

**SOUTH BRUNSWICK BOARD OF EDUCATION  
MONMOUTH JUNCTION, NEW JERSEY 08852**

April 16, 2020

**Notice of Addendum**

**Heating, Ventilating Air Conditioning and  
Refrigeration (HVACR) Services  
As Needed Basis/On Call Services  
Time and Materials**

The Office of the School Business Administrator/Board Secretary of the South Brunswick Board of Education of Monmouth Junction, New Jersey, hereby issues this official addendum for **HVACR Services** Bid #03-20.

Please note the following changes and/or additions to the bid:

**Page 84- Contractor Qualifications**

The contractor shall be an experienced and licensed HVACR contractor in the State of New Jersey and the municipalities of North Brunswick, Monmouth Junction and South Brunswick, New Jersey, and can demonstrate the ability to provide the services as specified herein. The contractor shall have a minimum of five (5) years' experience with the building HVACR trade at the industrial/commercial level, and with New Jersey Public School facilities. The contractor shall be able to provide Heating, Ventilation, Air-conditioning and Refrigeration Services for both inside and outside, above floor and ground level and below floor and ground level of each listed facility. It is preferred the contractor have a local office within a **15-25 mile** radius of the job site, staffed with qualified trained plumbers fully capable of providing instructions, routine maintenance and 24-hour, 7 day emergency maintenance service on all equipment.

Bidder must possess (and provide copies of with their bid submission) the following State of NJ DPMC Classification: **C032 – HVACR** (a minimum of \$15m) and submit proof they have a minimum of 6 Service Technicians / Trucks available to respond for service on a 24/7 basis. Furnish list of existing NJ Public School District accounts.

In addition, the District recently underwent a complete HVAC Control/BMS upgrade in all schools and every HVAC System is currently controlled by a Schneider Electric/Andover Building Management System. To protect the District from an HVAC Service Company that is unfamiliar with and not versed in servicing HVAC equipment under Schneider Electric BMS control, the

Bidder shall have demonstrated experience in servicing, troubleshooting and diagnosing HVAC and related Schneider Electric Control System problems and be experienced in diagnosing HVAC Mechanical vs HVAC Control problems. The District does not want to engage a Service Company that simply 'jumps out' or 'overrides' the existing BMS to re-establish equipment operations, then refer the District to a control specialist.

**HVAC Service:**

- a.** Bidder shall have a solid working knowledge of HVAC Direct Digital Control systems (Schneider Electric/Andover) and understand control wiring schematics, control sequences of operation, BMS graphical displays, control loops/programs and end devices such as valves, actuators, sensors, relays, transducers and other HVAC related field components
- b.** Bidder shall furnish a list of at least three (3) Public School District existing HVAC Service Accounts that have Schneider Electric/Andover Control Systems (furnish names/addresses of contact)
- c.** Before the award of contract, SBSB can request resumes of Technicians with Schneider Electric Factory Certifications or Training.
- d.** Bidder shall furnish any other additional information to support the requirement that their Service Team possesses the skills and technical disciplines to differentiate between HVAC and HVAC Control/BMS problems.

By Order of:

**David Pawlowski**  
School Business Administrator/Board Secretary