

RFQ BV2526-005– HVAC Maintenance and Repair Services
Addendum #1

1. An additional ground unit shall be included as part of the equipment to be serviced under Section 4.3, bringing the total number of ground units to two (2).
2. The following shall be included within the Scope of Work – Section 4.2. as recommended by the participants of the pre-bid meeting.

VAV Boxes

Operational Inspection – Twice a year

Verify proper air valve operation.
Check and adjust velocity control, if applicable.
Verify proper operation of the VAV dampers, if applicable.
Verify VAV box sequence of operation.
Check and adjust all related controls if needed.

Rooftop Units:

Annual Cooling Inspection – Once a Year

General Assembly

- a) Inspect for leaks and record leak check results.
- b) Repair minor leaks as required (e.g. valve packing, flare nuts).
- c) Check the sheaves and pulleys for wear and alignment.
- d) Change fan belts as required.
- e) Clean condenser coils. Clean air-cooled condenser, using pressurized water and an approved cleaning solution.
- f) Verify clean evaporator fan and coils.
- g) Change air filters.
- h) Verify proper damper operation
- i) Check mechanical linkages for wear, tightness, and clearances.
- j) Check the operation and setup of the RTM module
- k) Check the operation and condition of the VFD, if applicable.
- l) Verify the starter operation.
- m) Verify the operation of the compressor oil heater(s), if applicable.
- n) Verify smooth operation of the compressors and fans.

2. Controls and Safeties

- a) Verify the operation of the discharge air temperature control device.
- b) Verify the operation of the outside air temperature control device.
- c) Verify the operation of the mixed air temperature control device.

- d) Test the operation of the high condenser pressure safety device. Calibrate, if applicable, and record setting.
- e) Test the operation of the low evaporator pressure safety device. Calibrate, if applicable, and record setting.
- f) Test the operation of the low temperature safety device. Calibrate, if applicable, and record setting.
- g) Test the operation of the low oil pressure safety device(s), if applicable. Calibrate and record setting.
- h) Verify the operation of the static pressure control

3. Lubrication

- a) Lubricate damper bearings, if applicable.
- b) Lubricate motor bearing, if applicable.
- c) Lubricate fan bearings.
- d) Check oil level in the compressor(s), if applicable.
- e) Check oil for acid content and discoloration.

4. Motor and Starter

- a) Clean the starter and cabinet.
- b) Inspect wiring and connections for tightness and signs of overheating and discoloration.
- c) Check the contactors for free and smooth operation.
- d) Verify the tightness of the compressor motor terminal connections.

Annual Heating Inspection – Once a Year

1. General Assembly

- a) Verify smooth operation of the fans.
- b) Check belts for tension, wear, cracks, and glazing.
- c) Change air filters.
- d) Verify proper operation of the heating section.
- e) Verify the operation of the temperature controls.

2. Gas Heat Option

- a) Visually inspect the heat exchanger.
- b) Inspect the combustion air blower fan, and clean, if required.
- c) Lubricate the combustion air blower fan motor, if applicable.
- d) Verify the operation of the combustion air flow-proving device, if applicable.
- e) Verify the operation of the flame detection device.
- f) Test the operation of the high temperature limit switch.
- g) Verify the integrity of the flue system.
- h) Verify the operation of the operating controls.
- i) Verify the burner sequence of operation.
- j) Verify proper gas pressure to the unit and/or at the manifold, if applicable.
- k) Perform combustion test. Make adjustments as necessary.

3. Electric Heat Option

- a) Inspect wiring and connections for tightness and signs of overheating and discoloration.
 - b) Check and calibrate operating and safety controls, if applicable.
 - c) Verify the operation of the heating elements.
 - d) Check voltage and amperage and compare readings with the watt rating on the heater.
4. Hot Water / Steam Heat Option
- a) Inspect control valves and traps.
 - b) Check and calibrate all operating and safety controls.
 - c) Verify the operation of the heating coils.
 - d) Verify the operation of the unit low temperature safety device.
5. Reverse Cycle Heating Option
- a) Verify proper operation of the reversing valve.
 - b) Verify proper operation of the defrost module.
 - c) Verify proper operation of the defrost cycle.
 - d) Verify proper operation of the auxiliary heat, if applicable.
 - e) Verify that operating refrigerant temperatures and pressures are within design parameters.

Ductless Split Systems:

Annual Inspection – Once a year

1. General Assembly

- a) Inspect for leaks and report results.
- b) Calculate refrigerant loss rate and report to the customer.
- c) Repair minor leaks as required (e.g. valve packing, flare nuts).
- d) Visually inspect the condenser for cleanliness.
- e) Lubricate the fan motor(s), if applicable.
- f) Verify the operation of the crankcase oil heater, if applicable.
- g) Verify the operation of the switchover valve.
- h) Provide a written report of completed work, operating log, and indicate any uncorrected deficiencies detected.
- i) Change/Clean Filters

2. Controls and Safeties

- a) Inspect the control panel for cleanliness.
- b) Inspect wiring and connections for tightness and signs of overheating and discoloration.
- c) Test the low evaporator pressure safety device. Calibrate and record setting.
- d) Test the high condenser pressure safety device. Calibrate and record setting.
- e) Verify proper operation of the frost control device.

f) Verify proper operation of the temperature control device.

3. Motor and Starter

- a) Clean the starter and cabinet.
- b) Inspect wiring and connections for tightness and signs of overheating and discoloration.
- c) Check the condition of the contacts for wear and pitting.
- d) Check the contactors for free and smooth operation.
- e) Check the tightness of the motor terminal connections.
- f) Meg the motor(s) and record readings.

4. Startup/Checkout Procedure

- a) Check the general condition of the unit.
- b) Verify the operation of the motor and starter.
- c) Verify the operation of the control circuit.
- d) Verify smooth operation of the unit.
- e) Review operating procedures with operating personnel.
- f) Provide a written report of completed work, operating log, and indicate any uncorrected deficiencies detected.

Operational Inspection – Once a year

- 1. Check the general condition of the unit.
- 2. Verify the operation of the motor and starter.
- 3. Verify the operation of the control circuit.
- 4. Verify smooth operation of the unit
- 5. Change/Clean Filters