



Community Development Department
Engineering Division

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April 17, 2025

HVAC Maintenance Services – 2025-2028

ADDENDUM 1

This Addendum replaces the General Specifications with the attached revised General Specifications. This addendum modifies the original Bidding Documents posted on the City of Kelso's website with a due date for Bids of April 22, 2025. Acknowledge receipt of this Addendum in the space provided on the Bid Form.

This addendum clarifies the following:

- 1) For Preventative Maintenance work, all work can be performed during normal business hours. Potential repair work may need to be performed outside of normal business hours on an as-needed basis.
- 2) Bidders are reminded to use the Bid Form provided to enter bid prices. Do not include or submit any additional cost proposals or modify the conditions included herein.

The bid submittal date of April 22, 2025 @ 10:00 am remains unchanged as a result of this addendum.

Issued by: J. B. [Signature] / 4/17/25
Project Manager Name Date

City of Kelso

HVAC Maintenance Services

General Specifications



The City of Kelso is requesting proposals for a services contract of the HVAC systems throughout the City's buildings for an initial period of three years from May 1, 2025 to April 30, 2028, with the option for two one-year renewal periods.

General Requirements - Equipment Preventative Maintenance Service

Equipment Included:

The specific quantities, sizes, and model numbers of the major pieces of equipment shall be listed separately on the Equipment List attached.

The preventative maintenance and the responsibility of the service company shall not be limited only to these major pieces of equipment as shown on the Equipment List, but shall also include all appurtenant devices and systems as listed below that are related to the heating, ventilating, and air conditioning system, unless specifically excluded herein.

Heating System

Boilers, burners, furnaces, pumps, heating coils, steam traps, water strainers, unit heaters, duct heaters, heat exchangers, humidifiers, etc.

Cooling System

Air conditioning compressor(s), evaporative condensers, air cooled condensers, cooling towers, cooling tower fans, pumps, water chillers, cooling coils, etc.

Air Handling System

Fans, motors, air grilles, plenums, registers, air filters, economizer dampers/motors, ductwork, fan coil units, etc.

Temperature Control System

Thermostats, pressure controls, relays, limits, valve operators, damper motors, humidity controls, step switches, time clocks, contactors, controllers, capacity controls, safety controls, recorders, control panels, gauges, air compressor (for pneumatic control systems), excluding Trane temperature control system at City Hall.

Miscellaneous Equipment

Exhaust fans, manual valves, float valves, direct expansion valves, thermometers, gauges, magnetic starters, manual motor starters, pump and fan motor drives, belts, electrical wiring from motor

starter to their respective motor, check valves, refrigerant piping and piping insulation, refrigerant, etc.

Services Included:

The general services listed below shall apply to the systems and equipment as shown on the Equipment List and as described in the section entitled Equipment Covered.

- Examine each piece of equipment and device to see that it is functioning properly and is in good operational condition.
- Clean all components of dust, old lubricants, etc. to allow the equipment to function as designed.
- ~~Paint all equipment as needed to prevent and protect against corrosion and deterioration.~~
- Lubricate all equipment where needed to permit bearings, gears, and all contact wearing points to operate freely and without undue wear.
- Adjust all linkages, motors, drives, etc. that have drifted from the initial design settings and positions.
- Calibrate all sensing, monitoring, output, safety, and read-out devices for proper ranges, settings, and optimum efficiencies, excluding Trane temperature control system at City Hall.
- ~~Provide detailed site mapping that outline equipment and operating controller locations, and unique unit identification numbers.~~
- Test and cycle all equipment as a system after it has been cleaned, lubricated, adjusted, and calibrated to assure that it is in proper operating condition and performing at optimum efficiency.

