

# Naugatuck Board of Education Request for Proposals

Sealed Proposals will be received by the Business Manager, Naugatuck Board of Education, 497 Rubber Avenue, Naugatuck, CT for supplying the Naugatuck Board of Education with the following goods and/or services:

<b>PROJECT:</b>	Heating and Cooling Maintenance Program
<b>CONTRACT:</b>	202307-03
<b>DESCRIPTION:</b>	Provide heating and cooling maintenance program across eight schools 11/1/2023 through 10/31/2026

The information and Request for Proposal and related documents may be examined at the Naugatuck Board of Education, 497 Rubber Avenue, Naugatuck, CT 06770.

Copies of the specifications may be obtained at the Business Manager’s Office. Specifications can also be obtained from the Naugatuck Board of Education website, <http://www.naugatuck.k12.ct.us> and the Borough of Naugatuck website, [naugatuck-ct.gov](http://naugatuck-ct.gov)

Addenda, if required, shall be posted on the <http://www.naugatuck.k12.ct.us> website. It is the bidder’s responsibility to check the Board of Education website in advance of the bid opening to determine if any addenda have been issued.

Sealed proposals will be received by the Business Office, Naugatuck Board of Education, 497 Rubber Avenue, Naugatuck, CT 06770 until

<b>DEADLINE:</b>   Friday, September 8, 2023, 12 pm
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Immediately following, the bids will be publicly opened and read.

The Naugatuck Board of Education reserves the right to waive any informalities or to reject any or all proposals.

The Naugatuck Board of Education is an affirmative action/equal opportunity employer; MBE’s, WBE’s and SBE’s are encouraged to apply.

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Section 1: General Information and Requirements.

Section 2: Items Required with Bid Response Packet.

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### **Section 1: General Information and Requirements**

#### **1.1 General Information and Intent**

The Naugatuck Board of Education is requesting competitive bids for a district wide maintenance program for our HVAC and boiler equipment per the attached scope of work and specifications. Term of the contract will be 11/01/2023 through 10/31/2026.

#### **1.2 Pre-Bid Meeting**

The Naugatuck Board of Education will have a **MANDATORY** pre bid meeting on Thursday, August 10, 2023 at 9 am, beginning at the Naugatuck Board of Education, 497 Rubber Avenue, Naugatuck, CT.

#### **1.3 Questions**

All questions and inquiries shall be directed via email to:

Bernice Rizk, Business Manager  
Naugatuck Board of Education  
[bernice.rizk@naugatuck.k12.ct.us](mailto:bernice.rizk@naugatuck.k12.ct.us)

by Friday, August 18, 2023 by 4 pm. Responses will be posted on our website by Tuesday, August 22, 2023 by 3 pm.

#### **1.4 Qualified Bidders**

In order for a Contractor's proposal to be accepted, they must provide evidence of the successful completion of at least three similar projects within the last 5 years.

#### **1.5 Minimum Project Scope**

It is expected that all proposals shall include the following minimum work:

1. Provide a payment and performance bond.
2. Obtain all necessary building permits and provide all required calculations and supporting documents.
3. Provide 5-year warranty on equipment and labor on all newly supplied equipment.
4. Provide all necessary work, equipment and training to complete the project.
5. Cover letter indicating your desire to be considered for this project
6. Provide a brief written description of your firm, including qualifications and experience and experience in performing similar projects.

7. Briefly describe several projects that specifically relate to the Scope of Work required in the RFP with contact information.
8. Include a list of references
9. Include information for any proposed consultants that are included on your team.
10. Include a narrative of how you would approach this project.
11. Provide 4 copies of all documents.

## **1.6 Negotiation**

The Naugatuck Board of Education reserves the right to negotiate with the contractors submitting proposals.

## **1.7 Equal Opportunity Clause**

The Naugatuck Board of Education is an affirmative action/equal opportunity employer.

