



**9500 OLD GREENSBORO RD.  
TUSCALOOSA, AL 35405**

**BID INVITATION**

**2-18-SS**

Shelton State Community College will receive sealed bids in its Purchasing Office until **February 21, 2018 at 2:00 p.m.** for the items described in the bid invitation. Bids will be publicly opened and read aloud in the Business Services Conference Room, Room #1719.

**SUBMIT BID PROPOSAL TO:**

Bid Number **2-18-SS**  
Attention: DeLane Bailey  
Shelton State Community College  
9500 Old Greensboro Road  
Tuscaloosa, AL 35405

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**"No Bid" Responses Are Requested**



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**BID INVITATION**

1. "All bids shall be sealed when received" (Alabama Code § 41-16-54). Bids delivered by the vendor, United States Postal Service, Federal Express, UPS or other delivery service must have the bid number indicated on the envelope. It is the responsibility of the vendor to have the bid proposal delivered to the correct addressee and location.

Address bid to: DeLane Bailey, Associate Dean of Business Services  
Shelton State Community College  
9500 Old Greensboro Road  
Tuscaloosa, AL 35405

2. Bids must be received prior to bid opening date and time. Late bids will not be considered.
3. All information shall be entered in ink, typewritten or computer generated in the appropriate space on the forms. An authorized company representative must sign bid in ink.
4. Prices submitted on the bid must remain effective for a period of thirty (30) days for complete bid evaluation.
5. Shelton State Community College reserves the right to reject any or all bids, or any part thereof, and to waive any technicality in the bidding in the best interest of the Institution. Bids will be awarded in a manner which appears to be in the best interest of Shelton State Community College. Awards may be issued to multiple bidders.
6. This proposal is to be made without connection to any other person, company, or parties making a bid or proposal and is to be in all respects fair and in good faith, without collusion or fraud.
7. Bid prices are not to include tax. Tax exemption certificate furnished upon request.
8. Quote F.O.B. delivered to sites listed in specifications. The successful bidder must assume all liability/responsibility for damage in transit.
9. The responsibility of determining the acceptability of any products offered rests solely with Shelton State Community College.
10. Successful bidder will be required to submit a copy of General Liability (umbrella) insurance. The copy must show amount limits for automobile, workmen's compensation, etc. (applicable for the delivery of materials, supplies, etc.)



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11. Bidder shall, at its sole expense, procure and keep in effect all necessary permits and licenses required for its performance of the requested work or service.
12. Successful bidder must provide a copy of current state, county or city business license, general contractor's license or applicable license as required by law.
13. It is the responsibility of the bidder to inspect the facilities (grounds, road access, and buildings) for delivery method, installation and/or set-up of materials, supplies and/or equipment. Failure to inspect the facilities will not relieve the bidder of responsibility to provide for delivery F.O.B. or additional costs associated with delivery, installation and set-up as requested in the bid.
14. All bidders are required to complete a Disclosure Statement. Act 2001-955 requires the disclosure statement to be completed and filed with all proposals, bids, contracts, or grant proposals to the State of Alabama in excess of \$5,000. A Vendor Disclosure Statement is included in the bid proposal. Any changes to the status of the information on this form will require the submission of an updated form to Shelton State Community College.
15. Successful bidder will be required to complete the Alabama Immigration Law Compliance Documents. The Alabama Immigration Law Compliance Documents are included in the bid proposal. The successful bidder must comply with Alabama Act 2011-535 and agrees to submit a notarized *Affidavit of Alabama Immigration Law Compliance* as well as an *E-Verify Memorandum of Understanding (E-Verify can be found at [www.uscis.gov](http://www.uscis.gov))*. By signing this contract, the contracting parties affirm, for the duration of this agreement, that they will not violate federal immigration law or knowingly employ, hire, for employment, or continue to employ an unauthorized alien within the State of Alabama. Furthermore, a contracting party found to be in violation of this provision shall be deemed in breach of this agreement and shall be responsible for all damages resulting there from.
16. All bids must be notarized.
17. Bidders desiring further information or interpretation of plans or specifications must make requests in writing to DeLane Bailey, Associate Dean of Business Services, Shelton State Community College, 9500 Old Greensboro Road, Tuscaloosa, AL 35405, at least seven (7) days prior to bid opening. Questions can also be submitted via email at



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[dbailey@sheltonstate.edu](mailto:dbailey@sheltonstate.edu). Answers to such requests will be given to all recorded bidders.

