



Bid Package

for

**HVAC PLANNED SERVICE AGREEMENT**  
**AIRPORT ADMINISTRATION BUILDING**

April 9, 2024

→MBS INTERNATIONAL AIRPORT→  
FREELAND, MICHIGAN

Prepared by: MBS International Airport Commission  
8500 Garfield Road, Suite 101  
Freeland, MI 48623

**ADVERTISEMENT FOR BIDS**

Sealed proposals for the procurement of the following will be received at the time and place indicated below and will then be publicly opened and read:

Sponsor of Equipment: MBS International Airport Commission  
8500 Garfield Rd, Suite 101  
Freeland, MI 48623

Procurement: **HVAC Planned Service Agreement – Administration Building**

Proposal Packages: May be obtained at no cost from:

MBS International Airport Commission  
Administration Office  
8500 Garfield Rd, Suite 101  
Freeland, MI 48623  
989-695-5555 x8

Proposal Submission/Deadline: Airport Director's office until 2:00 p.m. Eastern Standard Time on Thursday, May 2, 2024 at which time all bids will be publicly opened.

Owner: MBS International Airport Commission

By: James Candors, Airport Director



## **HVAC Planned Service Agreement Bid Document Airport Administration Building**

### **Summary of Services and Options**

#### **Comprehensive and Operational Inspections**

During comprehensive and operational inspections, Bidder will perform routine checks of the equipment for common issues caused by normal wear and tear on the equipment. Additional tests can be run to confirm the equipment's performance.

Routine maintenance, such as lubrication, cleaning and tightening connections, can be performed depending on the type of equipment being serviced. Routine maintenance is one of the keys to the five values of maintenance – it can help identify energy saving opportunities, reduce future repair costs, extend asset life, ensure productive environments, and promote health and safety.

#### **Filter Replacement**

Clean air filters help maintain proper airflow throughout your building. Decreased airflow can impair the performance of the cooling coil and may lead to occupant discomfort and inefficient operation of the HVAC system. Bidder will replace the filters on a regular basis to maintain airflow and maximize air quality.

#### **Operational Visit/Supervisory Controls System Verification**

Based on factory recommendations, Bidder will execute routine preventative maintenance on the supervisory controllers and servers in Airport Metasys system. The inspection includes the following tasks:

- Visual inspection of the control panel and cleaning as needed.
- Review of alarms, points which are offline, out of service and overridden points.
- Local backups of controllers, objects, and server repositories.
- Review security database and ensure default passwords are changed.

**Advantages:** Provides proactive identification of problems, which helps maintain productive environments, identify energy efficiency opportunities, reduce future repairs and extend the life of your equipment.

### Planned Service Agreement

Customer Name : MBS INTERNATIONAL AIRPORT ADMINISTRATIVE BUILDING  
 Address: 8500 GARFIELD RD FREELAND, MI 48623-8626  
 Proposal Date:

### Scope of Service

Bidder and the MBS International Airport (Airport) (collectively the "Parties") agree Preventative Maintenance Services, as defined in Schedule A ("Services"), will be provided by Bidder at the Airport's facility. This Planned Service Agreement, the Equipment List, Supplemental Price and Payment Terms, Terms and Conditions, and Schedules attached hereto and incorporated by this reference as if set forth fully herein (collectively the "Agreement"), cover the rights and obligations of both the Airport and the Bidder. This Agreement will include all labor, travel and living expenses to perform the inspection services and inspection maintenance described for the Equipment.

### Description of Service Coverage

If Premium Coverage is selected, on-site repair services to the equipment will be provided as specified in this Agreement for the equipment listed in the attached Equipment List.

**Basic Coverage** means Schedule Service Visits, plus Scheduled Service Materials (unless excluded from this Agreement). No parts, equipment, repair labor, or repair materials provided under Basic Coverage.

**Premium Coverage** means Basic Coverage, plus repair labor, plus repair material (unless excluded from this Agreement).