(1) The vendor will not discriminate against any employee or applicant for employment because of race, color, religion, sex, or national origin. The vendor will take affirmative action to ensure that applicants are employed, and that employees are treated during employment, without regard to their race, color, religion, sex, or national origin. Such action shall include, but not be limited to the following: Employment, upgrading, demotion, or transfer, recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship. The vendor agrees to post in conspicuous places, available to employees and applicants for employment, notices to be provided by the contracting officer setting forth the provisions of this nondiscrimination clause.

(2) The vendor will, in all solicitations or advertisements for employees placed by or on behalf of the vendor, state that all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, or national origin.

3) The vendor will send to each labor union or representative of workers with which he has a collective bargaining agreement or other contract or understanding, a notice to be provided by the agency contracting officer, advising the labor union or workers' representative of the vendor's commitments under section 202 of Executive Order 11246 of September 24, 1965, and shall post copies of the notice in conspicuous places available to employees and applicants for employment.

(4) The vendor will comply with all provisions of Executive Order 11246 of September 24, 1965, and of the rules, regulations, and relevant orders of the Secretary of Labor.

(5) The vendor will furnish all information and reports required by Executive Order 11246 of September 24, 1965, and by the rules, regulations, and orders of the Secretary of Labor, or pursuant thereto, and will permit access to his books, records, and accounts by the contracting agency and the Secretary of Labor for purposes of investigation to ascertain compliance with such rules, regulations, and orders.

(6) In the event of the vendor's non-compliance with the nondiscrimination clauses of this contract or with any of such rules, regulations, or orders, this contract may be canceled, terminated or suspended in whole or in part and the vendor may be declared ineligible for further Government contracts in accordance with procedures authorized in Executive Order 11246 of September 24, 1965, and such other sanctions may be imposed and remedies invoked as provided in Executive Order 11246 of September 24, 1965, or by rule, regulation, or order of the Secretary of Labor, or as otherwise provided by law.

### **1.7.1 Submission of Proposals**

**Proposals will be accepted until deadline noted on page 1.** All proposals must be clearly marked in one (1) large envelope with the Project and the Contract number.

#### **Proposals shall be mailed or delivered to:**

Business Manager  
Naugatuck Board of Education  
497 Rubber Avenue  
Naugatuck, CT 06770

Immediately following the deadline, the bids will be publicly opened and read.

#### **Late submissions will not be accepted**

### **1.7.2 Evaluations and Selection Criteria**

Bidders will be selected with the following criteria (not listed in order of importance):

- a) Past company experience within the region, with the same type of work.
- b) Cost for all services combined, as determined by the Board of Education.
- c) Examples of completion of similar projects.
- d) Company must have all necessary permits and licenses to operate in the State of Connecticut for the term of the bid.
- e) Other criteria as determined by the Board of Education, weighting criteria will be determined by the Board of Education.
- f) The Board of Education reserves the right to negotiate with the successful bidder on the terms of their proposed Contract before signing, if it is in the best interest of the Board of Education.
- g) If the Board of Education cannot negotiate a contract with the selected Contractor the Board of Education may choose to negotiate with the next ranked vendor.

### **1.7.3 Naugatuck Board of Education's Reservation of Rights**

The Naugatuck Board of Education reserves the right to waive any informality or to reject any or all proposals or to accept any proposals, should it deem it to be in the best interest of the Board of Education. The Board of Education reserves the right to reject any proposals if they show any omission, alteration of form, additions not called for, conditional bids, or irregularities of any kind.

### **1.7.4 Reimbursement for Costs**

It is the responsibility of the Bidder's respondents to pay for all costs associated with submitting proposals. The Naugatuck Board of Education shall not reimburse any costs.

### **1.7.5 Insurance Requirements**

#### **Indemnification and Insurance**

The Contractor shall indemnify, defend and hold harmless the Borough of Naugatuck and Naugatuck Board of Education, its officials, officers, employees and designees caused in whole or in part to the fullest extent permitted by law from and against any and all claims, suits, actions, obligations, liabilities, damages, losses or injury (including the resulting death of a person), penalties, and expenses (including reasonable attorneys' fees) to the extent arising out of the performance of this Agreement or due to the Contractor's negligence or willful misconduct or omissions of the Contractor or its employees, agents, subcontractors or representatives.

