ALABAMA STATE MILITARY DEPARTMENT
SPECIFICATIONS AND CONDITIONS FOR INSPECTION, REPAIR AND ADJUSTMENT
HEATING AND AIR CONDITIONING SYSTEM AT ALABAMA ARMY NATIONAL GUARD INSTALLATIONS

SPECIFICATIONS:

The following inspections and services will be performed once each month. Requirements and Specifications are as follows:

1. Condenser coil will be inspected for heat transfer loss.
2. Blower wheels and fans will be inspected to assure proper air delivery.
3. Refrigerant will be checked for proper charge and to assure system is leak free.
4. Exposed ductwork will be checked for leaks and proper insulation.
5. Belts and pulleys will be inspected and adjusted as required.
6. Thermostats will be checked and calibrated as required.
7. Motors and bearings will be lubricated as required.
8. Controls and safeties will be tested.
9. Condensate drain will be checked.
10. Crankcase heater will be checked for proper operation.
11. Relays and contactors will be inspected.
12. Unit wiring and electrical disconnect will be inspected.
13. Economizer operation will be checked, where applicable.
14. Temperatures and pressures will be recorded.
15. Evaporator coil will be inspected.
16. Air filters will be replaced as needed.
17. Check Energy Management Controls System (EMCS) operations and control settings
18. Furnish written report with all data of pressures, temps, electrical readings, etc.

Any services, repairs or alterations not listed above will be done only on prior approval of the State Military Department, Montgomery, AL. Department must be furnished with a complete copy of each service report.

CONDITIONS AND BID REQUIREMENTS:

1. Bidders must have / be:
   A. Certified by the Alabama Board of Heating and Air Conditioning Contractors.
   B. Licensed by the City in which facilities are located.
   C. State of Alabama Business License.
   D. State of Alabama General Contractor License.
   E. All contractor employees will be required to wear a company photo ID badge. These badges must have the company's name, address and phone number, General Contractors license number and the State of Alabama HVAC certification number along with the employee picture, name and ID number for security purposes. .

F. A Honeywell Automation and Controls Specialist (ACS) with a WEBs contractor agreement and WEBs certification.

G. Contractor must carry the following minimum insurance requirements:
$1,000,000.00 ~ Workers Compensation and Employers Liability
$1,000,000.00 ~ Automobile Liability
$1,000,000.00 ~ General Liability
$3,000,000.00 ~ Excess / Umbrella Liability

H. Copies of all of the above must be attached to the bids.

2. Bidders must hold a current U.S. Department of Labor OSHA 10 – hour safety training course card, a State of Alabama Master Gas Fitter card and a State of Alabama Master Plumber card. Copies of cards must be attached to the bids.

3. Bidders must have Certificate of CFC Qualifications as required by 40 CFR Part 82, Subpart F. Type II or Universal Classification, as per: EPA-608 Technician Certification Program (Approved 9-30-93). Copies must be attached to the bids.

4. Each prospective bidder is required to make an on-site visit to each facility on which bids are to be submitted. Bids must be accompanied by signed statement from the facility supervisor that the required inspection of equipment to be maintained was made. Copies must be attached to the bids.

5. The successful bidder may be required to furnish within ten (10) State working days, after notification of award, a Performance Guarantee for $5,000.00 for each facility for which Purchase Order is issued, as guarantee to provide goods or services as specified in Bid. The guarantee shall consist of Cashier's Check; other type bank Certified Check (personal or company check are not acceptable), Money Order or Surety Bond, issued by a company authorized to do business within the State of Alabama. The Director of the Department of Finance, or his designed, shall be the custodian of the Performance Guarantee. Performance Guarantee must reference this bid and be payable to the State of Alabama.

6. Within 90 days of awarding of contract provide a preventive maintenance document providing the following.
A computer generated manual shall be provided for each site. Each site shall be visited and a specific preventive maintenance document developed. This document shall include each specific piece of HVAC equipment located at the site. The list of equipment shall include unit capacities, types of energy used, model numbers, serial numbers, voltages, etc. Chilled/hot water systems shall also include specific recommendations related to water treatment, cooling tower treatment, etc. The document shall include typical manufacturer's recommendations for preventive maintenance of the equipment. This shall include all recommendations such as

checking of belts, pulleys, lubrication, fans, compressors, coils, filters. Checklists shall be developed for use by maintenance personnel performing the maintenance tasks. Filter lists complete with sizes, quantity, etc. shall be included for each site.

The document shall also address indoor air quality capabilities as well as related maintenance items.

The document will generally describe the type of control system as well as typical sequence of operations.