18. When brand name or catalog number is not stated by the bidder, it is understood the offer is exactly as specified. References in the specifications to name brands, catalogue numbers, etc., are for identification purposes only and in no way are intended to eliminate or discourage the offering of substitute items which equal the specifications.
19. Bid prices are to remain in effect from award date, February 21, 2018, through February 21, 2021.
20. The contract may be extended for a period of two additional years if no changes are made in the specifications and/or pricing by the vendor. Shelton State Community College and the vendor must agree in writing for the contract extension.
21. Shelton State Community College may cancel this agreement at any time with 30 days written notice.
22. Payment shall be contingent upon Shelton State Community College's inspection of and satisfaction with completed work or materials.
23. Any defective work or materials, non-conformance to bid specifications, damaged materials, or unsatisfactory installation shall be corrected to Shelton State Community College's satisfaction by the successful bidder at no additional charge. No payments on partial shipments will be made until all items have been received in good condition.
24. Notwithstanding any other provision in this Agreement, the parties acknowledge and agree that the terms and commitments contained herein shall not constitute a debt of the State of Alabama in violation of Section 213 of the Constitution of Alabama of 1901, as amended by Amendment No. 26.
25. It is further agreed that if any provision of this Agreement shall contravene any statute of Constitutional provision, either now in effect of which may be enacted during the term of this Agreement, then the conflicting provision of the Agreement shall be deemed null and void.



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**BID INVITATION**

26. The bidder acknowledges, and agrees that its sole and exclusive remedy for any monetary claim or any claim for which Shelton State Community College has sovereign immunity that may arise from or relate to this Agreement is to file a claim with the Board of Adjustment of the State of Alabama. Any claim for equitable relief or for which Shelton State Community College does not have sovereign immunity shall be brought exclusively in the appropriate state or federal court which are situated in and/or covering Tuscaloosa County, Alabama.
27. This Agreement shall be governed by and construed in accordance with the laws of the State of Alabama without giving effect to any choice or conflict-of-law provisions or rules (whether of the State of Alabama or any other jurisdiction) that would cause the application of the laws of any jurisdiction other than those of the State of Alabama.
28. These terms and conditions shall supersede any contrary language in any agreement entered into by the parties. All terms shall be reduced to writing and will not rely on any oral terms, nor shall any oral terms or agreement be incorporated herein.
29. As an entity of the State of Alabama, the parties recognize and agree that Shelton State Community College cannot and will not agree to indemnify any party to a contract resulting from this bid.
30. In accordance with the recommendations of the Governor and the Attorney General of the State of Alabama, the parties shall consider settling all disputes arising from or related to this agreement by using appropriate forms of non-binding alternative dispute resolution.
31. In the event of proration of the fund from which payment under which this agreement is to be made, the agreement will be subject to termination.
32. Shelton State Community College reserves the right to purchase according to availability of funds.
33. All applicable shipping and handling costs must be included in the pricing submitted with the bid.
34. Shelton State Community College will not accept prepay terms for the items and services in this bid.



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35. Quantities listed on the specifications sheet are believed to be correct. However, Shelton State Community College reserves the right to alter or vary the quantities for a period of ninety (90) days from the bid opening.
36. This agreement constitutes the sole and entire agreement of the parties to this agreement with respect to the subject matter contained herein, and supersedes all prior and contemporaneous understandings, negotiations, and agreements, both oral and written, with respect to such subject matter.
37. By signing this contract, the contracting parties affirm, for the duration of this agreement, that they will not violate federal immigration law or knowingly employ, hire, for employment, or continue to employ an unauthorized alien within the State of Alabama. Furthermore, a contracting party found to be in violation of this provision shall be deemed in breach of this agreement and shall be responsible for all damages resulting there from.
38. This agreement may be executed in counterparts, each of which shall be deemed and original, but all of which together shall be deemed to be one and the same agreement.
39. In compliance with Act 2016-312, the contractor hereby certifies that it is not currently engaged in, and will not engage in, the boycott of a person or an entity based in or doing business with a jurisdiction with which this state can enjoy open trade.



