

TREYNOR COMMUNITY SCHOOL DISTRICT

Request for Proposal (RFP): Preventative Maintenance (PM) Services Due March 6, 2019

Send Proposal to . . .

Lou Howell, Superintendent
Trey nor Community School District
102 East Main Street
Trey nor, IA 51575

Location of Equipment: Trey nor Community School District

- Elementary: 2 Elementary Drive, Trey nor, IA 51575
- Middle School/High School: 102 East Main, Trey nor, IA 51575

Quote Term options (See Line Item Pricing Listed Below):

- Pricing provided shall include costs for regular inspection services of equipment listed below. Contractor must obtain prior authorization for repairs or other work outside the scope of the inspection and preventative maintenance services listed below.
- One-year flat-rate pricing
- Three-year flat-rate pricing (total for three-year period)
- Line Item/Option-to-add price: Blow out coils with compressed air

Scope of Service to include:

- Two (2) scheduled operational preventative maintenance inspections (Spring/Fall) per year, on each piece of equipment listed below
- One (1) Coil Cleaning with water
- One (1) Coil Cleaning with Air (first year included, line item add-on for per year cost)

Trey nor Community School District maintenance staff will change air filters and belts.

Elementary School:

(18) Rooftop Units (Trane)
(3) Boilers (Lochinvar-Knight XL (KBN400))
(1) Cooler and Freezer, with condensing unit

High School/Middle School:

(14) Rooftop Units (Trane, Tempstar, Lennox)
(3) Boilers (LES, Camus)
(1) Makeup Air Unit
(5) Split Systems
(2) Cooler & Freezer, each with condensing unit

Required Preventative Maintenance (PM) Inspection/Checklist (Each PM inspection to include a minimum of the following requirements listed below):

Rooftop Units

- Lubricate fan and motor bearings
- Check belts and sheaves for proper alignment
- Lubricate and adjust dampers as required
- Check heating and cooling coils
- Check refrigerant pressures and levels
- Check safety and operating controls
- Check suction line superheat
- Check and tighten electrical connections
- Check drain pans and hoses for obstructions
- Blow-out condenser coils with compressed air (first year included, line item add on for per year cost)
- Rinse condenser coils annually
- Inspect for refrigerant and oil leaks

Boilers

- Check and test control set points and safety controls
- Check pressure gauges
- Check gas train, gas valve, shut off valves
- Test incoming gas pressure
- Check burners and combustion chambers
- Combustion Analysis Test included
- Check ignition system and pilots
- Inspection only of ignitors and flame sense electrodes, material not included
- Replace burner gaskets annually, material included
- Check pressure regulator
- Check steam trap
- Clean strainers
- Check low-water cutoff
- Check flue and clean when needed
- Check drain line and neutralizer kit, replacement kit not included

Makeup Air Unit

- Check condition of heat exchanger
- Check temperature and differentials
- Check and clean pilot assembly as required
- Lubricate fan motor
- Check coils and air filters

- Blow-out condenser coils with compressed air (first year included, line item add-on for per year cost)
- Rinse condenser coils annually
 - Check operating and safety controls

Split Systems

- Check fan and motor bearings, lubricate
- Check belts, sheaves and mounts
- Check voltage and amperage
- Check disconnect and motor starter, test for proper operation
- Check controller and contactors, test for proper operation
- Check and tighten electrical connections
- Check crankcase heater and test for proper operation
- Check compressor for refrigerant or oil leaks
- Check refrigerant charge and refrigerant piping
- Check suction line superheat
- Check expansion valve, cap tube and power head bulb
- Check condensate drain and pan
- Check coils for leaks or corrosion
- Blow-out condenser coils with compressed air (first year included, line item add on for per year cost)
- Rinse condenser coils annually
- Check fresh air, return and exhaust damper blades
- Check gas train for leakage
- Check gas, safety and shut off valves
- Cycle the unit into heating
- Check gas pressure
- Check heat exchanger for signs of corrosion
- Check pressure regulator and wiring
- Check nozzles, ignition system and pilots
- Check flue for corrosion, clean as needed
- Check combustion blower motor and pressure switch
- Clean burners and combustion chamber

Refrigeration, Cooler-Freezer, each with condenser

- Check for signs of corrosion
- Check for excessive or unusual vibration
- Check motor and blade
- Check for oil leaks
- Check drain pan
- Clean evaporator coil and blades
- Check operation of fans

- Inspect electrical wiring and components
- Visually inspect coil for even distribution
- Blow-out condenser coils with compressed air (first year included, line item adder for per year cost)
- Rinse condenser coils annually
 Check refrigeration cycle

The awarded vendor shall include in the scope/proposal any/all trip charge/truck expenses for the duration of the Preventative Maintenance (PM) agreement.

The awarded vendor shall include in the scope/proposal a preventative maintenance contact, including name, e-mail, phone number, and hours of operation, so that the district could call a single person to discuss any issues (e.g., contract, invoices). Also, note of call service or after-hours answering services for nights and weekends is available.

The contractor's representatives making the preventative maintenance visit or other services, shall check in with the school and/or district secretary upon entering the building(s).

The contractor shall keep a record log of all site visits and all work performed at each site visit. The record log shall be submitted to the Superintendent of the Treynor Community School District upon completion of each visit, and shall be available through the contractor's online portal, and secured with a customer's login username and password. If a problem is found that has the potential to be a major issue, or require an equipment shutdown, this problem must be immediately brought to the attention of the Superintendent of the Treynor Community School District, so a plan of action can be formulated for the timeliest repairs to the equipment.

The contractor's employees are required to wear clean and neat uniforms provided by the contractor and approved by the Treynor Community School District. Contractor shall furnish their employees with all necessary PPE (Personal Protective Equipment) as specified by the equipment manufacturers. Contractor shall be responsible for ensuring that their employees wear all PPE required for safe operation of equipment.

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TO: Lou Howell, Superintendent
Treydor Community School District
102 East Main Street
Treydor, IA 51575

From: _____
(Company Name)

(Contact)

For: HVAC Preventative Maintenance Services

Base Bid: Preventative Maintenance Services for One Year \$ _____

Alternate Bid A: Preventative Maintenance Services for Three Years (Total All Three Years)
\$ _____

Alternate Bid B: Coil Cleaning Using Compressed Air, Prior to the Water Coil Cleaning
Per Yearly Cost to Add \$ _____

If the bidder product or services deviate from above listed services, the bidder must spell out specific deviations as an attachment to the bid.

_____ Company Name	_____ By (Sign Name)	
_____ Address	_____ Title	
_____ City	_____ State	_____ Zip Code
_____ Phone	_____ E-mail Address	_____ Website