

# REQUEST FOR QUOTES FOR HVAC PREVENTATIVE MAINTENEACE SERVICES CUYAHOGA COUNTY BOARD OF HEALTH

## BACKGROUND

The Cuyahoga County Board of Health (Board) seeks a qualified Contractor to provide a comprehensive HVAC Service Program at its facility located at 5550 Venture Drive, Parma, OH 44130. The Board is looking for a program designed to maintain the efficiency, safety, reliability, and durability of our environmental control equipment. The specifications and a complete description of required services are included on the following pages.

## DURATION OF SERVICES

The contract period for stated services will last from January 1, 2017 through December 31, 2018, with an additional one year option to renew, by the Board.

## GENERAL REQUIREMENTS

1. The successful Contractor will show evidence of insurance coverage commonly known as or similar in kind to:
  - a. General Liability: \$1,000,000 per person, \$2,000,000 per accident
  - b. Property Damage Liability: \$50,000, per accident, \$100,000, per aggregate
  - c. Comprehensive Automobile Liability: \$250,000, per person, \$500,000, per accident
2. The successful Contractor will show evidence of proper worker's compensation coverage upon request of the Board.

## SCOPE OF SERVICES

The successful Contractor will demonstrate understanding of, and compliance with, all specifications set forth within this scope of services. The rates included within the quote of the successful Contractor will be all inclusive with regard to the requirements of the specifications.

The Board mechanical systems are responsible for approximately 25% of our facility's utility consumption. It is therefore very necessary to keep this equipment operating at peak efficiency. Our goal is to ensure that these mechanical systems will never be the cause of facility "down time."

Investment Protection - Our mechanical systems represent a substantial capital investment. We want a proactive, preventive maintenance program to extend the service life of our equipment.

Lower Power Consumption - We want our properly maintained equipment to operate at high efficiency to save operating money.

Preferred Service – With this preventive maintenance agreement, the Board expects

preferred service, ahead of non-agreement customers, and at a reduced price as compared to "hourly" customers.

Typical procedures to be performed within this service are as follows:

- Complete inspection of the unit as described within
- Annual belt change, per manufacturer's specifications
- Complete filter changing
- Testing of operating parameters per manufacturer's recommendations. Record findings and advise of results.
- Verification of proper operating sequences
- Proactive, preventive maintenance per manufacturer's recommendations

A. Chart of Equipment to be Serviced at the Board:

X	CONTROLS	X	YEARLY BELT REPLACEMENT
X	AIR CONDITIONING EQUIPMENT		PRECISION AIR CONDITIONING EQUIPMENT
X	HEATING EQUIPMENT		
X	AIR FILTERS MATERIAL/LABOR		ELECTRICAL EQUIPMENT
X	COIL CLEANING/LABOR /MATERIAL		INDUSTRIAL CONTROL/RECORDERS
	WATER TREATMENT	X	EXHAUST FANS ON ROOF
			REMOTE MONITORING

B. The specific items to be checked are listed on the Chart below:

EQUIPMENT LIST

QTY.	COMPONENT(S)	MANUFACTURER	MODEL NUMBER	LOCATION	INSP. FREQ.
6	PACKAGED ROOFTOP	CARRIER	48HJF017J--5A1AA	ROOF	4
1	PACKAGED ROOFTOP	CARRIER	48HJF009GS-551NG	ROOF	4
1	PACKAGED ROOFTOP	CARRIER	48HJF007GS-551HQ	ROOF	4
1	HORIZ MAKE-UP AIR UNIT	-	-	GARAGE ROOF	2
2	IAQ ROOFTOP UNITS	AAON	48095 & 48096	ROOF	4
1	EXHAUST FAN	-	-	GARAGE ROOF	2
2	TUBE HEATER	-	-	GARAGE INDOOR	2
3	PRECISION AC - CONDENSER	EMI / MITSUBISHI	-	ROOF	4
3	PRECISION AC - AIR HANDLERS	EMI / MITSUBISHI	-	INDOOR	4
5	EXHAUST FANS	GREENHECK	GB081 / GB131	ROOF	2

C. Your proposal for Preventive Maintenance Service, for the equipment at the Cuyahoga County Board of Health, must include the items outlined below:

Equipment

Service description

Air Cooled Condenser

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|-----------------|--|
| 1) Filter       | Clean or replace as required   |
| 2) Inside Coil  | Comb bent fins, check for leaks, clean drain line  |
| 3) Outside Coil | Inspect and clean, comb bent fins, check for leaks   |
| 4) Compressor   | Check refrigerant charge, check for oil and refrigerant leaks, check crankcase heater for proper operation, check amp draw |
| 5) Outside Fan  | Inspect and clean  |

- 6) Supply Fan shaft                      Inspect for proper rotation, check and lubricate motor
- 7) Motor                                      Inspect and clean, lubricate bearings, check motor mounts
- 8) Metering Device                      Check for proper operation, adjust and calibrate, check for leaks