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**BID INVITATION**

**NONRESIDENT BIDDER INFORMATION**

41-16-57

(b) The awarding authority in the purchase of or contract for personal property or contractual services shall give preference, provided there is no sacrifice or loss in price or quality, to commodities produced in Alabama or sold by Alabama persons, firms, or corporations. Notwithstanding the foregoing, no county official, county commission, school board, city council or city councilmen, or other public official, state board, or state agency charged with the letting of contracts or purchase of materials for the construction, modification, alteration, or repair of any publicly owned facility may specify the use of materials or systems by a sole source, unless:

(1) The governmental body can document to the satisfaction of the State of Alabama Building Commission that the sole source product or service is of an indispensable nature, all other viable alternatives have been explored, and it has been determined that only this product or service will fulfill the function for which the product is needed. Frivolous features will not be considered.

(2) The sole source specification has been recommended by the architect or engineer of record and who also documents that there is no other product available and that the use of the requirement is of an indispensable nature and why.

(3) All information substantiating the use of a sole source specification is documented in writing and is filed into the project file.



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**BID INVITATION**

**BID PROPOSAL FORM**

Proposal of \_\_\_\_\_  
(Company Name)

of \_\_\_\_\_  
(City and State)

Hereinafter, called "Bidder," a corporation, organized and existing under the laws of the State of \_\_\_\_\_, a partnership, or an individual doing business as:

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TO: Shelton State Community College  
9500 Old Greensboro Rd.  
Tuscaloosa, AL 35405  
Attn: DeLane Bailey

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**BID PRICE \$** \_\_\_\_\_

**FEDERAL IDENTIFICATION #** \_\_\_\_\_





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**BID INVITATION**  
**2-18-SS**  
**BID CERTIFICATE**

I hereby affirm I have not been in any agreement or collusion among bidders or prospective bidders in restraint of freedom of competition, by agreement to bid at a fixed price or to refrain from bidding, or otherwise.

\_\_\_\_\_  
Firm or Company Name

\_\_\_\_\_  
Address

\_\_\_\_\_  
City, State and Zip Code

\_\_\_\_\_  
Telephone Number

\_\_\_\_\_  
Fax Number

\_\_\_\_\_  
Email Address

\_\_\_\_\_  
Name of Company Representative  
(Please Print)

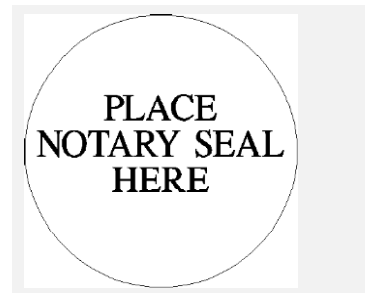
\_\_\_\_\_  
Signature of Company Representative

**BID CERTIFICATE MUST BE NOTARIZED**

Sworn and subscribed before me this the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
Notary Public

\_\_\_\_\_  
Date my commission expires



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**BID INVITATION**



State of Alabama  
**Disclosure Statement**  
(Required by Act 2001-955)

ENTITY COMPLETING FORM

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ADDRESS

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CITY, STATE, ZIP TELEPHONE NUMBER  
(    )

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STATE AGENCY/DEPARTMENT THAT WILL RECEIVE GOODS, SERVICES, OR IS RESPONSIBLE FOR GRANT AWARD

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ADDRESS

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CITY, STATE, ZIP TELEPHONE NUMBER  
(    )

This form is provided with:

Contract     Proposal     Request for Proposal     Invitation to Bid     Grant Proposal

Have you or any of your partners, divisions, or any related business units previously performed work or provided goods to any State Agency/Department in the current or last fiscal year?

Yes     No

If yes, identify below the State Agency/Department that received the goods or services, the type(s) of goods or services previously provided, and the amount received for the provision of such goods or services.

STATE AGENCY/DEPARTMENT	TYPE OF GOODS/SERVICES	AMOUNT RECEIVED

Have you or any of your partners, divisions, or any related business units previously applied and received any grants from any State Agency/Department in the current or last fiscal year?