Parts Replacement

- All miscellaneous ~~parts tools~~ and supplies necessary to ~~maintain perform preventative maintenance of~~ the mechanical systems and equipment shall be supplied by the service company and shall be included in the cost of the service program in the Lump Sum Yearly Unit Price (belts, valve packings, lubricants, tools, ~~paints, refrigerant,~~ test instruments, meters, etc.).
- The service company shall not be made responsible for repairs or replacement necessitated by reason of negligence or misuse of the equipment by other than the service company, or by reason of any other cause beyond the control of the service company, except ordinary wear and tear.
- The service company shall be available, at no additional charge, for consultation of minor design and equipment changes and modifications of automatic temperature control scheduling and setpoint adjustments. The service company shall be expected to recommend energy saving modifications and low cost-no cost modifications and operating procedure changes to the owner.

Air Filtration System

- Only Pleated Extended Surface Air filters shall be used at the facility, minimum MERV8.

- Installation of appropriate filter size per manufacturer's recommendations and actual field requirements.
- The service company shall provide, install and regularly change all air filters at a frequency dictated by dirt conditions but no less than 4 times per year.
- Service company is responsible for off-site disposal of filters.

Maintenance Procedures and Records

- The service company shall utilize computer generated preventative maintenance directions which indicate task, functions to be performed on each scheduled service call as determined by calendar periods, operating hours (run-time), manufacturer's recommendations, and historical data bank as pertinent to each task.
- As work is due, the service company shall issue, to their mechanic on the job, the necessary and appropriate recommended maintenance procedures and a listing of any special lubricants, tools, etc., that are required for proper maintenance of the apparatus concerned.
- The service company's administration system shall provide for continuous updating of maintenance procedures and frequencies. Breakdown experience and frequency shall determine the on-site material inventory level and preventative maintenance frequencies.
- During the course of the service program the service company shall advise and assist in the determination of improvements to the mechanical system that shall conserve energy and minimize utility expenditures.

Service Performance Guarantees

Performance Review

- The owner's agent may review, at any time, the services provided and reports submitted to verify that preventative maintenance is, in fact, being properly and adequately performed. Any lack of maintenance services shall be submitted to the service company in writing for correction.
- For problems or deficiencies of significant importance or of a continual nature, a time period of compliance shall be established after discussion and mutual agreement. Failure of the service company to correct the deficiencies within the time period agreed upon shall constitute cause for termination of the services and/or withholding of payment.

Equipment and Location List

The following equipment and locations shall be included:

Kelso Water Treatment Plant (710 S. 1st Ave)

- 1-Carrier 2-ton capacity ductless split system
- 1-Modine 30,000 BTUH capacity unit heater
- 2-Rheem domestic hot water heaters
- 1-Greenheck gas fired make up air unit

Catlin Hall Senior Center (106 NW 8th Ave)

- 1-140,000 BTU gas furnace
- 1- Mitsubishi split system model MXZ-3C30NA4 Mfg. 2024
- 1-Carrier AC Unit, model 24ABB360A3401-Mitsubishi split system model PUZ-A18NKA7 Mfg. 2024

Public Library (351 Three Rivers Mall Drive)

- 1-Trane rooftop package HVAC unit
- 1- Trane 25 ton rooftop package HVAC unit Mfg. 9-2024
- 2-Carrier rooftop packaged HVAC units

Kelso Train Depot (501 S. 1st Ave)

- 1-Carrier 7.5-ton capacity split system
- 1-Reznor gas furnace
- 1-Carrier 20 ton packaged HVAC unit
- 1-King electric furnace

Kelso Public Works Shops (2300 Parrott Way)

- 1-Trane 4-ton capacity outdoor heat pump, mfg. 10/2022
- 2-Reznor gas fired unit heater model UEAS-180 mfg. 2019
- 1-Cook SNQ-B fan units
- 1-Brash digital control panel
- 4-Ruskin control dampers

City Hall (203 S. Pacific Ave)

System Component	Manufacturer	Model	Rating	Location
HW Boiler	AO Smith	BTH250A970	5 Bir HP	Mech. Room
Hot Water Recirc. Pump 1	Taco	006-B4	0.12HP	Mech. Room
Package Unit ACU-1	Trane	YSC120H4RLA29P71A1A0000701		Roof: Council
Package VAV Unit ACU-2	Trane	C22D03739		Roof: Police
Package VAV Unit AVU-3	Trane	C22D03721		Roof: Offices
Split System ACU-4	Trane	YSD150G4RLC58S6		Roof: Lobby