### Emergency Service

Activities performed under this Agreement are designed to minimize the incidence of emergency situations. However, should an emergency arise, Bidder personnel will assess the situation either by phone or remote diagnostics, or both, and will determine the required course of action with Airport. If it is determined that a site visit is required, Bidder personnel will arrive at Airport site within 4 hours. If the resolution of the emergency service call requires Bidder to provide service for equipment, software or any components thereof that are not listed on the List of Covered Equipment and Software, Airport will be liable for charges then prevailing for such service.

**Emergency Service will be provided during the following periods during the term of this Agreement:**

**Regular Business Hours Emergency Service:**  
**8.5 hours per day, five days per week, federal holidays excluded.**  
**Specified hours: 8:00 am, - 4:30 pm, Monday through Friday**

### Equipment List

Only the equipment listed in the Equipment List will be covered as part of this Agreement. Any changes to the Equipment List must be agreed upon in writing by both Parties.

### Term / Automatic Renewal

This Agreement takes effect on **06/01/24** and will continue until **05/31/2027** (“Original Term”). The Original Term and any renewal periods are sometimes collectively referred to in this Agreement as the “Term”. Renewal price adjustments are discussed in the Terms and Conditions.

**Refrigerant Charges**

Refrigerant is not included under this Agreement and will be billed separately to the Airport by Bidder.

**Price and Payment Terms**

The total Contract Price for Bidder’s Services during the 1st year of the Original Term is \$\_\_\_\_\_. This amount will be paid to Bidder in Quarterly installments. Pricing for each subsequent year of a multiyear original term is set forth in the Supplemental Price and Payment Terms. All payments will be due and payable within 30 days of the invoice date and such timely payment by Customer shall be a condition precedent to Bidder’s obligation to perform its Services. Renewal price adjustments are set forth in the Terms and Conditions.

Invoices will be sent to the following location:

MBS INTERNATIONAL AIRPORT COMMISSION  
8500 GARFIELD RD  
SUITE 101  
FREELAND,MI 48623

In lieu of paper invoices sent to the location above, invoices should be emailed to the following email address: [accounting@mbsairport.org](mailto:accounting@mbsairport.org)

**This proposal is valid for thirty days from the proposal date.**

<b>Bidder Company:</b>	<b>MBS International Airport</b>
_____	_____
<b>By:</b>	<b>By:</b>
_____	_____
<b>Signature:</b>	<b>Signature:</b>
_____	_____
<b>Title:</b> _____ <b>Date:</b> _____	<b>Title:</b> _____ <b>Date:</b> _____
<b>Signature:</b>	<b>Customer PO#:</b>
_____	_____
<b>Title:</b> _____ <b>Date:</b> _____	

**Bidder Address:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
**Phone:** \_\_\_\_\_

**Schedule A - Equipment List**

<b>MBS INTERNATIONAL AIRPORT</b>	<b>8500 GARFIELD RD FREELAND, MI 48623-8626</b>
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<b>Air Handling Unit (AHU), Make-Up Air Unit (MAU), 15-30 HP</b>			
Quantity: 1		<b>Services Provided</b>	
Coverage Level: Premium		1	Operational
		1	Comprehensive
		4	Standard Filter Change
<b><u>Customer Tag</u></b>	<b><u>Manufacturer</u></b>	<b><u>Model #</u></b>	<b><u>Serial #</u></b>

<b>Air Handling Unit (AHU), Mixed Air, &lt;15 HP</b>			
Quantity: 2		<b>Services Provided</b>	
Coverage Level: Premium		1	Operational
		4	Standard Filter Change
		1	Comprehensive
<b><u>Customer Tag</u></b>	<b><u>Manufacturer</u></b>	<b><u>Model #</u></b>	<b><u>Serial #</u></b>

