



PURCHASING DEPARTMENT

July 10, 2025

Addendum #1

**IFB 50018-260001- Campus Living and Housing
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):

Appendix A: Equipment Breakdown

Building Name	Chillers	Boilers	Hot Water Pumps	Chilled Water Pumps
Jewett Hall	1	1	2	2
Garner Hall	1	1	1	1
Richmond Hall	1	1	1	1
Hunter-Robinson Hall	1	1	1	1

Appendix B: Maintenance Schedule

CHILLERS

Quarterly	Semiannually	Annually
Perform leak checks.	Check compressor and evaporator heater operation.	Check oil pump and seals. Check oil heater and thermostat. Check all strainers, valves, etc.
Check condenser subcooling.		Check refrigerant level and condition.
Check superheat on the evaporator & the economizer feed to the compressor.		Check all alignments to specification. Check all seals, provide lubrication where necessary.
Check liquid line sight glass/moisture indicator.		Clean condenser and evaporator coils.
Check programmable operating setpoints & safety cutouts, assure they are correct for the application.		Brush condenser tubes.
Check fan motor blades and bearings.		
Check safety control settings		
Check operation of controls		
Check water flow through evaporator and condenser		

BOILERS

Quarterly	Semiannually	Annually
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.	Inspect all fuel solenoid valves for unusual noises, full closure, and proper operation.	Lubricate damper actuator linkage moving parts and pivot points.

Inspect all pressure relief valves to verify 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 al cycle		Ensure proper operation of low/high temperature limit controllers.
		Access the fireside and clean all internal surfaces, vacuum surfaces, and remove all debris.
		Clean heat exchanger

PUMPS

Monthly	Quarterly	Semiannually
Grease motor & pump bearings.	Check connections and contacts.	Check mounting bolts and/or brackets for housing, motor mounting, and motor bracket.
	Inspect and/or replace coupling.	Pull and clean strainers.
	Check alignment of pump and motor - align if needed.	Check all flex connections against all leaks. Repair if leak is found.

	Check for shaft seal & gasket water leaks.	
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CHEMICAL TREATMENT

Monthly	Semiannually	Annually
Provide chemical treatment, testing, and reports for both chilled and hot water loops.	Conduct walkthrough with GSU Facilities Management Personnel to inspect for scaling in chillers, boilers, and cooling towers.	

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** _____