



PURCHASING DEPARTMENT

June 17, 2025

Addendum #1

IFB 50018-250031 Preventative Maintenance and Inspections for HVAC

This addendum serves to provide clarification on the following items submitted in response to the Invitation for Bid (IFB):

1. **Technician Requirements:**
All technicians assigned to perform services under this contract **must be factory-trained and certified** for the equipment being serviced. Proof of training may be requested at any time during the contract period.
2. **Labor and Repairs Under \$2,500:**
Labor and minor repairs with a value of **\$2,500 or less** shall be included in the scope of the **billable maintenance contract** and are not to be invoiced separately.
3. **Filter Replacement Schedule:**
Filters are to be changed on a **quarterly basis** as part of the routine maintenance schedule, unless otherwise requested by the University.
4. **Leak Checks:**
Leak detection and correction must be included in the standard service routine for all applicable systems.
5. **Annual Factory Maintenance Kits – Boilers and Chillers:**
Vendors must provide and install **annual factory-recommended maintenance kits** for both boilers and chillers.
 - **Maintenance kits** shall include all manufacturer-specified parts required for annual preventative maintenance, such as gaskets, filters, seals, igniters, flame sensors, and other wear components.
6. **Fixed Pricing Per Building:**
Bidders are required to provide **fixed pricing per building** for routine preventative maintenance services. Pricing must include all labor, travel, and standard materials as defined in the contract scope.
7. **Strainer Maintenance – Fan Coils:**
As part of routine service, **strainers must be pulled, cleaned, and reset** on all fan coil units as needed to ensure proper system operation.

Please include acknowledgment of this addendum with your bid submission.

Erin Walker
Acting Purchasing Director
Grambling State University

NOTE: PLEASE SIGN AND DATE AND RETURN WITH BID:

SIGN _____ **DATE** _____

GSU HVAC Building Price Chart

Building	Quarterly	Semi-Annual	Annual	Total
Army ROTC				
Brown Hall				
Carver Hall				
Charles P. Adams Hall				
Eddie G. Robinson Musuem				
Facilities Management				
Favrot Student Union				
Foster-Johnson				
Health Center				
Grambling Hall				
Hodby Assembly Center				
Institutional Advancement				
Intramural Center				
Jacob T. Stewart Hall				
Lee Hall				
Long-Jones Hall				
McCall Dining Hall				
Men's Memorial Gym				
Performing Arts				
President's Residence				
Purchasing Building				
Robinson Stadium				
Press Box				
School of Nursing				
Stadium Support				
T.H. Harris Auditorium				
T.L. James Hall				
University Police				
Washington-Johnson Complex				
Woodson Hall				
Judicial Affairs				
Digital Library				
<u>Price totals per building are the only requirment for submission. All other prices (Quarterly, Semi-Annual, Annual) are not required.</u>				

APPENDIX A- MAINTENANCE SCHEDULE

QUARTERLY	SEMIANNUAL	ANNUAL
COOLING TOWERS		
Lubricate shaft bearings and motor	Check fluid in gear box and fill as needed	Check / tighten all electrical connections
Inspect, adjust, or replace drive belts, fan blades or blower wheels, pulleys, and motor sheaves	Inspect supply and bleed system	Inspect and clean louvers
Inspect operational cycle, pumping system, and screening system	Inspect distribution troughs for level and tube bundle for fractures	Clean cooling towers by flushing, blowing down all associated piping
Visually check coupling, replace if needed	Clean the fan motor, check all fuses; replace fuses if needed.	Inspect water level in sump pump and sump heater operation. Check for water leaks
Check operation and report issues	Check water fill valve, replace if needed	Flush condensates drain
	Inspect sprayer heads/nozzels	
	Inspect collection trays and suction screens for plugging and clean	
CHILLERS		
Perform leak checks; perform leak search if prompted by the check; repair leaks if necessary.	Clean condenser and evaporator coils.	Check oil pump and seals. Check oil heater and thermostat. Check and clean all strainers, valves, etc
Check liquid line sight glass/moisture indicator.	Check compressor and evaporator heater operation.	Check refrigerant level and condition.
Check programmable operating setpoints & safety cutouts, assure they are correct for the application.	Check condenser subcooling.	Check all alignments to specification. Check all seals, provide lubrication where necessary.
Check liquid line sight glass/moisture indicator.	Check the superheat on the evaporator & the economizer feed to the compressor.	
Check fan motor blades and bearings. Replace if needed		
CHILLED WATER AIR HANDLING UNITS		

