



**REQUEST FOR PROPOSALS
2010 Annual HVAC Preventative Maintenance**

The City of Sedro-Woolley is soliciting bids for a one time annual preventative maintenance of the HVAC system of the Sedro-Woolley Municipal Building.

Instructions to Bidders: The annual (through 12/31/2010) complete service inspection must include the following services.

Check Thermostat Operation
Inspect all pilot lights, and igniters
Inspect flue pipe, diverter and flue connections
Check and adjust condensate pumps and drain pans as necessary.
Check refrigerant systems for leaks and operation
Check and adjust burners
Check and adjust dampers
Lubricate all moving parts
Inspect air filters and replace if necessary
Inspect and adjust all temperature and safety controls.
Inspect and adjust all valves
Inspect oil in compressors and add if necessary
Check evaporative condensers, clean as required.
Inspect and adjust all belts and replace if necessary.

Should any irregularities be revealed as a result of the inspections and adjustments, a complete record will be furnished to the City of Sedro-Woolley.

Bids shall include total costs, including Labor, obtaining necessary licenses (local and or state), and all equipment necessary to safely complete the job.
Bids must comply with Washington State Prevailing Wage Laws.

Bids are due by 2 pm on March 1st, 2010. Bids may be submitted in person, by U.S. Mail, facsimile or email to: City of Sedro-Woolley, Public Works Department, 325 Metcalf Street, Sedro-Woolley, WA 98284, (360) 855-0771, facsimile 360-855-0733, email jrosario@ci.sedro-woolley.wa.us. Results of the bid will be posted on the city website after award.

Technical questions relating to the job should be directed to Nathan Salseina, Public Works Operations Lead at 360-856-5167 between the hours of 7:00am to 3:30pm Monday through Friday. Please view a list of included HVAC equipment attached.

Contractors shall register and maintain registration on the Washington State shared Public Works and Consultants Roster at <http://www.mrscrosters.org>

The City of Sedro-Woolley reserves the right, without any liability on our part, to accept a proposal of the bidder submitting the lowest responsible bid, to reject any or all bids, revise or cancel the work to be performed, or do the work otherwise, if the best interest of the City is served thereby.

ADVERTISED: February 9, 2010 - On line at City of Sedro-Woolley Web Site at <http://www.ci.sedro-woolley.wa.us/BidsAwards/main.htm>

RFP E-Mailed: February 8, 2010 – MRSC Small Works Contractors and Consultants Roster – Service Category: Facility Construction, Repair & Maintenance (HVAC Inspection/Maintenance)

HVAC UNITS S-W MUNICIPAL BUILDING

Brand Name	Model #	Quantity
York	D2NP024N03606	6
York	D1NP036N05606	1
York	D1NP030N05606	2
York	DH120N20QFAA3	2
York	DH048N06P4AA1	1
York	GY9S060B12UP11	3
York	GY9S080B12DH11	1
Fujitsu	ASU12RLQ(indoor)	1
Fujitsu	AOU12RLQ(outdoor)	1
Fujitsu	ASU36CLX (indoor)	1
Fujitsu	AOU36CLX (outdoor)	1
Carrier	No Model Number on Record	5
Total Units		24