



Bid Package

for

HVAC PLANNED SERVICE AGREEMENT
AIRPORT TERMINAL 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 – Terminal 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 Terminal 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.

Chiller Shutdown (Air Cooled)

Preparing an operating unit for seasonal shutdown ensures smooth start-up when the unit is returned to operation and helps prevent damage during the downtime. Bidder technicians will check for water left in heat exchangers that can freeze, damaging tubes. Contaminants in the water may also cause corrosion. They will also look for refrigerant leaks to prevent loss of refrigerant and initiate pump down cycles to properly store refrigerant within the unit. Where appropriate, steps may also be taken to protect critical components from the elements.

Combustion Analysis

Combustion analysis and subsequent adjustments are critical to efficient boiler operation. Boiler fuel, whether natural gas or oil, must burn in the proper combination of fuel and air (oxygen). Poor combustion can create soot deposits on the tubes, impairing heat transfer. Incomplete combustion can also lead to the potential formation of CO (carbon monoxide); an odorless gas that can harm occupants in the mechanical room and/or building. Bidder technicians will analyze the flue gas to determine if optimal fuel/air ratios are present.

Oil Analysis

By examining the oil, we can determine what part of the chiller is experiencing the most significant and harmful wear. Bidder has been collecting data to statistically derive acceptable limits. We can also determine if there is a breakdown in the oil or if contaminants are affecting chiller operation.

Vibration Analysis – Chiller

Data from Airport chiller is collected by Bidder personnel for analysis.

Planned Service Agreement

Airport Name : MBS INTERNATIONAL AIRPORT
 Address: 9200 GARFIELD RD FREELAND,MI 48623-8626
 Proposal Date: _____

Scope of Service

Bidder and 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 Bidder.

Description of Service Coverage

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.

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

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 Airport 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

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

Bidder Company:

MBS International Airport

By: _____

By: _____

Signature: _____

Signature: _____

Title: _____

Date: _____

Title: _____

Date: _____

Signature: _____

Customer PO#: _____

Title: _____

Date: _____

Bidder Address: _____

Phone: _____

Schedule A - Equipment List

MBS INTERNATIONAL AIRPORT

**9200 GARFIELD RD
FREELAND, MI 48623-8626**

Air Handling Unit (AHU), Variable Frequency Drive (VFD), <15 HP

Quantity: 10

Coverage Level: Basic

Services Provided

- 1 Operational
- 1 Comprehensive

Customer Tag

Manufacturer

McQuay International

Model #

Serial #

1-59EKE6A

Boiler, Gas-Fired, Fire Tube, 51-150 HP

Quantity: 2

Coverage Level: Basic

Services Provided

- 1 Operational
- 1 Combustion Analysis
- 1 Comprehensive

Customer Tag

Manufacturer

Cleaver Brooks

Model #

Serial #

1-59ED1UH

Cleaver Brooks

1-59ED1TM

Builtup Unit, Supply-Return Fan, 10-40HP

Quantity: 6

Coverage Level: Basic

Services Provided

- 1 Operational
- 1 Comprehensive

Customer Tag

Manufacturer

ABB

Model #

Serial #

1-59ED1W2

Chiller, Air Cooled, Screw, 150-250 Tons

Quantity: 2

Coverage Level: Basic

Services Provided

- 1 Operational
- 1 Oil Analysis (2 Circuits)
- 1 Seasonal Start-up
- 1 Seasonal Shut-down
- 1 Vibration Analysis
- 1 Condenser Coil Cleaning (with louvers)
- 1 Comprehensive

Customer Tag

Manufacturer

Trane

Model #

RTAC225

Serial #

1-59EO75S/FIELD UPDATE
NEEDED

Ch1

McQuay International

AWS230ADHEWNN-
ER10

STNU101200040

Fan, Exhaust Fan, Ceiling Mounted, 0 - 5HP

Quantity: 18

Coverage Level: Basic

Services Provided

- 1 Comprehensive

MBS INTERNATIONAL AIRPORT	9200 GARFIELD RD FREELAND, MI 48623-8626
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<u>Customer Tag</u>	<u>Manufacturer</u> Cook Fans	<u>Model #</u>	<u>Serial #</u> 1-59E078J
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Heat Pump, Air Cooled, 0-5 Tons

