

# St. Francis HVAC

## Service Contract Scope

The City of St. Francis is requesting quotes for a one-year renewable, preventative maintenance agreement to provide preventative maintenance on all City HVAC equipment. The contract price to be billed semi-annual. The City will provide filters and access to water for maintenance activities. Below is a list of expectations:

### COOLING SYSTEMS - *Semi-Annual*

- A. Check sight glasses and moisture indicators.
- B. Check refrigerant controls.
- C. Check refrigerant level(s).
- D. Inspect and adjust drive belts as necessary.
- E. Replace faulty and worn belts.
- F. Leak test refrigerant system, if applicable.
- G. Check and adjust operation of refrigerant cycle.
- H. Check expansion, solenoid and other valves.
- I. Lubricate motor bearing as required.
- J. Test head and suction pressures of compressors.
- K. Check oil pressure and level, if applicable.
- L. Check operation of unloaders and adjust if required (if applicable).
- M. Inspect starters and contactors.
- N. Inspect condensate drain and pan, clean if necessary.
- O. Clean contacts on relays and contactors, if required.
- P. Remove, clean and replace all washable filters.
- Q. Replace throwaway air filters or media.

### AIR COOLED CONDESERS – *Semi-Annual*

- A. Externally clean air-cooled condenser surfaces twice yearly.
- B. Lubricate fan and motor bearings as required.
- C. Inspect and adjust fan staging control, if required.
- D. Inspect, clean and adjust fan contractor as required.
- E. Inspect fan blades for stress cracks.
- F. Recommend bearing and/or shaft replacement, if required.
- G. Recommend chemical cleaning of condensing coils, if required.

### HEATING SYSTEMS (FORCED AIR) & UNIT HEATERS - *Annually*

- A. Inspect, test and adjust all operating and safety controls.
- B. Inspect and adjust burner and pilot as required.
- C. Clean burners and pilots.
- D. Inspect belts, adjust or replace as required.
- E. Check and adjust damper motors.
- F. Inspect heat exchangers for leaks, rust and flaking.

- G. Inspect and lubricate draft inducer fan.
- H. Inspect operation of high limit and fan switch.
- I. Recommend replacement of faulty heat exchanger, if required.
- J. Check operation on natural gas firing.
- K. Check for fuel leaks.
- L. Remove and clean all washable filters and replace non-washable filters - **Quarterly**.
- M. Replace throwaway air filters or media.

#### AIR HANDLING AND FAN COIL UNITS – **Annually**

- A. Lubricate and inspect motor bearings.
- B. Lubricate and inspect fan and blower bearings.
- C. Inspect and adjust drive belts as necessary.
- D. Replace faulty and worn drive belts.
- E. Clean fresh air intake screen as required.
- F. Inspect operation of all dampers, adjust if necessary.
- G. Check operation of freeze controls.
- H. Inspect coil surfaces, recommend cleaning as required.
- I. Inspect fresh air controls and settings, adjust if required.
- J. Clean and test condensate pan and drain.
- K. Remove and clean all washable filters.
- L. Replace throwaway air filters or media.

#### ELECTRIC & PNEUMATIC TEMPERATURE CONTROL SYSTEMS – **Annually**

- A. Check all thermostat operations, settings and anticipators.
- B. Check operation of all damper motors and controls.
- C. Inspect all relay, contractor and starter contacts.
- D. Recommend replacement of contacts when necessary.
- E. Check operation of change-over switches and relays.

#### BOILER HEATING SYSTEMS – **Annually**

- A. Inspect surfaces of heating coils.
- B. Recommend cleaning of heating coil surfaces.
- C. Inspect strainers and valves, clean as required.
- D. Inspect, test and adjust boiler safety controls.
- E. Inspect all automatic and motorized valves on boiler.
- F. Check water make-up valves and controls.
- G. Check boiler water level and level control.
- H. Inspect, clean and adjust burner and pilot operations.
- I. Inspect and lubricate draft fans and motors.
- J. Check operation on natural gas firing.
- K. Check for fuel leaks.

