

REQUEST FOR PROPOSAL
HVAC EQUIPMENT PREVENTATIVE MAINTENANCE AGREEMENT

Woodbridge School District is requesting proposals with two options: a one year, and a three year maintenance agreement, for Beecher Road School, 40 Beecher Road in Woodbridge, CT., for HVAC equipment listed. Bids must be submitted in a sealed envelope marked **“HVAC - Annual Maintenance Agreement Proposal”** and received in the Business Office of Woodbridge School District, 40 Beecher Road, Woodbridge, CT. 06525, no later **than Friday, June 9, 2023, at 1:00p.m.**

Following is the scope of work for the job:

- All maintenance will be performed as per manufacturer’s requirements as contained in the O&M manuals available for reference in the District, relevant excerpts attached herewith.
- Preventive maintenance includes MERV-13 filter changes and belt changes at the manufacturer recommended intervals. Classroom Unit Ventilators filters will be changed at least 3 times a year. ERVs can utilize MERV-10 filters.
- All work to be completed in a workmanlike manner. Site is to be left clean and free of debris at the end of each work day.
- Lubrication of motor bearings, fan motors, and dampers where applicable
- Inspections will include, damper operation, condensate drains and pans, and coils. Inspections of equipment and systems are pre-scheduled; performed regularly throughout the agreement period.
- Winterizing will include the draining of cooling coils on roof top units
- CONTROL CALIBRATION and ADJUSTMENT - of digital temperature controls, refrigeration controls, pressure controls, operating controls and safety controls.
- TESTING - CHECKING - operating refrigerant pressures; voltages and amperages; belts and belt tension; drive couplings; proper control sequencing; electrical connections; rotation; contactors; and starters. Checks on the overall operating performance of heating & cooling systems.
- CLEANING - condenser coils, chilled water coils, and condensate drains, etc.
- LUBRICATION MAINTENANCE - oiling and / or greasing of motor and fan bearings, changing oil; renewing oil filters, oiling damper linkages and bearings, etc.
- ADJUSTING and FINE-TUNING - of superheat settings; capacity control modules; belt tension; gas burners; starter transfer timers, compressor cylinder unloaders; etc.
- SYSTEM OPERATION- test and verify controller performance to design specifications.
- TESTING -CALIBRATION - Ensure control devices are within industry tolerances and operating per design specifications.

- Maintenance will be performed at minimum during the months of August, December, and April. To be scheduled during school breaks. A minimum of thirty days’ notice will be provided to the successful bidder in the event of any district initiated modification of this schedule. Any contractor initiated request for modification from this schedule must receive the prior approval of the district’s Facilities Manager.

- Please direct any questions regarding the bid specifications, or the bid process, by **Thursday June 1, 2023** to Vito Esparo, Facilities Manager, via email to vesparo@woodbridgeps.org. Responses will be shared, via email on or before **Monday June 5, 2023**, to all potential bidders known at the time of inquiry.

Responses should include a small chart indicating the prices for each of the two requested options.

Option 1: One Year Agreement

Fiscal Year	Price
July 1, 2023 – June 30, 2024	

Option 2: Three Year Agreement

Fiscal Year	Price
July 1, 2023 – June 30, 2024	
July 1, 2024 – June 30, 2025	
July 1, 2025 – June 30, 2026	