<b>Boiler, Gas-Fired, Fire Tube, &lt;50 HP</b>			
Quantity: 2		<b>Services Provided</b>	
Coverage Level: Premium		1	Comprehensive
<b><u>Customer Tag</u></b>	<b><u>Manufacturer</u></b>	<b><u>Model #</u></b>	<b><u>Serial #</u></b>

<b>Condenser, Air Cooled, 15-40 Tons</b>			
Quantity: 2		<b>Services Provided</b>	
Coverage Level: Premium		1	Operational
		1	Comprehensive
		1	Condenser Coil Cleaning
<b><u>Customer Tag</u></b>	<b><u>Manufacturer</u></b>	<b><u>Model #</u></b>	<b><u>Serial #</u></b>

<b>Controls (Controller/End Devices), Supervisory/Server/UI, 3rd Party, 0-25000 points</b>			
Quantity: 4		<b>Services Provided</b>	
Coverage Level: Premium		3	Operational
<b><u>Customer Tag</u></b>	<b><u>Manufacturer</u></b>	<b><u>Model #</u></b>	<b><u>Serial #</u></b>

<b>Controls (Controller/End Devices), Variable Air Volume (VAV), 3rd Party, 0-25 points</b>			
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<b>MBS INTERNATIONAL AIRPORT</b>	<b>8500 GARFIELD RD FREELAND, MI 48623-8626</b>
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Quantity: 16  
Coverage Level: Premium

**Services Provided**  
1 Comprehensive - Full Inspection

<u><b>Customer Tag</b></u>	<u><b>Manufacturer</b></u>	<u><b>Model #</b></u>	<u><b>Serial #</b></u>
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**Pump, Circulating, 0-10 HP**

Quantity: 4  
Coverage Level: Premium

**Services Provided**  
4 Operational

<u><b>Customer Tag</b></u>	<u><b>Manufacturer</b></u>	<u><b>Model #</b></u>	<u><b>Serial #</b></u>
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**Split System, Cooling Only, <7.5 Tons**

Quantity: 1  
Coverage Level: Premium

**Services Provided**  
2 Operational (Mid Season - Cooling Only)

<u><b>Customer Tag</b></u>	<u><b>Manufacturer</b></u>	<u><b>Model #</b></u>	<u><b>Serial #</b></u>
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**Terminal Product, Fan Coil Unit (FCU), Horizontal Air Flow, 300-1200 CFM**

Quantity: 3  
Coverage Level: Premium

**Services Provided**  
2 Operational

<u><b>Customer Tag</b></u>	<u><b>Manufacturer</b></u>	<u><b>Model #</b></u>	<u><b>Serial #</b></u>
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**Unit Heater, Gas Fired, <300000 BTU**

Quantity: 2  
Coverage Level: Premium

**Services Provided**  
2 Operational

<u><b>Customer Tag</b></u>	<u><b>Manufacturer</b></u>	<u><b>Model #</b></u>	<u><b>Serial #</b></u>
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## Equipment Tasking

### **Air Handling Unit (AHU), Make-Up Air Unit (MAU), 15-30 HP**

#### Comprehensive

Use appropriate eye protection in work environment  
 Use appropriate Head protection on worksite  
 Use appropriate hand gloves on worksite  
 Use and follow the Bidder safety policy for Fall Protection while performing work  
 Use and follow the Bidder Ladder Safety processes while performing work  
 Use and follow the Bidder Lock-out Tag-out on all electrical machinery  
 Use appropriate Arc/flash personal protective equipment on voltages over 240 volts  
 All work must be performed in accordance with Bidder safety policies  
 Check with appropriate customer representative for operational deficiencies  
 Visually inspect damper(s)  
 Check condition of pulleys and belts  
 Check for proper fan operation  
 Check condition of coils  
 Check condition of filters  
 Record temperatures and pressures (if applicable)  
 Check for unusual noise and vibration  
 Check for deterioration of gaskets and seals  
 Check overall condition of unit  
 Visually inspect for fluid leaks of coils and connecting piping  
 Check starter/contactors  
 Check and tighten electrical connections  
 Check damper operation and lubricate as required  
 Visually check control valve(s)  
 Lubricate blower and motor bearings  
 Clean condensate pan and clear drain line  
 Check condition of blower assembly  
 Remove and dispose any debris from any maintenance activity  
 Document tasks performed during visit and report any observations to appropriate customer representative