APPENDIX A- MAINTENANCE SCHEDULE

Change filters, Mark each filter with the date that it was replaced.	Inspect fan relays, heating coil operation, and pulley assignment, make any necessary adjustments.	Wipe external panels.
Inspect and lubricate bearings. Replace if needed.	Wipe filter section clean.	Inspect and adjust motor mounts.
Inspect drive and belts, make any necessary adjustments.	Verify impellers free of debris.	Clean cooling and heating coils.
Check operation and report issues	Check condition of coils.	Clean primary and secondary condensate pans.
	Flush condensate drain.	
	Check fuses and tighten all electrical connections	
BOILERS		
Inspect boiler control, water level, setpoints, and heating elements.	Clean strainers, traps and discharge valves.	Inspect air intake damper and back draft damper linkages, and adjust if necessary
Inspect all safety devices for safe operation of boiler.	Access the fireside and clean all internal surfaces, vacuum surfaces, and remove all debris.	Lubricate damper actuator linkage moving parts and pivot points.
Inspect all pressure relief valves to verify proper operation.	Inspect all fuel solenoid valves for unusual noises, full closure, and proper operation.	Check ignition electrode/pilot for proper gap/flame, adjust if necessary.
Verify proper gas pressure and visibly check burners.		Check/test burner control panel/system for the following indication lights/safety devices/alarms; flame failure, high/low gas/oil pressure, and air switch.
Inspect burner natural gas valves and oil valves		Inspect combustion fan motor and ensure that fan is secured tightly to shaft.
Verify flue integrity.		Lubricate and clean fan blades (If fan is belt driven, check for proper alignment).
Inspect all electrical systems, including wiring and connections.		Check low/high water limit controllers, adjust/tighten linkages if necessary.
Inspect overall operation all cycle		Ensure proper operation of low/high temperature limit controllers.
FAN COIL UNITS		

APPENDIX A- MAINTENANCE SCHEDULE

	Check blower wheel.	Clean primary pan, coils, and flush drain line.
	Check condition of evaporator coil.	Check electrical connections for tightness
	Check drain pan and drain line, Ensure proper flow.	
	Wipe filter section and external panels clean. Change filters where needed	
	Ensure actuators are orientated correctly and functioning.	
PUMPS (*Quarterly ▪ GREASE MOTOR & PUMPS BEARINGS)		
Check connections and contacts.	Check mounting bolts and/or brackets for housing, motor mounting, and motor bracket	
Inspect coupling; replace coupling if needed.	Check alignment of pump and motor - align if needed.	
Pull and clean strainers	Check all flex connections against all leaks. Repair if leak is found	
Check for shaft seal & gasket water leaks.		
SPLIT SYSTEMS/CONDENSER UNITS		
Change air filters	Inspect refrigerant lines for leaks. Check refrigerant levels and recharge if necessary.	Clean condenser coils.
	Inspect coils.	Clear condensate lines.
	Visual inspect suction line insulation.	Inspect ductwork for leaks.
	Check electrical connections	Check batteries in thermostat.
CONTROLS		
	Check the functionality of all sensors from monitoring system. If the sensor is not communicating or malfunctioning, the sensor needs to be checked or replaced.	Inspect electrical systems, including capacitors, voltage under full load, wiring connections, and relay switches, make any necessary adjustments.
		Inspect damper motors and sending units, complete any necessary adjustments.
		Clean and calibrate thermostats.
		Test lockout controls and overrides
		Test overall operational cycle.
		Perform a complete Zip drive of the controls system every year. Copy will be given to university personnel once a year as a backup.
CHEMICAL TREATMENT (*MONTHLY-PROVIDE CHEMICAL TREATMENT, TESTING AND REPORTS)		

APPENDIX A- MAINTENANCE SCHEDULE

Conduct walkthrough with GSU Facilities Management Personnel to inspect for scaling in chillers, boilers, and cooling towers.		Test cooling tower for legionella. Documents will be maintained in the Facilities Management office. If legionella is found in the sampling, a biocide will be added to kill or disinfect the cooling tower.
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Table 1: GSU HVAC Equipment Breakdown

Building	Chillers	Boilers	Cooling Towers	CW Pumps	Cond. Pumps	HW Pumps	Air Handlers	Fan Coil Units	Split Systems/ Condenser Units
Army ROTC	-	-	-	-	-	-	4	-	4
Brown Hall	1	2	-	2	-	2	-	60	-
Carver Hall	2	2	-		5		6		
Charles P. Adams Hall	2	2	-	2	-	2	5	-	
Eddie G. Robinson Musuem	-	-	-	-	-	1	4	-	5
Facilities Management	-	-	-	-	-	-	3	-	3
Favrot Student Union	2	1	2	3	3	2	7	-	-
Foster-Johnson Health Center	-	-	-	-	-	-	5	-	5
Grambling Hall	1	2	-	2	-	2	3	-	-
Hodby Assembly Center	2	3	2	2	2	2	16	4	-
Institutional Advancement	-	-	-	-	-	-	1	-	1
Intramural Center	1	1	1	2	2	2	7	-	-
Jacob T. Stewart Hall	2	1	2	2	2	2	7	-	-
Lee Hall	1	1	-	1	-	1	1	-	-
Long-Jones Hall	2	2	-	2	-	2	10	-	-
McCall Dining Hall	2	1 (steam)	1	2	2	1	3	-	3
Men's Memorial Gym	1	2	-	1	-	1	6	20	-
Performing Arts	1	3	-	2	-	2	15	-	-

President's Residence	-	-	-	-	-	-	-	-	4	-	4
Purchasing Building									1		1
Robinson Stadium Press Box	-	-	-	-	-	-	-	-	2	-	2
School of Nursing	2	1	2	2	2	2	2	2	6	-	-
Stadium Support	1	1	-	1	-	1	1	1	4	2	-
T.H. Harris Auditorium	2	1	-	2	-	1	1	1	3	-	-
T.L. James Hall	1	1	-	2	-	2	1	1	7	-	-
University Police	-	-	-	-	-	-	-	-	4	-	4
Washington-Johnson Complex	2	1	-	2	-	2	1	1	3	60	1
Woodson Hall	2	2	-	2	-	2	2	2	9	2	3
Judicial Affairs	-	-	-	-	-	-	-	-	1	-	1
Digital Library	2	-	-	2	-	2	-	-	4	3	-