

Logan County Detention Center HVAC System Bid Specifications

The Logan County Detention Center is seeking bids for their annual HVAC maintenance contract.
The bid will be valid 7/1/2026 – 6/30/2027

The Logan County Detention Center has 13 total HVAC units

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

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 volts and amps
- 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

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

MONTHLY OPERATIONAL INSPECTION 8 per year per unit

- Ensure proper unit function
- Clean/Change air filters

Exhaust Fans

ANNUAL MAINTENANCE

- Check integrity of fan blades
- Clean excess buildup from unit
- Check electrical connections
- Replace belt(s) if applicable
- Lubricate motors if applicable

Make-up Air Unit

ANNUAL MAINTENANCE

- Check unit general operation
- Check volts and amps
- Check and replace belt(s) if applicable (Annually)
- Check general condition of unit wiring
- Check all safeties
- Clean intake air screens