

**TOWNS OF CANTON & AVON, CONNECTICUT**  
**CONTRACTED HVAC MAINTENANCE SERVICES**  
**INVITATION FOR BID 3/3/2017 – ADDENDUM THREE (3)**

**Date: March 27, 2017**

This addendum is issued in response to questions raised by interested vendors at the Town of Canton, Board Of Education facilities walkthrough on March 17, 2017. A revised copy of the Specifications and Bid Form is provided. New information or modified equipment/maintenance information is noted in bold italics.

Q1: A question was raised regarding the timing of the bid opening with regard to the questions raised at the walkthrough.

Answer: The Town has extended the Bid Due Date to **Wednesday, April 5, 2017 at 2:00 PM.**

Q2: Are there a list of Filter and Belt sizes?

Answer: Town of Canton, no list of filters/belts. Town of Avon, list of filter sizes (listed in IFB), no belts.

Q3: The Town of Canton, Town Hall existing cooling tower has several leaks, is work to fix existing problems part of PM contract?

Answer: No

Please note that all other terms and conditions appearing in the original Invitation for Bid remain unchanged. Vendors are asked to sign, date and return this sheet **along with their Bid** in order to verify their receipt of this addendum prior to the submission deadline. Please fill out all sections below in order to ensure that your response is considered complete.

Name: \_\_\_\_\_  
Title: \_\_\_\_\_  
Company: \_\_\_\_\_  
Address: \_\_\_\_\_  
\_\_\_\_\_  
City State Zip Code  
Telephone: \_\_\_\_\_  
Date: \_\_\_\_\_  
E-mail : \_\_\_\_\_

**TOWNS OF CANTON & AVON, CONNECTICUT**  
**SPECIFICATIONS FOR**  
**CONTRACTED HVAC MAINTENANCE SERVICE**

**SCOPE OF SERVICES**

The Contractor(s) shall schedule and complete all routine HVAC maintenance and the annual boiler cleanings during the normal business hours of 7:00 am through 3:30 pm, Monday through Friday. Contractor(s) shall also perform all emergency HVAC maintenance as requested and/or approved by the Towns within two (2) hours of such request being made, regardless of the time of day, the day of the week, or whether or not such call is made on a holiday. The Contractor may identify and retain subcontractors for specialized equipment that may be required as part of the scope of services. When providing routine and/or emergency maintenance on the Towns' HVAC equipment, Contractor(s) shall use its own labor, tools and transportation.

**OPERATION AND MAINTENANCE RECORDS**

The Contractor shall maintain accurate records of work performed; including, but not limited to, the following: emergency repairs, routine maintenance, preventative maintenance, inspection reports, etc. All logs, records, reports, etc., shall be kept and maintained onsite. All logs, records, reports, etc. shall be submitted for approval by the Owner. The Contractor should also affix a tag on each heating and cooling plant showing a record of maintenance calls and the work performed.

**TOWN OF CANTON BOARD OF EDUCATION**

The following is a list of routine duties that The Contractor(s) shall perform at Town of Canton Board of Education sites. It should be noted that the equipment listed may not be comprehensive but only is a representation of the components to be maintained as part of this contract:

**Town of Canton Cherry Brook School**

Contractor shall maintain the following machinery:

- ✓ (2) *Oil fired Boilers*
- ✓ (1) *Lochinvar gas fired water heater.*
- ✓ (3) B & G Series 80 & 90 Circulation Pumps.
- ✓ (17) *Exhaust / Supply Fans, various sizes*
- ✓ (3) *Air Handling Units, 3- McQuay LSL-111, 1- McQuay RBS-8028*
- ✓ (2) Ground Mounted Condensing Units, Model ALP-021C (20 Tons)
- ✓ (22) Unit Heaters, various sizes
- ✓ (3) *QDT Heat Recovery Coils*

Routine maintenance of air conditioning systems shall be completed (2) times per year (once before the cooling season and once at the midpoint of the cooling season). Routine maintenance of heating systems should be completed (4) times a year. Contractor shall perform the following tasks:

