

May 23, 2023

Dear Contractor,

The Rideau Valley Conservation Authority would like you to invite you to submit a price quote for a 3-year maintenance contract on our HVAC systems at our office building located at 3889 Rideau Valley Dr.

Description of Work

Major Inspections: Spring and Fall

Boilers

- Inspect fireside of boiler and record condition
- Brush and vacuum soot and dirt from flues (not chimneys) and combustion chamber as applicable
- Inspect firebrick and refractory for defects
- Visually inspect boiler pressure vessel for possible leaks and record condition
- Check automatic feed
- Reassemble boiler
- Check burner sequence of operation
- Check fuel piping for leaks and proper support
- Review manufacturer's recommendations for boiler and burner start up
- Check auxiliary equipment operation

Seasonal Start-up

- Inspect burner, boiler and controls prior to start up
- Start burner and check operating conditions
- Test safety controls and pressure relief valve operations
- Make required controls adjustments
- Log all operating data
- review operating procedures with boiler operator

Fans and Drives

- Check and lubricate fan and motor bearings
- Check belt condition and tension
- Check drives and pulleys for tightness and correct alignment
- Check and record motor amps

Heating-Gas Fired Units

- Check burner condition
- Check flame adjustment
- Check ignition system
- Check flame failure controls
- Check fan and limit controls

Compressors

- Check and record compressor amps and volts
- Check general operation and condition

- Check and record head pressure
- Check and record suction pressure
- Check for noise and vibration
- Check oil pressure failure switch where applicable
- Check crank case heater

Refrigerant Circuit

- Check system for refrigerant and oil leaks
- Check refrigerant charge
- Check operation of refrigerant controls

Automatic Control System – Electrical

- Check thermostat operation
- Inspect contacts for pitting and corrosion

Mid-Season Inspection: Summer and Winter

Evaporator Blower

- Check and adjust drives
- Change air filters

Compressor

- Pump down if applicable
- Isolate control circuits and tag accordingly

Fans and Drives

- Check and lubricate fan and motor bearings
- Check belt condition and tension
- Check drives and pulleys for tightness and correct alignment

Heating-Gas Fired Units

- Check burner condition
- Check flame adjustment
- Check ignition system
- Check flame failure controls
- Check fan and limit controls

Automatic Control System

- Check thermostat operation
- Check control sequence operation

Item	Component	Manufacturer	Model	Serial Number
1	Rooftop Unit #1	Carrier	50PG-M08-A	2107G20015
2	Rooftop Unit #2	Carrier	50PG-M05-A	2107G20007
3	Rooftop Unit #3	Carrier	50PG-M05-A	2107G20006
4	Rooftop Unit #4	Carrier	50PG-M07-A	2107G10019
5	Rooftop Unit #5	Carrier	50PG-M07-A	2107G10020
6	Rooftop Unit #6	Carrier	50PG-M09-A	2107G10014
7	Rooftop Unit #7	Carrier	50PG-M06-A	2107G10005
8	Exhaust Fan #1	Carnes	Electrical Rm	1st Floor
9	Exhaust Fan #2	Carnes	Elevator Rm	1st Floor
10	Fan Coil Unit	Carrier	FYANF018	2907A68460
10-A	Condenser for above	Carrier	24ACA318A	0707E18758
11	Heating Boiler #1	Knight	80-500	H05H100023637
12	Heating Boiler #2	Knight	80-500	H05H100023638
13	Circulating Pump #1	Armstrong	1.5 H/P	Boiler room
14	Circulating Pump #2	Armstrong	1.5 H/P	Boiler room
15	Glycol Feeder System			Boiler room
16	BLDG System Ctrl Panel	Carrier	Multi-Zone	Boiler room
17	Energy Recovery Ventilator	Nortec	NHTC010	1st floor womens washroom
18	Energy Recovery Ventilator	Nortec	NHTC010	2nd floor east corner office
19	Steam Humidifier	Nortec	1st Floor File Area	Annual Bottle Change
20	Steam Humidifier	Nortec	2nd Floor File Area	Annual Bottle Change
21	Horz Fan Coil Unit	Mitsubishi	APCA-A42GA	Washable Filter
21-A	Condenser for above	Mitsubishi	PCA-42	Ext Roof Level
22	Gas furnace	Carrier	58MCB060-16	Annex
22-A	Condenser for above	Carrier		Behind Annex Building
23	Gas furnace	Carrier	58MCB060-08	Annex Garage
24	Gas furnace	Carrier		Maintenance Hallway Furnace room
24-A	Condenser for above	Carrier		First Level of Roof

For more information please contact myself at 1-613-692-3571 ext. 1196, 613-978-3727 or by email at shane.olive@rvca.ca

Sincerely,

Shane Olive

RVCC Operations and Maintenance Technician