Yes     No

If yes, identify the State Agency/Department that awarded the grant, the date such grant was awarded, and the amount of the grant.

STATE AGENCY/DEPARTMENT	DATE GRANT AWARDED	AMOUNT OF GRANT

1. List below the name(s) and address(es) of all public officials/public employees with whom you, members of your immediate family, or any of your employees have a family relationship and who may directly personally benefit financially from the proposed transaction. Identify the State Department/Agency for which the public officials/public employees work. (Attach additional sheets if necessary.)

NAME OF PUBLIC OFFICIAL/EMPLOYEE	ADDRESS	STATE DEPARTMENT/AGENCY



# SHELTON STATE

## COMMUNITY COLLEGE

9500 OLD GREENSBORO RD.  
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### BID INVITATION

2. List below the name(s) and address(es) of all family members of public officials/public employees with whom you, members of your immediate family, or any of your employees have a family relationship and who may directly personally benefit financially from the proposed transaction. Identify the public officials/public employees and State Department/Agency for which the public officials/public employees work. (Attach additional sheets if necessary.)

NAME OF FAMILY MEMBER	ADDRESS	NAME OF PUBLIC OFFICIAL/ PUBLIC EMPLOYEE	STATE DEPARTMENT/ AGENCY WHERE EMPLOYED

If you identified individuals in items one and/or two above, describe in detail below the direct financial benefit to be gained by the public officials, public employees, and/or their family members as the result of the contract, proposal, request for proposal, invitation to bid, or grant proposal. (Attach additional sheets if necessary.)

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Describe in detail below any indirect financial benefits to be gained by any public official, public employee, and/or family members of the public official or public employee as the result of the contract, proposal, request for proposal, invitation to bid, or grant proposal. (Attach additional sheets if necessary.)

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List below the name(s) and address(es) of all paid consultants and/or lobbyists utilized to obtain the contract, proposal, request for proposal, invitation to bid, or grant proposal:

NAME OF PAID CONSULTANT/LOBBYIST	ADDRESS

*By signing below, I certify under oath and penalty of perjury that all statements on or attached to this form are true and correct to the best of my knowledge. I further understand that a civil penalty of ten percent (10%) of the amount of the transaction, not to exceed \$10,000.00, is applied for knowingly providing incorrect or misleading information.*

Signature \_\_\_\_\_ Date \_\_\_\_\_

Notary's Signature \_\_\_\_\_ Date \_\_\_\_\_ Date Notary Expires \_\_\_\_\_

*Act 2001-955 requires the disclosure statement to be completed and filed with all proposals, bids, contracts, or grant proposals to the State of Alabama in excess of \$5,000.*



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**BID INVITATION**

**THIS VENDOR CERTIFICATION FORM HAS TO BE COMPLETED AND RETURNED IN ORDER TO MEET SPECIFICATIONS OF BID**

**VENDOR CERTIFICATION BY  
ALABAMA DEPARTMENT OF REVENUE**

**GENERAL INFORMATION:**

Shelton State Community College considers all vendors to be valuable assets in fulfilling its education, health, research, and service missions. As such, vendors should conduct their business openly, fairly, and honestly. All vendors are expected to fulfill their contractual commitments to the College in terms of cost, delivery, and quality of products and services. The College procurement contracts are a matter of public record, and they are based upon formal competitive bids or good faith negotiations between the College and the vendor. Failure to fulfill contractual commitments can jeopardize a company's status as an acceptable College vendor.

***The following statement is applicable to all Requests for Formal Bid and Contracts for Professional Services that are required on all taxable sales and leases into Alabama:***

***Certification Pursuant To Act No. 2006-557***

*Alabama law (Section 41-4-116, Code of Alabama 1975) provides that every bid submitted and contract executed shall contain a certification that the vendor, contractor, and all of its affiliates that make sales for delivery into Alabama or leases for use in Alabama are registered, collecting, and remitting Alabama state and local sales, use, and/or lease tax on all taxable sales and leases into Alabama. By submitting this bid, the bidder is hereby certifying that they are in full compliance with Act No. 2006-557, they are not barred from bidding or entering into a contract pursuant to 41-4-116, and acknowledges that the awarding authority may declare the contract void if the certification is false.*