Quantity: 13
Coverage Level: Basic

Services Provided
1 Heating Comprehensive
1 Cooling Comprehensive

<u>Customer Tag</u>	<u>Manufacturer</u> Daikin	<u>Model #</u>	<u>Serial #</u> 1-59E07A6
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Pneumatic, Damper Actuator, All

Quantity: 38
Coverage Level: Basic

Services Provided
4 Operational

<u>Customer Tag</u>	<u>Manufacturer</u> Honeywell	<u>Model #</u>	<u>Serial #</u> 1-59E07BB
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Pneumatic, Valve Actuator

Quantity: 38
Coverage Level: Basic

Services Provided
4 Operational

<u>Customer Tag</u>	<u>Manufacturer</u> Honeywell	<u>Model #</u>	<u>Serial #</u> 1-59E07DI
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Pump, Chilled Water, 11-50 HP

Quantity: 2
Coverage Level: Basic

Services Provided
1 Operational
1 Comprehensive

<u>Customer Tag</u>	<u>Manufacturer</u> Taco Pump	<u>Model #</u>	<u>Serial #</u> 1-59E07F0
	Taco Pump		1-59E07ED

Pump, Hot Water, 11-50 HP

Quantity: 4
Coverage Level: Basic

Services Provided
1 Operational
1 Comprehensive

MBS INTERNATIONAL AIRPORT	9200 GARFIELD RD FREELAND, MI 48623-8626
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<u>Customer Tag</u>	<u>Manufacturer</u>	<u>Model #</u>	<u>Serial #</u>
	Taco Pump		1-5A1V8QF
	Taco Pump		1-59ZEUCT
	Taco Pump		1-59E07HC
	Taco Pump		1-59E07G7

Pump, Variable Frequency Drive (VFD), 15-30 HP

Quantity: 2

Coverage Level: Basic

Services Provided

- 1 Operational
- 1 Comprehensive

<u>Customer Tag</u>	<u>Manufacturer</u>	<u>Model #</u>	<u>Serial #</u>
	McQuay International		1-5A1V8R9
	McQuay International		1-59E07IT

Pump, Variable Frequency Drive (VFD), 40-60 HP

Quantity: 2

Coverage Level: Basic

Services Provided

- 1 Operational
- 1 Comprehensive

<u>Customer Tag</u>	<u>Manufacturer</u>	<u>Model #</u>	<u>Serial #</u>
	McQuay International		1-59QU8N0
	McQuay International		1-59E07JG

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

Quantity: 11

Coverage Level: Basic

Services Provided

- 1 Operational
- 1 Comprehensive

<u>Customer Tag</u>	<u>Manufacturer</u>	<u>Model #</u>	<u>Serial #</u>
	Honeywell		1-59E07LH

Terminal Product, Fan Coil Unit (FCU), Vertical Air Flow, >1800 CFM

Quantity: 10

Coverage Level: Basic

Services Provided

- 1 Comprehensive

<u>Customer Tag</u>	<u>Manufacturer</u>	<u>Model #</u>	<u>Serial #</u>
	Honeywell		1-59EWSQC

Terminal Product, Unit Ventilator, >1500 CFM

Quantity: 2

Coverage Level: Basic

Services Provided

- 1 Comprehensive

MBS INTERNATIONAL AIRPORT	9200 GARFIELD RD FREELAND, MI 48623-8626
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<u>Customer Tag</u>	<u>Manufacturer</u> Honeywell	<u>Model #</u>	<u>Serial #</u> 1-59EWSVT
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VAV Box, All Types