System Component	Manufacturer	Model	Rating	Location
Split System ACU-5	Compu-Aire	MTA-212		Roof: Server
Split System ACU-6	Mitsubishi	MU12TN		Roof: Elevator
Exhaust Fan 1	Penn	Ventilator DS11B	0.25HP	Roof
Exhaust Fan 2	Penn	Ventilator DS11B	0.25HP	Roof
Exhaust Fan 3	Penn	Ventilator DS11B	0.25HP	Roof
Exhaust Fan 4	Penn	Ventilator DS08B	0.25HP	Roof
Exhaust Fan 5	Penn	Ventilator DS11B	0.25HP	Roof
Exhaust Fan 6	Penn	Ventilator DS16B	0.5HP	Roof
Exhaust Fan 7	Penn	Ventilator DS11B	0.25HP	Roof
Exhaust Fan 8	Penn	Ventilator DS08B	0.25HP	Roof
Exhaust Fan 9	Penn	Ventilator DS08B	0.25HP	Roof
Exhaust Fan 10	Penn	Ventilator DS11B	0.25HP	Roof
Exhaust Fan 11	Penn	Ventilator DS06B	0.25HP	Roof
Exhaust Fan 12	Penn	Ventilator DS08B	0.25HP	Roof
Exhaust Fan 13	Penn	Ventilator DS11B	0.25HP	Roof
Exhaust Fan 14	Penn	Ventilator DS08B	0.25HP	Roof
Exhaust Fan 16	Penn	Ventilator DS11B	0.25HP	Roof

Also included are the unitary operating and safety controls related to the equipment list above.

Filter and Belt List

Water Treatment:

4) 14X25X2

4L24 BELT

Catlin Hall:

24X25X1

Kelso Library:

BELTS A34, A41, A42, AX43

4) 16x25x2 1) 16x25x1 1) 20x25x1 8) 20x24x2

Train Station:

2) 20X20X1

2) 16X25X2

Public Works Shops:

1) 24X24X2 ALSO CLEAN MINI SPLIT 2 DUCTLESS UNIT FILTERS

City Hall:

FILTERS AT CITY OF KELSO CITY HALL

5) 10x20x1 1) 12x12x1 2) 14x14x1 19) 16x20x1

1) 20x20x1 8) 20x25x2 2) 20x20x2 6) 12x24x2 6) 12x24x4 9) 24x24x2 9) 24x24x4

BELTS: 1 BX64 1 BX68 2 BX75 1 4L240 2 4L280 1 4L270 1 4L250 1 3L250 1 A26

2 3L230 1 A27 1 3L220 2 3L210 1 4L30

Maintenance Detail Summary

Preventative Maintenance services shall be provided by the service company on all equipment and associated devices related to the HVAC systems as outlined within the specifications. The service company shall furnish all personnel, parts, materials, test equipment, tools, and services in conformance with the terms and conditions as outlined below.

Filters

Filters, including VAV and terminal fan boxes, will be provided and installed four times a year ~~(one time for control boxes)~~ by the contractor.

Mechanical Service (twice a year)

Bi-annual comprehensive inspection of covered equipment will be scheduled automatically. The recommended levels of service suggested by most manufacturers will be performed in order to keep any available warranties in place.

Inspections will include but are not limited to:

- Check thermostat and safety controls for proper operation
- Inspect and tighten the internal electrical connections; replace relays and contactors as needed.
- Check motors for proper voltage and amperage.
- Check compressors for proper voltage and amperage.
- Lubricate motor, fan, and blower bearings annually.
- Blower cleanings performed as needed.
- Inspect and lubricate Economizer/OSA louvers, actuators and controls for proper operation and energy conservation. OSA filters cleaned as needed.
- Examine belt and pulleys. Adjust or replace belts and pulleys as needed.
- Inspect the indoor and outdoor coils; perform light cleaning by brush if necessary.
- Deep chemical coil cleaning will be provided as necessary.
- Visually check refrigeration circuit for proper refrigerant charge level.
- Refrigerant leak searches performed when necessary using leak detectors and/or soap and bubbles method, not shutting system down.
- Perform carbon monoxide leak detection test.
- Evaluate the operation of gas heating sector. Check reversing valves, changeover operation and strip heat as required (Spring/Fall visits)
- Check and clean condensate pan and condensate pumps.