Prior to the commencement of the work, and until final completion and acceptance of the work, the Contractor shall procure and maintain the following types of insurance, and maintain all insurance coverage for the life of the contract, from an insurance company or companies with an A.M. Best Rating of A- (IX) or better. Such insurance will protect and indemnify the Borough of Naugatuck and Naugatuck Board of Education from all claims which may arise out of or result from the Contractor's obligations under this agreement, whether caused by the contractor or by a subcontractor or any person or entity directly or indirectly employed by the Contractor or by anyone for whose acts said Contractor may be liable.

- A. *Workers Compensation:* The Contractor shall provide workers compensation and employer's liability insurance that complies with the regulations of the State of Connecticut with limits no less than \$100,000 each accident by bodily injury; \$100,000 each accident by disease and a policy limit of \$500,000. Such policy shall contain a 'waiver of our right to recover from other endorsement' in favor of the Borough of Naugatuck.
- B. *Commercial General Liability Insurance:* The Contractor shall provide commercial general liability insurance policy that includes products, operations and completed operations as follows: Bodily injury & property damage with an occurrence limit of \$1,000,000: Personal & advertising injury limit of \$1,000,000 per occurrence: General aggregate limit of \$2,000,000 (other than products and

completed operations): Products and completed operations aggregate limit of \$2,000,000. The policy shall name the Borough of Naugatuck and Naugatuck Board of Education as an additional insured on an ongoing basis.

In addition,

- Such policy will be provided on an occurrence basis and will be primary and shall not contribute in any way to any insurance or self-insured retention carried by the additional insured.
- Such policy shall contain a broad form contractual liability endorsement or similar wording within the policy form.
- Such policy shall contain a waiver of subrogation in favor to the Borough of Naugatuck.
- Such policy shall include coverage for the Contractor's sub-contractors or any person or entity directly or indirectly employed by said Contractor or by anyone for whose acts said Contractor may be liable.

C. *Commercial Automobile Insurance*: The Contractor shall provide commercial automobile insurance for any owned autos (symbol 1 or equivalent) in the amount of \$1,000,000 each accident covering bodily injury and property damage on a combined single limit. Such coverage shall also include hired and non-owned automobile coverage.

D. *Umbrella Liability Insurance*: The Contractor shall provide commercial umbrella liability with limits no less than \$1,000,000 each occurrence and \$1,000,000 in the aggregate which shall be following form, without restriction or limitation, providing coverage over items (A), (B), (C), as noted above on a primary and non-contributory basis.

Prior to the issuing of any notice to proceed by the Borough of Naugatuck, the Contractor shall furnish the Borough of Naugatuck with Certificates of Insurance evidencing such insurance as set forth above. Said policies shall not be cancelled or permitted to lapse until completion and approval of the performance of the work until ten (10) days after the Borough of Naugatuck has received written notice, by certified or registered mail, that the cancellation or change of such policy is contemplated.

The Contractor shall advise all their insurers of the contract provisions regarding insurance. The failure of the Contractor to notify insurers of the contract provision shall not relieve the Contractor from its insurance obligations under the Agreement. Non-fulfillment of the insurance provisions shall constitute a breach of this agreement and the Borough of Naugatuck retains the right to stop work until proper evidence of insurance is provided.

### **1.7.6 Signature Requirements**

Proposals must be signed by a duly authorized official of the Company. Consortiums, joint ventures, or teams submitting proposals will not be considered, unless it is established that all contractual responsibility rests solely with one Contractor or one legal entity, which shall not be a subsidiary or affiliate with limited resources. Each proposal should indicate the entity responsible for execution on behalf of the proposal team.

**1.8 Safety**

All practices, materials and equipment shall comply with the Federal Occupational Safety and Health Act, as well as any pertinent State and/or local safety and environmental codes.

