



**REQUEST FOR QUOTE (RFQ) – BID# 7512364**

**HEATING, VENTILATING, SEWER & AIR CONDITIONING MAINTENANCE FOR  
BLACKSTONE RIVER STATE PARK VISITORS CENTER**

**SUBMISSION DEADLINE: Thursday, October 17, 2013 at 11:00 AM (ET)**

**PRE-BID CONFERENCE:**     NO  
     YES    **Thursday, October 03, 2013 at 10:00 AM (ET)**

**Mandatory:**     NO  
                                   **YES:** Any vendor who intends to submit a bid proposal in response to this solicitation must have its designated representative attend the mandatory pre-bid conference. The representative must register at the pre-bid conference and disclose the identity of the vendor whom he/she represents. Because attendance at the pre-bid conference is mandatory, a vendor’s failure to attend and register at the pre-bid conference shall result in disqualification of the vendor’s bid proposal as non-responsive to the solicitation.

**Location:**        **BLACKSTONE RIVER STATE PARK VISITORS CENTER**  
                                  INTERSTATE 295, BETWEEN EXITS 9 AND 10  
                                  LINCOLN, RI

**Buyer Name:**    **Gail Walsh**  
**Title:**                **Chief Buyer**

**QUESTIONS** concerning this solicitation must be received by the Division of Purchases at (gail.walsh@purchasing.ri.gov) no later than (Friday, October 04, 2013, 5:00 PM (ET)). Questions should be submitted in a *Microsoft Word attachment*. Please reference the bid number (Bid #NUMBER) on all correspondence. Questions received, if any, will be posted on the Rhode Island Division of Purchases website as an addendum to this solicitation. It is the responsibility of all interested parties to download this information.

**SURETY REQUIRED:**        NO

**BOND REQUIRED:**            NO

**DISK BASED BID:**         NO  
     YES: See attached Disk Based Bidding Information

**NOTE TO VENDORS:**  
Vendors must register on-line at the Rhode Island Division of Purchases website at [www.purchasing.ri.gov](http://www.purchasing.ri.gov). Offers received without the completed four-page Rhode Island Vendor Information Program (RIVIP) Generated Bidder Certification Cover Form attached may result in disqualification.

**THIS IS NOT A BIDDER CERTIFICATION FORM**



# Request for Quote

STATE OF RHODE ISLAND AND PROVIDENCE PLANTATIONS  
 ONE CAPITOL HILL  
 PROVIDENCE RI 02908

BUYER: Walsh, Gail M  
 PHONE #: 401-574-8122

**CREATION DATE :** 18-SEP-13  
**BID NUMBER:** 7512364  
**TITLE:** HVAC MAINTENANCE FOR BLACKSTONE RIVER STATE PARK VISITORS CENTER  
**BLANKET START :** 01-NOV-13  
**BLANKET END :** 31-OCT-18  
**BID CLOSING DATE AND TIME:** 17-OCT-2013 11:00:00

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**ONE CAPITOL HILL, 4TH FLOOR**  
**SMITH ST**  
**PROVIDENCE, RI 02908**  
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**DEM DIV OF PARKS AND RECREATION**  
**2321 HARTFORD AVENUE**  
**JOHNSTON, RI 02919**  
**US**

**Requisition Number: 1300766**

Note to Bidders: MANDATORY PRE-BID MEETING WILL BE HELD ON THURSDAY, OCTOBER 3, 2013 AT 10:00 AM AT THE BLACKSTONE RIVER STATE PARK VISITORS CENTER, INTERSTATE 295 NORTH, BETWEEN EXITS 9 AND 10, LINCOLN, RI.

ONLY THOSE VENDORS IN ATTENDANCE AT MANDATORY PRE-BID MEETING MAY SUBMIT A BID.

