

**RFI FORM**

**Contractor Name:**

**Address:**

**Phone/Fax:**

**Send to:** [cecil.nichols@va.gov](mailto:cecil.nichols@va.gov)

<b>RFI (REQUEST FOR INFORMATION)</b>			
<b>PROJECT NO.:</b>		<b>RFI NO.:</b>	002
<b>PROJECT NAME:</b>	SERVICE to PERFORM Annual HVAC Systems Preventative Maint.	<b>DATE REQUESTED:</b>	01/11/2018
<b>SOLICITATION NO.:</b>	36C26218R0220	<b>REFERENCE:</b>	
<b>DRAWING:</b>		<b>SPECIFICATION SECTION:</b>	
<b>DESCRIPTION OF PROBLEM OR INFORMATION BEING REQUESTED</b>			
<p>Please be specific as possible: INSPECTION SCHEDULE: Exhaust Fans: Contractor will provide monthly visits to insure each exhaust fan is inspected once per quarter. Maintenance will be completed as per the checklist in Section 2 of this document. Up to one (1) belt replacement per fan per year is included. QUESTION: Can you please provide a complete list of belt sizes and quantities for the annual replacement requirement? In regards to the exhaust fans The contractor can come by and I will guide them/take them around to get the model# and serial# Belt size. The cost of the belts are not as expensive as the AHU belts. This was explain to the bidders during the walk thru. That this information would be provided to the company that gets the contract.</p>			
<b>PROJECT MANAGER'S RESPONSE</b>			
<p>In regards to the exhaust fans, Contractor can come by and I will guide / take them around to get the model #, serial #, and belt sizes. The cost of the belts are not as expensive as the AHU belts. This was explained to bidders during the job walk / site visit. This information would be provided to the Contractor that receives contract award.</p>			
<b>TRACKING NO.:</b>		<b>AMENDMENT NO.:</b>	
<b>VA PROJECT ENGINEER/MANAGER:</b>  KENNETH W. MARSHALL, HVAC Mechanic, VA Loma Linda		<b>DATE:</b>  1/18/2018	