- ✓ Test and calibrate all controls and safety devices.
- ✓ Check electrical starters.
- ✓ Check and tighten all electrical connections on unit.
- ✓ Test fan motors.
- ✓ Clean and inspect condenser coils, blades and fan guards.
- ✓ Maintain oil in compressor at manufacturer's specified level on oil sight glass.
- ✓ Check for contact surface pitting and mounting security.
- ✓ Check and adjust heating and air conditioning equipment belts.
- ✓ Replace heating and air conditioning filters.
- ✓ Start-up and shut down air conditioning / heating systems and controls.
- ✓ Replace all heating and air conditioning filters
- ✓ Replace broken or worn belts.
- ✓ Check and make appropriate the amount of refrigerant in the circuit.
- ✓ Check condition of solder joints.
- ✓ Check heat exchanger.
- ✓ Clean the burners' assembly.
- ✓ Check ignition controls and safety features.
- ✓ Adjust proper combustion mixture.
- ✓ Provide a detailed report of any and all problems found.
- ✓ Clean all coils with air conditioner foaming coil cleaner - heavy duty degreaser (lemon scent).
- ✓ Check all circulation pumps (if applicable).

The Contractor shall clean the boilers one (1) time annually before the heating season. Contractor shall perform the following tasks:

- ✓ Visually inspect burner, heat exchanger, and combustion chamber.
- ✓ Lubricated bearings, motors, and pumps as required
- ✓ Calibrate operating and safety controls
- ✓ Brush and vacuum clean heat exchanger and flue pipe
- ✓ Inspect flue connections and induced draft motor if applicable
- ✓ Replace fuel oil nozzles, strainers, and filters
- ✓ Check and set combustion efficiency
- ✓ Manually blow down boiler
- ✓ Check expansion tank, drain as required
- ✓ Adjust boiler pressure and temperature as needed
- ✓ Visually inspect system for oil and water leaks

### **Town of Canton Intermediate School**

Contractor shall maintain the following machinery:

- ✓ (2) HB Smith Model GLO 4500-S14 Boilers
- ✓ (4) *Bell & Gossett 1510 Circulation Pumps, various sizes*
- ✓ (12) Carrier Exhaust / Supply Fans, various sizes
- ✓ (3) Nessbitt Model RCA-150 Ground Mounted Condensing Units
- ✓ (18) Nessbitt Unit Ventilators, various sizes
- ✓ (3) Nessbitt Air Handling Units, various sizes
- ✓ (1) Boiler Feed System – Dunham Bush Model AWCV5

- ✓ (2) Olin Chemical Feeders
- ✓ (2) *Make up air fans boiler related (Greenheck)*
- ✓ (3) *RTU's Trane and (1) HRU Trane*

Routine maintenance of air conditioning systems shall be completed (2) times per year (once before the cooling season and once at the midpoint of the cooling season). Routine maintenance of heating systems should be completed (4) times a year. Contractor shall perform the following tasks:

- ✓ Test and calibrate all controls and safety devices.
- ✓ Check electrical starters.
- ✓ Check and tighten all electrical connections on unit.
- ✓ Test fan motors.
- ✓ Clean and inspect condenser coils, blades and fan guards.
- ✓ Maintain oil in compressor at manufacturer's specified level on oil sight glass.
- ✓ Check for contact surface pitting and mounting security.
- ✓ Check and adjust heating and air conditioning equipment belts.
- ✓ Replace heating and air conditioning filters.
- ✓ Start-up and shut down air conditioning / heating systems and controls.
- ✓ Replace all heating and air conditioning filters
- ✓ Replace broken or worn belts.
- ✓ Check and make appropriate the amount of refrigerant in the circuit.
- ✓ Check condition of solder joints.
- ✓ Check heat exchanger.
- ✓ Clean the burners' assembly.
- ✓ Check ignition controls and safety features.
- ✓ Adjust proper combustion mixture.
- ✓ Provide a detailed report of any and all problems found.
- ✓ Clean all coils with air conditioner foaming coil cleaner - heavy duty degreaser (lemon scent).
- ✓ Check all circulation pumps (if applicable).

The Contractor shall clean the boilers one (1) time annually before the heating season. Contractor shall perform the following tasks:

- ✓ Visually inspect burner, heat exchanger, and combustion chamber.
- ✓ Lubricated bearings, motors, and pumps as required
- ✓ Calibrate operating and safety controls
- ✓ Brush and vacuum clean heat exchanger and flue pipe
- ✓ Inspect flue connections and induced draft motor if applicable
- ✓ Replace fuel oil nozzles, strainers, and filters
- ✓ Check and set combustion efficiency
- ✓ Manually blow down boiler
- ✓ Check expansion tank, drain as required
- ✓ Adjust boiler pressure and temperature as needed
- ✓ Visually inspect system for oil and water leaks

