



REQUEST FOR PROPOSAL

**Inspection and Preventative Maintenance of
HVAC Systems in Various City-owned Buildings of
Ogden City Corporation**



Prepared by Chris Hokanson

Ogden City Facilities Division

October 9, 2020

**Request for Proposals
Inspection and Preventative Maintenance of
HVAC Systems in Various City-owned Buildings of
Ogden City Corporation**

Ogden City Corporation is accepting sealed proposals to provide inspection and preventative maintenance services of HVAC systems at the multiple Ogden City-owned facilities, per the specifications, together with all incidental work required.

A mandatory pre-proposal meeting will be held at 2 PM on October 21, 2020 via an online format. All vendors interested in submitting a proposal must attend this meeting. Please allow at least one (1) hour for this meeting. Details are provided in Ogden City's website.

Proposal information packets may be downloaded from the Ogden City Website <https://www.ogdencity.com/264/Purchasing>. Proposers are responsible for securing any and all addenda issued.

Responses to this Request for Proposal shall be submitted to the office of the City Purchasing Agent, 2549 Washington Boulevard, Suite 510 (5th Floor) Ogden, Utah, **no later than 10 AM, October 30, 2020. LATE PROPOSALS WILL NOT BE ACCEPTED.**

The City reserves the right to accept or reject any proposals that best serve its convenience and/or is found to be in the best interest of the City.

Ogden City encourages and welcomes proposals from women and minority owned businesses.

Published: October 10 & 17, 2020

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I. Introduction

Ogden City Corporation is accepting sealed proposals to provide inspection and preventative maintenance services of HVAC systems at multiple Ogden City-owned facilities, per the specifications, together with all incidental work required.

II. Proposal Content

The City will accept proposals from firms that are capable of providing all of the work described in the attached Scope of Work including Attachments. Applicants shall include qualifications for work set forth in the Scope of Work for which it proposes to provide services. Each Proposal must include, at a minimum, the following information:

- A. Name, address, and telephone number of the firm submitting the proposal along with the name of the contact person responsible throughout the contract duration
- B. Narrative of proposer's experience and scope of various projects similar to City's request
- C. References: Three (3) current references from customers utilizing Utah Yamas Controls.
- D. Evidence of Insurability
- E. Exhibit B - Completed Proposal Sheets – Section A & Section B
- F. Exhibit C - Acknowledgement Page – Indicate "N/A" if no addenda were issued
- G. Copy of Business License
- H. Copies of Certifications of all technicians, including Boiler, Chiller, RMGA and Journeyman Certifications.

III. Insurance Requirements

Contractor shall procure and maintain for the duration of the contract insurance against claims for injuries to persons or damages to property which may arise from or in connection with the performance of the work hereunder by Contractor, its agents, representatives, employees or subcontractors. The cost of such insurance shall be included in Contractor's proposal. The amount of insurance shall not be less than:

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Commercial General Liability: \$1,000,000 combined single limit per occurrence and \$2,000,000 general aggregate for bodily injury, personal injury and property damage. Policy to include coverage for premises and operations, contractual liability, personal injury liability, products/completed operations liability, broad-form property damage (if applicable) and independent contractors' liability (if applicable) written on an occurrence form.

Business Automobile Liability: \$1,000,000 combined single limit per accident for bodily injury and property damage for owned, non-owned and hired autos.

Workers' Compensation and Employers' Liability: Workers' compensation limits as required by the labor code of the State of Utah and employers' liability with limits of \$1,000,000 per accident.

Insurance is to be placed with insurers acceptable to and approved by the City. Contractor's insurer must be authorized to do business in Utah at the time the contract is executed (and throughout the time period the contract is maintained), unless otherwise agreed in writing by the City. Failure to maintain or renew coverage or to provide evidence of renewal will be treated by City as a material breach of contract.

Limits of liability amounts must meet contract requirements before contract is initiated.

The City, and its elected officials, officers, employees, agents and volunteers are to be named as additional insureds with primary coverage and not contributing.

The City shall be furnished with original certificates of insurance and endorsements effecting coverage required within, signed by a person authorized by that insurer to bind coverage on its behalf.

Contractor's Obligation to Verify Employment Status: Contractor shall register and participate in the Status Verification System and comply with Utah Code Ann. Section 63G-11-103 of the Utah Identity Document and Verification Act.

