

The Des Plaines Public Library, Des Plaines, Illinois
Proposals for Three Year Full Service Comprehensive Preventative Maintenance
Services of HVAC Systems for The Des Plaines Public Library,
No. 3-2026

ADDENDUM #3

1. *Please advise on the following questions below –*

- *Is the comprehensive maintenance to only include basic repair/replacement parts such as contactors, capacitors, bearings, belts, etc.?*
- *Everything else will be quoted for approval?*

Bullet 1: No. It must include any parts, repairs, and the replacement of any components and associated devices related to the HVAC equipment listed on the equipment list that fails or becomes defective, including, but not limited to, repairing or replacing motors, compressors, pumps, pump motors, motor bearings, condenser fans, exhaust fan motors, FPB motors, air handler motors, damper motors, linkages, drive couplings, drive pulleys, limit controls, gaskets, seals, relays, contactors, capacitors, actuators, bearings, belts, etc., all to keep the HVAC systems functioning and is included and is part of each annual cost.

For clarification, in addition to what is requested in the RFP documents, the full service comprehensive and routine preventative maintenance services must include, but is not limited to, performing the routine maintenance and lubrication according to the equipment manufacturer's recommendations and HVAC industry standards for the HVAC equipment listed on the equipment list, and for their associated devices. This must include an annual chiller compressor oil analysis, inspection of compressors and condenser fan motors, testing chiller sensors, limits, controls, and glycol concentration. Inspection of equipment controls, safeties, motors, starters, valves, and adjust as needed. Boiler burner cleaning, inspection and testing of boiler operation and limit controls on boilers and combustion analysis and tuning, etc., all to keep the

HVAC systems functioning and is included in RPF agreement and is part of each annual cost.

Bullet 2: Everything else requires a written quote or goes out for RFP. For Example: In 2024 we had the chiller replaced. In 2021, we had the two humidifiers replaced. These were improvements that the library paid for separately and were not part of the HVAC maintenance agreement.