



## Request for Proposals for Maintenance Services at the Indianola Wellness Campus

The City of Indianola is requesting proposals for a planned maintenance service agreement at our Indianola Wellness Campus, 306 E Scenic Valley Avenue.

Proposals are due back by May 1, 2024 at 2:00 PM to:

City of Indianola  
c/o Jason Thompson  
110 N 1<sup>st</sup> St.  
Indianola, IA 50125

Any questions regarding the proposal, or to schedule a walkthrough, should be directed to Jason Thompson at [jthompson@indianolaiowa.gov](mailto:jthompson@indianolaiowa.gov) or 515-962-5304.

The service agreement should include biannual inspections of pool heaters, ground source heat pumps, roof-top mounted heat pumps, and mini split systems; quarterly inspections of heat pump loop pumps, Innovent pool units, and Greenheck ERV unit; and annual inspections of water heaters. The following services should be included as part of the proposal, including labor and materials: air filter maintenance RTU's and HP's (biannual); air filter ma on pool units (quarterly); clean fresh air screens on pool units (quarterly); condenser coil cleaning (annual); belt replacements (annual).

The scope of work is defined as:

General HVAC Scope As Applicable

- Check heating/cooling components.
- Check operating and safety controls.
- Lubricate moving parts as required.
- Check refrigerant charges.
- Inspect for oil and refrigerant leaks.
- Check pressures and temperatures.
- Inspect fans, motors, and starters.
- Test amperages and voltages.
- Check belts and drive.
- Check temperature controls.
- Inspect condensate pans.
- Inspect water coils and clean (if needed)
- Clean out condensate pan (if needed)
- check evaporator coil surface for blockage and report if deficient.
- Inspect electrical connections, contactors, relays and controls for proper operation.
- Inspect for carbon monoxide leaks.
- Inspect safety limit switches.
- Inspect air flow controls.
- Inspect gas supply pressure and check for gas leaks.
- Inspect and lubricate exhaust fan motors and bearings.
- Inspect hanging unit heaters for proper operation.
- Check heat exchangers for cracks.
- Test ignition controls and burner assemblies.

### Innovent Pool HVAC Units

- Rotate the fan wheel by hand and ensure no parts are rubbing.
- Check for fan wheel bearing alignment and lubrication.
- Check the V-belt drive for proper alignment and tension.
- Re-grease fan bearings, if needed.
- Check operation of variable inlet vanes or discharge dampers (if supplied) for freedom of movement.
- Check all electrical connections for proper attachment.
- Check housing and ductwork, if accessible, for obstructions and foreign material that may damage the fan wheel.
- Check all fasteners, set screws and locking collars on the fan, bearings, motor base and accessories.
- Check for unusual noise, vibration or overheating of bearings.
- Inspect unit for improper vibration, and identify source of vibration, if occurring.
- Inspect heat exchanger for proper integrity, and clean if necessary.
- Check filters for cleanliness and assist with cleaning washable filters if necessary.
- Lubricate bearings and motor.
- Inspect wheel and housing and remove dirt from wheel or housing to prevent imbalance and possible damage.
- Check isolation bases for freedom of movement, and the bolts for tightness.
- Check Springs for breaks and fatigue; inspect rubber isolators for deterioration.
- Inspect motor for proper lubrication, and lubricate if necessary.
- Clean heating (pre-heating season) and cooling (spring and summer) coils.
- Inspect dampers for proper operation, ensuring proper operation of linkages.
- Inspect drain pan for cleanliness, and clean if necessary.
- Clean Washable filters quarterly or as needed.

### General Provisions

The City of Indianola reserves the right to accept or reject any or all quotes and the right to add or deduct any specific requirements and associated costs from the selected proposal, to waive irregularities, and to award in the best interest of the City of Indianola. Proposals will be considered only in their entirety. A copy of the contractor's liability must be received and approved before awarding the contract.

Any alteration or deviation from the above specifications, including but not limited to any such alterations of deviation involving additional material and/or labor costs, will be executed only upon written order for same, signed by both parties.

In addition, the following general provisions apply:

1. All work shall be completed in a workman-like manner and in compliance with all building codes and other applicable laws.
2. Contractor shall provide a description of the work to be done and description of materials to be used and the equipment to be used or installed, and the agreed consideration for the work.
3. To the extent required by law all work shall be performed by individuals duly licensed and authorized by law to perform said work.
4. Contractor may at its discretion engage sub-contractors to perform work hereunder, provided Contractor shall fully pay said sub-contractor and in all instances remain responsible for the proper completion of the project.

5. Contractor shall furnish appropriate releases or waivers of lien for all work performed or materials provided at the time payment shall be due.
6. All change orders shall be in writing, signed by both parties, and shall be incorporated in, and become part of the agreement.
7. Contractor warrants it is adequately insured for injury to its employees and others incurring loss or injury as a result of the acts of Contractor or its employees or sub-contractors.
8. Contractor shall at its own expense obtain all permits necessary for the work to be performed.
9. Contractor agrees to remove all debris and leave the premises in broom clean condition.
10. Contractor warrants all work for a period of months following completion (Contractor should specify length of warranty).