Quantity: 22

Coverage Level: Basic

Services Provided

1 Operational

<u>Customer Tag</u>	<u>Manufacturer</u> Honeywell	<u>Model #</u>	<u>Serial #</u> 1-59EWSWO
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Water Heater, Gas, 150-300GAL

Quantity: 1

Coverage Level: Basic

Services Provided

1 Operational
1 Comprehensive

<u>Customer Tag</u>	<u>Manufacturer</u> Bell & Gossett	<u>Model #</u>	<u>Serial #</u> 1-59EWT3L
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Equipment Tasking

Air Handling Unit (AHU), Variable Frequency Drive (VFD), <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
 Check and tighten electrical connections
 Check for heat damage
 Review event log (if applicable)
 Ramp drive up and down, and check for proper operation (if possible)
 Check condition of air filter and clean or replace as needed
 Verify proper operation of cooling fans and clean as needed
 Check for unusual noise or 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

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 drive for proper operation
 Review event log (if applicable)
 Check for unusual noise and vibration
 Check overall condition of unit
 Document tasks performed during visit and report any observations to appropriate customer representative

Boiler, Gas-Fired, Fire Tube, 51-150 HP

Combustion Analysis

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
 Perform combustion analysis procedures
 Document tasks performed during visit and report any observations to appropriate customer representative

Comprehensive	<p>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</p>
Operational	<p>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 Blow down boiler Check for proper operation of low and high gas pressure cut-out switches Check factory supplied gas piping and components for leakage Check burner for proper sequence of operation Check flame quality Visually inspect combustion chamber, draft diverter and flue for accumulation of soot Check boiler relief valves for leakage Verify proper operation of low water cut-out control Check combustion blower motor operation Check hot water/steam temperature and pressure Check proper operation of make-up water valv Check overall condition of unit Document tasks performed during visit and report any observations to appropriate customer representative</p>

Builtup Unit, Supply-Return Fan, 10-40HP

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
Check with appropriate customer representative for operational deficiencies
Check operation of control system and dampers
Check safeties
Check sheaves and pulleys for wear and alignment
Check step controller (as applicable)
Check and tighten bolts, set screws and collars
Check supply and control air pressures
Check thermal cutout on electric heaters (as applicable)
Clean area around equipment
Clean starter and cabinet
Check and tighten electrical connections
Inspect fan wheel and shaft for wear
Log operating conditions system stabilizer
Lube fan shaft and motor bearings
Motor lead megohm test
Test high static pressure
Check belt guard
Test low static pressure
Test low temperature safety devices
Check belts and adjust tension
Perform Annual Comprehensive maintenance tasks in addition to inspection and testing procedures
Check condition of contacts
Check contactors for free and smooth operation
Check damper wear, security and linkage
Check fan blades
Check fan and motor bearings
Complete any required maintenance checklists, report 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
Check with appropriate customer representative for operational deficiencies
Check sheaves and pulleys for wear and alignment
Check supply and control air pressures
Clean area around equipment
Check and tighten electrical connections
Inspect fan wheel and shaft for wear
Test high static pressure
Check belt guard
Test low static pressure
Test low temperature safety devices
Check belts and adjust tension
Check condition of contacts
Check contactors for free and smooth operation
Check fan blades
Check fan and motor bearings
Complete any required maintenance checklists, report observations to appropriate customer representative

Chiller, Air Cooled, Screw, 150-250 Tons

Comprehensive	<p>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 CFC, HCFC and HRC refrigerants Use and follow the BIDDER process for handling and working with Used Oil All work must be performed in accordance with Bidder safety policies Check with appropriate customer representative for operational deficiencies Review control panel for proper operation and recorded fault histories Check for visual signs of refrigerant/oil leak(s) Conduct refrigerant leak check Check oil separator level Verify oil heater operation Perform lock-out and tag-out procedure Inspect condenser fan and compressor contactors for wear Check and tighten electrical connections Perform preventative procedures to flow proving devices 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</p>
Condenser Coil Cleaning (with louvers)	<p>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 CFC, HCFC and HRC refrigerants All work must be performed in accordance with Bidder safety policies Check with appropriate customer representative for operational deficiencies Spray coil(s) with chemical solution 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</p>
Oil Analysis (2 Circuits)	<p>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 and follow the BIDDER safety policy for working with CFC, HCFC and HRC refrigerants Use and follow the BIDDER process for handling and working with Used Oil All work must be performed in accordance with Bidder safety policies</p>