Air Handling Unit

- 1) Dampers                                  Lubricate bearings, check for proper operation, adjust and calibrate, clean all surfaces, tighten connections
- 2) Filters                                      Clean or replace as required
- 3) Heating and cooling                      Clean coils
- 4) Coils                                        Comb bent fins, check for leaks, inspect for corrosion
- 5) Motor                                        Inspect contacts and starter, check for vibration, tighten electrical connections, tighten mountings, lubricate motor
- 6) Fan    Inspect and clean, check for vibration, check fan rotation

Rooftop HVAC Unit

- 1) Filter                                        Inspect and replace as required
- 2) Fresh air damper                        Check for proper operation, adjust and calibrate, lubricate bearings
- 3) Return air damper                        Check for proper operation, adjust and calibrate, lubricate bearings
- 4) Exhaust air damper                        Check for proper operation, adjust and calibrate, lubricate bearings
- 5) Fans                                         Clean/remove dirt, lubricate bearings, check for bearing wear, check drive couplings and tighten, check belts and replace as necessary, check alignment of shaft, check that fan blades are tight to shaft

6) Fan Motors	Inspect and clean contacts, tighten all electrical connections, check operating amperage and voltage, check for vibration, lubricate bearings, check motor insulation and resistance, check motor mounts and tighten
7) Electrical Disconnect	Inspect and clean contacts
8) Condenser Fan	Clean dirt accumulation, check for proper operation, lubricate bearings, check for bearing wear, check drive coupling and belts, adjust tightness and/or change belts as needed
9) Condenser Coil	Clean fin surfaces, comb bent fins, check for leaks, check for corrosion
10) Compressor	Inspect compressor, check for vibration, check operation of unloaders, take oil sample (if applicable) to be analyzed, change oil as needed, perform acid test, check crankcase heater, check and record suction & discharge & superheat, check and adjust refrigerant controls, check and record amperage, verify refrigerant charge, check proper operating temperatures and pressures
11) Cooling Coil	Inspect and clean surfaces, comb bent fins, check for leaks and corrosion
12) Burner section nozzles, safety	Perform draft and combustion tests, clean and inspect clean and inspect blower, lubricate blower motor, test controls
13) Heating section	Inspect and clean, check for leaks, check for corrosion
14) System	Check outside air intake screens, check operation of economizer
Makeup Air Unit	
1) Fan	Clean and inspect, check for vibration, check fan rotation, lubricate as needed
2) Heating	Clean burner, check for proper combustion and adjust as needed, verify heating section operation is within specifications, check and verify operation of controls
3) Dampers	Clean surfaces, lubricate bearings, check for proper

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|--------------------|--|
|                    | operation, adjust and calibrate, tighten connections   |
| 4) Belts & Pulleys | Check alignment of pulley, inspect belts and pulley for wear, check belt tension (replace as needed)     |
| 5) Bearings        | Inspect for wear, lubricate as needed  |
| 6) Motor           | Inspect contacts and starter, check for vibration, tighten electrical connections, lubricate motor clean |
| 7) Gas Train       | Check operation of main valve, check operation of safety valves, inspect for any leaks                   |
| 8) System          | Inspect and clean electrical contacts as needed, change filters as specified                             |

#### Electrical Connections

- 1) Check, tighten and clean electrical connections
- 2) Check contactor points for setting or deterioration
- 3) Check disconnect for wear or arcing
- 4) Inspect wiring
- 5) Check condition of conduit exposed to weather
- 6) Check voltage and amperage of motors and record
- 7) Check compressor voltage and amperage and record
- 8) Check compressor winding with electrical tester (Megger or similar)

#### Electronic Controls

- 1) Check thermostats for proper operation
- 2) Check damper operators and outside air/mixed air temperatures
- 3) Check automatic controls and temperature settings
- 4) Check low temperature and high temperature safeties - settings and proper operation

#### D. Other Requirements

- 1) Response time of less than 2.5 hours is required
- 2) Filters should be of commercial quality and at minimum 30-35% efficiency
- 3) Invoices/bills should be sent to the Board quarterly

## **QUOTE INFORMATION**

The following information should be included in your quote:

- 1) Reporting - We require a follow up report(s) on condition of and recommendations for (each piece of equipment) after every service call. A sample report should be included in the quote.
- 2) Preventative Maintenance Rate – May be provided in an annual, quarterly and/or monthly format.
- 3) Hourly Rates - Hourly Rate for additional/emergency services, Overtime Rate for additional/emergency services, Holiday Rate for additional/emergency services should be included. Note Sunday Rate, if different than the rates already mentioned, should be included.
- 4) Filters - Provide a line item in your quote for an upgrade to better quality filters.
- 5) Other upgrades - Make additional recommendations and/or suggestions as line items in your quote.
- 6) Work shift - All preventive maintenance shall be done during regular working hours (8:00 AM - 5:00 PM Monday through Friday) unless otherwise specified.

## **SUBMISSION OF QUOTES**

Quotes must be received by Friday, December 9, 2016 no later than 4:30 pm Eastern Standard Time. Please submit your quote and any accompanying materials to:

**Rebecca Burke**  
**Executive Assistant**  
**Cuyahoga County Board of Health**  
**5550 Venture Drive**  
**Parma, OH 44130**  
**(216) 201-2001 ext. 1101**  
[bburke@ccbh.net](mailto:bburke@ccbh.net)