



# The Corporation of the Village of Salmo

423 Davies Avenue, PO Box 1000, Salmo, BC V0G 1Z0

## REQUEST FOR QUOTATION

### ANNUAL MECHANICAL MAINTENANCE AGREEMENT – SALMO WELLNESS CENTRE

The Village is seeking bids to contract a Tree Maintenance service provider. Sealed bids clearly marked: “Request for Quotation – **ANNUAL MECHANICAL MAINTENANCE AGREEMENT – SALMO WELLNESS CENTRE**” will be received at the office of the Village of Salmo, up to and including 4:00pm, local time, Friday November 12<sup>th</sup>, 2021, for the following:

#### PROPOSAL DOCUMENTS ARE TO BE ADDRESSED TO:

The Village of Salmo  
423 Davies Avenue  
PO Box 1000  
Salmo, BC V0G 1Z0  
Contact: Alana Lins, Administrative Assistant  
Email: [alana.lins@salmo.ca](mailto:alana.lins@salmo.ca)

#### DESCRIPTION OF THE REQUIREMENT

The Village of Salmo is looking to contract a local HVAC company to complete routine maintenance at the Salmo Wellness Centre. The maintenance schedule and duties are listed below, and all aspects of the quotation are to be included in the proposal cost including labour and supplies. Bids must detail the work required and supplies required. Interested proponents that are qualified to supply and complete this scope of work are welcome to participate in this request for quotation process.

#### DESCRIPTION OF THE REQUIREMENT

The Contractor shall supply the necessary labour and materials to inspect, clean and maintain the following equipment:

- (1) 10 Ton Cooling tower
- (1) 100 kW Electric boiler
- (5) 2 Ton Heat Pumps
- (1) Domestic water heating, heat pump
- (1) Domestic water heater, electric
- (1) Radiant floor heating, heat pump
- (4) Hydronic loop circulation pumps
- (3) Heat Recovery Ventilators
- (2) W/C exhaust fans
- (2) Domestic Water cross-connection devices
- (1) HVAC Building Automation System/DDC

**QUARTERLY MAINTENANCE INSPECTION SERVICE WILL INCLUDE:**

- Check air filters Check fan belts
- Review equipment work history
- Check fan drive train
- Test heating/cooling process, record pressures and temperatures
- Check fan motor/compressor/heater amperage
- Check for gas leaks / Annual refrigerant leak check record
- Inspect heat exchangers, coils, piping, compressors, and electric heating components
- Check change in air temperature at full capacity
- Check power supply, fuses, wiring and ground connections
- Check electric controls, safety device, limits, and interlock circuits
- Inspect fan drive train; adjust as required
- Inspect, clean, and lubricate dampers and controllers; adjust as required Inspect, clean and lubricate fan and motor bearings
- Clean indoor and outdoor coils as required
- Clean interior/exterior of cabinet
- Inspect and clean condensate pan/cooling tower sump and drain
- Check air temperatures
- Update maintenance log, if required
- Report deficiencies as found

**ANNUAL MAINTENANCE INSPECTION SERVICE WILL INCLUDE:**

- Inspect and lubricate all hydronic heating loop circulation pumps, replace mechanical couplings as Required.
- Inspect and test DWH tank pressure & temperature relief valves
- Inspect and test domestic water cross-connection (backflow prevention device)
- Check Building Automation System/DDC
  - Network communication
  - Alarm routing
  - Control point database
  - Software/firmware updates
- Report deficiencies found

**TERMS:**

The contract will be awarded for the 2022 year and be valid for a period of 3 (three) years.