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**COMPANY NAME**

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**SIGNATURE OF RESPONSIBLE PARTY**

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**PRINT: NAME, TITLE**

---

**DATE**



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**BID INVITATION**

*The following statement is applicable to all Requests for Formal Bid and Contracts for Professional Services:*

***Certification Pursuant To Minority-Owned Business***

*Alabama law (Section 25-10-3, Code of Alabama 1975) provides a definition of minority-owned businesses. Bidder from a business within the state that is a woman-owned enterprise, an enterprise of small business, as defined in Section 25-10-3, a minority-owned business enterprise, a veteran-owned business enterprise, or a disadvantaged-owned business enterprise shall acknowledge this status by signing this certification.*

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**COMPANY NAME**

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**SIGNATURE OF RESPONSIBLE PARTY**

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**PRINT: NAME, TITLE**

---

**DATE**



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**BID INVITATION  
AFFIDAVIT OF ALABAMA IMMIGRATION LAW COMPLIANCE**

In compliance with SECTIONS 9 (a) and (b) BEASON-HAMMON ALABAMA TAXPAYER AND CITIZEN PROTECTION ACT (the "Act"); CODE OF ALABAMA, SECTIONS 31-13-9 (9a) and (b), this Affidavit of Alabama Immigration Law Compliance is to be completed and signed by an officer or owner of a contractor or grantee and notarized, as a condition for the award of any contract by Shelton State Community College to an employer that employs one or more employees in the State of Alabama and is a recipient of funds from Shelton State Community College. Contractors and Grantees are to provide notice to their Subcontractors of their Alabama Immigration Law Compliance obligations.

**State of Alabama:**

**County of \_\_\_\_\_:**

Before me, a notary public, personally appeared \_\_\_\_\_ (print name) who, is duly authorized by the business entity/employer which appears below, being sworn, says as follows:

As a condition for being a contractor or grantee on a project paid for by contract, grant, or incentive by the State of Alabama, or any political subdivision thereof, or any state-funded entity, I hereby attest that in my capacity as \_\_\_\_\_ (your position) for Grantee does not knowingly employ, hire for employment, or continue to employ an unauthorized alien. Further, Contractor of Grantee affirms that it is providing notice to its subcontractors of their Alabama Immigration Law Compliance obligations.

I further attest that said Contractor or Grantee is enrolled in the E-Verify program and have affixed below said Contractor or Grantee's E-Verify Employment Eligibility Verification User Identification Number confirming such program enrollment. I have read this Affidavit and swear and affirm that it is true and correct.

\_\_\_\_\_  
**E-Verify Employment Eligibility Verification User Identification Number**

\_\_\_\_\_  
**Signature of Affiant**

Sworn to and subscribed before me this \_\_\_\_\_ day of \_\_\_\_\_, 2\_\_\_\_\_.

I certify that the affiant if known (or made known) to me to be the identical party he or she claims to be.

\_\_\_\_\_  
Signature and Seal of Notary Public

TO BE RETURNED TO SHELTON STATE COMMUNITY COLLEGE



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## BID INVITATION

### ATTACHMENT

Please bid on the following Preventative Maintenance Agreement for:

- 2 Model CVHF Centrifugal Chiller
- 1 Model RTHB Rotary Chiller
- 3 Pumps, Evaporator Water Pumps
- 3 Pumps, Hot Water Pumps
- 1 Baltimore Air Cool, Cooling Tower
- 3 Pumps, Condenser Water
- 2 Lattner Electric Boilers

The bid will be for three (3) years. Payment will be on a monthly basis.

The maintenance work on Chillers shall be performed by **TRANE** factory certified Technicians. There will be three (3) operational inspections and one (1) annual inspection. Company will report arrival on Campus to the Central Plant. Company will be accompanied by Shelton Technician at all times. During the maintenance of equipment, the Service Employee is to provide individual assistance for questions and issues. The company is required to respond to any emergency within twelve hours.

