

Logan County Clerk's Office HVAC System Bid Specifications

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

The Logan County Clerk's office has 4 HVAC units. 2 of these units are Mini-Split 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