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July 29, 2025

**REQUEST FOR BIDS (RFB) 13084 - ADDENDUM #1 – BIDDER QUESTIONS**

**DESCRIPTION: HVAC PARTS AND SUPPLIES**

The Los Angeles Harbor Department has received the following questions from potential bidders regarding the above-referenced RFB. The Department’s answers are in red.

1. The RFP states that the vendor will need to carry parts and labor warranty on all materials/equipment provided for issues that can be traced back to a manufacturer defect. The RFP also states that if the bidder is not a factory authorized dealer/distributor of the materials being provided a letter certifying that the manufacturer/distributor will honor the parts and labor warranty. Please confirm that a letter certifying the warranty would be required from each individual manufacturer being bid on.

In situations such as this, where discount terms are being established for several vendors, bidders usually indicate that the warranty terms for parts will be those of the individual manufacturers. The Warranty clause is Boilerplate. Labor warranty terms are not required in this case as no onsite labor is being contracted. You are welcome to attach your company’s warranty statement.

2. Is this a rebid of a current procurement agreement? If so, can you please describe the type of materials/equipment procured through this contract? For example, is this agreement generally for smaller materials and equipment that is purchased for the work that the Port of LA self performs or is the Port procuring major equipment (chillers, cooling towers, etc.) through this procurement agreement. This has an impact on the consideration of labor warranty as described in the RFP.

This is a rebid for a current as-needed Annual Procurement Contract for low-value HVAC parts and materials needed for the repair and maintenance of HVAC equipment currently in place throughout the Port of Los Angeles. The Department has other contracts for HVAC maintenance services but, this particular contract is only for parts and materials. The estimated expenditure on this contract is only \$50,000 per year. This RFB does not request a quote for labor rates.

3. Are bidders required to provide a markup/discount for all vendors/manufacturers listed on the RFP or is a partial pricing response acceptable?

Ideally, yes. Bidders should provide discount/markup terms for all stated manufacturers. But, bids will be evaluated on completeness, responsiveness, and average discount quoted.

4. Is this RFP to establish an exclusive procurement agreement with a single contractor/vendor, or is the purpose of this RFP to develop a network of multiple vendors/contractors for procurement purposes?

This is an RFB, not an RFP or RFQ so, the intent is to award to a single supplier.

Please address any questions regarding this bid to:

Jacquelyn Estrada, Contracts and Purchasing Division, [jestrada@portla.org](mailto:jestrada@portla.org)  
All requirements remain unchanged.

Very respectfully,

  
JACQUELYN L. ESTRADA  
Procurement Analyst