

Lebanon Public Schools  
891 Exeter Road  
Lebanon, CT 06249

## Request For Proposal

### **Preventive Maintenance Program**

The Lebanon Board of Education invites sealed bids for a preventive maintenance program for the District's HVAC equipment. Sealed bids will be accepted until Friday, May 10, 2019 at 12:00 pm, at which time bids will be opened and read aloud. Sealed bids should be mailed or delivered to Robert Angeli, Superintendent of Schools, 891 Exeter Road, Lebanon, CT 06249. Bidders are not required to be present for the opening of the bids.

The Lebanon Board of Education reserves the rights to amend or terminate this Request for Closed Bids, accept all or any part of a bid, reject all bids, waive any informalities or non-material deficiencies in a bid, and award the bid to the lowest proposal that meets the criteria set forth in the bid request and is in the best interests of the Lebanon Board of Education.

The documents comprising the Request for Proposals may be obtained on the Lebanon Board of Education website, [www.lebanonct.org](http://www.lebanonct.org), under RFP.

## **PROPOSAL OVERVIEW/INFORMATION**

The Lebanon Public Schools Board of Education is seeking proposals from qualified contractors to provide inspection and preventive maintenance services for its mechanical systems. The Program's intent is to ensure the proper and efficient operation of the District's heating, ventilating, and air conditioning systems.

The awarded contractor must have a minimum of five (5) years of experience in boiler maintenance and repairs and be trained to work on any of the equipment listed in Attachment A.

It is mandatory that all vendors submitting a proposal conduct a site visit and walk through. The site visit and walk through will be held on Tuesday, May 7, 2019 at 10:00 am. with Mr. Kevin French, Director of Facilities. Walk through will begin at the Lyman Memorial High School located on 917 Exeter Road in Lebanon, CT. Please contact Mr. French by email at [Kevin.French@lebanonct.org](mailto:Kevin.French@lebanonct.org) for more information.

The contract date is from July 1, 2019 through June 30, 2020 with the option to extend for two additional years through June 30, 2022.

## **Inspection and Preventative Maintenance**

Inspections of equipment and systems are pre-scheduled and will be performed quarterly throughout the agreement period. Inspections include the testing of the system components to determine equipment status. Needed repairs of deficiencies that are uncovered during the course of inspections are noted and handled in accordance with prompt repair procedures.

Preventive Maintenance will be performed professionally and in a thorough manner. The preventive maintenance tasks are planned and scheduled so that they will not interfere with school operations. The intended result of preventive maintenance is to increase equipment reliability, life expectancies, and operating efficiencies.

As applicable to the equipment and systems listed on Attachment A, listed below are typical preventive maintenance tasks.

- **Control, Calibration, and Adjustment** – of pneumatic temperature controls, refrigeration controls, pressure controls, operating controls, and safety controls.
- **Testing – Checking** – operating refrigerant pressures, voltages and amperages; belts and belt tension; drive couplings; proper control sequencing; electrical connections; rotation; contactors; and starters. Check on the overall operating performance of heating and cooling systems.
- **Cleaning** – condenser coils, chilled water coils; condensate drains, cooling tower basins; cooling tower nozzles, and boiler combustion chambers, etc.
- **Lubrication Maintenance** – oiling and/or greasing of motor and fan bearings, changing oil; renewing oil filters, oiling damper linkages and bearings, etc.

- **Adjusting and Fine-Tuning – of superheat settings; capacity control modules; belt tension; oil burners; gas burners; starter transfer timers, compressor cylinder unloaders; etc.**

**Attachment A  
List of Equipment**

<b>QTY.</b>	<b>SYSTEM COMPONENT(S)</b>	<b>MANUFACTURER</b>	<b>MODEL</b>	<b>RATING TON / HP</b>	<b>LOCATION</b>
<b>Lebanon Schools Middle School</b>					
4	Split A/C	Mitsubishi	PK024	2 Ton	Central office
2	Package RTU	Lennox		5 Ton	Roof
1	Package RTU	York		5Ton	Roof
2	Package RTU	AAON	RM003-8-8-BA01	8 Ton	Roof
2	Ceiling mounted	Nesbitt			Classroom
9	Air to air Heat exchanger	Green Heck			Roof
10	Exhaust fans				
<b>High School</b>					
6	Split A/C	Snyder General	ALPO21C		Roof
1	Ductless Split	Fujitsu	024	2 Ton	Computer room
1	Split A/C	Bryant		3 Ton	Auto Cad
1	Air Compressor		APC10RD		Mech. room
7	AHU	Mcquay			
2	Large AHU	Mcquay			Gym
20	Exhaust fans				Roof
<b>Elementary School</b>					
1	Package A/C	AAON	RM00680	6 Ton	Roof
1	Package A/C	AAON	RM01380	13 Ton	Roof
1	Package A/C	Lennox	ERV3615	5 Ton	Roof
1	Split A/C	Lennox	HS29048	2 Ton	Roof
2	Split A/C	Mitsubishi	PUEK12	1 Ton	Roof
1	Split A/C	Lennox		6 Ton	Roof
1	Split A/C	Fujitsu		2 Ton	Roof
1	Air to air heat exchanger				Library
2	Air handlers	Trane Climate masters			Cafeteria
15	Exhaust fans				Roof