#### Operational

Use appropriate eye protection in work environment  
 Use appropriate Head protection on worksite  
 Use appropriate hand gloves on worksite  
 Use and follow the Bidder safety policy for Fall Protection while performing work  
 Use and follow the Bidder Ladder Safety processes while performing work  
 Use and follow the Bidder Lock-out Tag-out on all electrical machinery  
 Use appropriate Arc/flash personal protective equipment on voltages over 240 volts  
 All work must be performed in accordance with Bidder safety policies  
 Check with appropriate customer representative for operational deficiencies  
 Inspect motor mounting isolators  
 Check for integrity of cabinet hardware  
 Visually inspect damper(s)  
 Verify damper operation  
 Check condition of pulleys and belts  
 Check for proper fan operation



Check condition of coils  
 Check condition of filters  
 Record temperatures and pressures (if applicable)  
 Check condensate drain  
 Visually inspect electrical connections  
 Check for unusual noise and vibration  
 Check overall condition of unit  
 Visually inspect for fluid leaks of coils and connecting piping  
 Document tasks performed during visit and report any observations to appropriate customer representative

Standard Filter Change    Use appropriate eye protection in work environment  
                                   Use appropriate Head protection on worksite  
                                   Use appropriate hand gloves on worksite  
                                   Use and follow the Bidder safety policy for Fall Protection while performing work  
                                   Use and follow the Bidder Ladder Safety processes while performing work  
                                   Use and follow the Bidder Lock-out Tag-out on all electrical machinery  
                                   All work must be performed in accordance with Bidder safety policies  
                                   Check with appropriate customer representative for operational deficiencies  
                                   Turn equipment off  
                                   Remove dirty filters  
                                   Install new filters  
                                   Turn equipment on  
                                   Dispose of dirty filter appropriately  
                                   Document tasks performed during visit and report any observations to appropriate customer representative

### **Air Handling Unit (AHU), Mixed Air, <15 HP**

Comprehensive            Use appropriate eye protection in work environment  
                                   Use appropriate Head protection on worksite  
                                   Use appropriate hand gloves on worksite  
                                   Use and follow the Bidder safety policy for Fall Protection while performing work  
                                   Use and follow the Bidder Ladder Safety processes while performing work  
                                   Use and follow the Bidder Lock-out Tag-out on all electrical machinery  
                                   Use appropriate Arc/flash personal protective equipment on voltages over 240 volts  
                                   All work must be performed in accordance with Bidder safety policies  
                                   Check with appropriate customer representative for operational deficiencies  
                                   Visually inspect damper(s)  
                                   Check condition of pulleys and belts  
                                   Check for proper fan operation  
                                   Check condition of coils  
                                   Check condition of filters  
                                   Record temperatures and pressures (if applicable)  
                                   Check for unusual noise and vibration  
                                   Check for deterioration of gaskets and seals  
                                   Check overall condition of unit  
                                   Visually inspect for fluid leaks of coils and connecting piping  
                                   Check starter/contactors  
                                   Check and tighten electrical connections

- Check damper operation and lubricate as required
- Visually check control valve(s)
- Lubricate blower and motor bearings
- Clean condensate pan and clear drain line
- Check condition of blower assembly
- Remove and dispose any debris from any maintenance activity
- Document tasks performed during visit and report any observations to appropriate customer representative