**1.9 Observance of Laws**

The Contractor shall, at all times, observe and comply with all Federal, State and Borough laws, ordinances and regulations in any manner affecting the conduct of the work.

**1.10 Attachments**

**The following attachments shall be made part of this RFP:**

1. Certificate of Non-Collusion Form.
2. Scope of Work

**1.11 Transferability of CONTRACT**

No assignment of the contract or any right accruing under this contract shall be made in whole or in part by the Contractor without the express written consent of the Board of Education, which consent will not be unreasonably withheld. In the event of any assignment, the assignee shall assume all of the liability of the Contractor.

**1.12 CONTRACT Documents**

The Request for Proposal and its attachments, Insurance Certificates, Performance Bonds, the executed contract and any addenda to the foregoing shall constitute the Contract Documents.

**1.13 Indemnity**

The Contractor shall indemnify, hold harmless, and exempt the Board of Education, its agents, servants and employees from and against all legal proceedings, claims and associated costs and Attorney’s fees incident to any work done in the performance of this CONTRACT arising out of a willful or negligent act or omission of the Contractor, its agents, servants or employees.

**1.14 Performance and Payment Bond**

The Contractor shall, prior to the signing a contract with the Board of Education, furnish a Performance Bond and Payment Bond in a form acceptable to the Board of Education, for one hundred percent (100%) of the bid price for services provided. These bonds shall be issued from a surety company either licensed or approved by the State of Connecticut

Insurance Commissioner and which has an A.M. Best's rating of A-VII or better. Any certified check shall be issued by a bank located in the State of Connecticut.

### **1.15 Default**

If the Contractor fails to perform this contract in accordance with its terms, the Board of Education shall have the right, in addition to all other remedies it may have, to declare the Contractor in default, and to resubmit the contract for further bid. In that event, the Contractor shall pay to the Board of Education, as liquidated damages, the amount of any excess of the new contract price over the Contract price herein provided for, both prorated to the period of time covered by the unexpired term of the Contract at the time of default.

## **Section 2: Items Required With Bid Response Packet**

The following items are required to be included with your bid response packet:

### **2.1 Letter of Interest**

The Contractor shall submit a signed letter of interest on company letter head detailing the proposed project and the company's experience and any assumptions, conditions or important information needed in order to properly review the proposal.

### **2.2 Price Proposal**

The proposal shall include the following minimum items:

- A. Detailed price proposal including itemized costs for each task of the project.
- B. List of any additional equipment and supplies that will be purchased.
- C. Cut Sheets of proposed additional equipment.
- D. List of any Sub-Contractors that are to be utilized for the project.

### **2.3 Schedule of Work**

See attached Heating and Cooling Maintenance Program for schedule.

### **2.4 Insurance Certificate**

The Contractor shall submit an insurance certificate showing the Contractor's current applicable insurance coverage.

### **2.5 References**

The CONTRACTOR shall provide a minimum of three (3) references, preferably municipalities or Boards of Education in Connecticut or New England), where they have performed the type of work listed in this RFP.



<b>PROJECT:</b>	Heating and Cooling Maintenance Program
<b>CONTRACT:</b>	202307-03
<b>DESCRIPTION:</b>	Provide heating and cooling maintenance program across eight schools 11/1/2023 through 10/31/2026

**Attachment #1**

**CERTIFICATE OF NON-COLLUSION**

The undersigned certifies under penalties of perjury that this bid or proposal has been made and submitted in good faith and without collusion or fraud with any other person.

As used in this certification, the word “person” shall mean any natural person, business, partnership, corporation, union, committee, club, or other organization, entity, or group of individuals.

