

FLAT RIVER COMMUNITY LIBRARY
BID SPECIFICATION FOR HVAC PREVENTIVE MAINTENANCE AGREEMENT

The Flat River Community Library is accepting proposals for a 3-year agreement to perform preventive maintenance on the library's HVAC system.

The proposal shall include labor and materials for six bi-monthly preventative maintenance visits performing the following tasks on all HVAC equipment, depending on which season of the year we are in:

- Changing belts and filters when needed
- Cleaning and blowing out the condensate drain pans and traps
- Greasing all grease-able bearings
- Checking operation of exhaust fans, along with changing belts and greasing bearings when needed
- Checking the operation and servicing the A/C condensing units
 - a) Check compressor and condenser contactors
 - b) Cleaning condenser coil as needed
 - c) Leak check A/C equipment seasonally
 - d) Meg ohm compressors annually
- Performing maintenance on boilers per manufacturer's recommendations
 - a) Yearly CSD-1 inspection
 - b) Yearly combustion analysis
- Performing maintenance on all circulating pumps such as oiling bearings, checking motor mounts, and checking couplers
- Cleaning and checking operation of humidifiers
 - a) Yearly remove drain valve and clean out pan and drain valve
 - b) Yearly clean intake screen on water fill valve
 - c) Seasonally take amp draw on elements
- Checking operation of building automation controls

The proposal shall list the annual cost for each year of the 3-year agreement and specify the hourly labor rate for repairs that fall outside the preventive maintenance services. Also specify the overtime labor rates for after hours, weekends, and holidays.

In addition to the above information, please provide:

- proof of liability insurance
- three references

The Flat River Community Library retains the right to adjust the specifications as needed with the service provider. The Flat River Community Library reserves the right to accept or reject any or all bids or to award the contract to other than the low bidder.

**Bids will be accepted until Friday, May 5, 2017 at 5 pm and may be submitted to:
Flat River Community Library Attn: Laura Powers, 200 W. Judd St., Greenville, MI 48838**