## **Town of Canton Middle / Town of Canton High School**

Contractor shall maintain the following machinery:

- ✓ (3) ***HB Smith Model 28A Oil Fires Boiler***
- ✓ (3) ***Bell & Gossett Circulation Pumps Model 1510-1.5 BC***
- ✓ (5) Trane Roof Top Units (20-40 Tons)
- ✓ (7) Air Handler Units, (1-2 Tons)
- ✓ (7) Ground Mounted Condensing Units Model 12KL11
- ✓ (19) ***Greenheck Ventilator Fans, various sizes, (1) MK plastics Lab fan***
- ✓ (5) Trane Unit Heaters, various sizes
- ✓ (38) ***Trane Classroom unit ventilators***

Routine maintenance of air conditioning systems shall be completed (2) times per year (once before the cooling season and once at the midpoint of the cooling season). Routine maintenance of heating systems should be completed (4) times a year. Contractor shall perform the following tasks:

- ✓ Test and calibrate all controls and safety devices.
- ✓ Check electrical starters.
- ✓ Check and tighten all electrical connections on unit.
- ✓ Test fan motors.
- ✓ Clean and inspect condenser coils, blades and fan guards.
- ✓ Maintain oil in compressor at manufacturer's specified level on oil sight glass.
- ✓ Check for contact surface pitting and mounting security.
- ✓ Check and adjust heating and air conditioning equipment belts.
- ✓ Replace heating and air conditioning filters.
- ✓ Start-up and shut down air conditioning / heating systems and controls.
- ✓ Replace all heating and air conditioning filters
- ✓ Replace broken or worn belts.
- ✓ Check and make appropriate the amount of refrigerant in the circuit.
- ✓ Check condition of solder joints.
- ✓ Check heat exchanger.
- ✓ Clean the burners' assembly.
- ✓ Check ignition controls and safety features.
- ✓ Adjust proper combustion mixture.
- ✓ Provide a detailed report of any and all problems found.
- ✓ Clean all coils with air conditioner foaming coil cleaner - heavy duty degreaser (lemon scent).
- ✓ Check all circulation pumps (if applicable).

The Contractor shall clean the boilers one (1) time annually before the heating season. Contractor shall perform the following tasks:

- ✓ Visually inspect burner, heat exchanger, and combustion chamber.
- ✓ Lubricated bearings, motors, and pumps as required
- ✓ Calibrate operating and safety controls
- ✓ Brush and vacuum clean heat exchanger and flue pipe
- ✓ Inspect flue connections and induced draft motor if applicable
- ✓ Replace fuel oil nozzles, strainers, and filters

- ✓ Check and set combustion efficiency
- ✓ Manually blow down boiler
- ✓ Check expansion tank, drain as required
- ✓ Adjust boiler pressure and temperature as needed
- ✓ Visually inspect system for oil and water leaks

### **Town of Canton Board of Education Offices**

Contractor shall maintain the following machinery:

- ✓ (2) Air Handler Units, various sizes
- ✓ (1) Unit Heater

Routine maintenance of air conditioning systems shall be completed (2) times per year (once before the cooling season and once at the midpoint of the cooling season). Routine maintenance of heating systems should be completed (4) times a year. Contractor shall perform the following tasks:

- ✓ Test and calibrate all controls and safety devices.
- ✓ Check electrical starters.
- ✓ Check and tighten all electrical connections on unit.
- ✓ Test fan motors.
- ✓ Clean and inspect condenser coils, blades and fan guards.
- ✓ Maintain oil in compressor at manufacturer's specified level on oil sight glass.
- ✓ Check for contact surface pitting and mounting security.
- ✓ Check and adjust heating and air conditioning equipment belts.
- ✓ Replace heating and air conditioning filters.
- ✓ Start-up and shut down air conditioning / heating systems and controls.
- ✓ Replace all heating and air conditioning filters
- ✓ Replace broken or worn belts.
- ✓ Check and make appropriate the amount of refrigerant in the circuit.
- ✓ Check condition of solder joints.
- ✓ Check heat exchanger.
- ✓ Clean the burners' assembly.
- ✓ Check ignition controls and safety features.
- ✓ Adjust proper combustion mixture.
- ✓ Provide a detailed report of any and all problems found.
- ✓ Clean all coils with air conditioner foaming coil cleaner - heavy duty degreaser (lemon scent).
- ✓ Check all circulation pumps (if applicable).