PO Box 310
Wildwood, MO 63040
metrowest-fire.org
636-458-2100

Request for Proposal – HVAC Preventative Maintenance Agreement for the following location:
Station 1 – 14835 Manchester Rd Ballwin, MO 63011
Station 2 – 1000 New Ballwin Rd Ballwin, MO 63021
Station 3 – 17065 Manchester Rd Wildwood, MO 63040
Station 4 – 16060 Clayton Rd Ellisville, MO 63011
Station 5 – 18061 Starck Ln Wildwood, MO 63069

Notice of Bid – Bids will be received by the Board of Directors if the Metro West Fire Protection District. Include enclosed in a sealed bid the attached scope of work and any alternates that may be listed.
Copies of specifications may be picked up at the Administration office of the Metro West Fire Protection District, 17065 Manchester Rd, Wildwood, MO 63040 or by visiting www.metrowest-fire.org
Bids shall be delivered to or mailed to Metro West Fire Protection District with the RFP listed to 17065 Manchester Rd, Wildwood, MO 63040 (hand delivery) or P.O. Box 310, Wildwood, Missouri 63040 (mail), **No later than 4 P.M. on Tuesday, December 8th, 2026.**

Bids will be opened at the next regularly scheduled meeting of the Board of Directors, Metro West Fire Protection District, Administration Building, 17065 Manchester Rd, Wildwood, MO 63040. A decision on the bid will be no later than **December 30th, 2026**.

The Fire District reserves the right to reject any and all bids, to waive variations or informalities, and to negotiate changes or additions. The Fire District also reserves the right to extend the time to submit bids, and to extend the time to open bids.

By Order of the Board of Directors:

Tim Flora

Mark Macinski

Michael Thompson

Brad Shelton
Chief of Fire & EMS

Tim Flora
Director

Mike Thompson
Director

Mark Macinski
Director

Scope of Work

Station 1
14835 Manchester Rd
Ballwin, MO 63011

Equipment to be Serviced: (2) Daikin Condensing Units, (14) Fan Coil Units, (4) Air Handlers, (1) ERV, (5) Air Hawk Purification Systems, (4) Reznor Infrared Tube Heaters, (1) Pump Humidifiers if equipped

Station 2
1000 New Ballwin Rd
Ballwin, MO 63021

Equipment to be Serviced: (2) Daikin Condensing Units, (13) Fan Coil Units, (2) Air Handler, (3) Air Hawk Purification Systems, (2) Reznor Infrared Tube Heaters, (2) Exhaust Fans, (1) Heat Pump, Humidifiers if equipped

Station 3
17065 Manchester Rd
Wildwood, MO 63040

Equipment to be Serviced: (1) DOAS, (2) Daikin condensing units, (25) Fan Coil Units, (5) Air Hawk Purification Systems, (4) Reznor Infrared Tube Heaters, (2) Exhaust Fans, (2) Mini splits, Humidifiers if equipped.

Station 4
16060 Clayton Rd
Ellisville, MO 63011

Equipment to be Serviced: (2) Daikin Condensing Units, (20) Fan Coil Units, (1) Air Handler, (1) ERV, (4) Air Hawk Purification Systems, (4) Reznor Infrared Tube Heaters, (3) Heat Pump split systems gas heat, (1) Ductless split, Humidifiers if equipped

Station 5
18061 Starck Ln
Wildwood, MO 63069

Equipment to be Serviced: (2) Daikin Condensing Unit, (1) Rooftop DOAS, (14) Fan Coil Units, 1 Air Handler, (4) Air Hawk Purification Systems, (3) Reznor Infrared Tube Heaters, (2) Mini Splits, (2) Exhaust Fans, (1) Electric Unit Heater, Humidifiers if equipped

Maintenance Task List; if applicable.

CONDENSING UNITS (AIR-COOLED)
ANNUAL PRESEASON (SUMMER) INSPECTION
Check overall system function and operation and record;
Check for unusual noises or vibrations;
Inspect for worn, failed, or questionable parts;
Visually inspect for refrigerant leaks;
Check condenser for blade and housing clearance;
Check and adjust condenser for belt tension;
Check operation of pressure and temperature controls;
Check condenser screws and bolts for tightness;
Check condenser motor current and voltage;
Inspect electrical connections, contactors, and relays;
Check operating and safety controls;
Check and clean condenser coil;
Record all deficiencies, required repairs, and readings on service report.

