

**MIAMI COUNTY DEPARTMENT OF JOB AND FAMILY SERVICES
(MCDJFS)**

**REQUEST FOR
PREVENTATIVE MAINTENANCE SERVICES**

The Miami County Department of Job and Family Services (MCDJFS) is seeking quotes to provide ongoing, comprehensive preventative maintenance services on the agency's heating, air conditioning and plumbing systems. Attached is a list of equipment to be maintained along with a maintenance schedule.

Services for preventative maintenance will begin **October 01, 2021 and end September 30, 2022 with two additional one-year terms based upon satisfactory performance.** Appointment to view equipment to better assist in establishing quote is welcomed. Contact Holli Davidhizar at 937- 573-2432 to schedule an appointment to view the equipment.

Please note any price increases we can expect for contract years two and three when submitting a quote.

Questions concerning this request must be presented in writing only to bonita.vangorden@jfs.ohio.gov by August 11, 2021. Questions and answers will be submitted to all interested parties.

If interested in providing these services, submission of quote in writing for cost of services must be received no later than **August 20, 2021**. Faxes will not be accepted. Quote must be addressed to:

Bonita VanGorden
Miami County Department of Job and Family Services
2040 North County Road 25A
Troy, Ohio 45373
OR:
Email to: bonita.vangorden@jfs.ohio.gov

The MCDJFS reserves the right to reject any and all bids, in whole or in part, received in response to this request.

MIAMI COUNTY JOB & FAMILY SERVICES HVAC MAINTENANCE SCHEDULE

QTY	EQUIPMENT DESCRIPTION & LOCATION	MANUFACTURER & FILTER	CAPACITY	MODEL NUMBER SERIAL NUMBER	SERVICE SCHEDULE
1	CHILLER UNIT	TRANE	40.0 TON	CGABC466AE00	SPRING & SUMMER
	GROUND WEST			J86F81573	
1	AHU & SUPPLY FAN	FLAKT	N/A	T257236AH1	QUARTERLY
	MECHANICAL ROOM	(6) 24X24X2		KDLB07210221	
2	BOILERS	LOCHNIVAR KNIGHT	285,000 BTU	KHN285	FALL & WINTER
	MECHANICAL ROOM			1735107257975 1735107257972	
1	PACKAGE UNIT	CARRIER	12.0 TON	48TJD014501GE	QUARTERLY
	GROUND	(4) 20X20X2		2894G30520	
1	AIR COMPRESSOR	CHAMPION	N/A	30525R5DDC	QUARTERLY
	MECHANICAL ROOM			B21206SR	
1	AIR DRYER	CHAMPION	N/A	8010	QUARTERLY
	MECHANICAL ROOM			0302A90267N	
4	FAN COIL BOXES	TITUS	N/A	MFC3000	QUARTERLY
	INTERNAL CEILING			SIZE 08	
1	EXHAUST FAN	LOREN COOK	1/6 HP	135LC2H	FALL & SPRING
	ROOF				
1	EXHAUST FAN	LOREN COOK	2.0 HP	490LL98	FALL & SPRING
	ROOF				
3	CABINET HEATERS	TRANE	N/A	RE46A002 & 04	FALL & WINTER
	ABOVE ENTRYWAY	2 units (1) 8x20x1	1 unit (1) 8x30x1	586-G01013, 14,15	
2	CHILLED WATER PUMPS	GOULD	2.0 HP	CAT#Q118	SPRING & SUMMER
	MECHANICAL ROOM			BA8	
2	HOT WATER PUMPS	B&G	N/A	1 ½ 7B6 ¼ RP	FALL & WINTER
	MECHANICAL ROOM			1356482 & 483	
1	PROPELLER HEATER	TRANE	N/A	UHSA070586RA	FALL & WINTER
	MECHANICAL ROOM			D46B03769	
***	CONTROLS	JOHNSON	N/A	N/A	FALL & SPRING
	MECHANICAL ROOM				
1	PACKAGE UNIT	BRYANT	4.0 TON	580FPV048074	QUARTERLY
	GROUND	(2) 16X25X2		N/A	
2	PACKAGE UNITS	BRYANT	5.0 TON	580FPV060115	QUARTERLY
	GROUND	(2) 16X25X2		N/A	
***	THERMOSTATS				QUARTERLY
2	BACKFLOW DEVICES				ANNUAL SERVICE

