

Town of Parry Sound
Terms of Reference: Request for Proposals
H.V.A.C. Systems Service Preventative Maintenance - Charles W. Stockey Centre
for the Performing Arts and Bobby Orr Hall of Fame

Background:

The Charles W. Stockey Centre for the Performing Arts and Bobby Orr Hall of Fame opened in 2003 . The approximate 24,000 square foot facility includes a performance hall, Bobby Orr Hall of Fame, auxiliary rooms and full-service kitchen.

Term of the Contract:

October 1, 2010 to September 30, 2013 – 3 year term

Payment Terms:

Quarterly

Scope of Work:

Fall Heat Start-Up:

Carrier Roof Top Units:

- Inspect for deterioration or blockage due to corrosion or other causes.
- Observe the main burner flame for proper orientation.
- Inspect and adjust gas pressures according to manufacturer's specifications.
- Cycle and test the safety/limit circuits to ensure proper operation.
- Change all air filters.
- Inspect fan belts & replace if necessary (one replacement per year covered under contract). Spare belt to be left on site for emergencies.
- Inspect and tighten all electrical connections and replace any worn connections.
- Check amp draws of all motors (compressors and condenser fan motors)
- Check all contactors for excessive wear (ie: pitting).
- Lubricate all fan motors and bearings according to manufacturer's specs.
- Inspect and adjust economizer for optimum performance.
- Adjust thermostats for night set back operation according to the building's schedule for the upcoming season and ensure the correct time is being displayed (ie: day-light savings)
- Inspect and clean condensate pans
- Inspect all heat exchangers for cracks, holes, corrosion, etc.
- Perform combustion test on large Eng. Air unit and adjust for maximum performances.
- Test Operation

ERV

- Inspect and clean fresh air filters
- Change 2" pleated air filters every 4 months.
- Remove and clean energy recover wheel during the heat start-up as per manufacturer's instructions.
- Inspect and tighten all electrical connections and check and adjust amperage draw from motors as required.
- Inspect fan belts and replace if necessary (one replacement per year covered under contract). Spare belt to be left on site for emergencies.
- Grease & lubricate all bearings, motors, and linkages as per manufacturer's specifications.
- Inspect and clean condensate drain at every visit.

Humidifiers

- Change all humidifier bottles (manufacturer recommends every 500-2000 hours).
- Clean all electrical contacts, drain pans and drains for humidifiers.
- Test operation.

Exhaust Fans & Supply Fans

- Check operation.

Mid-Winter Inspection:

Carrier Roof Top Units

- Change all air filters
- Inspect fan belts and replace if necessary (one replacement per year covered under contract). Spare belt to be left on site for emergencies.
- Inspect and tighten all electrical connections and replace any worn connections.
- Check amp draws of all motors (compressors and condenser fan motors).
- Check all contactors for excessive wear (ie: pitting).
- Lubricate all fan motors and bearings according to manufacturer's specs.
- Adjust thermostats for night set back operation according to the building's schedule for upcoming season and ensure the correct time is being displayed (ie: day-light savings).
- Ensure all the safety controls/switches are operational (ie: hi pressure switches, fan cycling controls, etc.)
- Check for any oil leaks.
- Ensure oil levels are per manufacturer's recommendations.
- Observe the main burner flame for proper operation.
- Inspect and adjust gas pressures according to manufacturer's specifications.
- Cycle and test the safety/limit circuits to ensure proper operation.
- Test operation.

ERV

- Inspect and clean fresh air filters
- Change 2" pleated air filters every 4 months.
- Inspect and tighten all electrical connections and check and adjust amperage draw from motors as required.
- Inspect fan belts and replace if necessary (one replacement per year covered under contract). Spare belt to be left on site for emergencies.
- Grease and lubricate all bearings, motors and linkages as per manufacturer's specifications.
- Inspect and clean condensate drain at every visit.

Humidifiers

- Drain and fill humidifier bottles
- Check operation

Exhaust Fans & Supply Fans

- Check operation.

Spring AC Start Up:

Carrier Roof Top Units

- Change all air filters
- Inspect fan belts and replace if necessary (one replacement per year covered under contract). Spare belt to be left on site for emergencies.
- Inspect and tighten all electrical connections and replace any worn connections.
- Check amp draws of all motors (compressors and condenser fan motors)
- Check all contactors for excessive wear (ie: pitting).
- Check refrigerant charges according to manufacturer's specs (temperatures and pressures).
- Lubricate all fan motors and bearings according to manufacturer's specs.
- Inspect and adjust economizer for optimum performance.
- Adjust thermostats for night set back operation according to the building's schedule for the upcoming season and ensure the correct time is being displayed (ie: day-light savings).
- Inspect and clean condensate pans.
- Ensure all the safety controls/switches are operational (ie: hi pressure switches, fan cycling controls, etc.)
- Check for any oil leaks.
- Ensure oil levels are per manufacturer's recommendations.
- On the larger semi hermetic compressors ensure the crankcase heater has been operating for at least 24 hours prior to starting the compressors.
- Inspect all heat exchangers for cracks, holes, corrosion, etc.
- Test operation.