\_\_\_\_\_  
Signature

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name of Person Signing Proposal

\_\_\_\_\_  
Name of Business

Attachment #2  
 Scope of Work  
**Location: Naugatuck Public Schools, Naugatuck, CT**

**Equipment Listing**

**Naugatuck Public Schools - Heating and Cooling Maintenance Program**

**Naugatuck High School**

<b>UNIT ID</b>	<b>MAKE</b>	<b>MODEL</b>	<b>SERIAL #</b>	<b>TYPE</b>	<b>PER YEAR</b>
B01	VISSMAN	CM2620	N/A	BOILER	1
B02	VISSMAN	CM2620	N/A	BOILER	1
B03	VISSMAN	CM2620	N/A	BOILER	1
B04	VISSMAN	CM2620	N/A	BOILER	1
B05	VISSMAN	CM2620	N/A	BOILER	1
B06	VISSMAN	CM2620	N/A	BOILER	1
P01	VISSMAN	N/A	N/A	PUMP	1
P02	VISSMAN	N/A	N/A	PUMP	1
P03	VISSMAN	N/A	N/A	PUMP	1
P04	VISSMAN	N/A	N/A	PUMP	1
P05	VISSMAN	N/A	N/A	PUMP	1
P06	VISSMAN	N/A	N/A	PUMP	1
H01	AQUAPLEX	50LX250A-PVIF	714138089	H2O HEAT	1
H02	AQUAPLEX	50LX250A-PVIF	N/A	H2O HEAT	1
CH01	MULTISTACK	MS50Z7H2W-V	N/A	CHILLER	3
A1C01	N/A	N/A	N/A	AIR COMP	3
CH02	MULTISTACK	MS050XC3H2W2AAC- R410	N/A	CHILLER	3
AIC02	N/A	N/A	N/A	AIR COMP	3
CT01	MARLEY	NC-802791-A1	NO8304F1GB05	TOWER	3
CT02	MARLEY	NC-802791-A1	NO8304F1GB05	TOWER	3

<b>Hillside Intermediate School</b>					
<b>UNIT ID</b>	<b>MAKE</b>	<b>MODEL</b>	<b>SERIAL #</b>	<b>TYPE</b>	<b>PER YEAR</b>
B01	SMITH	28A-10	N3-638	BOILER	1
B02	SMITH	28A-10	N3-638	BOILER	1
AIC01	N/A	N/A	N/A	AIR COMP	1
<b>City Hill Middle School</b>					
<b>UNIT ID</b>	<b>MAKE</b>	<b>MODEL</b>	<b>SERIAL #</b>	<b>TYPE</b>	<b>PER YEAR</b>
CH01	CARRIER	30HCV206RZ-640KA	0701F64418	CHILLER	3
B01	DE DIETRICH	GT413A	N/A	BOILER	1
B02	DE DIETRICH	GT413A	N/A	BOILER	1
B03	HB SMITH	18 SERIES 7	E89-75	BOILER	1
B04	BURNHAM	V1113	648169680	BOILER	1
AIC01	N/A	N/A	N/A	AIR COMP	1
AIC02	N/A	N/A	N/A	AIR COMP	1
AIC03	N/A	N/A	N/A	AIR COMP	1
CT01	BAC	33235-JN	V012969901	TOWER	3
<b>Early Childhood Center at Central Avenue</b>					
<b>UNIT ID</b>	<b>MAKE</b>	<b>MODEL</b>	<b>SERIAL #</b>	<b>TYPE</b>	<b>PER YEAR</b>
B01	BURNHAM	V111	N/A	BOILER	1
B02	BURNHAM	V111	N/A	BOILER	1
AIC01	N/A	N/A	N/A	N/A	1

### Western Elementary School

UNIT ID	MAKE	MODEL	SERIAL #	TYPE	PER YEAR
B01	HB SMITH	28A-10	N2001-1154	BOILER	1
B02	HB SMITH	28A-10	N2001-1154	BOILER	1
B03	THERMAL SOLUTIONS	EVA0750BN1-UAA5	64902684	BOILER	1
AIC01	N/A	N/A	N/A	AIR COMP	1
AID01	N/A	N/A	N/A	AIR DRY	1