MIAMI COUNTY JOB & FAMILY SERVICES HVAC MAINTENANCE SCHEDULE

4	EXTERIOR DUCTWORK INSULATION WRAPS	INSPECT FOR DAMAGE & EFFICIENCY			FALL & SPRING
1	WATER TREATMENT OF HOT WATER LOOP				FALL
	MUST USE SOFT WATER				
1	WATER TREATMENT OF CHILLED WATER LOOP				SPRING
1	BUILDING AUTOMATION SYSTEM				
1	VARIABLE FREQUENCY DRIVE				SPRING

MIAMI COUNTY JOB FAMILY SERVICES HVAC MECHANICAL EQUIPMENT LISTING SERVICE SCHEDULE

Equipment Description	Quantity	Location	Manufacturer & Filter	Capacity	Model Number / Serial Number	Service Frequency	Special Notes
Chiller	1	West side on ground	Carrier	38 ton	30RAP040	Spring / Summer	n/a
Chiller Glycol Filter Feeder Unit	1						Change filters per manufacturer recommendation
AHU & Supply Fan	1	Mechanical Room	Flakt (6) 24x24x2		KDLB07210221	Quarterly	n/a
Boilers	2	Mechanical Room	Lochnivar Knight	285k BTU	KHN285 (s/n 1735107257975 & 1735107257972)	Fall / Winter	n/a
Package Unit	1	North side on ground	Carrier (4) 20x20x2	12 Ton	48TJD014501GE / 2894G30520	Quarterly	n/a
Air Compressor (not in use)	1	Mechanical Room	Champion		30525R5DDC / B21206SR	Quarterly	n/a
Air Dryer (not in use)	1	Mechanical Room	Champion		8010 / 0302A90267N	Quarterly	n/a
Fan Coil Boxes	4	internal ceiling	Titus		MFC3000 / Size 08	Quarterly	n/a
Exhaust Fan	1	Roof	Loren Cook	1/6 hp	135LC2H	Spring / Fall	n/a
Exhaust Fan	1	Roof	Loren Cook	2.0 hp	490LL98	Spring / Fall	n/a
Cabinet Heaters	3	Above Entryway	Trane - 2 units (1) 8x20x1 // 1 unit (1) 8x30x1		RE46A002 & 04 / 586-G01013, 14, 15	Fall / Winter	n/a
Chilled Water Pumps	2	Mechanical Room	Gould	2.0 hp	CAT#Q118 / BA8	Spring / Summer	n/a
Hot Water Pumps	2	Mechanical Room	B&G		1 1/2 7B6 1/4 RP 1356482 & 483	Fall / Winter	n/a
Propeller Heater	1	Garage	Trane		UHSA070586RA / D46B03769	Fall / Winter	n/a
Thermostats	1	Mechanical Room / throughout building	Johnson			Quarterly	n/a
Package Unit	1	exterior ground	Carrier (2) 16x25x2	4 Ton	580FPV048074	Quarterly	n/a
Package Units	2	South side on ground	Carrier (2) 16x25x2	5 Ton	580FPV060115	Quarterly	n/a
Ductless Split System	1	IT Closet	Panasonic	2 Ton	Heat Pump CU-RE24SKUA & Wall Mount CS-RE24SKUA	Quarterly	n/a
Exterior Package Unit Ductwork & Insulation Wrapping	4	Inspect for damage & efficiency - make recommendations				Spring / Fall	n/a
Water Treatment Hot Water Loop	1					Seasonal 2X	Test Water and treat loop as needed based on need
Water Treatment Chilled Water Loop	1					Seasonal 2X	Test Water and treat loop as needed based on need
Backflow Device	2	northwest hall closet				Annual service	n/a
Building Automation System							
Variable Frequency Drive							

