

REQUEST FOR PROPOSAL

HVAC EQUIPMENT PREVENTATIVE MAINTENANCE AGREEMENT

Woodbridge School District is requesting proposals for an annual maintenance agreement, for Beecher Road School, 40 Beecher Road in Woodbridge, CT., for HVAC equipment listed. Bids must be submitted in a sealed envelope marked “**HVAC - Annual Maintenance Agreement Proposal**” and received in the Business Office of Woodbridge School District, 40 Beecher Road, Woodbridge, CT. 06525, no later than **Friday, June 3, 2022, at 1:00p.m.**

Following is the scope of work for the job:

- **All maintenance will be performed as per manufacturer’s requirements as contained in the O&M manuals available for reference in the District, relevant excerpts attached herewith.**
- Preventive maintenance includes MERV-13 filter changes and belt changes at the manufacturer recommended intervals. Classroom Unit Ventilators filters will be changed at least 3 times a year. ERVs can utilize MERV-10 filters.
- All work to be completed in a workmanlike manner. Site is to be left clean and free of debris at the end of each work day.
- Lubrication of motor bearings, fan motors, and dampers where applicable
- Inspections will include, damper operation, condensate drains and pans, and coils. Inspections of equipment and systems are pre-scheduled; performed regularly throughout the agreement period.
- Winterizing will include the draining of cooling coils on roof top units
- CONTROL CALIBRATION and ADJUSTMENT - of digital temperature controls, refrigeration controls, pressure controls, operating controls and safety controls.
- TESTING - CHECKING - operating refrigerant pressures; voltages and amperages; belts and belt tension; drive couplings; proper control sequencing; electrical connections; rotation; contactors; and starters. Checks on the overall operating performance of heating & cooling systems.
- CLEANING - condenser coils, chilled water coils, and condensate drains, etc.
- LUBRICATION MAINTENANCE - oiling and / or greasing of motor and fan bearings, changing oil; renewing oil filters, oiling damper linkages and bearings, etc.
- ADJUSTING and FINE-TUNING - of superheat settings; capacity control modules; belt tension; gas burners; starter transfer timers, compressor cylinder unloaders; etc.
- SYSTEM OPERATION- test and verify controller performance to design specifications.
- TESTING -CALIBRATION - Ensure control devices are within industry tolerances and operating per design specifications.
- Maintenance will be performed at minimum during the months of August, December, and April. To be scheduled during school breaks. A minimum of thirty days’ notice will be provided to the successful bidder in the event of any district initiated modification of this schedule. Any contractor initiated request for modification from this schedule must receive the prior approval of the district’s Facilities Manager.
- Please direct any questions regarding the bid specifications, or the bid process, to Vito Esparo, Facilities Manager, via email to vesparo@woodbridgeps.org. Responses will be shared, via email, to all potential bidders known at the time of inquiry.

HVAC EQUIPMENT LIST (1/2)