- Assess condenser fan blade and guard integrity.
- Check crankcase heaters as required.
- Analyze the overall integrity and operational condition of the unit.
- Submit notification of any abnormal system conditions.
- Check and record temperature rise.
- Check flame color and quality.

Spring Biocide Treatment

- ~~Annual biocide treatment will be provided to minimize the likelihood of mold and bacteria growth within the air handlers.~~

Planned Maintenance (Program Components)

- Comprehensive mechanical service (2x/yr.)
- Belts replaced as needed
- Pulleys replaced as needed
- Contactors and replays replaced as needed
- ~~Annual biocide treatment (once a year)~~
- Duct heater maintenance (32 in City Hall, 5 in Train Depot)
- Chemical coil and blower cleanings as needed
- ~~Refrigerant leak searches performed using leak detectors and/or soap and bubbles method~~ Refrigerant leak check as needed
- ~~10% PM discount on repair parts~~
- Priority scheduling
- 24/7 Emergency service available
- A system report checklist (2x/yr)

On-Call Repairs - Outside of Scope of Preventative Maintenance

- All parts, components, or devices for the mechanical systems as listed above that are worn or are not in proper operational condition shall be repaired, and/or replaced with new parts, components, or devices.
- When equipment or parts are replaced in their entirety and a new design of this device is available and is functionally equivalent and compatible, the device of the newer design shall be used as the replacement.
- After each service call, a service report shall be provided to the on-site contact detailing work accomplished.
- On-Call repairs (after hours or not part of PM). The services company shall provide on-call service on a required basis. On-Call service shall be considered as calls in addition to the scheduled preventative maintenance calls.
- All labor, overtime, travel costs, parts, supplies, and any other expenses incurred and expended on such a call shall be provided by the service company.
- This On-Call service shall be provided as often as needed on a 24-hour basis with weekends and legal holidays included.
- The service company shall be capable of responding to an emergency situation and be on-site within four hours.

Equipment Not Included:

Excluded items shall be considered as: foundations, structural supports, main power to the equipment disconnect, and oil storage tanks.

Additional Terms and Conditions

- While on site, contractor will be preauthorized to perform repairs up to a limit of \$750.00 billable above the agreement price. NOTE: This preauthorized amount will allow the technician to complete small repairs while on site during the PM visit.
- Parts and labor beyond the scope of this proposal will be billed in addition to the yearly preventative maintenance bid amount and with labor rates and mark-up as bid on the Bid Form. No additional work will be performed without pre-authorization.
- Payment for this agreement will be net upon receipt of invoice.
- This service contract shall remain in effect from year to year or until canceled by either party upon 30 day written notice.
- City will receive priority scheduling.
- The service company shall not be relieved from assuming all responsibility for properly estimating the difficulties and the cost of performing the services required within this specification, due to failure to investigate the conditions or become acquainted with all the information concerning the services to be performed.
- It is the intention of this specification to establish and define those services that are to be performed and, in addition, to determine the capability and experience of the service company desiring to provide such services.
- ~~VAV and Fan Powered Boxes and their associated thermostats are not excluded from coverage under this specification.~~
- The owner assumes the system(s) being quoted is (are) in maintainable condition. If the initial inspection or initial seasonal start-up indicates repairs are required, a firm quotation will be submitted for owner's approval. Should the owner not authorize the repairs or service, the contractor may either remove the unacceptable system(s), component(s), or part(s) from its scope of responsibility and adjust the yearly bid price rate accordingly or cancel this agreement.
- Storage of filters on City property is not allowed.
- Contractors may utilize City parking lots during maintenance or repair calls.