QUESTIONS CONCERNING THIS SOLICITATION MAY BE E-MAILED TO GAIL.WALSH@PURCHASING.RI.GOV NO LATER THAN 10/4/13 AT 5:00 PM. QUESTIONS SHOULD BE SUBMITTED IN A MICROSOFT WORD ATTACHMENT. PLEASE REFERENCE THE RFQ # ON ALL CORRESPONDENCE. QUESTIONS RECEIVED, IF ANY, WILL BE POSTED AS AN ADDENDUM TO THIS SOLICITATION. IT IS THE RESPONSIBILITY OF ALL INTERESTED PARTIES TO DOWNLOAD THIS INFORMATION.

| Line | Description  | Quantity | Unit    | Unit Price | Total |
|------|--|----------|---------|------------|-------|
| 1    | PROVIDE HEATING, VENTILATING, SEWER & AIR CONDITIONING MAINTENANCE FOR BLACKSTONE RIVER STATE PARK VISITORS CENTER PER THE ATTACHED SPECIFICATIONS.<br>MAINTENANCE OF HEATING, VENTILATING, SEWER, AND AIR CONDITIONING SYSTEMS 11/1/13 - 10/31/14 | 4.00     | Quarter |            |       |
| 2    | MAINTENANCE OF HEATING, VENTILATING, SEWER, AND AIR CONDITIONING SYSTEMS 11/1/14 - 10/31/15  | 4.00     | Quarter |            |       |
| 3    | MAINTENANCE OF HEATING, VENTILATING, SEWER, AND AIR CONDITIONING SYSTEMS 11/1/15 - 10/31/16  | 4.00     | Quarter |            |       |
| 4    | MAINTENANCE OF HEATING, VENTILATING, SEWER, AND AIR CONDITIONING SYSTEMS 11/1/16 - 10/31/17  | 4.00     | Quarter |            |       |
| 5    | MAINTENANCE OF HEATING, VENTILATING, SEWER, AND AIR CONDITIONING SYSTEMS 11/1/17 - 10/31/18  | 4.00     | Quarter |            |       |
| 6    | OVERTIME RATE FOR MAINTENANCE OF HEATING, VENTILATING, SEWER, AND AIR CONDITIONING SYSTEMS 11/1/13 - 10/31/14  | 1.00     | Hour    |            |       |
| 7    | OVERTIME RATE FOR MAINTENANCE OF HEATING, VENTILATING, SEWER, AND AIR CONDITIONING SYSTEMS 11/1/14 - 10/31/15  | 1.00     | Hour    |            |       |
| 8    | OVERTIME RATE FOR MAINTENANCE OF HEATING, VENTILATING, SEWER, AND AIR CONDITIONING SYSTEMS 11/1/15 - 10/31/16  | 1.00     | Hour    |            |       |
| 9    | OVERTIME RATE FOR MAINTENANCE OF HEATING, VENTILATING, SEWER, AND AIR CONDITIONING SYSTEMS 11/1/16 - 10/31/17  | 1.00     | Hour    |            |       |
| 10   | OVERTIME RATE FOR MAINTENANCE OF HEATING, VENTILATING, SEWER, AND AIR CONDITIONING   | 1.00     | Hour    |            |       |

It is the Vendor's responsibility to check and download any and all addenda from the RIVIP. This offer may not be considered unless a signed RIVIP generated Bidder Certification Cover Form is attached and the Unit Price column is completed. The signed Certification Cover Form must be attached to the front of the offer



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STATE OF RHODE ISLAND AND PROVIDENCE PLANTATIONS  
ONE CAPITOL HILL  
PROVIDENCE RI 02908

BUYER: Walsh, Gail M  
PHONE #: 401-574-8122

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| Line | Description   | Quantity | Unit | Unit Price | Total |
|------|---|----------|------|------------|-------|
|      | SYSTEMS 11/1/17 - 10/31/18  |          |      |            |       |
| 11   | % OF DISCOUNT PARTS AT MANUFACTURERS LIST PRICE FOR MAINTENANCE OF HEATING, VENTILATING, SEWER, AND AIR CONDITIONING SYSTEMS. | 1.00     | Each |            |       |

Delivery: \_\_\_\_\_

Terms of Payment: \_\_\_\_\_

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**Contract Terms and Conditions**

