

## Town of Clayton Fire District

### HVAC Servicing Specifications – 2014 - 2016

To ensure the acceptable operation and maintenance of the HVAC systems in the emergency service buildings owned and maintained by the Town of Clayton Fire District (“District”), the following specification will be used to solicit competitive bids for the HVAC servicing and maintenance.

The contract will be for three years duration and will cover fall servicing of the heating system, spring servicing the air conditioning system, and 24 hr. emergency service as required. Inspection of the HVAC systems for the purpose of gathering information for the bid submission will be permitted during regular business hours of 8 A.M. to 5 P.M., Monday – Friday.

Below are the details for each system’s service (where applicable). Where manufacturer’s recommendations are applicable, those recommendations will be followed. In the absence of such recommendations, best practice as established by the American Society of Heating, Refrigerating, and Air Conditioning Engineers (ASHRAE) and governed by applicable local, state, and federal regulations shall be followed.

#### Heating System Inspection and Servicing

1. Clean and adjust controls
2. Clean burners
3. Adjust combustion for optimal fuel efficiency
4. Lubricate all moving parts as required
5. Test for combustion leaks
6. Test all safety devices
7. Check all belts for wear, tension, and alignment
8. Check filters, replace as needed
9. Check flue for proper operation
10. Test pumps, manifolds, and electrically controlled valves for proper operation
11. Check for system leaks, including pumps, valves, manifolds, and visible tubing
12. Sample radiant system water for proper antifreeze and corrosion inhibitors and add as needed

#### Cooling System Inspection and Servicing

1. Check condenser coil
2. Check all electrical connections for general tightness and liquid tightness
3. Adjust system for optimal cooling
4. Check for oil and refrigerant leaks
5. Test all safety devices
6. Check all belts for wear, tension, and alignment
7. Check filters, replace as needed
8. Check refrigerant level
9. Check condensate drain
10. Lubricate all moving parts as required

The inspection and servicing of the electrical, water, and propane systems will be part of this agreement only at the point that they connect to the heating and cooling equipment.

All parties seeking this contract will provide documentation demonstrating competence to provide the services required, such as current licenses and training certificates, and will also provide a list of current commercial customers with similar systems. Membership in good standing in heating and cooling industry professional organizations will be considered a plus.

Submissions by all interested parties will include the following:

1. The total three year fee the District will pay for the scheduled services inspection and maintenance, with one third to be paid on September 1, 2014, one third to be paid on September 1, 2015, and the final third to be paid on September 1, 2016. This will cover all labor for routine repair and maintenance during regular business hours listed above. Any parts needed will be billed to the District.
2. Emergency service labor rate, covering any labor outside of regular business hours listed above.
3. Overtime rate when scheduled work must be finished but exceeds regular business hours.

The District agrees to operate the equipment according to the manufacturer's and service company's recommendations and to notify the service company of any unusual operating conditions.

To inspect the District's heating and cooling systems at its two facilities, all interested parties should contact either the Clayton Fire Chief, Chris Barton, or the Depauville Fire Chief, Jason Rarick. Chief Barton can be reached by telephone at 315-783-5655 or by e-mail at [firefighter140@yahoo.com](mailto:firefighter140@yahoo.com). Chief Rarick can be reached by telephone at (315) 952-1334 or by e-mail at [jasonrarick29@gmail.com](mailto:jasonrarick29@gmail.com).

Start Date: \_\_\_\_\_ End Date: \_\_\_\_\_

One Year Contract Fee: \_\_\_\_\_

Hourly Labor Rate: \_\_\_\_\_

Overtime Labor Rate: \_\_\_\_\_

Contractor Company: \_\_\_\_\_

Contractor's Authorized Signature: \_\_\_\_\_

District Chairperson: \_\_\_\_\_