

Shawano School District



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PROPOSAL / BID DOCUMENT

Closed Loop System Cleaning & Chemical Treatment

Date: February 15, 2026

Project Name: Hillcrest Chiller Flush

Location: Hillcrest Primary School

Prepared For: Shawano School District

1. SCOPE OF WORK

Provide all labor, supervision, materials, equipment, and incidentals necessary to perform cleaning and chemical treatment of the existing hot water and chilled water systems serving the multi-stack chiller.

Work includes:

1. **System Shutdown**
 - Shutdown of the existing multi-stack chiller in coordination with building personnel.
2. **System Draining**
 - Drain existing hot water system (approx. 2,500 gallons).
 - Drain existing chilled water system (approx. 2,500 gallons).
 - Total estimated system volume: **5,000 gallons**.
3. **Initial System Flush**
 - Flush both systems with city water to remove loose debris and sediment.
4. **Chiller Maintenance**
 - Remove ends from multi-stack chiller.
 - Clean internal strainer screens.
 - Reinstall and ensure proper sealing.
5. **Strainer Cleaning**
 - Removal and cleaning of all accessible system strainers.
 - Reinstallation and inspection.
6. **Chemical Cleaning Process**
 - Refill systems with city water.
 - Furnish and add approved chemical cleaner.
 - Circulate cleaning solution for a minimum of 24 hours.
 - Monitor circulation during cleaning period.
7. **Post-Cleaning Flush & Verification**
 - Drain cleaning solution.
 - Flush systems thoroughly with city water.
 - Test discharge water to verify removal of chemical cleaner.
8. **System Refill**
 - Refill both systems with city water.
 - Properly vent all air from system.
9. **Closed Loop Treatment**
 - Furnish and install corrosion inhibitors for closed loop systems.
 - Includes chemicals for 5,000 gallons total volume.
 - Test system water to verify proper inhibitor levels.
 - Adjust as required to meet manufacturer recommendations.

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10. Additional Inclusions

- Includes chemical cleaner and corrosion inhibitors.
- Includes insulation repairs if required due to scope of work.
- Includes sales and use tax.
- Includes overtime labor as required to complete work.
- Includes glycol as required for system protection.

2. PRICING

Lump Sum Price: \$ _____

(Based on 5,000 total gallons system volume – 2,500 gallons per system)

3. EXCLUSIONS (Unless Otherwise Noted)

- Replacement of defective valves, piping, or mechanical components.
- Major insulation replacement beyond minor repairs.
- Structural, electrical, or control modifications.
- Disposal of hazardous materials (if encountered).
- Additional glycol beyond system capacity unless specified.

4. ASSUMPTIONS

- Systems are operational and capable of circulation at time of service.
- Isolation valves function properly.
- Adequate drainage locations are available.
- Work will be performed during normal access hours unless otherwise coordinated.

5. TERMS

- Payment Terms: _____
- Pricing valid for: 30 days
- Work to be scheduled upon approval and material availability.