**Operational**

- Use appropriate eye protection in work environment
- Use appropriate Head protection on worksite
- Use appropriate hand gloves on worksite
- Use and follow the Bidder safety policy for Fall Protection while performing work
- Use and follow the Bidder Ladder Safety processes while performing work
- Use and follow the Bidder Lock-out Tag-out on all electrical machinery
- Use appropriate Arc/flash personal protective equipment on voltages over 240 volts
- All work must be performed in accordance with Bidder safety policies
- Check with appropriate customer representative for operational deficiencies
- Inspect motor mounting isolators
- Check for integrity of cabinet hardware
- Visually inspect damper(s)
- Verify damper operation
- Check condition of pulleys and belts
- Check for proper fan operation
- Check condition of coils
- Check condition of filters
- Record temperatures and pressures (if applicable)
- Check condensate drain
- Visually inspect electrical connections
- Check for unusual noise and vibration
- Check overall condition of unit
- Visually inspect for fluid leaks of coils and connecting piping
- Document tasks performed during visit and report any observations to appropriate customer representative

**Standard Filter Change**

- Use appropriate eye protection in work environment
- Use appropriate Head protection on worksite
- Use appropriate hand gloves on worksite
- Use and follow the Bidder safety policy for Fall Protection while performing work
- Use and follow the Bidder Ladder Safety processes while performing work
- Use and follow the Bidder Lock-out Tag-out on all electrical machinery
- All work must be performed in accordance with Bidder safety policies
- Check with appropriate customer representative for operational deficiencies
- Turn equipment off
- Remove dirty filters
- Install new filters
- Turn equipment on
- Dispose of dirty filter appropriately
- Document tasks performed during visit and report any observations to appropriate customer representative

**Boiler, Gas-Fired, Fire Tube, <50 HP**

Comprehensive

Use appropriate eye protection in work environment  
Use appropriate Head protection on worksite  
Use appropriate hand gloves on worksite  
Use and follow the Bidder safety policy for Fall Protection while performing work  
Use and follow the Bidder Ladder Safety processes while performing work  
Use and follow the Bidder Lock-out Tag-out on all electrical machinery  
Use appropriate Arc/flash personal protective equipment on voltages over 240 volts  
All work must be performed in accordance with Bidder safety policies  
Check with appropriate customer representative for operational deficiencies  
Inspect burner contactors for wear  
Check and tighten electrical connections  
Check for proper gas supply pressure  
Check and clean pilot assembly  
Clean combustion fan wheel  
Visually inspect combustion chamber, draft diverter and flue for accumulation of soot - clean as needed  
Check burner for proper sequence of operation  
Check operating controls  
Check all safety controls  
Lift relief valve to ensure proper operation  
Check boiler relief valves for leakage  
Check combustion blower motor operation and lubricate as needed  
Check factory supplied gas piping and components for leakage  
Drain boiler, open hand hole covers and clean as needed (if applicable)  
Disassemble and clean low water cut-out  
Fill boiler and check for proper operation of make-up water valve  
Verify proper operation of low water cut-out control  
Check overall condition of unit  
Record and log all operating parameters (including pressures and temperatures)  
Remove and dispose any debris from any maintenance activity  
Document tasks performed during visit and report any observations to appropriate customer representative

**Condenser, Air Cooled, 15-40 Tons**

Comprehensive

Use appropriate eye protection in work environment  
Use appropriate Head protection on worksite  
Use appropriate hand gloves on worksite  
Use and follow the Bidder safety policy for Fall Protection while performing work  
Use and follow the Bidder Ladder Safety processes while performing work  
Use and follow the Bidder Lock-out Tag-out on all electrical machinery  
Use appropriate Arc/flash personal protective equipment on voltages over 240 volts  
Use and follow the Bidder safety policy for working with CFCs, HCFCs and HRCs refrigerants

All work must be performed in accordance with Bidder safety policies  
 Check with appropriate customer representative for operational deficiencies  
 Check and tighten electrical connections  
 Check contactor(s)  
 Check condition of condenser coil  
 Check for visual signs of refrigerant/oil leak(s)  
 Check condenser fan components and lubricate as required  
 Check for unusual noise and vibration  
 Check overall condition of unit  
 Remove and dispose any debris from any maintenance activity  
 Document tasks performed during visit and report any observations to appropriate customer representative