### AIR CONDITIONING & REFRIGERATION EQUIPMENT

1. Scheduled Service Visits – Company will provide service so that the Customer’s listed equipment receives one (1) Annual Inspection and three (3) Operational Inspections per year. There will also be quarterly walk through inspections. Inspection services include, but are not limited to, those on attached schedule(s).
2. Annual Inspection – Company will provide services so that the Customer’s listed equipment receives one Annual Inspection. Annual Inspection tasks include, but are not limited to, those on the attached schedule(s). This inspection must be performed on date specified by owner.
3. Annual Inspection Materials – Company will provide materials necessary to complete our Comprehensive Annual Inspection Services.
4. Operational Inspection – Company will provide services so that the Customer’s Listed equipment receives three (3) Operational Inspections. Operational Inspection tasks include, but are not limited to, those on the attached schedule(s).

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**BID INVITATION**

5. Scheduled Service material – Company will provide materials necessary to complete our Operational Inspection Services.
6. Company will transfer refrigerant from the Centrifugal and/or Screw Chiller into storage tanks as needed for repairs and transfer the refrigerant from the storage tanks back to the chiller(s) when repairs are completed.
7. Diagnostic Services – Company will provide diagnostic services according to the indicated schedule(s). Report must be submitted to owner on completion.

Year 2018

- 1- Vibration analysis test per chiller
- 1- Spectrochemical oil analysis test per chiller
- 1- Eddy Current analysis of evaporator and condenser per chiller

Year 2019

- 1- Brush out condenser tubes on all three chillers
- 1- Spectrochemical oil analysis test per chiller
- 1- Vibration analysis test per chiller

Year 2020

- 1- Brush out condenser tubes on all three chillers and perform Eddy Current test
- 1- Spectrochemical oil analysis test per chiller
- 1- Vibration analysis test per chiller

8. Tube Cleaning Services – Company will mechanically brush condenser tubes once (only one chiller can be taken out of service at a time). The chiller evaporator barrel of each chiller is to be inspected and cleaned.
9. Company will clean cooling tower. Must be performed on date specified by owner.





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**BID INVITATION**

**ANNUAL INSPECTION CENTRIFUGAL CHILLER**

**System**

- Run and record a complete test log on the equipment
- Report unusual noises, vibrations, odors, etc.
- Verify Capacity control reaction
- Verify operation of vane linkage
- Verify operation of flow switch
- Record refrigerant level as seen in sight glass
- Test complete interlocking circuit where possible
- Run full load test if operating conditions permit
- Check for leaks (high side) during operation

**Motor and Starter**

- Open starter cabinet; check starter contacts for sign of overheating, arcing, burns, discoloration, etc.
- Clean and inspect motor ventilation ports
- Lubricate bearings when needed
- Inspect oil pump starter enclosure for cleanliness, moisture, and signs of oil
- Inspect the starter for overheating, arcing, burns, etc.
- Vibration analysis test on motor, compressor and drive bearings
- Megg test motor

**Condenser**

- Remove end caps
- Mechanically brush tubes

**Lube System**

- Draw oil sample for analysis
- Measure and record motor amperage
- Verify operation of the oil heater and oil cooler
- Record oil level as seen in sight glass
- Change oil filter



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**BID INVITATION**

**Purge Unit**

Record elapsed run times and start counts  
Verify operation of purge compressor  
Measure and record compressor amperage  
Measure and record compressor and separator oil levels  
Check all sight glass levels  
Measure and record volume of water drained from unit  
Verify operation of purge heaters  
Megohm test motor

**Vessel**

Pressurize vessel (high side and low side) by running water pumps  
Leak test machine as needed  
Mark leaks located  
Review findings with Customer



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## BID INVITATION

### OPERATIONAL INSPECTION CENTRIFUGAL CHILLERS

#### **System**

- Run and record a complete test log on the equipment
- Report unusual noises, vibrations, odors
- Verify capacity control reaction
- Verify operation of vane linkage
- Verify operation of flow switch
- Record refrigerant level as seen in sight glass
- Test complete interlocking circuit where possible
- Run full load test if operating conditions permit
- Check for leaks (high side) during operation

#### **Motor and Starter**

- Open starter cabinet; check starter contacts for signs of overheating, arcing, burns, discoloration, etc.
- Clean and inspect motor ventilation ports
- Lubricate bearings when needed

