

REQUEST FOR PROPOSAL
FAIRFIELD DISTRICT SCHOOL DISTRICT
Service Maintenance Contract
(HAVC)

Prepared By: Michael Gilmore

July 2, 2008

SECTION 1: INTRODUCTION

1.1 Purpose and Scope

The purpose of this Request for Proposal (RFP) is to solicit proposals from vendors for the selection of HAVC Annual Maintenance for the Fairfield District School District (The District). General Information about the District can be found on the District's website at <http://www.fairfield.k12.il.us>. The District is seeking to implement Service Agreement for the system's heating and cooling systems.

1.2 Schedule

Hard copy responses and related materials must be delivered by _____ July 23, 2008 3:00PM, as specified in the RFP. Late responses will be rejected at the sole discretion of the Fairfield District School District.

Equipment Scheduled:

#1	RTU-GAS	HEATING	CARRIER 48HDT006650	S# 3886G88459
#2	RTU-GAS	HEATING	CARRIER 48LDT004670	S# 1288G16987
#3	RTU-GAS	HEATING	CARRIER 48LDT004670	S# 0888G03396
#4	RTU-GAS	HEATING	CARRIER 48HD008660	S# 0287G49252
#5	RTU-GAS	HEATING	CARRIER 48HD008660	S# 0287G49253
#6	RTU-GAS	HEATING	CARRIER 48HD008660	S# 0287G49259
#7	RTU-GAS	HEATING	CARRIER 48HDT006650	S# 3886G88460
#8	RTU-GAS	HEATING	CARRIER 48HDT006650	S# 3886G88464
#9	RTU-GAS	HEATING	CARRIER 48HDT006650	S# 3886G88420
#10	RTU-GAS	HEATING	CARRIER 48LDT004670	S# 0888G03395
#11	CARRIER	COND.	M# 38EH048600	S# 1088E11009
	CARRIER	FURN.	M# 58BP100140CA	S# 3216968808
#12	CARRIER	COND.	M# 38EH048600	S# 1088E11009
	CARRIER	FURN.	M# 58BP100140CA	S# 3216968806
#13	CARRIER	COND.	M# 38EH024320	S# 0388E16768
	CARRIER	FURN.	M#58BP050140CA	S# 3181598806

FILTERS

BELTS-3 A-45

8	MEDIA 16X25
9	MEDIA 20X25
7	MEDIA 20X36

Units location

Central Office 10- Roof Tops

FHMS (37) Roof Tops, (4) Industrial @ Gym 3tons and 5tons

FHPS (4) RTU's Roof Tops, (4) ERU Roof Tops, (54) AHU's classrooms, (3) exhaust fans Roof Tops, (7) RTU's Roof Tops Practice Gym.

Donald (28) Roof Tops (8) Ground Base [RUUD Model PPB Outdoor Heat Pump and BHC Indoor Heat Pump Air Handler] (2) industrial @ Gym

Glen Oak (31) Roof Tops (8) Ground Base [RUUD Model PPB Outdoor Heat Pump and BHC Indoor Heat Pump Air Handler] (2) Industrial @ Gym

Robinson (7) Ground Base (4) Ceiling Base (10) Wall Mounted Split Units [Trane Model TACB Air Cooled Self-Contained Unit Ventilator Heat Pump and Air Conditioner].

Scheduled Services

Chemically clean condensers and evaporators semi-annual:

Check:

- Thermostat(s)
- Temperature Controls
- Operating and Safety Controls
- Refrigerant Charges
- Pressures and Temperatures
- Oil Level Indicators on Compressors
- Belts and Drives
- Equipment for proper operation

Inspect:

- For Oil and Refrigerant Leaks
- Fans, Motors and Starters
- Condensate Pans
- Condensate traps
- Lubricate Moving Parts as Needed
- Tighten Electrical Connections
- Test Amperage and Voltages
- Heat Exchanger
- Main Burner and Pilot Assembly
- Thermocouple or safety control
- Flue pipe and Cap (condition)
- Draft

Additional Services

At the Client's option, as noted below, the following services are to be performed. All labor and materials for their regular performance are a part of this agreement.

1. Change belts _2X___/year
2. Change Filters __4X___/year
3. Clean condenser coils ___1X_/year
4. Scheduled Summer Maintenance Inspection ___1X_/year
5. Scheduled Winter Maintenance Inspection __1X___/year.
6. Paint and clean units or equipment as needed.
7. Special Request by customer _____
8. Other: _____

Scheduled Work Time and Rates

1. Normal work hours are Monday thru Friday, 8am to 5 pm.
2. Service Rates during this time is _____ per hour.
3. Any service work performed after 5pm. Monday thru Friday, Saturday or Sunday is considered Overtime. This service rate is _____ per hour.
4. These rates do not apply to quoted jobs that have been accepted by customer.