ERV

- Inspect and clean fresh air filters
- Change 2" pleated air filters every 4 months.
- Inspect and tighten all electrical connections and check and adjust amperage draw from motors as required.
- Inspect fan belts and replace if necessary (one replacement per year covered under contract). Spare belt to be left on site for emergencies.
- Grease and lubricate all bearings, motors and linkages per manufacturer's specifications.
- Inspect and clean condensate drain t every visit.

Humidifiers:

- Shut down and drain all humidifier bottles.

Exhaust Fans and Supply Fans:

- Check operation.

Mid-Summer Inspection:

Carrier Roof top Units

- Pressure wash condenser coils using commercial grade condenser cool cleaner
- Change all air filters
- Inspect fan belts and replace if necessary.
- Inspect and tighten all electrical connections and replace any worn connections.
- Check all contactors for excessive wear (ie: pitting).
- Check refrigerant charges according to manufacturer's specs (temperatures & pressures)
- Lubricate all fan motors and bearings according to manufacturer's specs.
- Adjust thermostats for night set back operation according to the building's schedule for upcoming season and ensure the correct time is being displayed (ie: day light savings).
- Inspect and clean condensate pans.
- Ensure all the safety controls/switches are operational (ie: hi pressure switches, fan cycling controls, etc.).
- Check for any oil leaks.
- Ensure oil levels are as per manufacturer's recommendations.
- Test operation.

ERV

- Inspect and clean fresh air filters.
- Change 2" pleated air filters every 4 months.
- Inspect and tighten all electrical connections and check and adjust amperage draw from motors as required.

- Inspect fan belts and replace if necessary (one replacement per year covered under contract). Spare belt to be left on site for emergencies.
- Grease and lubricate all bearings, motors and linkages as per manufacturer's specifications.
- Inspect and clean condensate drain at every visit.

Exhaust Fans & Supply Fans

- Check operation

Stockey Centre H.V.A.C. Inventory/Equipment List

RTU #1	Carrier 6T	2-stage	48TFF007	2 -16x25x2"	– commercial grade pleated filters
RTU#3	Carrier 8.5T	2-stage	48TF009	4-16x20x2"	- commercial grade pleated filters
RTU#5	Carrier 25T	2-stage	48TSF028	4-20x20x2"	– commercial grade pleated filters
				4-16x20x2"	– commercial grade pleated filters
RTU#6	Carrier 18T	2-stage	48TJF024	4-20x20x2"	– commercial grade pleated filters
				4-16x20x2"	– commercial grade pleated filters
RTU#7	Carrier 3T		48TFF004	2-16x25x2"	– commercial grade pleated filters
S-1	Carrier 3T	Condenser	38TKB36	1-21.5x16.375x1"	– washable
		DX Fan Unit	FB4ANF036000		
S-2	Carrier 5T	Condenser	28TKB060-3	1-21.5x19.875x1"	- washable
		DX Fan Unit	FB4ANF06000		
ERV-5	Micro Netl	5401C-3035		4-20x20x2"	– commercial grade pleated filters
A/C-1	Eng. Air	DJ-140-C	6 -24x24x12"	– 80-85% efficiency	
		1,100,000 BTU	6 -24x24x2"	– 30-35% efficiency	
				Filters to be commercial grade pleated	
CU-1	Eng.Air	40T	Condensing Unit	CUD-462-0	
	2-stage				
Exhaust Fans		5			
Supply Fans		2			
HU#1	Herrtronic	Humidifier		ADS575-3-100	
HU#2	Herrtronic	Humidifier		ADM-575-3-25	
HU#3	Herrtronic	Humidifier		ADM-575-3-25	
HU#4	Herrtronic	Humidifier		ADM-575-3-25	
HU#5	Herrtronic	Humidifier		ADM-208-1-10	

Contractor Requirements:

1. Contractor will carry Workers' Compensation Insurance, and will also maintain liability insurance against all claims for damages for personal injury or death suffered by persons other than employees arising out of the execution of the work. Such insurance to be a minimum of \$2 million. The Contractor shall provide the Town of Parry Sound with a Certificate of Insurance, naming the Corporation of the Town of Parry Sound as a co-insured.
2. All persons employed by the Contractor must be skilled in their line of work.
3. Contractor must provide proof/confirmation that there is a G1 Gas Fitter technician on staff.
4. Contractor must have Digital Combustion Analyzer for setting up burners for optimum efficiency.
5. Contractor must have testing equipment for measuring air velocities and humidity levels.
6. Contractor must have training and experience on large HVAC equipment (ie: 20+ ton air conditioning and 1,000,000+ BTUH burners).
7. Contractor must provide response time for service calls
8. Contractor must provide a list of references.
9. In accordance with Ontario Regulation 429/07, Accessibility Standards for Customer Service Section 6, every provider of goods and services shall ensure that every person who deals with members of the public or participates in the developing of the service providers policies, practices and procedures governing the provision of goods and services to members of the public shall be trained on the following areas: how to interact and communicate with persons with various types of disability; how to interact with persons with disabilities who use assistive devices or require the assistance of a guide animal, or a support person; how to use equipment that is available on the premises that may help in the provision of goods and services; what to do if a person with a particular type of disability is having difficulty accessing the provider's goods or services; information on the policies, practices and procedures governing the provision of goods and services to people with disabilities. Contracted employees, third party employees, agents and others that provide customer service on behalf of the Corporation of the Town of Parry Sound must meet the requirements of Ontario Regulation 429/07 with respect to training.