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IV. Modification or Withdrawal of Submittal

A submittal may not be modified, withdrawn or canceled by the Provider for a period of ninety (90) days following the time and date designated for the receipt of proposals. Submission of a proposal is indication that the Provider so agrees to pricing and qualifications included.

V. Submittal Review and Assessment

Ogden City will perform the evaluation of the Submittals with a team consisting of approximately 3 or 4 Ogden City associates. Criteria used in evaluating the presentations will include but may not be limited to the following:

- A. Consultant experience and scope of various projects similar to City's request
- B. Documentation of firm having established a strong working relationship with Utah Yamas for at least the last five (5) years.
- C. Ability of the firm to complete projects in a timely manner
- D. Ability to provide indicated insurance
- E. Client recommendations
- F. Location of Business - Proximity of Contractor to Ogden City
- G. Appropriate Certifications held by specific technicians

A Selection Committee will evaluate each submittal according to the criteria set forth above. The Selection Committee will select a Contractor based on the submittals received; no formal interviews are anticipated, however the Selection Committee reserves the right to ask for interviews as needed. The City reserves the right to award contracts to one or more qualified Providers. The City reserves the right to award on "best value", rather than "best price". The City may perform a due diligence process on the Contractor receiving the highest evaluation.

VI. Pre-Proposal Meeting

A mandatory pre-proposal meeting will be held at **2 PM on October 21, 2020 via an online format**. Details are published in the City's website. All vendors interested in submitting a proposal must attend this meeting. Please allow at least one (1) hour for the pre-submittal

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conference. Site inspections will be held separately and coordinated directly with the Facilities division.

VII. Submission of Proposals

Five (5) copies of the Proposal must be submitted **no later than 10 AM, October 30, 2020.**

Proposals shall be submitted to the following address:

Ogden City Purchasing,
2549 Washington Boulevard, Suite 510
Ogden, Utah 84401

Late submittals will not be accepted. No facsimile transmittals will be accepted. All submittals must either be hand carried or delivered by mail or other delivery service. ***It is the sole responsibility of those responding to this Request for Proposal to ensure that their submittal is made to the correct location and in compliance with the stated date and time.***

The City reserves the right to accept or reject any submittal as it best serves its convenience and/or is found to be in the best interest of the City.

Ogden City encourages and welcomes proposals from women and minority owned businesses.

VIII. General Terms and Conditions

- A. Qualified respondents shall be Licensed Contractors in the State of Utah, for this type of work, and who meet Ogden City's insurance and bonding requirements, and have experience with all work defined in the scope of work.
- B. For projects that are security-sensitive in nature, Ogden City reserves the right to conduct a criminal background check of each person who will be providing services in response to this RFP. If requested, Contractor shall submit a BCI Criminal History Report dated within 30 days of response to RFP for each employee who will be on-site, that shows "Criminal History Verified" and has Arrest History

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attachments. Employees who have any convictions on their BCI record may be subject to further review and approval by Ogden City. Ogden City may reject any response to this RFP that involves services from a person or entity that Ogden City determines is unfit or unqualified to fulfill the requirements of this RFP.

- C. All work must meet current industry standards including all Federal, State and local rules and regulations.
- D. The City reserves the right to request clarification of information submitted, and to request additional information from any proposer.
- E. Ogden City will make every effort to ensure all offerors are treated fairly and equally throughout the entire advertisement, review and selection process. The procedures established herein are designed to give all parties reasonable access to the same basic information.
- F. Cost of Developing Proposals - All costs related to the preparation of proposals and any related activities are the sole responsibility of the offeror. Ogden City assumes no liability for any costs incurred by offerors throughout the entire selection process.
- G. Proposal Ownership – Once submitted, all proposals, including attachments, supplementary materials, addenda, etc. become the property of Ogden City and will not be returned to the offeror.
- H. Conflict of Interest – No member, officer, or employee of Ogden City, during his or her tenure shall have any interest, direct or indirect, in this contract or the proceeds thereof, except as permitted by Ogden City policy.
- I. Non-Collusion – The offeror guarantees the proposal is not a product of collusion with any other offeror and no effort has been made to fix the proposal price or any offeror or to fix any overhead, profit or cost estimate of any proposal price.
- J. Award of Contract - The selection of the company will be made by a selection committee comprised of city employees. Ogden City reserves the right to negotiate and hold discussions with prospective service providers as necessary, however, Ogden City may award this contract without discussion of proposals received from prospective service providers. The selected company shall enter into a written agreement with Ogden City. Ogden City reserves the right to cancel this Request for

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Proposal. Ogden City reserves the right to reject any or all proposals received. Furthermore, Ogden City shall have the right to waive any informality or technicality in proposals received, when in the best interest of Ogden City. Ogden City reserves the right to segment or reduce the scope of services and enter into contracts with more than one vendor.