QTY OR NAME	SYSTEM COMPONENT	MANUFACTURER	MODEL	SERIAL #	LOCATION
AHU1	TRANE AIR HANDLING	TRANE	B2W988A/A	K15G54991	ELECT ROOM BY BAND
AHU2	TRANE AIR HANDLING	TRANE	UCCAG21C0A0RDN120	K15G54993	N.GYM
AHU3	TRANE AIR HANDLING	TRANE	UCCAG21C0A0RDN120	K15G54992	N.GYM
AHU4	TRANE AIR HANDLING	TRANE	UCCAG14COAORDN120	K15G54994	MEZZ ABOVE POOL
AHU5	TRANE AIR HANDLING	TRANE	VCCAG21COAORDM120	K15G54995	MEZZ ABOVE POOL
AHU6	TRANE AIR HANDLING	TRANE	UCCAG0BC0A0ENO120	K15G54996	MEZZ ABOVE S-22
RTU1	TRANE ROOF TOP	TRANE	CSAA003UBL00	K15G57521	ROOF
RTU2	TRANE ROOF TOP	TRANE	CSAA006UBL00	K15G57531	ROOF
RTU3	TRANE ROOF TOP	TRANE	CSAA021UBL00	K15G55679	ROOF
RTU4	TRANE ROOF TOP	TRANE	CSAA017UBL00	K15G55690	ROOF
RTU5	TRANE ROOF TOP	TRANE	CSAA00BUBL00	K15G57541	ROOF
ERV1	XETER ENERGY RECOVERY VENT	XETER	1AQ-4000-RT-BP-SP	129521015-1/4	ROOF
ERV2	XETER ENERGY RECOVERY VENT	XETER	1AQ-4000-RT-BP-SP	129521015-2/4	ROOF
ERV3	XETER ENERGY RECOVERY VENT	XETER	1AQ-4000-RT-BP-SP	129521015-3/4	ROOF
ERV4	XETER ENERGY RECOVERY VENT	XETER	1AQ-3000-BP-PHW-HW	129521015-4/4	ROOF
CLASSROOM UVS (23 UNITS)	DAIKIN UNIT VENTILATOR	DAIKIN	S-15		CLASSROOM WALL A/B/C WINGS
CLASSROOM UVS (1 UNIT)	DAIKIN UNIT VENTILATOR	DAIKIN	S-10		CLASSROOM WALL A-9
CLASSROOM FCUS (33 UNITS)	TRANE FAN COIL UNIT	TRANE	FCCB1001 J**F0A00BCM		CLASSROOM CEILINGS*
CLASSROOM FCUS (3 UNITS)	TRANE FAN COIL UNIT	TRANE	FCCB0801J**F0A00BCM		CLASSROOM CEILINGS*
CLASSROOM FCUS (9 UNITS)	TRANE FAN COIL UNIT	TRANE	FCCB0601J**F0A00BCM		CLASSROOM CEILING*

HVAC EQUIPMENT LIST (2/2)

NAME	SYSTEM COMPONENT	MANUFACTURER	MODEL	SERIAL NUMBER	LOCATION
HCP1	ARMSTRONG HEAT/COOL PUMP	ARMSTRONG	LOCATED UNDER INSULATION		BOILER ROOM
HCP2	ARMSTRONG HEAT/COOL PUMP	ARMSTRONG	LOCATED UNDER INSULATION		BOILER ROOM
HPW1	ARMSTRONG HEAT PUMP	ARMSTRONG	3X2X134030		BOILER ROOM
HPW2	ARMSTRONG HEAT PUMP	ARMSTRONG	3X2X134030		BOILER ROOM
HX1	SMATEPLATE DOMESTIC HW HEATER	AERCO	SPDW-61		NEXT TO BOILER ROOM
HX2	SMATEPLATE DOMESTIC HW HEATER	AERCO	SPDW-61		BELOW POOL

NAME	SYSTEM COMPONENT	MANUFACTURER	MODEL	SERIAL NUMBER	LOCATON
EF1	EXHAUST FAN – BELT DRIVEN	GREENHECK	GB-091-4-X	14222717	ROOF
EF2	EXHAUST FAN – BELT DRIVEN	GREENHECK	GB-091-4-X	14222718	ROOF
RAF1	TRANE RETURN AIR FAN	TRANE	T-10		MEZZ ABOVE POOL
RAF2	TRANE RETURN AIR FAN	TRANE	T-14		MEZZ ABOVE POOL
RAF3	TRANE RETURN AIR FAN	TRANE			ELECT ROOM BY SOUTH MUSIC