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## **Terms and Conditions**

### **BID STANDARD TERMS AND CONDITIONS**

### **TERMS AND CONDITIONS FOR THIS BID**

#### **PURCHASE AGREEMENT BID**

**BIDDING** (a) A single price shall be quoted for each item against which a proposal is submitted. This price will be the maximum in effect during the agreement period. Any price decline at the manufacturer's level shall be reflected in a reduction of the agreement price to the State. (b) Quantities, if any, are estimated only. The agreement shall cover the actual quantities ordered during the period. Deliveries will be billed at the single, firm, awarded unit price quoted regardless of the quantities ordered. (c) Bid price is net F.O.B. destination and shall include inside delivery at no extra cost. (d) Bids for single items and/or a small percentage of total items listed, may, at the State's sole option, be rejected as being non-responsive to the intent of this request. **ORDERING** (a) The User Agency(s) will submit individual orders for the various items and various quantities as may be required during the agreement period. (b) Exception - Regardless of any agreement resulting from this bid, the State reserves the right to solicit prices separately for any extra large requirements for delivery to specific destinations.

#### **RIVIP INFO - BID SUBMISSION REQUIREMENTS**

It is the Vendor's responsibility to check and download any and all addenda from the RIVIP. This offer may not be considered unless a signed RIVIP generated Bidder Certification Cover Form is attached and the Unit Price column is completed. The signed Certification Cover Form must be attached to the front of the offer. When delivering offers in person to One Capitol Hill, vendors are advised to allow at least one hour additional time for clearance through security checkpoints.

#### **INSPECTION REQUIREMENTS**

BIDDERS ARE RESPONSIBLE FOR INSPECTION OF EQUIPMENT AND/OR LOCATION, TAKING MEASUREMENTS\* WHEN REQUIRED, AND MAKING THEMSELVES AWARE OF THE TOTAL REQUIREMENT BEFORE SUBMITTING A BID. \*MEASUREMENTS PROVIDED WITH ANY BID ARE FOR REFERENCE PURPOSES AND ARE NOT GUARANTEED TO BE COMPLETELY ACCURATE.

#### **INSURANCE REQUIREMENTS**

AN INSURANCE CERTIFICATE IN COMPLIANCE WITH PROVISIONS OF ITEM 31 (INSURANCE) OF THE GENERAL CONDITIONS OF PURCHASE IS REQUIRED FOR COMPREHENSIVE GENERAL LIABILITY, AUTOMOBILE LIABILITY, AND WORKERS' COMPENSATION AND MUST BE SUBMITTED BY THE SUCCESSFUL BIDDER(S) TO THE DIVISION OF PURCHASES PRIOR TO AWARD. THE INSURANCE CERTIFICATE MUST NAME THE STATE OF RHODE ISLAND AS CERTIFICATE HOLDER AND AS AN ADDITIONAL INSURED. FAILURE TO COMPLY WITH THESE PROVISIONS MAY RESULT IN REJECTION OF THE OFFEROR'S BID. ANNUAL RENEWAL CERTIFICATES MUST BE SUBMITTED TO THE AGENCY IDENTIFIED ON THE PURCHASE ORDER. FAILURE TO DO SO MAY BE GROUNDS FOR CANCELLATION OF CONTRACT.

NOTE: IF THIS BID COVERS CONSTRUCTION, SCHOOL BUSING, HAZARDOUS WASTE, OR VESSEL OPERATION, APPLICABLE COVERAGES FROM THE FOLLOWING LIST MUST ALSO BE SUBMITTED TO THE DIVISION OF PURCHASES PRIOR TO AWARD: \* PROFESSIONAL LIABILITY INSURANCE (AKA ERRORS & OMISSIONS) - \$1 MILLION OR 5% OF ESTIMATED PROJECT COST, WHICHEVER IS GREATER. \* BUILDER'S RISK INSURANCE - COVERAGE

EQUAL TO FACE AMOUNT OF CONTRACT FOR CONSTRUCTION. \* SCHOOL BUSING - AUTO LIABILITY COVERAGE IN THE AMOUNT OF \$5 MILLION. \* ENVIRONMENTAL IMPAIRMENT (AKA POLLUTION CONTROL) - \$1 MILLION OR 5% OF FACE AMOUNT OF CONTRACT, WHICHEVER IS GREATER. \* VESSEL OPERATION - (MARINE OR AIRCRAFT) - PROTECTION & INDEMNITY COVERAGE REQUIRED IN THE AMOUNT OF \$1 MILLION.