- K. Pursuant to the Utah Government Records Access and Management Act (GRAMA), records will be considered public after the contract is awarded. If an offeror wishes to protect any records, a request for business confidentiality may be submitted to the Ogden City Records Office at the time of bid submission. The form can be accessed through the Recorder's webpage at:

<https://www.ogdencity.com/DocumentCenter/View/7004/Business-Confidentiality-Claim-form>

IX. Governing Instructions

This Request for Proposal will constitute the governing document for submitting Proposals and will take precedent over any oral representations.

X. Contact Information

For any questions related to this RFP, please contact the Ogden City Purchasing office via email purchasing@ogdencity.com or at (801) 629-8742.

The question and answer period ends at 3PM on October 26, 2020.

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EXHIBIT A

**Request for Proposals
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Scope of Work:

- (a) Contractor shall perform inspection and preventive maintenance for equipment identified in Appendix A and any equipment added or later identified.

- (b) Maintenance schedules shall coincide with manufacturers suggested schedules and/or as directed by City maintenance personnel. Maintenance will be performed in accordance with the Maintenance Checklist set forth below.

- (c) Contractor shall conduct routine maintenance and repair between the hours of 7:00 a.m. and 5:00 p.m., Monday through Friday, excluding holidays.

- (d) Contractor shall be available to provide emergency services 24 hours a day, 365 days a year. Contractor shall provide City maintenance personnel with emergency call-out procedures and numbers. Contractors shall respond within sixty (60) minutes of call-out.

- (e) Contractor shall use qualified technicians with appropriate certifications, where required, to perform the Work under this Contract. All technicians shall hold a Universal level EPA 608 certificate in accordance with the Clean Air Act,

Effective July 1, 2002, any contractor installing or servicing natural gas appliances in Utah must have Natural Gas Technician Certification identification with them on the job site. Currently, the certification is not required by Journeyman Plumbers. For further information, contact Rocky Mountain Gas Association.

- (f) Contractor's technicians must submit to and successfully pass all required BCI Criminal Background Checks as per Ogden City Policy in order to have authorization to enter Ogden City-owned buildings. Criminal Background Checks to be completed by the Ogden City Police Department.

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- (g) Contractor shall instruct the City's representative(s) in basic operation of the system(s) and equipment and provide to Ogden City personnel supervisory assistance relating to the operation of the system(s) and equipment as requested.
- (h) Contractor shall supply all Filters, Belts, Media, Cleaning Solvents, Lubricants, Tools, Parts and Equipment necessary to perform the Work.
- (i) Successful contractor should have working knowledge of Utah-Yamas controls to provide programming and monitoring. Remote access will be required. All cost for remote access and training is the responsibility of the successful contractor.

Maintenance Check List

- I. Air Handling Equipment: (Air handlers, Roof Top Units, Heat Pumps)
 - Perform Preventative Maintenance Service Quarterly. (Minimum 4 times per year)**
 - a. Check magnetic starters for voltage drop across contact point and note any variance from line voltage.
 - b. Check operation of the control circuit.
 - c. Check and tighten electrical connections.
 - d. Lubricate the fan motor using care not to over lubricate bearings.
 - e. Check bearings and shafts or any sign of wear.
 - f. Check and adjust belts and pulleys paying particular attention to signs of unusual wear or deterioration of the belts. Replace belts annually.
 - g. Check mounting bolts.
 - h. Annual, complete an amp draw test on all motors five horsepower and above.
 - i. Inspect fan blades and rotating components for any sign of wear, damage, or metal fatigue.
 - j. Change filters quarterly.
 - k. Check frequency drive. Note any sign of ware or deterioration and verify that drives modulate through their full range of modulation.
 - l. Check the Delta T on the unit during the cooling cycle.

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II. Fans (Exhaust, Relief, Supply, Return, etc.)

