

ADDENDUM # 1

CONTRACT #1087-5/19/2016

**FURNISHING HEATING, VENTILATION AND AIR CONDITIONING SYSTEM
MAINTENANCE AT THE TOWN OF VERNON
WATER POLLUTION CONTROL FACILITY**

“ATTACHMENT B”

**FREQUENCY OF SERVICE SCHEDULED ON EQUIPMENT
(P.M. shall include items listed below)**

1. Rooftop Units

- A.** Successful bidder, as part of the contract, will provide ALL required filters, belts, cleaning solvents and other materials required as a function of routine maintenance.
- B.** Filter Changes: All rooftop units shall receive a filter change every three (3) months for a total of four (4) per year. All filters will be of high quality and 40% pleated.
- C.** Belt sheave inspection and replacement: Rooftop units shall receive a belt and sheave inspection and adjustment every 90 days. If belts or sheaves show signs of wear and deteriorating they shall be replaced.
- D.** Lubrication: All motor bearings and drive shaft bearings shall be lubricated once per year or as needed.
- E.** All Variable Frequency Drive control valves, step controllers, dampers, damper motors, damper linkage, thermostats, transmitters, safeties, blades and end switches shall be inspected every six (6) months for proper operation.
- F.** Coil Cleaning: All condenser and evaporator coils shall be cleaned on an as needed basis or once every twelve (12) months.
- G.** Inspect gas valves, gas train and controls quarterly.
Check compressors for proper operation once per quarter and charge as needed.
Record compressor amps and volts and provide a copy of the report to the Office of the Chief Plant Operator.

2. Exhaust Fans

- A.** General inspection: All exhaust fans shall receive a general inspection every quarter. If problems are noted, the Chief Plant Operator shall be notified immediately in order to approve repairs at the time of inspection.
- B.** Cleaning: All fan blades shall be cleaned every twelve (12) months or as needed.
- C.** The interior of the unit shall be vacuumed every twelve (12) months or as needed.
- D.** Check blades for excessive wear.
- E.** Check bearing collar set screws on fan shaft to insure proper tightness.
- F.** Lubrication: All motor bearings and drive shaft bearings shall be lubricated once per year or as needed.
- G.** Belt inspection and replacement: Exhaust fans shall receive a belt and sheave inspection and adjustment every ninety (90) days. If belts or sheaves show signs of wear and deteriorating they shall be replaced.
- H.** Remove all trash and clean area around fan.

3. VAVs

- A.** General inspection: All VAVs shall receive a general inspection every twelve (12) months. If problems are noted, the Chief Plant Operator shall be notified immediately in order to approve repairs at the time of inspection.
- B.** Check all thermostats and static pressure sensors to insure that dampers activate per design specifications.
- C.** Check variable volume damper for loose or broken parts and clean. Lubricate all moving parts.
- D.** Check volume regulator motor for freedom of movement and proper operation.
- E.** Check pneumatic actuator for proper movement.

4. Unit Heaters

- A.** General inspection: All unit heaters shall receive a general inspection every twelve (12) months. Check motor windings for cleanliness. If problems are noted, the Chief Plant Operator shall be notified immediately in order to approve repairs at the time of inspection.
- B.** Check the operation of heater and safety controls.
- C.** Check fan wheel for free rotation, cracks and alignment.
- D.** Check for vibration and unusual noises.
- E.** Check thermostats for proper operation.

5. Heating Boilers

- A.** General inspection: All heating boilers shall receive a general inspection every twelve (12) months and shall include the following:
 - 1) Wire brush and vacuum clean flue gas passageway of each boiler. Clean smoke hood, breeching and combustion chamber.
 - 2) Inspect combustion chamber refractory for normal wear and patch small cracks with refractory cement as needed.
 - 3) Hydrostatic test boiler, inspect for leaks and overall integrity. Check operation of boiler relief valves.
 - 4) Check automatic boiler water feed equipment for proper operation.
 - 5) Clean inlet strainers.
 - 6) Remove, clean and test ignition assembly.
 - 7) Clean the general area around the boiler.
 - 8) Check and test all limit and operating controls. Upon completion of the work, test fire and set up the burners to achieve maximum combustion efficiency. Document test results in writing and provide "test report" to the owner.
 - 9) If problems are noted, the Chief Plant Operator shall be notified immediately in order to approve repairs at the time of inspection.