#### **WAGE REQUIREMENTS**

BIDDERS ARE ADVISED THAT ALL PROVISIONS OF TITLE 37 CHAPTER 13 OF THE GENERAL LAWS OF RHODE ISLAND APPLY TO THE WORK COVERED BY THIS REQUEST, AND THAT PAYMENT OF THE GENERAL PREVAILING RATE OF PER DIEM WAGES AND THE GENERAL PREVAILING RATE FOR REGULAR, OVERTIME, AND OTHER WORKING CONDITIONS EXISTING IN THE LOCALITY FOR EACH CRAFT, MECHANIC, TEAMSTER, OR TYPE OF WORKMAN NEEDED TO EXECUTE THIS WORK IS A REQUIREMENT FOR BOTH CONTRACTORS AND SUBCONTRACTORS. THE PREVAILING WAGE TABLE MAY BE OBTAINED AT THE RI DIVISION OF PURCHASES HOME PAGE BY INTERNET at [www.purchasing.ri.gov](http://www.purchasing.ri.gov). SELECT "BIDDING INFORMATION", THEN "GENERAL INFORMATION", AND THEN SELECT "PREVAILING WAGE TABLES". PRINTING THE ENTIRE DOCUMENT AVERAGES APPROXIMATELY ONE MINUTE PER PAGE - YOU MAY WANT TO PRINT ONLY THE PAGES APPLICABLE TO YOUR BID. BIDDERS NOTE: IN THE EVENT THIS BID SPECIFIES PRICE OFFERS ON A TIME-AND-MATERIALS BASIS, i.e., AN HOURLY RATE, ANY OR ALL BIDS SUBMITTED IN AN AMOUNT LESS THAN THE PREVAILING RATE IN EFFECT FOR THE WORK COVERED BY THIS REQUEST AS OF THE DATE OF BID ISSUANCE SHALL BE REJECTED BY THE DIVISION OF PURCHASES.

#### **WORK ORDER LIMITATIONS**

IN NO EVENT WILL ANY INDIVIDUAL WORK ORDER EXCEED \$5,000.00 WITHOUT PRIOR APPROVAL OF THE OFFICE OF PURCHASES.

#### **LICENSE REQUIREMENTS**

VENDOR (OWNER OF COMPANY) IS RESPONSIBLE TO COMPLY WITH ALL LICENSING OR STATE PERMITS REQUIRED FOR THIS TYPE OF SERVICE. A COPY OF LICENSE/PERMIT SHOULD BE SUBMITTED WITH THIS BID. IN ADDITION TO THESE LICENSE REQUIREMENTS, BIDDER, BY SUBMISSION OF THIS BID, CERTIFIES THAT ANY/ALL WORK RELATED TO THIS BID, AND ANY SUBSEQUENT AWARD WHICH REQUIRES A RHODE ISLAND LICENSE(S), SHALL BE PERFORMED BY AN INDIVIDUAL(S) HOLDING A VALID RHODE ISLAND LICENSE.

#### **HOURLY RATE SPECIFICS**

BIDDERS ARE ADVISED THE AWARD WILL BE BASED ON EITHER REGULAR, STRAIGHT-TIME HOURLY RATES OR A PERIODIC RATE SUCH AS 500 HOURS, MONTHLY OR ANNUALLY, DEPENDING ON THE SPECIFIC REQUIREMENTS OF A PARTICULAR BID. KEEP IN MIND THAT OVERTIME RATES, DISCOUNTS, AND OTHER MISCELLANEOUS PRICE-RELATED ITEMS ARE REQUIRED FOR INFORMATIONAL PURPOSES ONLY. OVERTIME RATE IS TO BE PAID IN ACCORDANCE WITH THE PROVISIONS OF THE RI DEPARTMENT OF LABOR AND TRAINING, EMPLOYER HANDBOOK. EMPLOYEES ARE TO BE COMPENSATED AT TIME AND ONE-HALF THE APPLICABLE PREVAILING WAGE RATE. OVERTIME RATES EXCEEDING ONE AND ONE HALF TIMES THE REGULAR HOURLY RATES FOR MONDAY THROUGH SATURDAY AND EXCEEDING TWO TIMES THE REGULAR RATE FOR SUNDAYS AND HOLIDAYS MAY BE GROUNDS FOR DISQUALIFICATION OF THE BID.