AIR CONDITIONING/HEATING/EXHAUST EQUIPMENT:

- A. Inspection and/or Replacement of Filters- Supplied by HVAC company
- B. Measure and Verify Correct Refrigerant Charge. Record Data.
- C. Perform Visual Inspection for Refrigerant leaks.
- D. Measure and Verify Volts/Amps of Motor(s) and Compressor(s). Record Data.
- E. Oil and Grease Motor(s) and Fan Bearing(s), Where Applicable.
- F. Check Belts for proper Condition, Tension and Alignment, Where Applicable.
- G. Check and Adjust Motor/Fan Sheave and Fan Bearing Alignment, Where Applicable.
- H. Check and Adjust Motor/Fan Bearing Supports and Hold-Down Bolts, Where Applicable.
- I. Inspect Starters and Contact Surfaces.
- J. Check and tighten all Electrical Connections.
- K. Check all Electrical and Safety Controls for Proper Operation.
- L. Inspect and Clean Condensate Drain(s)/Pan(s) and Pump(s), Where Applicable.
- M. Check Fan(s)/Blower(s) for Dirt Accumulation Damage. Brush Clean Where Applicable.
- N. Check Fan(s)/Blower(s) Alignment, Vibration and Security to Shaft.
- O. Inspect Outdoor/Indoor Coils for Damage and Dirt-Build up, Brush Clean where Accessible. Chemical or Pressure Cleaning if required.
- P. Inspect manual Outside Air Damper and/or Economizer for proper operation and for Dirt Accumulations, where Applicable, Clean and Adjust as required
- Q. Perform Inspection for Heat Exchanger and Flue.
- R. Check Pilot Assembly/Spark Ignition System and Clean, Where Applicable.
- S. Perform Inspection of Burner Assembly and Clean, Where Applicable.
- T. Check Ignition System and Safety Controls for Proper Operation.
- U. Check Combustion Fan, Where Applicable.
- V. Perform Inspection of Humidifier, Where Applicable.
- W. Check and Verify Correct Operation of all Simple Temperature Controls/Thermostats.
- X. Check Cabinetry/Hardware and Structural Integrity of Unit.
- Y. Complete All Required Paper Documentation and Report Findings to Customer Contact.
- Z. Water treatment of chilled water loop completed in the spring.

BOILERS (HOT WATER OR STEAM) WATER HEATERS/PUMPS:

- A. Check main safety shutoff valves for proper operation.
- B. Check for fuel leaks and overall security.
- C. Check and record fuel pressure regulator setting.
- D. Perform burner operation tests and needed cleaning/adjustment services.
- E. Perform combustion analysis, where applicable.
- F. Check electrical connections and tighten connections as needed.
- G. Perform controls & safety limits tests and services-low water cut-off high temperature/pressure safety limit-flame failure safety-high/low fuel pressure cut-off.
- H. Measure and verify volt/amp draw of blower/fan/pump motors.
- I. Check boiler room air supply to assure proper airflow.
- J. Inspect boilers and pumps for leaks.
- K. Check Make-up/feed water system.
- L. Perform annual water analysis.
- M. Inspect boiler room floor drains to insure traps are full.
- N. Inspect refractory for cracking and erosion, where applicable.
- O. Inspect all gaskets and joint connections.
- P. Perform inspection and service condensation return system as needed.
- Q. Perform visual inspection of non-mechanical/electrical items.
- R. Perform inspection of flue condition and proper function.
- S. Steam Boilers- flush and remove sludge from boiler-clean tubes.
- T. Oil Fired Boilers – Clean and/or replace oil nozzles- replace oil filters, check oil pump pressures and adjust, etc.
- U. Lubricate motor(s), bearing(s), check linkages, etc, where applicable.
- V. Verify that all gauges are functional and accurate.
- W. Reinstall all panels, etc.. that were removed during any service.
- X. Complete All Required Paper Documentation and Report Findings to Customer Contact.
- y. Water treatment of hot water loop completed in the fall.