WATER HEATER – *Annually*

- A. Record initial hot water delivery temperature and adjust and record final delivery temperature when necessary.
- B. Test T&P relief valve.
- C. Check and record gas pressure and firing sequence.
- D. Check and clean burner, ignitor, and flame rectification rod if applicable.
- E. Drain, clean, and flush the storage tank.
- F. Check and clean anode rod.
- G. Check vents or chimney terminators.
- H. Check recirculating pump operation, if applicable.

\*Must be proficient with Niagara operating software for PW/PD HVAC System. Be able to provide a schedule of rates.

# HVAC Equipment List

<b>Old City Hall</b>					
Location	Unit	Qty	Model	Serial#	Year
	Payne Furnace	1	PG9MAB036060AA 52	4505A02496	
	Payne	1	PGPMAB0360	38058303754	
		1			
		1			
<b>Warming House</b>					
Location	Unit	Qty	Model	Serial#	Year
	Outside Air	1	Bryant – PA105A036-A	2101E08016	
	Furnace	1	Bryant - Plus 80		
<b>Liquor Store</b>					
Location	Unit	Qty	Model	Serial#	Year
	Forced Air	1	Bryant		2018
	Forced Air	1	Bryant		2018
	Evap/Cond.	1			
	Evap/Cond.	1			
	Evap/Cond.	1			
<b>Water Treatment Facility</b>					
Location	Unit	Qty	Model	Serial#	Year
	Forced Air/Cond	1	Bryant	2108A04895	08/2008
	Dehumidifier	10			08/2008
HSP Room	Split System	1	Bryant	524AEC120000ABHC	08/2008
	Mini Split	2			08/2008
	Unit Heater	8	Reznor		08/2008
	Outside Air SW	1	Bryant – 123RAA036-C	320BE05210	08/2008
	Outside Air - Middle	1	Currier- 58MAQB18R-3	2216U16317	08/2008
	MAU - SE	1	Bryant – 569DBX120000AA	420SC50085	08/2008
Tool Room		1	UDAS-45	SBHE79Y2N49910X	05/2008
Pipe Gallery		1	UDAS-45	SBHE79Y2N49360X	05/2008
Upstairs behind blower		1	UDAS-45	SBHE79Y2N49359X	05/2008
Upstairs by Compressor		1	UDAS-45	SBHE79Y2N49909X	05/2008
Aerator Room		1	UDAS-30	SBHE79Y2N45879X	04/2008
Garage		1	UDAS-30	SBHE79Y2N49905X	05/2008
Gen Room		1	UDAS-30	SBHE79Y2N49904X	05/2008
E Side of Walkway,		1	UDAS-45	SBHE79Y2N49911X	05/2008

between Filters & Detention Tank					
W Side of Walkway		1	UDAS45	SBHE79Y2N49361X	08/2008
Fluoride Rm		1	W500483CTLS	692566-1	08/2008
Chlorine Rm		1	W500483CTLSD	443642-1	08/2008
<b>Wastewater Treatment Facility</b>					
<b>Location</b>	<b>Unit</b>	<b>Qty</b>	<b>Model</b>	<b>Serial#</b>	<b>Year</b>
Operations Bldg.	Hot Water Boiler B-1	1	60		2017
Operations Bldg.	Hot Water Boiler B-2	1	60		2017
Operations Bldg.	MAU-2 Lower Level	1	Titan TAH-ID0800 HRH		2017
Operations Bldg.	MAU-3 Fume Hood	1	Reznor RDH-100		2017
Operations Bldg.	MAU-4 Ferric Room	1	Reznor SDH-100		2017
Operations Bldg.	MAU-5 Garage	1	Titan TAH-ID0800 HRH		2017
Operations Bldg.	Gas Fired Htr UH-3	1	Reznor UDAS-75		2017
Operations Bldg.	Gas Fired Htr UH-4	1	Reznor UDAS-75		2017
Operations Bldg.	Air Cooled Cond. Unit CU-1	1	Carrier 38HDR024		2017
Operations Bldg.	Air Cooled Cond. Unit CU-2	1	Trane 4TTR5030E1		2017
Operations Bldg.	Air Cooled Cond. Unit CU-3	1	Trane 4TTR5060E1		2017
Operations Bldg.	Ductless Split ACU-1	1	Carrier 40QAC024		2017
Pretreatment Bldg.	MAU-1 Grit Room	1	Titan TAH-ID0800 HRD		2017
Pretreatment Bldg.	Gas Fired Htr. UH-1	1	Reznor UDAS-30		2017
Pretreatment Bldg.	Gas Fired Htr. UH-2	1	Reznor UDAS-30		2017
Pretreatment Bldg.	Electric Htr. EH-1 Grit Room	1			2017
Pretreatment Bldg.	Electric Htr. EH-2 Grit Room	1			2017

