



JON J. P. FERNANDEZ  
Superintendent of Education

DEPARTMENT OF EDUCATION  
OFFICE OF SUPPLY MANAGEMENT

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CARMEN T. CHARFAUROS  
Supply Management Administrator

**AMENDMENT ACKNOWLEDGEMENT FORM**

**Multi-Step IFB 014-2022**  
**Air Conditioning Systems Preventive Maintenance, Inspection and Repair Services**

**AMENDMENT 2**

May 17, 2022

Please review the attached document (All Notice/Amendments can be reviewed on our website). Please sign **this acknowledgement page and only return this page**, attention to **ANTHONY E. QUINATA** via fax (671) 472-5001 or via email to [aequinata@gdoe.net](mailto:aequinata@gdoe.net).

I, \_\_\_\_\_, an authorized representative of the company named below, acknowledge receipt of **AMENDMENT 2**, for **Multi-Step IFB 014-2022, Air Conditioning Systems Preventive Maintenance, Inspection and Repair Services**. Number of pages: 2 (including this coversheet).

\_\_\_\_\_  
Company Name (Print)

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Time and Date



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May 17, 2022

**AMENDMENT 2**

**Prospective Bidder:**

Kindly refer to our **Request For Proposal Extension for Multi-Step IFB 014-2022, Air Conditioning Systems Preventive Maintenance, Inspection and Repair Services**, a copy of which was obtained by your company for consideration.

GDOE will be making the following changes to the Multi-Step IFB:

**From:**

**Page 7, Section 2.3 PROJECT DESCRIPTION**

**III. GENERAL REQUIREMENTS:**

All items shall comply with the Buy America Act and Buy America Products.

Contractor shall maintain complete and detailed service, maintenance, and repair records for each piece of equipment in a secure central database. Records shall be provided to GDOE on a monthly basis or more often upon request.

Records shall not be accessible to any persons other than authorized GDOE and Contractor personnel.

Work orders/field service reports shall be clearly written, legible, and detail all aspects of work performed to include detailed parts list, supplies, materials, labor and summary of work as performed to include diagnostics if/when required.

Contractor shall provide real time status reports and utilize multi-media via internet, email, or telephone to maintain continuous communication with GDOE Contract Manager or other designated GDOE representative(s).

Contractor shall provide emergency contact numbers for Project/Contract Manager, Field Supervisor(s), Foreman(s), Key Technical, and Office personnel.

Contractor shall provide proof of adequate facilities in regards to the storage of equipment pending installation and manufacturing of air distribution systems.

Contractor shall include a list of its principal assets relevant to the project such as vehicles for material and personnel transport, fabrication equipment, accessibility and lifting equipment.

Contractor shall provide detailed list of key personnel qualifications covering training and certifications to include EPA certifications for field personnel.

Key personnel shall include Technical verifiable certifications, person's adept with HVAC Technology and must possess accredited institutions, local or foreign.

Contractor shall ensure tools, equipment, debris, and other miscellaneous items are removed from work site on a daily basis.

Contractor shall maintain a clean, safe, presentable working environment at all times taking extra precautionary measures while school is in session to ensure the safety and well-being of GDOE staff, students, faculty, and general public are on or using the premises.

**To:**

**Page 7, Section 2.3 PROJECT DESCRIPTION**

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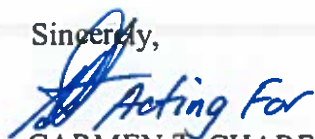
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All else remains the same.

Sincerely,

A handwritten signature in blue ink, appearing to read "Acting For" followed by a stylized signature.

CARMEN T. CHARFAUROS  
Supply Management Administrator