

**BID SPECIFICATIONS  
FOR HVAC MAINTENANCE & SERVICE  
LOCATED AT VARIOUS BUILDING LOCATIONS  
FOR CITY OF ZION, ILLINOIS**

The City of Zion is requesting bids for the HVAC Maintenance & Services to be performed at:  
City Hall, 2828 Sheridan Road  
Police Station, 2101 Salem Blvd.  
Fire Station #1, 1303 27<sup>th</sup> Street  
Fire Station #2, 2016 Lewis Avenue  
Public Works/Fleet Shop, 3220 27<sup>th</sup> Street

Agreement start date: **January 1, 2022.**  
Agreement end date: One year from start date.

General Bid Directions

List name, address and telephone number of the company submitting the bid.

List name, address and telephone number of each owner of the company.

All bids shall be submitted to the City Clerk's Office, City Hall, 2828 Sheridan Road,  
Zion, Illinois 60099 by no later than **10:00 a.m. on Tuesday, December 14, 2021.**

Attach to the bid a certificate of insurance(s) showing that the company has current  
Commercial General Liability Insurance \$1,000,000 per occurrence, Automobile Liability  
\$1,000,000 CSL, Workers Compensation \$500,000.

Provide Rate Schedule for HVAC Mechanical labor and Material mark-up.

List all exclusions and exceptions.

A pre-bid walk through of the buildings may be scheduled by contacting: Bob Surano,  
Building Department at 847-746-4026 or e-mail [bobs@zion.il.us](mailto:bobs@zion.il.us).

The City reserves the right to reject any or all bids.

The City may at any time terminate a contract for HVAC Maintenance and services by giving  
30 days written notice to the contractor.

## **HVAC Services to be provided**

1. Provide a comprehensive preventative maintenance service plan to keep the equipment operating at peak efficiency and endeavoring to gain the maximum life expectancy. The maintenance to be provided on the following schedule: Three (3) regularly scheduled maintenance calls during the agreement term on a SCHEDULED basis, 1. Spring cooling startup 2; Summer operational inspection and coil cleaning; 3. Fall heating startup.
2. Provide 24 hour, 7 days a week, emergency service on all items covered in the Equipment Schedule.
3. Provide preferential service over non-agreement customers.
4. Use only qualified personnel directly employed or supervised by the company.
5. Furnish City with a completed copy of every service technicians report.
6. Take all reasonable precautions to avoid damage to property or injury of persons.
7. Provide factory trained supervisory assistance whenever needed.
8. Instruct City in the basic operation of systems to provide the best operating efficiency or conditions.
9. Provide a primary and secondary service technician to perform preventive maintenance and emergency repairs.

## **AGREEMENT PRICING TO INCLUDE THE FOLLOWING SERVICE/PARTS**

1. Filters: Change/Clean/Provide new filters 3 times per year.
2. Humidifiers: Clean/Provide/Install new pads 1 time per year.
3. Coil Cleaning: Provide cleaning materials and clean, 1 time per year.
4. Belts: Provide and replace belts 1 time per year.
5. Controls: Inspect as needed, check all thermostats, check automatic control valves, and tighten all electrical connections.
6. Rooftop Unit Burners: Inspect burner, lubricate and adjust, Clean, check and adjust controls.
7. Rooftop Unit Fans: Lubricate motor bearings, lubricate fan bearings, check fans and fan drive alignment, check filters, check drains and drip pans
8. Dampers and Linkages: Inspect as needed.
9. Water Pumps: Lubricate motor & pump bearings, Inspect packing glands or mechanical seals, Check alignment.
10. Air Handling Systems Lube motor and fan bearings, check and adjust drive belts, check fan and fan drive alignment, clean OA intake screens, check fan coil units.
11. Heating System: Once per year and/or as needed, Clean boiler, drain, flush, refill. Check, clean and adjust boiler safety and operating controls. Check boiler water level, check automatic valves, inspect burner operation lube and adjust as required, clean, check and adjust burner control, blow down boiler.
12. Electronic Air Cleaners Inspect, clean service as needed.
13. Air Conditioning Inspect for proper operation, check/add refrigerant as needed.
14. Flues Inspect yearly for damage/Blockage.
15. Provide any other service to maintain equipment not covered above.

## City Hall

### EQUIPMENT SCHEDULE

<u>QTY #</u>	<u>TYPE</u>	<u>MFG</u>	<u>MODEL #</u>	<u>LOCATION</u>
4	Gas Furnace	Trane		Attic
1	AHU	Trane		Attic
5	Condensers	Trane		Roof
2	Rooftop Units	Trane		Roof

## Police Station

### EQUIPMENT SCHEDULE

<u>QTY #</u>	<u>TYPE</u>	<u>MFG</u>	<u>MODEL #</u>	<u>LOCATION</u>
2	Condenser	Liebert		Roof
2	AHU	Liebert		911
1	AHU	Carrier	39EB2175158422	Penthouse(PH)
1	AHU	Carrier	39EB087513844223	Lobby/PH
1	AHU	Carrier	39EB08751388267	Jail/PH
1	AHU	Carrier	39EB15	Gun Range/PH
1	AHU	Carrier		Basement
5	Cond. Units	Carrier		Roof
1	HW Boiler	Weil Mclean	MGB-13	Basement
1	Controls	Johnson		PH
1	Controls	Johnson		Basement

### Fire Station #1

#### EQUIPMENT SCHEDULE

QTY #	TYPE	MFG	MODEL #	LOCATION
1	Fan Unit	Carrier	39LAO8NSA	Mezz Office
1	Fan Unit	Carrier	39LBO6KA	Mezz Dorm
1	Fan Unit	Carrier	39LAO3NA	Mezz Fitness
1	Duct Furnace	Carrier	SC175F-6	Mezz Office
1	Duct Furnace	Carrier	SC125F-6	Mezz Dorm
1	Duct Furnace	Carrier	SC100E-6	Mezz Fitness
1	Ductless Fan Unit	Carrier		IT Room
1	Condenser	Carrier	38ARD012-S01	Office
1	Condenser	Carrier	38ARZ007- S01	Dorm
1	Condenser	Carrier	24ABR360- SO1	Fitness Room
1	Condenser	Carrier	38HDF036-3	IT Room
1	HW Boiler	P/K	CRNT5598.43	Snowmelt
2	Zone Pumps	B&G		Snowmelt
1	WT Control System	Carrier	10 zones	AHU #1
1	WT Control System	Carrier	6 zones	AHU #2
1	Kitchen Hood Ex.	Captive Aire		Kitchen
2	Infrared Heater	Ambired		Equipment Bay

### Fire Station #2

#### EQUIPMENT SCHEDULE

QTY #	TYPE	MFG	MODEL #	LOCATION
1	Condenser	Trane	2TTZ9048A1000AB	South Side Bldg
1	Gas Furnace	Trane	XV80	Basement
1	Electronic AHU	Honeywell		Basement
1	Humidifier	Honeywell		Basement
3	Infrared Heater	Co-Ray-Vac		Small Bay
1	DHW Circ. Pump	B&G		Basement

**Public Works/Fleet Shop**

EQUIPMENT SCHEDULE

<u>QTY #</u>	<u>TYPE</u>	<u>MFG</u>	<u>MODEL #</u>	<u>LOCATION</u>
3	Split A/C systems			
3	Gas Fired furnaces			
4	Gas Fired unit heaters			East Front Bldg.
1	Infrared Radiant Tube with 12-14 burner units			South Storage
	Exhaust fans-wall mounted with dampers			South Storage