Check with appropriate customer representative for operational deficiencies
 Remove sample in approved container
 Drop off for analysis
 Label and complete paperwork indicating present operating conditions
 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
 Use and follow the BIDDER safety policy for working with CFC, HCFC and HRC refrigerants
 All work must be performed in accordance with Bidder safety policies
 Check with appropriate customer representative for operational deficiencies
 Review control panel for proper operation and recorded fault histories
 Check for proper chilled water flow
 Check system pressures and temperatures
 Check refrigerant charge (sight glass)
 Check oil separator level
 Check for proper capacity control operation
 Check for proper oil temperature and pressure
 Check for visual signs of refrigerant/oil leak(s)
 Check for unusual noise and vibration
 Check for proper condenser fan operation
 Check overall condition of unit
 Record and log all operating parameters
 Document tasks performed during visit and report any observations to appropriate customer representative

Seasonal Shut-down

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 CFC, HCFC and HRC refrigerants
 Use and follow the BIDDER process for handling and working with Used Oil
 All work must be performed in accordance with Bidder safety policies
 Check with appropriate customer representative for operational deficiencies
 Verify oil heater operation
 Review control panel for proper operation and recorded fault histories
 Check refrigerant charge (sight glass)
 Check oil separator level
 Record and log all operating parameters
 Shut down chiller
 Check for visual signs of refrigerant/oil leak(s)
 Conduct refrigerant leak check
 Tag chiller out of service
 Remove and dispose any debris from any maintenance activity
 Document tasks performed during visit and report any observations to appropriate customer representative

Seasonal Start-up

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 CFC, HCFC and HRC refrigerants
 Use and follow the BIDDER process for handling and working with Used Oil
 All work must be performed in accordance with Bidder safety policies
 Check with appropriate customer representative to coordinate the startup of the system
 Remove shutdown tag from unit
 Verify the chilled water valves are in their proper operating position
 Check for proper chilled water flow
 Start the chiller
 Review control panel for proper operation and recorded fault histories
 Check system pressures and temperatures
 Check refrigerant charge (sight glass)
 Check oil separator level
 Check for proper capacity control operation
 Check for proper oil temperature and pressure
 Check for visual signs of refrigerant/oil leak(s)
 Check for unusual noise and vibration
 Check overall condition of unit
 Check for proper condenser fan operation
 Record and log all operating parameters
 Document tasks performed during visit and report any observations to appropriate customer representative

Vibration Analysis

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
 Record equipment specific information for reference
 Install pads and labels (if applicable)
 Install sensors in proper location.
 Start equipment and run at normal operating conditions.
 Record readings and remove sensors.
 Submit readings for report generation and deliver to customer with recommendations.
 Document tasks performed during visit and report any observations to appropriate customer representative

Fan, Exhaust Fan, Ceiling Mounted, 0 - 5HP

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
 Check with appropriate customer representative for operational deficiencies
 Check rain guard

Check and tighten electrical connections
 Clean area around equipment
 Inspect starter
 Lubricate as required
 Motor operating amps
 Check bearing wear
 Check belt guard
 Check belt(s) (if applicable)
 Check drive condition
 Check electrical contacts
 Check fan blades
 Check for proper rotation
 Complete any required maintenance checklists, report observations to appropriate customer representative