#### **HOURS - BIDDING PURPOSES**

HOURS INDICATED ARE ESTIMATED QUANTITIES FOR BIDDING PURPOSES ONLY.

**MULTI YEAR AWARD**

THIS IS A MULTI-YEAR BID/CONTRACT. PER RHODE ISLAND STATE LAW 37-2-33, CONTRACT OBLIGATIONS BEYOND THE CURRENT FISCAL YEAR ARE SUBJECT TO AVAILABILITY OF FUNDS. CONTINUATION OF THE CONTRACT BEYOND THE INITIAL FISCAL YEAR WILL BE AT THE DISCRETION OF THE STATE. TERMINATION MAY BE EFFECTED BY THE STATE BASED UPON DETERMINING FACTORS SUCH AS UNSATISFACTORY PERFORMANCE OR THE DETERMINATION BY THE STATE TO DISCONTINUE THE GOODS/SERVICES, OR TO REVISE THE SCOPE AND NEED FOR THE TYPE OF GOODS/SERVICES; ALSO MANAGEMENT OWNER DETERMINATIONS THAT MAY PRECLUDE THE NEED FOR GOODS/SERVICES.

**DELIVERY PER AGENCY**

DELIVERY OF GOODS OR SERVICES AS REQUESTED BY AGENCY.

**Blackstone River State Park Visitors Center  
I-295 North, Lincoln, RI**

**Heating, Ventilating, Sewer & Air conditioning Maintenance Specifications**

Five [5] Year Contract 11/1/13 through 10/31/18

This is a full service contract to include: All labor and materials for the preventative maintenance outlined in these specifications. All labor for all repairs required during the term of the contract. All parts and materials for all repairs or replacements for the term of this contract including any and all refrigerant needed. Any repairs required after normal working hours [Monday through Friday 7:30 am to 4:00 pm] will be invoiced in addition to the full service contract with the difference between the regular hour rate bid and the overtime hourly rate bid. Vendor to include response time to facility and vendor to invoice DEM on a quarterly basis per year

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- II. SERVICE COMPANY QUALIFICATIONS
- III. GENERAL MAINTENANCE PROCEDURES
- IV. MECHANICAL SYSTEM MAINTENANCE
- V. EQUIPMENT

**I. PROGRAM SCOPE**

**A.** Preventive maintenance services shall be provided by the Service Company on all equipment and associated devices related to the heating, ventilating, air conditioning, as outlined within the specifications.

**B.** The Service Company shall furnish all personnel, parts, materials, test equipment, tools, and services in conformance with the terms and conditions as outlined below.

**C.** It is the intention of this specification to establish and define those services that are to be performed and, in addition, to determine the capability and experience of the Service Company desiring to provide such services.

**D.** The bidder shall not be relieved from assuming all responsibility for properly estimating the difficulties and the cost of performing the services required with this specification, because of failure to investigate the conditions or become acquainted with all the information concerning the services to be performed. The bidder is required to read carefully the specifications for all parts of the work so as to become familiar with the work covered by this contract. No additional compensation will be awarded due to unfamiliarity. All equipment is deemed to be maintainable, no fix-up price will be considered. It shall be assumed that the bidder has full knowledge of existing conditions and accepts them as is.

**E.** Award of the contract shall be evaluated on a variety of factors in addition to cost, such as technical competence, references, experience, financial ability and other factors deemed requisite to satisfactory performance of the specified services. The State reserves the right to reject any or all bids if not qualified.

## **II. SERVICE COMPANY QUALIFICATIONS**

### **A. EXPERIENCE**

The bidder shall demonstrate a minimum of five (5) year's experience in the commercial mechanical, temperature control, business by attaching copies of state and local licenses and certificates.