Perform Preventative Maintenance Quarterly (Minimum 4 times per year)

- a. Inspect fan blade and rotating components for any signs of wear.
- b. Check alignment of sleeves and pulleys.
- c. Inspect blower for cleanliness.
- d. Inspect bearings for any sign of wear and remove excess lubricant.
- e. Check all fan safeties and interlocks and verify their operation.
- f. Verify function of limit switches. (e.g., high limit and high static pressure switches, etc.)
- g. Check static pressure controller for operation and note duct static pressure.
- h. Check alignment of fans/blower assembly shroud etc. Note any sign of metal fatigue or deterioration.
- i. Inspect all related ducting and duct connectors. Assess vibrating isolation boots and note any rips, tears or problems with these transitions.
- j. Lubricate fan bearings per manufacturer's recommendations.
- k. Remove any debris located in fan chamber or plenum area.
- l. Note any safety concerns; inspect safety screen, pulley and belt covers. Note any sign of fatigue or deterioration.
- m. Inspect blower motors and lubricate when necessary.
- n. Replace bolts on exhaust fans Annually.
- o. Relief, or make up air fans to be inspected Quarterly. Inspections to be done by a Journeymen level technician at least twice a year.

III. Unit Heaters (Gas, or Electric)

Perform Preventative Maintenance Bi-Annually (Minimum 2 times per year)

- a. Inspect gas piping.
- b. Check operating controls, limits, etc.
- c. Inspect burners, check for any signs of deterioration.
- d. Check fan bearings for any signs of wear. Lubricate fan and motors as per manufacturer recommendations.
- e. Clean any flame sensing devices at least once a year.

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IV. Furnaces

Perform Preventative Maintenance Quarterly (Minimum 4 times per year)

- a. Replace filters quarterly.
- b. Check the heat exchanger for signs of deterioration. Perform combustion efficiency analysis Annually. Check gas trains or gas piping for any signs of leaking.
- c. Clean any flame sensing devices at least once a year.
- d. Check condition of the heat exchanger core.
- e. Inspect exhaust piping for proper installation, and operation. Check for any leakage, or deterioration.
- f. Service to be performed at least once a year by a Journeymen level technician.

V. Infrared and Radiant Tube Heaters

Perform Preventative Maintenance Bi-Annually (Minimum 2 times per year)

- a. Check all heating and ventilation piping for any signs of deterioration, loose connections, etc.
- b. Check igniter and all wiring connections.
- c. Check firing tube for any holes or cracks.
- d. Check fire tubes for any sign of soot and dirt; clean as necessary.
- f. Check operation and safety controls and verify operations.
- g. Clean any flame sensing devices at least once a year.

VI. Computer Room A/C

Perform Preventative Maintenance Quarterly (Minimum 4 times per year)

- a. Check and clean humidifier as required. Lubricate all equipment as necessary.
- b. Check and tighten all electrical connections.
- c. Clean the condensing, and evaporative coils as needed; no less than annually.
- d. Check all air inlets and discharge openings for obstructions.
- e. Change filters quarterly.
- f. Replace Belts Annually

VII. Cooling Towers

Perform Preventative Maintenance Quarterly (Minimum 4 times per year)

- a. Verify water treatment is functioning.

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- b. Supply and add chemicals as needed or meet with water treatment specialist to ensure compliance.
- c. Complete a general evaluation of the tower and its condition. Note any signs of scaling, fouling or organic contaminants or anything else that might hamper the operation of the tower.
- d. Perform preventive maintenance as per manufacturer's recommendations on pumps, fans and any other equipment that is part of the power system.
- e. Inspect and tighten all electrical connections.
- f. Inspect magnetic starters, check for voltage drop, check for pitting of contacts.
- g. Check fans and components for any sign of metal fatigue or deterioration.
- h. Check motor bearings for signs of wear.
- i. Inspect blower and fan bearings for any excessive wear and lubricate as necessary.
- j. Inspect all sleeves and pulleys for proper wear and alignment.
- k. Check all safeties and interlocks.
- l. Check water level and related controls.
- m. Check sump heaters.
- n. Inspect inlet strainer and clean as necessary.
- o. Clean evaporative pad or media as needed; taking care not to cause any damage. At a minimum, cleaning should be done at the end of the cooling season, and within two weeks after the start of the next cooling season.
- p. Tower basin shall be cleaned of debris build up quarterly.

