

Logan County Archives HVAC System Bid Specifications

The Logan County Archives is seeking bids for their annual HVAC maintenance contract. The contract will be valid for Fiscal Year 2026-2027.

The Logan County Archives has 3 HVAC units.

The Bid opening will be April 14, 2026 @ 9:00AM

Maintenance shall be completed with in the fist full week on each month.

Scope of Maintenance

Split Systems and Package Units

ANNUAL MAINTENANCE 1 time per year per unit

- Clean condenser coils
- Check unit general operation
- Check pressures and temps and record readings
- Check unit voltage and amps ensuring within manufacture Specifications
- Check and replace belt(s) if applicable
- Check general condition of unit wiring
- Check gas pressures if applicable
- Check all safeties
- Verify proper function of the condensate drains and treat if necessary
- Clean intake air screens
- Clean/Change air filters
- Verify the operation of the oil heater - on compressor
- Grease all fittings if applicable

QUARTERLY OPERATIONAL INSPECTION 3 per year per unit

- Verify proper function of the condensate drains and treat if necessary
- Ensure proper unit function
- Clean condenser coils
- Clean/Change air filters
- Grease all fittings if applicable

MONTHLY OPERATIONAL INSPECTION 8 per year per unit

- Ensure proper unit function
- Clean/Change air filters