Condenser Coil Cleaning Use appropriate eye protection in work environment  
 Use appropriate Head protection on worksite  
 Use appropriate hand gloves on worksite  
 Use and follow the Bidder safety policy for Fall Protection while performing work  
 Use and follow the Bidder Ladder Safety processes while performing work  
 Use and follow the Bidder Lock-out Tag-out on all electrical machinery  
 Use appropriate Arc/flash personal protective equipment on voltages over 240 volts  
 Use and follow the Bidder safety policy for working with CFCs, HCFCs and HRCs refrigerants  
 All work must be performed in accordance with Bidder safety policies  
 Check with appropriate customer representative for operational deficiencies  
 Rinse coil(s) thoroughly with water  
 Remove and dispose any debris from any maintenance activity  
 Document tasks performed during visit and report any observations to appropriate customer representative

Operational Use appropriate eye protection in work environment  
 Use appropriate Head protection on worksite  
 Use appropriate hand gloves on worksite  
 Use and follow the Bidder safety policy for Fall Protection while performing work  
 Use and follow the Bidder Ladder Safety processes while performing work  
 Use and follow the Bidder Lock-out Tag-out on all electrical machinery  
 Use appropriate Arc/flash personal protective equipment on voltages over 240 volts  
 All work must be performed in accordance with Bidder safety policies  
 Check with appropriate customer representative for operational deficiencies  
 Check condition of condenser coil  
 Visually inspect electrical connections  
 Check condenser fan components  
 Check for visual signs of refrigerant/oil leak(s)  
 Check for unusual noise and vibration  
 Check overall condition of unit  
 Document tasks performed during visit and report any observations to appropriate customer representative

**Controls (Controller/End Devices), Supervisory/Server/UI, 3rd Party,**

**0-25000 points**

Operational

Use appropriate eye protection in work environment  
 Use appropriate Head protection on worksite  
 Use appropriate hand gloves on worksite  
 Use and follow the Bidder safety policy for Fall Protection while performing work  
 Use and follow the Bidder Ladder Safety processes while performing work  
 Use and follow the Bidder Lock-out Tag-out on all electrical machinery  
 All work must be performed in accordance with Bidder safety policies  
 Check with appropriate customer representative for operational deficiencies  
 Use compressed air to remove dust from computer case openings and verify operation of CPU and case fans  
 Identify and notify customer of abnormal supervisory device communications  
 Document tasks performed during visit and report any observations to appropriate customer representative

**Controls (Controller/End Devices), Variable Air Volume (VAV), 3rd Party, 0-25 points**

Comprehensive - Full Inspection

Use appropriate eye protection in work environment  
 Use appropriate Head protection on worksite  
 Use appropriate hand gloves on worksite  
 Use and follow the Bidder safety policy for Fall Protection while performing work  
 Use and follow the Bidder Ladder Safety processes while performing work  
 Use and follow the Bidder Lock-out Tag-out on all electrical machinery  
 All work must be performed in accordance with Bidder safety policies  
 Check with appropriate customer representative for operational deficiencies  
 Create local back up of existing program and store on on-site computer and on-site media  
 Run VAV box flow test  
 Verify unit is controlling to set points by checking sequences of operations and PID loops  
 Identify and notify customer of abnormal point communications  
 Identify and notify customer of current overrides (e.g. out of service) and negative impacts  
 Identify and notify customer of all current alarms and negative impacts  
 Visually validate system outputs from the field controller  
 Validate controls safety circuit and alarm verification (coordinate with customer)  
 Tighten electrical connections  
 Check overall condition of panel and perform visual inspection of unit and surrounding area  
 Document tasks performed during visit and report any observations to appropriate customer representative

