



Stockbridge-Munsee Community

Public Works
PO Box 70
Bowler, WI 54416

Telephone: (715)793-4854
FAX: (715)793-4878

April 15, 2016

Call for Proposals

The Stockbridge-Munsee Community is seeking bids for annual preventative maintenance of the HVAC units at designated locations within the Tribe. We are seeking a three-year service agreement. Services shall be provided in accordance with equipment manufacturer recommendations. In order to submit a bid, you must be on the Approved List of Contractors; to be added to that list please contact Roberta Carrington at (715) 793-4886. During the completion of services training of designated Stockbridge-Munsee Community staff must be completed.

Bid Due Date: April 29, 2016 at 2:00pm CST

Bid Submission Method: All bids must be sealed and hand-delivered to the Tribal Council Secretary at N8476 Moh He Con Nuck Road, Bowler, WI. On the outside of the envelope you must write or type as follows: "HVAC Bid Part I" and "HVAC Bid Part II". The Name & Address of the Contractor submitting the bid must also be on the outside of the sealed envelope. **Please submit the bids with detailed costs for Bid Part I and Bid Part II.**

The Stockbridge-Munsee Community reserves the right to reject any and all bids. **All potential contactors are required to view the work site prior to bidding.**

Bid Inquiries/Questions Contact:

Les Slater Jr., Facilities Manager
Stockbridge-Munsee Community
W13817 County Highway A
Bowler, WI 54416
E-mail: les.slater@mohican-nsn.gov
Phone: 715-793-4879 office 715-881-1208 cell
Fax: 715-793-4878

Designated Locations Bid Part I

Administration Building	N8705 Moh He Con Nuck Rd	Bowler	WI	54416
Child Support	203 Main St	Bowler	WI	54416
Communications	N8480 Moh He Con Nuck Rd	Bowler	WI	54416
Education	W13447 Camp 14 Rd	Bowler	WI	54416
Elderly Center	N8651 Maplewood St	Bowler	WI	54416
Ella Besaw Center	N8697 Moh He Con Nuck Rd	Bowler	WI	54416
Environmental	N7689 Koan Tuk Rd	Bowler	WI	54416



Stockbridge-Munsee Community

Public Works
PO Box 70
Bowler, WI 54416

Telephone: (715)793-4854
FAX: (715)793-4878

Food Distribution	N8484 Moh He Con Nuck Rd	Bowler	WI	54416
Headstart	W13429 Cherry St	Bowler	WI	54416
Land & Enrollment	N8402 Moh He Con Nuck Rd	Bowler	WI	54416
Legal Offices	N8476 Moh He Con Nuck Rd	Bowler	WI	54416
Little Star	W12180 Cty Hwy A	Bowler	WI	54416
Library/Museum	N8510 Moh He Con Nuck Rd	Bowler	WI	54416
Mohican Family Center	N8605 Oak St	Bowler	WI	54416
P&E	W13817 Cty Hwy A	Bowler	WI	54416
Pine Hills Golf Course	N9498 Big Lake Rd	Gresham	WI	54128
Public Safety	W13455 Camp 14 Rd	Bowler	WI	54416
Roads	W13817 Cty Hwy A	Bowler	WI	54416
Tribal Offices	N8476 Moh He Con Nuck Rd	Bowler	WI	54416
Utilities	N8618 Oak St	Bowler	WI	54416
Utilities-Pumphouse	W13140 Cty Hwy A	Bowler	WI	54416
Utilities-WWTF	W12800 Cty Hwy A	Bowler	WI	54416

Bid Part I Contract Start Date: May 1, 2016

Bid Part I Scope of Work

Outdoor Units

- Inspect unit for proper refrigerant level and adjust if necessary
- Clean dirt, leaves and debris from inside cabinet
- Inspect base pan for restricted drain openings—remove obstructions as necessary
- Inspect coil and cabinet—clean as needed
- Inspect fan motor and fan blades for wear and damage—on older models lubricate as needed
- Inspect control box, associated controls/accessories, wiring and connections. Controls may include contactors, relays, circuit boards, capacitors, sump heat and other accessories. All control box and electrical parts should be checked for wear or damage.
- Inspect compressor and associated tubing for damage

