

## Bexar County Community Arenas Board

### HVAC Systems Maintenance Proposals

The Bexar County Community Arenas Board (BCCA) is seeking quotes for annual maintenance agreements for the HVAC systems in the Freeman Coliseum and Expo Halls (equipment list included in this document). Proposals should be for a one year period and separate costs between the Freeman Coliseum and the Expo Halls.

Proposal should include payment and agreement renewal terms.

The BCCA would like the following services included in the maintenance agreement and a separate listing of any additional services the proposing entity cares to include:

Perform the following tasks and checks on a semi-annual basis:

- check and adjust blower belt tensions
- check and adjust motor sheaves and pulleys
- check and adjust drive couplings
- check refrigerants charge and add if needed\*
- check and adjust sump floats level
- check voltage and amperage supply to all motors and sensitive equipment
- check air temp drop across evaporator or chilledwater coil
- check evaporator superheat
- check pressure switch cut out settings
- check condition of contactor points
- check electrical connection integrity
- check compressor oil level
- vacuum & clean burners
- lubricate the following: fan motor bearings, blower motor bearings, damper and vain linkage
- clean evaporator and condenser coils & check condenser fans
- clear drain lines and clean drain pans
- calibrate electrical and pneumatic thermo's
- calibrate control panel
- meg compressor motors
- perform high pressure leak test

Provide a post maintenance condition report to include all suggested repairs and any suggested maintenance.

Additionally, the following maintenance to be performed for the Boiler system:

- inspect and clean vital components as needed
- prepare for and perform any required inspections

Also include the following information for major and minor repairs outside the scope of the maintenance agreement:

- Hourly labor rate
- Emergency/On Call/After hours labor rate
- Response time on Emergency Calls
- Proposed cost of refrigerants.

Separate your proposed pricing into three sections:

Coliseum "Trane Units"	Item 1
Expo Halls	Item 2
Boiler Maintenance	Item 3
Additional service and supply rates	Item 4

In a separate section please propose any items you feel are important to the proper maintenance of our equipment that is not included in the preceding list and include the price for that service if not included in your pricing of the four items above.

Finally, it is imperative that your firm be competent with the Trane Tracer SC control system. Please provide some insight to your level of experience with this particular control system.

Proposals must be submitted no later than November 2<sup>nd</sup> 2020.

Should you like to schedule a site visit, please contact Lou Botello 210-226-1177