### Salem Elementary School

UNIT ID	MAKE	MODEL	SERIAL #	TYPE	PER YEAR
B01	HB SMITH	28A-6	W2001-1237	BOILER	1
B02	HB SMITH	28A-6	W2001-1237	BOILER	1
B03	PEERLESS	N/A	N/A	BOILER	1
AIC01	N/A	N/A	N/A	AIR COMP	1
AID01	N/A	N/A	N/A	AIR COMP	1
4 A/C UNITS (3RD FLOOR)		Mitsubishi	N/A	SPLIT	1

### Hop Brook Elementary School

UNIT ID	MAKE	MODEL	SERIAL #	TYPE	PER YEAR
B01	HB SMITH	28A-14	N92-200	BOILER	1
B02	HB SMITH	28A-14	N92-200	BOILER	1
B03 (little building)	N/A	N/A	N/A	BOILER	1
AC01	N/A	N/A	N/A	AIR COMP	1
AC UNIT Main Office / Library		TRANE	N/A	COND	1

**Maple Hill Elementary School**

<b>UNIT ID</b>	<b>MAKE</b>	<b>MODEL</b>	<b>SERIAL #</b>	<b>TYPE</b>	<b>PER YEAR</b>
H001	PVI	500P225A-TPO	207120807	BOILER	1
B001	HB SMITH	28A-9	N881007	BOILER	1
B002	HB SMITH	28A-9	N881007	BOILER	1

**Cross Street Intermediate School**

<b>UNIT ID</b>	<b>MAKE</b>	<b>MODEL</b>	<b>SERIAL #</b>	<b>TYPE</b>	<b>PER YEAR</b>
B01	BURNHAM	V111	N/A	BOILER	1
B02	BURNHAM	V111	N/A	BOILER	1
AIC01	N/A	N/A	N/A	AIR COMP	1

**Naugatuck Public Schools - Heating and Cooling Maintenance Program**

Heating and Cooling Maintenance Inspection Visit Cycle. Contract Nov 1, 2023 to October 31, 2026.

School visits for all locations will occur for each season during these dates:

<b>2023-26</b>	<b>Naugatuck HS</b>	<b>City Hill Middle</b>	<b>Cross St Intermediate</b>	<b>Hillside Intermediate</b>	<b>Salem Elementary</b>	<b>Western Elementary</b>	<b>Maple Hill Elementary</b>	<b>Hop Brook Elementary</b>
Nov 1 to Jan 31 (Heating is first priority in first week of Nov)	Heating Inspections  Cooling Inspections  Water Treatment Boilers  Water Treatment Chillers and Cooling Towers	Heating Inspections  Cooling Inspections  Water Treatment Boilers  Water Treatment Chillers and Cooling Towers	Heating Inspections    Water Treatment Boilers	Heating Inspections    Water Treatment Boilers	Heating Inspections  Cooling Inspections  Water Treatment Boilers	Heating Inspections    Water Treatment Boilers	Heating Inspections    Water Treatment Boilers	Heating Inspections    Water Treatment Boilers
Feb 1 to Apr 30	Water Treatment Boilers	Water Treatment Boilers	Water Treatment Boilers	Water Treatment Boilers	Water Treatment Boilers	Water Treatment Boilers	Water Treatment Boilers	Water Treatment Boilers
May 1 to Jul 31	Cooling Inspections  Water Treatment Boilers  Water Treatment Chillers and Cooling Towers	Cooling Inspections  Water Treatment Boilers  Water Treatment Chillers and Cooling Towers	Water Treatment Boilers	Water Treatment Boilers	Cooling Inspections  Water Treatment Boilers	Water Treatment Boilers	Water Treatment Boilers	Water Treatment Boilers

2023-26	Naugatuck HS	City Hill Middle	Cross St Intermediate	Hillside Intermediate	Salem Elementary	Western Elementary	Maple Hill Elementary	Hop Brook Elementary
Aug 1 to Oct 31	Cooling Inspections  Water Treatment Boilers  Water Treatment Chillers and Cooling Towers	Cooling Inspections  Water Treatment Boilers  Water Treatment Chillers and Cooling Towers	Water Treatment Boilers	Water Treatment Boilers	Cooling Inspections  Water Treatment Boilers	Water Treatment Boilers	Water Treatment Boilers	Water Treatment Boilers