VIII. Evaporative Equipment

Perform Preventative Maintenance Tri-Annually (Minimum 2 times per year)

- a. Replace media annually on swamp coolers.
- b. Inspect media. Note any sign of deterioration or mineral buildup in air entering side.
- c. Check distribution header for proper water flow over media.
- d. Balance water distribution system as necessary.
- e. Inspect all controls, pumps, solenoids, valves, and filtration systems as per manufacturer recommendations.
- f. Inspect the sumps for any signs of leaks or deterioration.
- g. Inspect and clean the pump inlet strainers as needed.
- h. Check condition of belts. Replace belts Annually.

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IX. Circulating Pumps

Perform Preventative Maintenance Quarterly (Minimum 4 times per year)

- a. Lubricate as per manufacturer's recommendations.
- b. Check suction and discharge pressure. Clean if necessary
- c. Balance water distribution system as necessary.
- d. Inspect all controls, motors, pumps, brackets, solenoids, valves, and filtration systems as per manufacturer recommendations.
- e. Check motor and pump alignment.
- f. Inspect sumps for any signs of leaks or deterioration.
- g. Inspect and clean basket strainers as needed.
- h. Inspect and clean the pump inlet strainers as needed. Inspect pump couplings for any signs of excessive wear.
- i. Monitor pump seals for leaking. Adjust packing as necessary.
- j. Check for excessive vibration or signs of bearing failure.
- k. Inspect magnetic contactors for pitting or any other signs of wear and check voltage drop across the contacts.

XI. Pneumatic Compressor and Related Controls

Perform Preventative Maintenance Quarterly (Minimum 4 times per year)

- a. Inspect the air compressor for correct operation and blow down.
- b. Change oil and filters quarterly where applicable.
- c. Change air intake filter element quarterly.
- d. Drain condensate from storage tank and check auto-bleed system quarterly.
- e. Check controls, relays, pressure switches and related components. Tighten all electrical connections.
- f. Check air dryer for proper operation.
- g. Check oil filters, water filters, etc. Repair and replace as necessary.

XII. Boilers

Perform Preventative Maintenance Quarterly (Minimum 4 times per year)

- a. All service work done on Boilers to be performed by Journeymen level technicians with verified training, and /or experience servicing, and operation low pressure hot water, and steam boilers

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- b. Inspect gas train for proper operation and leak test with an electronic leak detector.
- c. Inspect burner assembly. Note any sign of deterioration and clean if necessary.
- d. Check all operating thermostats for set point and their operation. Note any signs of drift.
- e. Check high and low fire-operation controls for proper operation. Give special attention to the controls to ensure a proper setting and avoid keeping the boiler in a continual state of high fire.
- f. Verify operation of the high limit lock out.
- g. Verify all safety loops to include where applicable: high-pressure gas lockout, low-pressure gas lockout, flame failure, pilot failure, etc.
- h. Follow manufacturer's recommendation for servicing and checking the flame safety controls.
- i. Inspect the flue piping for proper operation and connectors for any signs of deterioration or leaking.
- j. Do a combustion efficiency analysis once a year, noting stack temperatures, carbon monoxide, and oxygen and hydrocarbon levels.
- k. Perform a flue gas analysis and make proper adjustments to maximize performance and note efficiency achieved.
- l. Check and note manifold pressure.
- m. Check and note main gas line pressure.
- n. Check low water cutoff and blow down boiler as needed.
- o. Perform preventive maintenance on associated pumps and controls.
- p. Ensure proper boiler lay up when boiler is off line.
- q. Ensure boiler inspections have been completed as required.
- r. Check expansion tanks and where applicable, check expansion valve ladder.
- s. Check water make-up and the pressure regulator. Note boiler water operation pressure and that it falls within the manufacturer's recommendation.
- t. Check gaskets.
- u. Complete chemical analysis of hot water system.
- v. Complete analysis and tuning of boilers (annually).

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XIII. Chillers

All service work done on Chillers to be performed by Journeymen level technicians with verified training, and /or experience servicing industrial chillers.

A. **Monthly:**

During operating season perform monthly inspections to insure proper operation of chiller.

1. Check operating controls for proper setting.
2. Check oil, and refrigerant levels.
3. Visually check for leaks.
4. Verify that any required water treatment is operating properly.

