



July 20, 2010

The Attleboro Council on Aging is seeking quotes for a three **(3)-year HVAC Service and Maintenance Program** from qualified, licensed mechanical service companies. Vendors shall comply with the Massachusetts Prevailing Wage Law and must be a full service HVAC company which regularly engages in commercial HVAC Service and Maintenance.

**The Program shall consist of inspections and filter changes according to the following:**

<b>Package Rooftop Units</b>	2 Inspections, 3 Filter Changes, Annual Condenser & Evaporator Coil cleanings
<b>Gas Boiler, Water Heater, Pumps &amp; Exhaust Fans</b>	Annual Inspection (includes cleaning of boiler) Water samples to evaluate water treatment Semi-annual inspection of exhaust fans
<b>Zone Dampers &amp; Controls</b>	Annual Inspection Thermostat & VAV recalibrations

**The Program shall also include:**

- a. A full service water treatment for the boiler system, which includes on-site visits and all chemicals
- b. All maintenance materials, including belts, pleated filters, gaskets & lubricants and oils. Replacement and disposal of belts, filters, etc.
- c. Shall include all labor and transportation costs
- d. Shall be capable of providing 24-hour emergency service which will include the cost of emergency service labor on all covered equipment, including Sundays and holidays
- e. Shall use refrigerant recover, recycling and reclamation methods according to EPA standards & guidelines
- f. Inspection tasking procedures for major & minor inspections shall be submitted with the bid
- g. Identify impending problems and repair
- h. A copy of a typical inspection report shall be submitted with the bid
- i. A copy of the contractor's safety program shall be submitted with the bid
- j. Copies of Massachusetts Refrigeration/HVAC licenses

Companies are required to visit the site to survey the equipment. A ladder will be needed in order to access the rooftop units. If you are interested in submitting a quote and would like to set up an appointment to survey the equipment, please contact Darlene Young, Assistant Director, **Monday-Friday 8 am-4 pm at 508.223.2235 x21**. Quotes may be mailed, faxed, or emailed to:

Darlene Young, Assistant Director  
25 South Main Street  
Attleboro, MA 02703  
Ph: 508-223-2235 x21  
Fx: 508-222-2581  
Email: [coad@cityofattleboro.us](mailto:coad@cityofattleboro.us)

**Please note that quotes must be received no later than August 13, 2010.**