Indoor Units

- Inspect and clean blower assembly (includes blower housing, blower wheel and motor)
- On older models, lubricate motor and inspect and replace fan belt if needed
- Check combustion blower housing for lint and debris and clean as necessary
- Inspect evaporator coil, drain pan and condensate drain lines. Clean as needed
- Inspect for gas leaks in gas furnaces
- Inspect burner assembly—clean and adjust as needed



Stockbridge-Munsee Community

Public Works
PO Box 70
Bowler, WI 54416

Telephone: (715)793-4854
FAX: (715)793-4878

- Inspect ignition system and safety controls—clean and adjust as needed
 - Inspect heat exchanger or heating elements
 - Inspect flue system—check for proper attachment to the furnace, any dislocated sections, and for signs of corrosion. Replace if necessary.
 - Inspect control box, associated controls, wiring and connections
 - Clean or replace air filters
 - Inspect conditioned airflow system (ductwork)—check for leaks
- WHILE YOUR SYSTEM IS OPERATING**
- Monitor system starting characteristics and capabilities
 - Listen for abnormal noise
 - Search for source of unusual odors
 - Monitor air conditioning and heat pump systems for correct refrigerant charge
 - Measure outdoor dry bulb temperature
 - Measure indoor dry and wet bulb temperature
 - Measure high and low side system pressures
 - Monitor gas furnace for correct line and manifold gas pressure—make adjustments as needed
 - Measure temperature rise and adjust airflow as needed
 - Check vent system for proper operation
 - Monitor system for correct line and load volts/amps
 - Monitor system operation per manufacturer's specifications
 - Provide system operation report and recommend repairs or replacement as necessary

Bid Part II

Call for Proposals

The Stockbridge-Munsee Community is seeking bids for annual preventative maintenance services for the HVAC units at the Stockbridge-Munsee Health & Wellness Center (SMHWC) located at W12802 County Hwy A, Bowler, WI 54416.

The Stockbridge-Munsee Community reserves the right to reject any and all bids. **All potential contactors are required to view the work site prior to bidding.**

Bid Inquiries/Questions Contact:

Bonnie Welch, Safety Manager
Stockbridge-Munsee Health & Wellness Center
W12802 County Highway A
Bowler, WI 54416
E-mail: bonnie.welch@mohican-nsn.gov
Phone: 715-793-5047 office

Bid Part II Contract Start Date: September 15, 2016



Stockbridge-Munsee Community

Public Works
PO Box 70
Bowler, WI 54416

Telephone: (715)793-4854
FAX: (715)793-4878

Bid Part II Scope of Work

Items to be Maintained	Description of services to be provided:	Maintenance Frequency
34 Heat Pumps	Change filters, clean strainers, clean drain pans, check compressor operation (Provide filters for each change)	4 times per year
Make Up Units	Change filters and belts, clean LP burners, check gas pressure	2 times per year
2 Boilers	Check gas pressure, do combustion analyze test, flusg boilers, clean strainers, check oil pumps	Once a year
Cooling Tower	Wash and clean coils, clean sump, check all motors and belts, replace belts as needed	Once a year
Cooling Tower	Drain cooling tower in fall when outside temperatures drop and before freezing. Unplug chemical feed pump	Once a year
Cooling Tower	Clean, fill and start up colling tower in spring when outside warmer temperatures rise. Start cooling tower chemical pump	Once a year
Condensing Units	Check refrigerant charge, clean coils, clean drain pans, check filters	Once a year
Humidifiers	Clean and replace 2 humidifiers cylinders, check amperage	Once a year
Unit Heaters	Check and clean burners, check gas pressure and motors	Once a year
Rooftop Exhaust Fans	Check exhaust fans and belts for swervicing. Replace belts as needed.	4 times per year
Computer Software for Building HVAC System	Utililize on-site HVAC computer software for referencing the HVAC operation status	During maintenance site visist
Services Reports to Facility Manager	Provide dated documentation for each site visit to include description of maintenance service rendered	For each site visit services are rendered
Emergency Maintenance and/or Reports	Availabe to respond to emergency maintenace service calls	Emergency maintenance as needed