**Pump, Circulating, 0-10 HP**

Operational

Use appropriate eye protection in work environment  
 Use appropriate Head protection on worksite  
 Use appropriate hand gloves on worksite

Use and follow the Bidder safety policy for Fall Protection while performing work  
 Use and follow the Bidder Ladder Safety processes while performing work  
 Use and follow the Bidder Lock-out Tag-out on all electrical machinery  
 Use appropriate Arc/flash personal protective equipment on voltages over 240 volts  
 All work must be performed in accordance with Bidder safety policies  
 Check with appropriate customer representative for operational deficiencies  
 Check for leaks  
 Check pressures  
 Visually inspect coupling  
 Check for unusual noise and vibration  
 Check overall condition of unit  
 Document tasks performed during visit and report any observations to appropriate customer representative

### **Split System, Cooling Only, <7.5 Tons**

Operational (Mid Season  
 - Cooling Only)

Use appropriate eye protection in work environment  
 Use appropriate Head protection on worksite  
 Use appropriate hand gloves on worksite  
 Use and follow the Bidder safety policy for Fall Protection while performing work  
 Use and follow the Bidder Ladder Safety processes while performing work  
 Use and follow the Bidder Lock-out Tag-out on all electrical machinery  
 Use appropriate Arc/flash personal protective equipment on voltages over 240 volts  
 Use and follow the Bidder safety policy for working with CFCs, HCFCs and HRCs refrigerants  
 All work must be performed in accordance with Bidder safety policies  
 Check with appropriate customer representative for operational deficiencies  
 Check condition of condenser coil  
 Check condenser fan motors and blades  
 Check condensing unit electrical connections and contactor(s)  
 Check blower motor operation  
 Check condition of filters  
 Check condition of pulley and belts (if applicable)  
 Check condensate system  
 Check for visual signs of refrigerant/oil leak(s)  
 Check for unusual noise and vibration  
 Check overall condition of unit  
 Document tasks performed during visit and report any observations to appropriate customer representative

### **Terminal Product, Fan Coil Unit (FCU), Horizontal Air Flow, 300-1200 CFM**

Operational

Use appropriate eye protection in work environment  
 Use appropriate Head protection on worksite  
 Use appropriate hand gloves on worksite  
 Use and follow the Bidder safety policy for Fall Protection while performing work

Use and follow the Bidder Ladder Safety processes while performing work  
 Use and follow the Bidder Lock-out Tag-out on all electrical machinery  
 All work must be performed in accordance with Bidder safety policies  
 Check with appropriate customer representative for operational deficiencies  
 Check condition of pulley and belts (if applicable)  
 Check condition of coils  
 Check condition of filters  
 Check condensate drain  
 Check for unusual noise and vibration  
 Check unit for proper operation  
 Check overall condition of unit  
 Document tasks performed during visit and report any observations to appropriate customer representative

**Unit Heater, Gas Fired, <300000 BTU**

Operational

Use appropriate eye protection in work environment  
 Use appropriate Head protection on worksite  
 Use appropriate hand gloves on worksite  
 Use and follow the Bidder safety policy for Fall Protection while performing work  
 Use and follow the Bidder Ladder Safety processes while performing work  
 Use and follow the Bidder Lock-out Tag-out on all electrical machinery  
 All work must be performed in accordance with Bidder safety policies  
 Check with appropriate customer representative for operational deficiencies  
 Check integrity of unit heater supports  
 Check condition of pulley and belts (if applicable)  
 Check for proper fan operation  
 Cycle thermostat and check for proper operation  
 Check for unusual noise and vibration  
 Check overall condition of unit  
 Document tasks performed during visit and report any observations to appropriate customer representative

**Supplemental Price & Payment Terms (Applies to Multi-Year Contracts Only)**

Year	Total Annual Dollar Amount	Payment Frequency
Year 1	\$	Quarterly
Year 2	\$	Quarterly
Year 3	\$	Quarterly

**Special Additions and Exceptions**