HVAC FILTER/BELT LIST

	UVs and FCUs	
MODEL	FILTER SIZE	# OF UNITS
Daikin UV M#S-15	9.5x36x1	23 x 2 per unit
Daikin UV M#S-10	9.5x48x1	1
Trane FCU M#B101	8 7/8 x 61 1/8 x 1	33
Trane FCU M#B080	8 7/8 x 42 1/8 x 1	3
Trane FCU M#B060	8 7/8 x 33 5/8 x 1	9
	RTU 1-5	
NAME/LOCATION	FILTER SIZE AND QUANTITY	BELT #
RTU 1 (Business Office)	1 - 20x25x2 1 - 20x25x4	4L210
RTU 2 (Main Offices)	2 - 2x20x25 2 - 4x20x25	BX-36
RTU 3 (CAFÉ)	4 - 16x25x4 3 - 20x25x4 4 - 16x25x2 3 - 20x25x2	DD
RTU 4 (Library)	2 - 20x20x4 4 - 20x24x4 2 - 20x20x2 4 - 20x24x2	5VX810
RTU 5 (Tech)	1 - 20x24x4 1 - 24x24x4 1 - 20x24x2 1 - 24x24x2	AX-42

AHU 1-6		
NAME/LOCATION	FILTER SIZE AND QUANTITY	RF BELT
AHU 1	4 - 16x25x2 4 - 16x25x4	A48
AHU 2	2 - 16x20x2 1 - 16x25x2 2 - 20x20x2 1 - 20x25x2 2 - 16x20x4 1 - 16x25x4 2 - 20x20x4 1 - 20x25x4	DD
AHU 3	2 - 16x2 x2 1 - 16x25x2 2 - 20x20x2 1 - 20x25x2 2 - 16x20x4 1 - 16x25x4 2 - 20x20x4 1 - 20x25x4	DD
AHU 4	2 - 16x20x2 1 - 16x25x2 2 - 20x20x2 1 - 20x25x2 2 - 16x20x4 1 - 16x25x4 2 - 20x20x4 1 - 20x25x4	A64
AHU 5	2 - 16x20x2 2 - 16x25x2 2 - 20x20x2 2 - 20x25x2 2 - 16x20x4 2 - 16x25x4 2 - 20x20x4 2 - 20x25x4	A76
AHU 6	2 - 20x20x2 2 - 20x25x2	DD
ERVs 1-4		
NAME	FILTER SIZE AND QUANTITY	BELT #
ERV1	8 - 16x24x2	1 - BX56 1 - BX59
ERV2	8 - 24x24x2	2 - BX71
ERV3	8 - 16x24x2	2 - BX-54
ERV4	8 - 20x24x2	2 - BX-64

BID PROPOSAL FORM

I, _____ have received the following contract documents, and have included their provisions in my proposal. I shall supply all labor, materials, equipment, technical services, taxes, permits, etc., in accordance with all of the contract documents as required, to perform HVAC preventive maintenance and related work at the following school facilities:

BASE BID – Perform HVAC preventive maintenance and related work at the following school facilities per contract year:

Beecher Road School (\$_____) /LS @ _____ total estimated hours.

UNIT COSTS

Hourly rates for additional work outside of contract, as requested by Owner:

1. Additional work on an as-needed basis: Emergency Parts Replacement (belts, filters, gaskets, etc):

Emergency Repairs / Service Calls: (\$_____) /hour hour + _____ /percent

markup over cost for materials.

CHECKLIST

The following must be submitted with proposal:

- Cover page, completed and signed.
- Hourly rates and percentage mark up on materials for any additional work that may be requested.
- List of references where projects performed within the past five years of comparable size and scope.
- Bid Proposal Form.

The Bidder hereby certifies that any and all defects, errors, inconsistencies or omissions of which he/she is aware, either directly or by notification from any sub-bidder or material supplier found in the Contract Documents are listed herewith in this Bid Form.

Name and Title

Signature

Date

Provide reference details regarding previous or existing contracts performed:

REFERENCE #1:

Name of Company _____	Phone _____
Contact Person _____	Cell _____
Company Address _____	Fax _____
Date work completed _____	Email _____

REFERENCE #2:

Name of Company _____	Phone _____
Contact Person _____	Cell _____
Company Address _____	Fax _____
Date work completed _____	Email _____

REFERENCE #3:

Name of Company _____	Phone _____
Contact Person _____	Cell _____
Company Address _____	Fax _____
Date work completed _____	Email _____