AIR HANDLERS
SEMI-ANNUAL OPERATIONAL INSPECTIONS
Check overall system function and operation and record;
Check for unusual noises or vibrations;
Inspect for worn, failed, or questionable parts;
Check fan assembly;
Lubricate fan bearings per manufacturer recommendations;
Lubricate motor bearings per manufacturer recommendations;
Check belts and sheaves – adjust as needed;
Tighten all nuts and bolts;
Check motor mounts and vibration pads;
Check motor operating conditions;
Inspect electrical connections and contactors;
Lubricate and adjust associated dampers and linkage;
Check fan operation;
Clean outside air intake screen;
Check and clean drain pan and drains (if accessible);
Check and clean strainers;
Check steam traps and hand valves;
Replace filters per filter schedule;
Check heating and cooling coils;
Inspect humidifier (where applicable);
Record all deficiencies, required repairs, and all readings on service report.

FAN COIL UNIT

SEMI-ANNUAL OPERATIONAL INSPECTION (INDOOR UNIT)
Check overall system function and operation and record;
Check for unusual noises or vibrations;
Inspect for worn, failed, or questionable parts and record;
Visually inspect for leaks;
Lubricate fan and motor bearings per manufacturer recommendations;
Inspect electrical connections, contactors, relays, and operating/safety controls;
Check motor operating conditions;
Check and clean fan blades as needed;
Check and clean coil;
Check vibration eliminators;
Check evaporator;
Check and test all operating/safety controls;
Check heating elements (where applicable);
Check operating conditions – adjust as needed;
Change filters per filter schedule;
Record all deficiencies, required repairs, and all readings on service report.

ROOFTOP UNIT(S) & SPLIT-SYSTEMS
ANNUAL *PRE*SEASON [SUMMER] HEATING INSPECTION
Clean indoor wall mount units and ceiling cassettes;
Check overall system function and operation and record;
Check for unusual noises or vibrations;
Inspect for worn, failed, or questionable parts and record;
Remove all debris from within and around unit;
Check and tighten all electrical connections, contactors, and relays;
Check motor operating conditions;
Check vibration eliminators. Adjust as needed;
Lubricate motor bearings per manufacturer recommendations;
Check and clean fan blades as required;
Lubricate fan bearings per manufacturer recommendations;
Check damper operation and lubricate. Adjust dampers and linkage as needed;
Check operation and calibration of gas train components (where applicable);
Check burner operation sequence (where applicable);
Check combustion (where applicable);
Inspect combustion blower (where applicable);
Inspect heat exchanger (where applicable);
Check operation of control circuit;
Check operating and safety controls;
Check belts and sheaves. Adjust as needed;

Change filters
Record all deficiencies, required repairs, and readings on service report.

ANNUAL *PRE*SEASON [WINTER] COOLING INSPECTION
Check overall system function and operation and record;
Check for unusual noises or vibrations;
Inspect for worn, failed, or questionable parts and record;
Remove all debris from within and around unit;
Check and tighten all electrical connections, contactors, and relays;
Check motor operating conditions;
Check vibration eliminators. Adjust as needed;
Lubricate motor bearings per manufacturer recommendations;
Check and clean fan blades as required;
Lubricate fan bearings per manufacturer recommendations;
Check damper operation and lubricate. Adjust dampers and linkage as needed;
Inspect crankcase heater;
Visually check for refrigerant leaks;
Check compressor oil level;
Check oil and refrigerant filter-drier;
Check operation of control circuit;
Check operating and safety controls;
Inspect coils for blockage and cleanliness;
Clean coil external surfaces with chemical and high-pressure spray;
Check and clean drain pan and drains;
Check belts and sheaves. Adjust as needed;
Change filters;
Record all deficiencies, required repairs, and readings on service report.

HEAT PUMPS
SEMI-ANNUAL PRESEASON COOLING/HEATING INSPECTION
Check overall system function and operation and record;
Check for unusual noises or vibrations;
Inspect for worn, failed, or questionable parts;
Visually inspect for leaks;
Inspect electrical connections, contactors, relays, and operating and safety controls;
Check vibration eliminators – adjust as needed;
Meg hermetic motor;
Check and test all operating and safety controls;
Check operating conditions – adjust as needed;
Check heating elements (where required);
Check the heat/cool reversing cycle;
Record all deficiencies, required repairs, and all readings on service report.

REZNOR TUBE HEATERS

ANNUAL OPERATIONAL INSPECTION

Check overall system function and operation and record;
Check for unusual noises or vibrations;
Inspect for worn, failed, or questionable parts and record;
Inspect for worn, failed, or questionable parts and record.
Lubricate fan bearings per manufacturer recommendations.
Lubricate motor bearings per manufacturer recommendations.
Change inline filter once per year;
Check motor mounts and vibration pads.
Record all deficiencies, required repairs, and readings on service report

VEHICLE EXHAUST FILTRATION SYSTEM

ANNUAL OPERATIONAL INSPECTION

Check overall system function and operation and record;
Check for unusual noises or vibrations;
Inspect for worn, failed, or questionable parts and record;
Lubricate fan and motor bearings per manufacturer recommendations;
Inspect electrical connections, contactors, relays, and operating/safety controls;
Check motor operating conditions;
Check and clean fan blades as needed;
Check vibration eliminators;
Check and test all operating/safety controls;
Check operating conditions – adjust as needed;
Record all deficiencies, required repairs, and all readings on service report.

