

**CANTERBURY PUBLIC SCHOOLS**  
**45 Westminster Road**  
**Canterbury, CT 06331**  
**Telephone 860 546-6950**  
**Fax 860 546-6423**

**Invitation to Bid**

The Canterbury Board of Education requests sealed bids for Mechanical Maintenance service program specifications and bidding instructions may be obtained at the Superintendent's Office, 45 Westminster Road, Canterbury, CT 06331 or by email request to [tmillerd@canterburypublicschools.org](mailto:tmillerd@canterburypublicschools.org)

Bid deadline is June 10th at 10:00AM.

Sincerely,  
Thomas Millerd  
Property Services Director

Canterbury Public Schools  
45 Westminster Rd.  
Canterbury, CT 06331

Phone: (860) 546-6950  
Fax: (860) 546-6423

Project #: 2019-04

Project Location: Dr. Helen Baldwin Middle School & Canterbury Elementary School

Project Description: Mechanical Maintenance Service Program 3year Contract starting on July 1<sup>st</sup> 2019

### Project Scope

Provide a full service maintenance program designed for the Canterbury Public Schools system to insure the proper and efficient operation of heating, ventilating and air conditioning systems

To perform regularly scheduled inspections of equipment and systems that is pre-scheduled throughout the agreement period. Inspections to include the testing of the system components to determine equipment status, needed repairs of deficiencies that are uncovered during the course of inspections are noted and handled in accordance with prompt repair procedures.

Preventive Maintenance will be performed in a professionally and thorough manner. The preventive maintenance task will be planned and scheduled during the full service agreement.

A detailed service report will be presented to the Canterbury school system for review after any preventive maintenance or repairs.

Regular maintenance shall include calibration and adjustments to control system components, testing-checking operational status, appropriate lubrication and other routine maintenance of covered equipment, repair and replacements.

#### **Preventive Maintenance Services and Inspections:**

- **Calibration and adjustments of control systems;** of pneumatics temperature controls,, refrigeration controls, Pressure controls, operational and safety controls.
- **Testing and checking;** operating refrigerant pressures; voltages and amperages; belts and belt tensions; drive couplings; proper control sequencing; electrical connections; rotation; contractors; and starters; operational components; check overall operating performance of heating and cooling system.
- **Cleaning;** condenser coils; evaporator coils; chilled water coils; condensate drains; boiler components; cooling tower basin; cooling tower nozzles; condensers; and cooler tubes; etc.
- **Lubrication Maintenance;** oiling and/or greasing of motors and fan bearings; changing oil; renewing oil filters; oiling damper linkages and bearings; etc.
- **Adjusting and fine tuning-** of superheat settings; capacity control modules; belt tension; oil burners; starter transfer timers; compressor cylinder unloaders; etc.

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## Repairs and replacements

In addition to the services provided above, labor cost to repair failed, worn or doubtful parts and/or the replacement thereof are included at no extra cost.

In addition to the services above, the cost of replacement parts and components is included at no extra cost.

You agree to provide replacement parts to keep the equipment listed in proper working order, to assure reliability and efficiency. This includes but is not limited to:

### Covered parts:

Thermostats	Damper actuators	Thermocouples	Pulleys & sheaves
Refrigerant	Controllers	Capacitors	Fan blades
Compressors	Valve operators	Transformers	Safety controls
Fan belts	Gas valves	Expansion Valves	Gas Regulator
Cycle Timers	overload Switches	Gas Cocks	Water Pumps
Fan controls	Limit controls	Relays	Condenser motor
Receiver controller	Purge Pump	Fan bearing	Oil burner nozzles
Motor Bearing	filters	HVAC valves	comb gas valve
Filters	Regulators	Contactors	Pumps
Blower motors	Timers	Switches	Pressure controls
Fan bearings		Oil	

A walk-through for interested bidders will be held Tuesday, June 3rd at 10:00 am. The meeting will begin at the Dr. Helen Baldwin Middle School located at 45 Westminster Rd. (Rt. 14), in Canterbury, CT

*Sealed bids, clearly marked "Project 2019-04 Mechanical Contract"* will be due at 45 Westminster Rd., Canterbury, CT 06331 no later than 10:00 am on Thursday, June 10, 2019

### Canterbury Elementary School Equipment List

Walk-in freezer & cooler (Eliot Williams), 2 oil fired boilers, 2 ac units, 2 circulator pumps & a by-pass pump (Armstrong), an (Emglo) compressor, (Hankison) air drier, (Johnson) pneumatic control panel & electric HVAC controls, KMC control system (Bacnet) 2 (Triangle Tubes) oil fired water heaters, (Carrier) electronic T-stat system {10 stats including Master stat}, 32 (Barber Coleman) pneumatic T-stats. Plus any other equipment for heat and ac not listed

### Dr. Helen Baldwin Middle School Equipment List

3 oil fired boilers (Burnham/Carlin LPsteam, H.B.Smith/Carlin, & Weil-McLain/Carlin), 4 (Bell&Gossett) circulator pumps, (Hoffman) condensate recovery unit, 3 oil fired water heaters (A.O.Smith/Becket & 2 Bochs), 2 (Webster) fuel pumps, (Hobart) walk-in freezer & cooler, (Norwalk) freezer, 2 air driers, 2 compressors, 2 pneumatic control systems and 30 T-stats, 12 air handlers, 2 (York) rooftop A/C units, LG duct-free split system . Plus any other equipment for heat and ac not listed

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**Disclaimer**

The Canterbury Board of Education reserves the right to reject any and/or all bids received or any parts thereof for any reason whatsoever, to waive any informality or technical defect in any bid or in any provision in the bid specifications if it shall deem it in the best interest of the Board to do so, to require a modification of the contract terms at any time or negotiate with the bidder who, in the opinion of the Board, will meet the best interests of the Board, provided that nothing herein shall be deemed to waive any requirement of federal, state or local law. Under no circumstances will the Board be held responsible for the cost of preparing any bid or proposal.

**Form of Bid**  
**Mechanical Maintenance service program**

To: Canterbury Board of Education  
Mechanical Maintenance service program Bid  
45 Westminster Rd  
Canterbury, Ct 06331

Gentlemen

1. The undersigned, having familiarized themselves with Project #:2019-04, project scope and specifications and submit a bid of

\$ \_\_\_\_\_

Name \_\_\_\_\_

Date \_\_\_\_\_

Company \_\_\_\_\_

Phone \_\_\_\_\_

Signature \_\_\_\_\_

**Terms**

The Canterbury Public Schools reserves the right to reject any and /or all bids received or any parts thereof for any reason whatsoever, to waive any informality or technical defect in any bid or in any provision in the bid specifications, to negotiate a contract and to require a modification of the contract terms at any time, and to select the bidder who, in the opinion of the Canterbury Board of Education, will meet the best interests of the Canterbury Public Schools, provided that nothing herein shall be deemed to waive any requirement of federal, state or local law. Under no circumstances will the Canterbury Public Schools be responsible for the cost of preparing any bid or proposal.