### **B. TECHNICIANS REQUIREMENTS**

The bidder shall employ minimum of four (4) full time, competent service technicians who are resident within (25) miles of the job site.

The service technicians assigned to maintain mechanical systems will be journeymen with a minimum of 5 years experience working on similar systems. Mechanical servicemen will hold a Universal EPA license.

The service technicians assigned to maintain mechanical systems will be qualified to service the equipment type under contract as well as all associated pneumatic, electric and electronic controls.

### **C. LICENSING**

The bidder shall be fully licensed and insured at the time of bid to do business at the job site, to provide complete service.

## **GENERAL MAINTENANCE PROCEDURES OVERVIEW**

### **A. MAINTENANCE PROCEDURES AND RECORDS**

1. The bidder shall control scheduling the interval of preventive maintenance and task functions to be performed by both calendar periods and operating hours (runtime) as pertinent to each piece of equipment.
2. After each service call is completed, a service report shall be furnished to a designated representative of the client for signature, Anthony Paiva at 401-723-7892 or Paul Carvalho at 401-334-6720.

### **B. PREVENTIVE MAINTENANCE CALLS**

1. All planned maintenance service under this agreement will be performed during the client's normal working hours defined as 8:00 a.m. to 4:30 p.m.
2. Client will provide reasonable means of access to all equipment covered by this agreement. Successful bidder will be free to start and stop all primary equipment incidentals to the operation of the mechanical system(s) as arranged with client's representatives.

## **MECHANICAL SYSTEM MAINTENANCE**

### **A. GENERAL MAINTENANCE DESCRIPTION**

1. The specific quantities, sizes, and model numbers of the major pieces of equipment will be listed with bid package by vendor.

2. The preventive maintenance and the responsibility of the bidder shall not be limited only to these major pieces of equipment as shown on the EQUIPMENT LIST, but shall also include all appurtenant devices and systems as listed below that are related to the heating, ventilating, and air conditioning system.

a. Heating System

Boilers, burners, furnaces, pumps, cleaning of heating coils, water strainers, unit heaters, duct heaters, heat exchangers, humidifiers, etc.

b. Cooling System

Air conditioning compressor(s), evaporative condensers, air cooled condensers, chilled water and condenser water pumps, reciprocating chillers, cleaning of cooling coils, etc.

c. Air Handling System

Fans, motors, air filters, dampers, induction units, mixing boxes, fan coil units, electric heat elements, etc.

d. Miscellaneous Equipment

Exhaust fans, manual valves, float valves, direct expansion valves, thermometers, gauges, magnetic starters, manual motor starters, pump and fan motor drives, belts, electrical wiring from motor starter to their respective motor, check valves, and refrigerant.

e. Water Treatment Services

Hot water system, steam system, chilled water system (open or closed), evaporative condensers, cooling towers, and chilled and hot water circulating pumps.

f. Air Filtration System

Pre-filters, frame filters, pouch filters, fan coil filters, automatic roll-type filters and bag filters.

## **MECHANICAL EQUIPMENT**

### **Air Handlers (AHU - 1, 2, 3, 4, 5, & 6)**

#### ***Services Performed***

#### **Major Annual Inspection**

1. Check fan assembly.
2. Lubricate fan and motor bearings per manufacturer's recommendations.
3. Check belts and sheaves. Adjust as required.
4. Tighten loose nuts and bolts.
5. Check motor mounts and vibration pads. Adjust as required.
6. Check motor operating conditions.
7. Inspect electrical connections and contactors.
8. Lubricate and adjust associated dampers and linkages.
9. Check fan operation.
10. Change filters.
11. Check heating and cooling coils.
12. Inspect and calibrate all temperature, safety and operational controls, as required.

#### **Seasonal Inspection**

1. Lubricate fan and motor bearings per manufacturer's recommendations.
2. Check belts and sheaves. Adjust as required.
3. Lubricate and adjust associated dampers and linkages.
4. Change filters.
5. Check fan operation.
6. Check heating and cooling coils.

