereby deleted and replaced with Attachment A, Cost Proposal Form (Rev 1). Quote rates based on hourly for Journeyman, helper and Crew. Crew rate to include truck and tools. It is anticipated that every truck would have one “Journeyman” and may or may not have a helper.

- Evaluation Criteria, Section VI.D. is hereby deleted and replaced with the following:

Component Breakdown of Pricing Evaluation Criteria	
Pricing Category	Max #
Journeyman – Base Hourly Rate	6
Journeyman – Overtime Hourly Rate	2
Helper – Base Hourly Rate	6
Helper – Overtime Hourly Rate	2
Crew – Base Hourly Rate	6
Crew – Overtime Hourly Rate	2
Materials Markup % Over Cost	6
Total:	30

- Vendor Qualifications, Section V.C.5. is hereby deleted and replaced with the following paragraph:

The **Electrical vendor** shall employ, throughout the term of this Agreement, at least two (2) full-time technicians who are properly trained and working under a licensed supervisor in electrical installation, maintenance, and repair. Technicians shall have documented training in arc flash hazard recognition, personal protective equipment (PPE) requirements, and lockout/tagout (LOTO) procedures in accordance with OSHA regulations. Technicians shall be certified to work on lighting controls and low voltage systems. Technicians shall hold a current State of Florida electrician license, or equivalent as recognized by Florida statutes and local jurisdiction requirements. The vendor shall submit with their proposal copies of all technicians' active electrical licenses and applicable certifications.

- Vendor Qualifications, Section V.C.6. is hereby deleted and replaced with the following paragraph:

The **Plumbing vendor** shall employ, throughout the term of this Agreement, at least two (2) full-time technicians who are properly trained and licensed in plumbing installation, maintenance, and repair. Technicians shall hold a current State of Florida plumber license, or equivalent as recognized by Florida statutes and local jurisdiction requirements. Technicians shall possess the required backflow prevention assembly testing and repair certifications for potable, fire, and irrigation water systems. The technicians shall be certified to work on potable well water treatment systems such as the system at Waller Elementary School. Technicians shall be certified to work on irrigation systems. The vendor shall submit with their proposal copies of all technicians' active plumbing licenses and applicable certifications.

Proposers are asked to acknowledge receipt of this Addendum by signing in the space provided and return either separately or with their proposal response, no later than the opening date of October 16, 2025.

Firm/Signature of Proposer

Printed Name

Address

Telephone Number

City, State, Zip Code

e-mail address



Attachment A - Cost Proposal Form (Rev 1)

RFP No. 26-02 HVAC, Electrical and Plumbing Preventative Maintenance and Repair District Wide

Vendor Acknowledgment and Approval

I certify that this proposal is made without prior understanding, agreement or connection with any corporation, firm, or person submitting a proposal for the same materials, supplies or equipment, and in all respects fair and without collusion or fraud. The following information, including an authorized representative signature is required to be submitted with your proposal in order to be considered for evaluation and award. The person signing below acknowledges and agrees with all proposed information as submitted and has the authorization of the said company to enter into a contractual agreement with the Bay District Schools Board for the purposes as proposed and as described herein. Please print and sign below where required.

Authorized Representative's Name/Title	Authorized Representative's Signature	Date
Company's Name	Telephone Number	FAX Number
Address	City	State Zip Code

Area Representative		Telephone Number	FAX Number
We, hereby, propose to provide the services described herein for the cost per hour rate of:		STRAIGHT TIME Weekdays 7:00a.m. – 5:00 p.m.	OVERTIME Weekdays, Weekends, Holidays 5:00p.m. – 7:00 a.m
HVAC	Journeyman	/hr.	/hr.
HVAC	Helper	/hr.	/hr.
HVAC	Crew	/hr.	/hr.
HVAC	Truck	/hr.	/hr.
Electrical	Journeyman	/hr.	/hr.
Electrical	Helper	/hr.	/hr.
Electrical	Crew	/hr.	/hr.
Electrical	Truck	/hr.	/hr.
Plumbing	Journeyman	/hr.	/hr.
Plumbing	Helper	/hr.	/hr.
Plumbing	Crew	/hr.	/hr.
Plumbing	Truck	/hr.	/hr.

Materials Markup:

BDSB will not accept markup percentages in excess of 25%

_____ % Markup Percentage

ADDENDA ACKNOWLEDGMENT: The undersigned also acknowledges the receipt of the following Addenda:

Addendum
No. _____ Dated _____ Addendum No. _____ Dated _____

Addendum
No. _____ Dated _____ Addendum No. _____ Dated _____

Signed _____

Name _____

Title _____