#### **Lube System**

- Inspect oil pump starter enclosure for cleanliness, moisture, and signs of oil
- Inspect the starter for overheating, arcing, burns, etc.
- Measure and record motor amperage
- Verify operation of the oil heater and oil cooler
- Record oil level as seen in sight glass

#### **Purge Unit**

- Record elapsed run times and start counts
- Verify operation of purge compressor
- Measure and record compressor amperage
- Measure and record compressor and separator oil levels
- Check all sight glass levels
- Measure and record volume of water drained from unit
- Verify operation of purge heaters

#### **Vessel**

- Pressurize vessel (high side and low side) by running water pumps
- Leak test machine as needed
- Mark leaks located
- Review Findings with Customer



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**BID INVITATION**

**ANNUAL INSPECTION RTHA/RTHB CHILLER**

**System**

Run and record a complete test log on the equipment  
Report unusual noises, vibrations, orders, etc.  
Verify capacity control reaction  
Verify operation of flow switch  
Record refrigerant level as seen in sight glass  
Test complete interlocking circuit where possible  
Run full load test if operating conditions permit  
Check for leaks

**Motor and Starter**

Open starter cabinet; check starter contacts for signs of overheating, arcing, burns, discoloration, etc.  
Clean and inspect motor ventilation ports  
Lubricate bearings when needed  
Inspect the starter for overheating, arcing, burns, etc.  
Measure and record motor amperage  
Vibration analysis on test motor, compressor and drive bearings  
Meg test motor

**Condenser**

Remove end caps  
Mechanically brush tubes

**Lube System**

Draw oil sample for analysis  
Inspect oil pump starter enclosure for cleanliness, moisture, and signs of oil  
Verify operation of the oil heater and oil cooler  
Record oil level as seen in sight glass  
Change oil filter

**Vessel**

Leak test machine  
Mark leaks located  
Review findings with Customer



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**BID INVITATION**

**OPERATIONAL INSPECTION RTHA/RTHB CHILLER**

**System**

Run and record a complete test log on the equipment  
Report unusual noises, vibrations, odors, etc.  
Verify capacity control reaction  
Verify Operation of vane linkage  
Verify operation of flow switch  
Record refrigerant level as seen in sight glass  
Test complete interlocking circuit where possible  
Run full load test if operating conditions permit  
Check for leaks

**Motor and Starter**

Open starter cabinet; check starter contacts for signs of overheating, arcing, burns, discoloration, etc.  
Clean and inspect motor ventilation ports  
Lubricate bearings when needed  
Inspect the starter for overheating, arcing, burns, etc.  
Measure and record motor amperage

**Lube System**

Inspect oil pump starter enclosure for cleanliness, moisture, and signs of oil  
Verify operation of the oil heater and oil cooler  
Record oil level as seen in sight glass

**Vessel**

Leak test machine as needed  
Mark leaks located  
Review findings with Customer



**9500 OLD GREENSBORO RD.  
TUSCALOOSA, AL 35405**

**BID INVITATION**

**OPERATIONAL INSPECTION COOLING TOWER**

Record and report abnormal conditions  
Review customer logs with customer for operational problems  
Inspect and check freeze protection system  
Inspect all structural elements for corrosion and damage  
Inspect for scale buildup on eliminators  
Adjust float assembly, if necessary  
Clean sump and condenser strainers  
Inspect spray orifice/nozzles  
Inspect system for leaks in piping, flange connections, etc.  
Verify operation of dump valve and drain  
Verify operation of heaters

**Controls**

Verify that overflow drain is clear  
Verify operation of bleed system  
Verify operation of water feed and controls

**Starter**

Inspect wiring for secureness and damage and record condition  
Measure operating amperage and record  
Inspect contacts for signs of wear, arcing, overheating, etc., and record condition

**Cooling Tower Fan Motor(s)**

Inspect for unusual noises in bearings, motors, etc.