Pretreatment Bldg.	Electric Htr. EH-3 Electrical Rm	1			2017
Tertiary Bldg.	Hot Water Boiler B-3	1	60		2017
Tertiary Bldg.	Hot Water Boiler B-4	1	60		2017
Tertiary Bldg.	MAU-6 UV Room	1	Titan TAH-ID0400 HRH		2017
Tertiary Bldg.	Air Cooled Cond. Unit CU-4	1	Carrier 38HDR060		2017
Tertiary Bldg.	Electric Htr. EH-4 SO2 Room	1			2017
Tertiary Bldg.	Ductless Split ACU-2	1	Carrier 40QAC060		2017

### Public Works/Police

Location	Unit	Qty	Model	Serial#	Year
PW/PD	Boilers	2	Viessman Vitodens	Ser.8094	2011
PW/PD	RTU	1	Captive Aire		2011
PW/PD	Cooling	2	Aaon	Model: Rn013-3-0- ea09-3f9 Serial:201202- ANGK20953	2011
	Air handling	4	Grease master	Gm-a2-d.250-g15	2011
	Exhaust fans	11			2011
	Radiant heat	11	Re-verber-ray	Mod: hl3-40-100N	2011
	Forced air heaters	2			2011

### New - City Hall Fire Station

Location	Unit	Qty	Model	Serial#	Year
CHFS	RTU #1 – 7.5 Ton	1	48LCSB08B3A6- 1N4C0		2024
CHFS	RTU #1 – 7.5 Ton	1	48LCSB08B3A6- 1N4C0		2024
CHFS	RTU #1 – 7.5 Ton	1	48LCSB08B3A6- 1N4C0		2024
CHFS	RTU #2 – 10 Ton	1	48LCSB12B3A6- 1N4C0		2024
CHFS	RTU #2 – 10 Ton	1	48LCSB12B3A6- 1N4C0		2024
CHFS	RTU #2 – 10 Ton	1	48LCSB12B3A6- 1N4C0		2024
CHFS	RTU #2 – 10 Ton	1	48LCSB12B3A6- 1N4C0		2024
CHFS	Gas-Fired Boiler #1	1	CONDEXA PRO 117 NA		2024
CHFS	Gas-Fired Boiler #2	1	CONDEXA PRO 117 NA		2024

CHFS	Gas-Fired Boiler #3	1	CONDEXA PRO 117 NA		2024
CHFS	RTU#3 – 6 Ton	1	48LCSB07B3A6-1N4C0		2024
CHFS	Unit Heater #1	1			2024
CHFS	Unit Heater #2	1			2024
CHFS	Unit Heater #3	1			2024
CHFS	Unit Heater #4	1			2024
CHFS	Unit Heater #5	1			2024
CHFS	Unit Heater #6	1			2024
CHFS	Unit Heater #7	1			2024
CHFS	Unit Heater #8	1			2024
CHFS	Air Cooled Condenser #1	1			2024
CHFS	Air Cooled Condenser #2	1			2024
CHFS	Air Cooled Condenser #3	1			2024
CHFS	Air Cooled Condenser #4	1			2024
CHFS	Circ Pumps #1	1			2024
CHFS	Circ Pumps #2	1			2024
CHFS	Circ Pumps #3	1			2024
CHFS	Circ Pumps #4	1			2024
CHFS	Circ Pumps #5	1			2024
CHFS	Circ Pumps #6	1			2024
CHFS	Circ Pumps #7	1			2024
CHFS	Circ Pumps #9	1			2024
CHFS	Circ Pumps #10	1			2024
CHFS	Circ Pumps #11	1			2024
CHFS	Circ Pumps #12	1			2024
CHFS	VAV Box	37			2024