EXHAUST FANS

ANNUAL OPERATIONAL INSPECTION

Check overall system function and operation and record;
Check for unusual noises or vibrations;
Inspect for worn, failed, or questionable parts and record;
Inspect for worn, failed, or questionable parts and record.
Lubricate fan bearings per manufacturer recommendations.
Lubricate motor bearings per manufacturer recommendations.
Check belts and sheaves. Adjust as needed. Change belts per 'Belt Schedule.'
Check motor mounts and vibration pads.
Record all deficiencies, required repairs, and readings on service report.

PUMPS

ANNUAL INSPECTION

Check overall system function and operation and record;
Check for unusual noises or vibrations;
Inspect for worn, failed, or questionable parts and record;

Lubricate pump bearings per manufacturer recommendations;
Lubricate motor bearings per manufacturer recommendations;
Tighten all nuts and bolts. Check motor mounts and vibration pads;
Visually check pump alignment and coupling;
Check motor operating conditions;
Inspect electrical connections and contactors;
Check and clean strainers and check hand valves;
Inspect mechanical seals or pump packing;
Record all deficiencies, required repairs, and all readings on service report.

BOILER (HOT WATER)
ANNUAL PRESEASON INSPECTION
Check overall system function and operation and record;
Check for unusual noises or vibrations;
Inspect for worn, failed, or questionable parts and record;
Inspect fireside of boiler and record condition;
Inspect firebrick and refractory for defects;
Visually inspect boiler pressure vessel for possible leaks and record condition;
Disassemble, inspect, and clean low-water cutoff;
Check hand valves and automatic feed equipment. Adjust as needed;
Inspect, clean, and lubricate the burner and combustion control equipment;
Check burner sequence of operation and combustion air equipment;
Check flue piping for leaks and proper support;
Record all deficiencies, required repairs, and readings on service report.

ELECTRIC UNIT HEATER
ANNUAL OPERATIONAL INSPECTIONS
Check overall system function and operation and record.
Check for unusual noises or vibrations.
Inspect for worn, failed, or questionable parts and record.
Brush/vacuum, coils, grilles, fan, and unit interior.
Inspect electrical connections, contactors, and relays.
Check operating and safety controls.
Check unit operation. Adjust as needed.
Record all deficiencies, required repairs, and all readings on service report.

- Invoices should be itemized per location
- Please include your Certificate of Liability
- This term of the contract with the selected vendor is expected to be 3 years beginning January 1, 2027, and expiring December 31, 2029.

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- **A mandatory contractor meeting for this project will be on:**
    - Date – Wednesday November 18, 2026
    - Time – 1 pm
    - Location – Metro West Fire Protection District – Administration, 17065 Manchester Rd, Wildwood, MO 63040

Contact for this project will be – Travis Bauer, Deputy Chief, travisba@metrowest-fire.org

AFFIDAVIT OF WORK AUTHORIZATION

The bidder/contractor who meets the section 285.525 RSMo definition of a business entity must complete and return the following Affidavit of Work Authorization.
Comes now _____ (Name of Business Entity Authorized Representative) as _____(Position/Title) first being duly sworn, on my oath affirm:
_____(Business Entity Name) is enrolled and will continue to participate in the E-Verify federal work authorization program in respect to employees hired after enrollment in the program who are proposed to work in connection with the services related to contract(s) with the Metro West Fire Protection District for the duration of the contract(s), if awarded in accordance with the subsection 2 section 285.530, RSMo.

I also affirm that _____ (Business Entity Name) does not and will not knowingly employ a person who is an unauthorized alien in connection with the contracted services provided to the contract(s) for the duration of the contract(s), if awarded.

In affirmation thereof, the facts stated above are true and correct (The undersigned understands that false statements made in this filing are subject to penalties provided under Section 575.040 RSMo.

Authorized Representative Signature Printed Name

_____

Title Date

_____

E-mail address

Subscribed and sworn to before me this _____, I am
(Day) (Month/Year)

Commissioned as a notary public within the County of _____State
(Name of County)

Of _____ and my commission expires on _____.
(Name of State) (Date)

_____ _____

(Signature of Notary) (Date)