B. **Semi-annually:**

1. The compressor and its related components will be inspected for leaks, visually and electronically; as recommended by the manufacture.
2. Check compressors for proper operation.
3. Check operation of pressure and flow control devices.
4. Check operation of refrigerant leak detecting monitors.
5. Meet with chiller operator to ensure that they are properly trained, and that the chiller is being operated properly.

C. **Annually:**

1. An oil sample will be taken and sent to a lab for evaluation, and a report will be attached to the preventative maintenance reports.
2. An amp draw test will be performed and the results recorded.
3. Drain condenser barrels, remove end bells for winterization.
4. Inspect tube sheet and end bells for any signs of excess corrosion or contamination. At least once every 2 years on chillers 30 tons or less
5. Clean tubes. Remove any scale, rust, or debris.
6. Reinstall end bells and refill system for cooling season.

D. **As recommended by manufacturer:**

1. Replace oil and oil filters.
2. Replace refrigerant filters.
3. Perform Eddy Current test on Condenser tubes.
4. Perform Eddy Current test on Evaporator tubes.

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XV. Dedicated Drinking Water Chiller

1. Perform maintenance according to manufacturer's specifications.

XVI. Expansion Tanks (Hot Water Systems, Cooling Systems, and Hot Water Heaters.)

1. Inspect all Expansion tanks for proper operating Pressures Semi-annually.
2. Inspect Sight Glass for proper level, set to correct Pressure, and level during annual start up.

XVII. Water Heaters

Perform Preventative Maintenance Quarterly (Minimum 4 times per year)

1. Test Combustion settings annually. Adjust as needed for proper operation.
2. Service as per manufacturer's recommendations
3. Flush water heater tank quarterly.
4. Inspect connections to water heater for corrosion, or leaks. Repair as needed.
5. Inspect venting pipes for exhaust, and gas pressure regulators. Correct problems.
6. Check set point for recommended settings to prevent scalding.
7. Replace the Pressure Temperature valve every 5 years.

XVIII. Ice Machines (Listed On Contract only)

Perform Preventative Maintenance Quarterly (Minimum 4 times per year)

1. Inspect operation of ice machine, and quality of ice in bin quarterly.
2. Clean or replace air filters.
3. Replace water filter with a filter rated for use on ice machines.
4. Inspect surface of ice sheet, clean according to manufacturer's recommendations.
5. Clean debris and build up from distribution and circulation lines.
6. Clean hard water deposits from any sensors.

XIX Fan Coils

Perform Preventative Maintenance (Minimum 4 times per year)

1. Check operation of fans, and controls quarterly.

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2. Replace Filters Quarterly.
3. Check for proper flow of hot or cold water.
4. Inspect coil for build- up of debris, and dust; clean as needed.
5. Replace belts Annually.

XX Water Softeners.

Perform Preventative Maintenance Bi-Annually (Minimum of 2 times per year)

1. Semi-annually test operation of controls, and settings. Adjust as needed.
2. Inspect for leaks, and check drain line location.
3. Inspect salt bin for proper operation, and check for blockages.
4. Replace any batteries in the controller head.
5. Test hardness from softener annually.

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**EXHIBIT B
Proposal Sheets**

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Proposal Schedule #1

Section A:

Hourly Rates	\$ _____
Holiday Hourly Rates	\$ _____
After Hours Rates	\$ _____
Material Costs	Cost + _____%
Other (specify)	\$ _____

SIGNED AND SEALED, this _____ day of _____, 2015

CONTRACTOR

BY: _____
(Signature)

Title: _____
(Corporate seal, if required)

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Section B – See Separate Spreadsheet

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**EXHIBIT C
Acknowledgement**

Ogden, Utah

Date: _____

TO THE MAYOR OF OGDEN CITY, UTAH

Dear Sir:

The undersigned is familiar with the local conditions affecting the cost of the work at the place where the work is to be done, has carefully examined the specifications and other contract documents, and has examined the locations of the proposed work.

The undersigned hereby proposes and agrees to perform everything required to be performed, and to provide and furnish any and all required labor, materials, necessary tools, expendable equipment and all utility and transportation services necessary to perform and complete, in a workmanlike manner, all the work required in connection with the plans and specifications and other contract documents, at the following proposal prices for the several proposal items of work named.

Receipt of the following addenda is hereby acknowledged:

1. (Date) _____
2. (Date) _____
3. (Date) _____

CONTRACTOR

BY: _____
(Signature)