Heat Pump, Air Cooled, 0-5 Tons

Cooling 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 CFC, HCFC and HRC refrigerants
 All work must be performed in accordance with Bidder safety policies
 Check with appropriate customer representative for operational deficiencies
 Review control panel for proper operation and recorded fault histories (if applicable)
 Check and tighten electrical connections
 Check contactor(s)
 Check condition of condenser coil
 Check condition of evaporator coil
 Check condenser fan motors and blades
 Check blower motor operation
 Lubricate blower and motor bearings
 Check condition and alignment of pulley and belts
 Check condition of filters
 Clean condensate pan and clear drain line
 Check for visual signs of refrigerant/oil leak(s)
 Check for unusual noise and vibration
 Record and log all operating parameters
 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

Heating 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 CFC, HCFC and HRC refrigerants
 All work must be performed in accordance with Bidder safety policies

Check with appropriate customer representative for operational deficiencies
 Review control panel for proper operation and recorded fault histories (if applicable)
 Check operation of heating mode
 Check and tighten electrical connections
 Check contactor(s)
 Check condition of condenser coil
 Check condition of evaporator coil
 Check condenser fan motors and blades
 Check blower motor operation
 Lubricate blower and motor bearings
 Check condition and alignment of pulley and belts
 Check condition of filters
 Check for visual signs of refrigerant/oil leak(s)
 Check for unusual noise and vibration
 Record and log all operating parameters
 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

Pneumatic, Damper Actuator, All

Operational

Use appropriate eye protection in work environment
 Use appropriate Head protection on worksite
 Use appropriate hand gloves on worksite
 Use and follow the BIDDERS safety policy for Fall Protection while performing work
 Use and follow the BIDDERS Ladder Safety processes while performing work
 Use and follow the BIDDERS Lock-out Tag-out on all electrical machinery
 Check with appropriate customer representative for operational deficiencies
 Inspect, calibrate (as req'd) Complete ATC Device schedule, indicate quantity, actions, follow-up, etc
 Complete any required maintenance checklists, report observations to appropriate customer representative

Pneumatic, Valve Actuator

Operational

Use appropriate eye protection in work environment
 Use appropriate Head protection on worksite
 Use appropriate hand gloves on worksite
 Use and follow the BIDDERS safety policy for Fall Protection while performing work
 Use and follow the BIDDERS Ladder Safety processes while performing work
 Use and follow the BIDDERS Lock-out Tag-out on all electrical machinery
 Check with appropriate customer representative for operational deficiencies
 Inspect, calibrate (as req'd) Complete ATC Device schedule, indicate quantity, actions, follow-up, etc
 Complete any required maintenance checklists, report observations to appropriate customer representative

Pump, Chilled Water, 11-50 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 BIDDERS safety policy for Fall Protection while performing work
 Use and follow the BIDDERS 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 coupling
 Lubricate pump and motor bearing(s) per manufacturer's recommendation
 Record and log all operating parameters
 Check for unusual noise and vibration
 Check overall condition of unit
 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 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

Pump, Hot Water, 11-50 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
 Check for leaks
 Check coupling
 Lubricate pump and motor bearing(s) per manufacturer's recommendation
 Record and log all operating parameters
 Check for unusual noise and vibration
 Check overall condition of unit
 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 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

Pump, Variable Frequency Drive (VFD), 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 BIDDERS safety policy for Fall Protection while performing work
 Use and follow the BIDDERS Ladder Safety processes while performing work
 Use and follow the BIDDERS 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 and tighten electrical connections
 Check for heat damage
 Review event log (if applicable)
 Ramp drive up and down, and check for proper operation (if possible)
 Check condition of air filter and clean or replace as needed
 Verify proper operation of cooling fans and clean as needed
 Check for unusual noise or 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

Operational

Use appropriate eye protection in work environment
 Use appropriate Head protection on worksite
 Use appropriate hand gloves on worksite
 Use and follow the BIDDERS safety policy for Fall Protection while performing work
 Use and follow the BIDDERS Ladder Safety processes while performing work
 Use and follow the BIDDERS 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 drive for proper operation
 Review event log (if applicable)
 Check for unusual noise and vibration
 Check overall condition of unit
 Document tasks performed during visit and report any observations to appropriate customer representative