### **Condensing Units Air Cooled (ACCU - 1, 2, 3, 4, 5, & 6)**

#### ***Services Performed***

#### **Inspection**

1. Review manufacturer's recommendation for start-up.
2. Energize crankcase heater per manufacturer's recommendations.
3. Inspect electrical connections, contactors, relays, operating and safety controls.
4. Check compressor oil level.
5. Change oil and refrigerant filter dryer as required.

## **Seasonal Start-up**

1. Visually inspect system for leaks.
2. Check belts, pulleys and mounts. Adjust as required.
3. Lubricate fan and motor bearings per manufacturer's recommendations.
4. Check motor operating conditions.
5. Check fan blades.
6. Check vibration eliminators.
7. Check and test all operating and safety controls.
8. Check operating conditions. Adjust as required.
9. Log all operating data.

## **Seasonal Shut-down**

1. Shut down as per applicable procedure.
2. Note repairs required prior to start-up.

## **Boiler (B – 1)**

### ***Services Performed***

#### **Inspection**

1. Inspect fireside of boiler and record condition.
2. Brush and vacuum soot and dirt from flues (not chimneys) and combustion chamber.
3. Inspect firebrick and refractory for defects.
4. Visually inspect boiler pressure vessel for possible leaks and record condition.
5. Check hand valves and automatic feed equipment. Repack and adjust as required.
6. Inspect, clean and lubricate the burner and combustion control equipment.
7. Reassemble boiler.
8. Check burner sequence of operation and combustion air equipment.
9. Check fuel piping for leaks and proper support.
10. Review manufacturer's recommendations for boiler and burner start-up.
11. Check auxiliary equipment operation.

#### **Seasonal Start-up**

1. Inspect burner, boiler and controls prior to start-up.
2. Start burner and check operating controls.
3. Test safety controls and pressure relief valve.
4. Perform combustion analysis.
5. Make required control adjustments.

6. Log all operating conditions.

### **Seasonal Shut-down**

1. Note repairs required.

### **Pumps (P – 1, 2 & 3)**

#### ***Services Performed***

#### **Inspection**

1. Tighten loose nuts and bolts.
2. Check motor mounts and vibration pads.
3. Inspect electrical connections and contactors.

#### **Seasonal Start-up**

1. Lubricate pump and motor bearings per manufacturer's recommendations.
2. Visually check pump alignment and coupling.
3. Check motor operating conditions.
4. Inspect mechanical seals or pump packing.
5. Check hand valves.

#### **Seasonal Shut-down**

1. Note repairs required during shut-down.

### **Hydronic Cabinet Unit Heater and Unit Heaters (CUH – 1, 2, 3 & 4 / UH – 1, 2, 3, 4, 5 & 6)**

#### ***Services Performed***

#### **Annual Inspection**

1. Inspect motor and lubricate.
2. Lubricate fan bearings.
3. Inspect coil(s) for leaks.
4. Test operation of unit controls.

### **Gas Fired Unit Heaters (UH – 7 & 8)**

#### ***Services Performed***

#### **Annual Inspection**

1. Inspect motor and lubricate.
2. Lubricate fan bearings.
3. Test operation of unit controls.

## **Exhaust Fans (F – 3, 4, 5, 6, 7 & 8)**

### *Services Performed*

#### **Annual Inspection**

1. Inspect belts and adjust as required.
2. Lubricate motor and bearings as required.
3. Inspect starter and disconnect switch.

## **Water Heater**

### *Services Performed*

#### **Annual Inspection**

1. Inspect for leaks.
2. Drain sludge from tank.
3. Cycle controls and check for proper operation.

## **Sewage Grinder Pumps (SGP – 1 & 2)**

### *Services Performed*

#### **Major Annual Inspection**

1. Tighten loose nuts and bolts.
2. Check motor mounts and vibration pads.
3. Inspect electrical connections and contactors.
4. Lubricate pump and motor bearings per manufacturer's recommendations.
5. Drain sludge from tank.
6. Cycle controls and check for proper operation.

#### **Seasonal Inspection**

1. Tighten loose nuts and bolts.
2. Check motor mounts and vibration pads.
3. Inspect electrical connections and contactors.
4. Lubricate pump and motor bearings per manufacturer's recommendations.
5. Drain sludge from tank.
6. Cycle controls and check for proper operation.

**END**