**Fan(s) (Axial/Propeller Only)**

Inspect pulley grooves and belts for alignment, wear, and tension  
Lubricate couplings and bearings  
Inspect fan blade locking devices for secureness  
Measure gear box oil level  
Report condition of cooling tower and any repair requirements



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**BID INVITATION**

**BOILER OPERATIONAL VISIT**

Inspect/replace connections for tightness and corrosion  
Inspect mountings for security  
Inspect for vibration and noise  
Inspect for leaks  
Check operation  
Inspect wire  
Check hi/low operation  
Test flow switch operation

**BOILERS, HOT WATER OR STEAM-CONTROL PANEL  
ANNUAL VISIT**

Inspect structural elements for corrosion and damage  
Inspect mounting points for secureness, tighten if necessary  
Inspect secureness of guards, doors and panel  
Inspect for system leaks in piping, flange connections, etc.  
Inspect boiler exterior, overall condition  
Verify makeup water system  
Test low water cutoff  
Test emergency disconnect boiler shutdown  
Check gauge glass on boiler and/or expansion tank  
Inspect cabinet for cleanliness, moisture, oil, etc.  
Inspect/replace connections for tightness and corrosion  
Verify operation of indication devices  
Check for obvious errors of installed pressure and temp gauges  
Verify pressure or temperature, primary and backup controls  
Inspect all contactors and electrical connections



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**BID INVITATION**

**OPERATIONAL PUMP INSPECTION**

Record and report abnormal conditions and measurements taken  
Inspect for vibrations, unusual noises, odors, etc.  
Inspect for vibration noise transmitted into piping  
Inspect packing; adjust to a slow drip if necessary  
Inspect mechanical seal  
Verify flow in sealing/flushing line  
Lubricate motor bearings  
Inspect system for leaks in piping, flange connections, etc., and record condition  
Lubricate pump bearings  
Inspect motor windings for dirt buildup  
Clean ventilation openings, (grills and/or screens)  
Visually inspect coupling

**Starter or Contactor**

Inspect contacts for signs of wear, arcing, overheating, etc., and record condition  
Measure operating amperage and record readings

**Operational Test**

Inspect level in system expansion tank and record reading  
Record suction and discharge pressures  
Report pump condition and repair requirements (if any)





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## **BID INVITATION**

### **SPECTROCHEMICAL OIL ANALYSIS**

#### **Sampling Procedure**

Run Machine to circulate oil in sump

Oil should be warm, not hot, from operation to obtain a representative sample

Sample will be taken at a petcock install on the oil line before the filter

Provide an appropriate and clean container for the sample

Provide a label indicating; machine manufacturer, model, oil type, run hours, and time elapsed since last sampling

#### **Analysis and Report**

Provide laboratory analysis to identify twenty metallic elements which are measured by a direct reading spectrometer

Identify water content which will be reported in ppm, detectable to less than 1 ppm

Measure the viscosity of the samples to 40 degrees C and report in centi strokes

Measure total acid number and report

Provide a written report of all conditions and contents, to include:

- Unit/oil condition (normal, abnormal, critical)

- Suitability of oil for continued use

- Recommendations for corrective action (if required)

- Answers to specific questions submitted with the sample

### **EVAPORATOR AND CONDENSER TUBE CLEANING**

Valve off machine and drain equipment

Remove condenser heads

Check division plate gasket

Check corrosion inhibitor anodes

Inspect Condenser heads, tubes, and crown sheets for corrosion, scale, and debris

Report condition of condenser heads

Report condition of crown sheets

Mechanically clean tubes

Replace division plate gaskets

Replace condenser had gaskets

Check division plate gasket fit-up

Reinstall condenser heads



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**BID INVITATION**

**COOLING TOWER CLEANING SERVICES**

Record and report abnormal conditions, measurements taken, etc.  
Review customer logs with customer for operational problems and trends  
Inspect and check freeze protection system  
Valve off tower and drain  
Inspect all structural elements for corrosion and damage  
Inspect system for leaks in piping, flange connections, etc.  
Test drain system  
Remove all debris  
Flush and clean hot water basin  
Flush fill

**Additional tasks and/or special instructions**

Flush and clean cold water sump  
Clean float assembly, if necessary  
Clean strainer  
Fill system  
Run system to inspect spray nozzles  
Shut down system, clean nozzles as needed  
Report condition of cooling tower and any repair requirements



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**BID INVITATION**

**2-18-SS**  
**February 21, 2018**

**SUMMARY SHEET**

<b>VENDOR</b>	<b>BID PRICE</b>