Boilers: 1x per year

Chillers and cooling towers: 3X per year

Air compressors and Dryers: 3X per year

Water Treatment:

Boilers: 4X per year

Chillers: 3X per year

Cooling Towers: 3X per year

**Cooling Inspection and System Analysis: Naugatuck High School, City Hill Middle School, Salem Elementary**

- All systems will be visually checked
- Change belts
- Check Levels
- Clean and inspect
- Inspect and lubricate per the manufacturer's specifications
- Punch tubes 1x per year (in the early Spring)
- Water chemical treatment 3X per year
- Log all operating conditions and provide report on system performance and any additional maintenance needed

Scheduled maintenance for Cooling Tower

- All systems will be visually checked
- Change oil in gear reducer
- Check and clean the strainers, bleed overflow and drain
- Check belts motor pulley and motor mounts
- Check motor operating conditions
- Check spray nozzles
- Check spray pump
- Inspect electrical connections, contactors, relays and controls
- Lubricate fan and motor bearings
- Optional: Drain auxiliary equipment that may freeze and chemical cleaning.
- Remove any debris from the unit and flush as required
- Water treatment
- Log all operating conditions and provide report on system performance and any additional maintenance needed

### **Heating Inspection and System Analysis: All schools**

- All systems will be visually checked
- Check Levels
- Check nozzles and fuel filters
- Clean and inspect
- Inspect and lubricate per the manufacturer's specifications
- Water chemical treatment 4X per year
- Log all operating conditions and provide report on system performance and any additional maintenance needed

#### **Scheduled maintenance for Hot Water Boiler**

- All systems will be visually checked
- Brush and vacuum soot/dirt from flues and combustion chamber
- Check auxiliary equipment operation
- Check burner sequence of operation and combustion
- Check compression tank
- Check fuel piping for leaks and proper support
- Check fuel supply
- Check hand valves and feed equipment
- Check operating and safety controls
- Check system pressure
- Disassemble, inspect and clean low-water cut off
- Inspect boiler and burner and make adjustments as required
- Inspect burner, check and test controls
- Inspect firebrick and refractory for defects
- Inspect fireside of boiler and record the condition
- Perform combustion tests and adjust burner for maximum efficiency
- Review boiler operations with Maintenance supervisor
- Review manufacturer's recommendation for boiler and burner
- Review owners log and log all operating conditions
- Test low water cut off and pressure relief valve



- Visually inspect boiler vessel for leaks and record
- Log all operating conditions and provide report on system performance and any additional maintenance needed

Scheduled maintenance for Water Heater

- All systems will be visually checked
- Check all safety controls
- Check burner operation sequence
- Check flame sensor
- Check ignition control
- Check spray nozzles
- Tighten connections
- Visually check for leaks
- Log all operating conditions and provide report on system performance and any additional maintenance needed

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Scheduled maintenance for Pumps

- All systems will be visually checked
- Check and clean strainers and check hand valves (as required)
- Check and record motor amp draw
- Inspect electrical connections and contactors
- Inspect mechanical seals or inspect pump packing
- Lubricate motor bearings per manufacturer's recommendations
- Lubricate pump bearings per manufacturer's recommendations
- Tighten all nuts and bolts and check motor mounts and pads
- Visually check pump alignment and coupling
- Log all operating conditions and provide report on system performance and any additional maintenance needed

**As Needed Services:**

Services must be available on a 24 hour basis, if necessary. All material supplied shall be of first quality.

Please stipulate whether hourly rates will be the same or different on a 24 hour, 7 day a week basis. Please list all hourly rates.

The Board of Education will not pay mileage and travel time during normal business hours.

All invoices shall be sent to the address on the Purchase Order and issued within 30 days of completion of the work with a statement of work completed and parts supplied.