

REQUEST FOR PROPOSAL
TOWN of WARWICK
PROVIDE ON-CALL SERVICES
HEATING, VENTILATION, and AIR CONDITIONING (HVAC) SERVICES
Contract Period April 01, 2026 to December 31, 2026

Amendment 2

Equipment List, updated 01/16/26

Please note:

As a result of this amendment,
this bid opening has been extended to
Monday, February 09, 2026 at 1pm

**TOWN of WARWICK
HVAC Services**

Planned Maintenance Tasks:

Scheduled testing and inspection, including seasonal startups of all the equipment listed below will be systematically performed semi-annually (e.g., May and November). The condenser coils will be chemically cleaned annually (e.g., June). All maintenance will be completed in accordance with manufacturer's recommendations. Typical maintenance materials are to be included: air filters, beltlers, coil cleaner, oils, and lubricants.

1. Log performance of the components.
2. Overall inspection of the units for items such as loose hardware, component operation, refrigerant leaks, unusual noises, etc.
3. Inspect panels, gaskets, fan housing, and base for defects, gaps, obstructions, signs of and deterioration.
4. Brush clean/Vacuum dirt and debris from components at each servicing.
5. Lubrication of moving parts, shaft bearings, fan motors, etc.
6. Inspect hoods and air louvers for operation, damage and remove dust and debris.
7. Inspect for leaks (water, refrigerant, oil, etc.).
8. Spring operational inspection of equipment with emphasis on cooling parts of unit, including compressors, air handlers, motors, and coils.
9. Check cleanliness of air filter track, replace filters at each inspection.
10. Inspection and operation verification of air handlers.
11. Check drive section and adjust belt alignment and record condition.
12. Examine operation parameters to certify temperatures and pressures are within acceptable limits.
13. Operational testing and inspection of controls to verify settings are within acceptable range.
14. Replace belts annually.
15. Chemically clean condenser coils in late spring.
16. Fall operational inspection and maintenance of equipment will be performed with emphasis on heating side of unit, including burner, heating element, flue.
17. Examine heat exchanger, inspection for cracks and/or leaks.
18. Annual inspection of the boiler, including removing jacket panels and cleaning flue passages with wire brush.
19. Vacuum out combustion chamber and burner base.
20. Inspection of components, cleanout cover insulation rope seal.
21. Service low water cutoffs as per manufacturer's procedures
22. Test relief valves.
23. Using combustion analyzer, ensure boiler is adjusted properly.
24. Test boiler for carbon monoxide or other harmful emissions.
25. Perform efficiency test.
26. At each service, provide a written report, including a completed checklist.
27. Recommendations for energy saving enhancements and written estimates/proposals for repairs are included in this proposal.

**TOWN of WARWICK
HVAC Services**

Equipment List:

Location	Type	Manufacturer	Model	Serial No.
Town Hall	Rooftop Package Unit	Carrier	48HCED20A2A5A5WDA0	2117P26185
Town Hall	Rooftop Package Unit	Carrier	48TCED16A2A5A0A0A0	1217P11943
Police	Condensing Unit	Carrier	38AUZA08A0A5A0A0A0	1617C91328
Police	Air Handler	Carrier	40RUAA08A246	1917U05622
Sr. Center	Condensing Unit	Trane	TTB012C100A2	4453TN05F
Sr. Center	Air Handler	Trane	TWE018P130B0	3303D6C1V
Sr. Center	Condensing Unit	Trane	TTA120B300EA	4451N7FAD
Sr. Center	Air Handler	Trane	TWE120B300EL	4412S8PBD
Town Hall	Gas Boiler	Weil McLain	MODEL 88	N/A
Town Hall	Burner	Powerflame	N/A	N/A

Also included are thermostats, controls, fans, pumps, and associated equipment.

Service Elements:

1. Service Documentation: All scheduled and unscheduled service work must be documented, including date, time, name of service technician, equipment identification, and a brief description of the work. A copy of this report must be emailed upon the completion of each service visit.
2. Refrigerant Containment Service: The refrigerant use must be tracked and recorded in accordance with Federal, state, and local regulatory requirements.
3. Performance Assurance Program: Status meeting to evaluate and make any changes to the maintenance plan (once per year, unless otherwise requested).