Pump, Variable Frequency Drive (VFD), 40-60 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
 Check and tighten electrical connections
 Check for heat damage
 Review event log (if applicable)
 Ramp drive up and down, and check for proper operation (if possible)
 Check condition of air filter and clean or replace as needed
 Verify proper operation of cooling fans and clean as needed
 Check for unusual noise or 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

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 drive for proper operation
 Review event log (if applicable)
 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

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
 All work must be performed in accordance with Bidder safety policies
 Check with appropriate customer representative for operational deficiencies
 Check for proper fan operation
 Check condition of coils
 Check condition of filters
 Record temperatures
 Check fan contactor/relay
 Check and tighten electrical connections
 Clean condensate pan and clear drain line
 Check condition of pulley and belts (if applicable)
 Visually check control valve(s)
 Lubricate blower and motor bearings (if applicable)
 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
- 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

Terminal Product, Fan Coil Unit (FCU), Vertical Air Flow, >1800 CFM

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
- All work must be performed in accordance with Bidder safety policies
- Check with appropriate customer representative for operational deficiencies
- Check for proper fan operation
- Check condition of coils
- Check condition of filters
- Record temperatures
- Check fan contactor/relay
- Check and tighten electrical connections
- Clean condensate pan and clear drain line
- Check condition of pulley and belts (if applicable)
- Visually check control valve(s)
- Lubricate blower and motor bearings (if applicable)
- 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

Terminal Product, Unit Ventilator, >1500 CFM

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
- All work must be performed in accordance with Bidder safety policies
- Check with appropriate customer representative for operational deficiencies
- Check for proper fan operation
- Check condition of coils

Check condition of filters
 Record temperatures
 Check fan contactor/relay
 Check and tighten electrical connections
 Check for proper operation of outside air dampers (if applicable)
 Clean condensate pan and clear drain line
 Check condition of pulley and belts (if applicable)
 Visually check control valve(s)
 Lubricate blower and motor bearings (if applicable)
 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

VAV Box, All Types

Operational

Use appropriate eye protection in work environment
 Use appropriate Head protection on worksite
 Use appropriate hand gloves on worksite
 Use and follow the BIDDERS safety policy for Fall Protection while performing work
 Use and follow the BIDDERS Ladder Safety processes while performing work
 Use and follow the BIDDERS Lock-out Tag-out on all electrical machinery
 Check with appropriate customer representative for operational deficiencies
 Check temperature
 Check damper and linkage
 Cycle thermostat and check for proper operation
 Check for leaks in air supply (if applicable)
 Check fan operation
 Clean area around equipment
 Complete any required maintenance checklists, report observations to appropriate customer representative

Water Heater, Gas, 150-300GAL

Comprehensive

Use appropriate eye protection in work environment
 Use appropriate Head protection on worksite
 Use appropriate hand gloves on worksite
 Use and follow the BIDDERS safety policy for Fall Protection while performing work
 Use and follow the BIDDERS Ladder Safety processes while performing work
 Use and follow the BIDDERS Lock-out Tag-out on all electrical machinery
 Check with appropriate customer representative for operational deficiencies
 Check temperature
 Check and tighten electrical connections
 Check gas pressure
 Clean flame sensor
 Clean igniter
 Blow down tank
 Inspect water condition
 Lift relief valve to ensure proper operation
 Check for leaks
 Check for unusual noise or vibration
 Clean area around equipment
 Complete any required maintenance checklists, report 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
- Check with appropriate customer representative for operational deficiencies
- Check temperature
- Check condition of relief valve(s)
- Check for leaks
- Visually inspect flame
- Check for unusual noise or vibration
- Clean area around equipment
- Complete any required maintenance checklists, report 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
