

Request for Quote (RFQ)

HVAC Preventive Maintenance Services – Chillers & Cooling Tower

RFQ No.: 89-20260316-CCC

Issue Date: March 18, 2026

Quote Due: April 17, 2026, by 2:00 PM ET

Issuing Entity

Cleveland Community College
137 South Post Road
Shelby, NC 28152

Contact: Carlos George Email: georgec@clevelandcc.edu Phone: 704-669-4244

Summary

Cleveland Community College (the College) is soliciting quotes from qualified HVAC contractors to provide annual preventive maintenance services for the College's central plant equipment located at 137 South Post Road, Shelby, NC. Services shall cover the chillers and cooling tower listed herein and include testing/inspection and preventive maintenance tasks detailed in this RFQ.

Scope of Services

The awarded vendor shall furnish all labor, supervision, tools, materials, and transportation to perform annual preventive maintenance services as described below:

- TESTING for proper operation, motor winding resistance, refrigerant charge, fan RPM, refrigerant oil (acid), water condition, flue gas analysis, safety controls, combustion and draft, crankcase heaters, control systems, and other applicable components.
- INSPECTING for worn/failed/doubtful parts, mountings, drive couplings, oil level, rotation, soot, flame composition and shape, pilot and igniter, and leaks (steam/water/oil/refrigerant).
- CLEANING coil surfaces, fan impellers and blades, electrical contacts, burner orifices, passages and nozzles, pilot and igniter, cooling tower baffles, basin, sump and float, chiller, condenser/boiler tubes, and other applicable components.
- ALIGNING belt drives, drive couplings, air fins, and other applicable components.
- CALIBRATING safety controls, temperature and pressure controls, and other applicable components.
- TIGHTENING electrical connections, mounting bolts, pipe clamps, refrigerant piping fittings, damper sections, and other applicable components.
- ADJUSTING belt tension, refrigerant charge/superheat, fan RPM, water chemical feed/rate, burner fuel/air ratios, gas pressure, control/limit setpoints, compressor cylinder unloaders, damper close-off, and sump float.
- LUBRICATING motors; fan and damper bearings; valve stems; damper and fan vane linkages, etc.
- Replace blower belts one (1) time per year, if applicable.
- Clean condenser coils one (1) time per year for the chillers and cooling tower.
- Provide maintenance documentation to the College after each visit.
- Assign dedicated technicians to the facility.
- Provide annual utility benchmarking and capital planning support for future unit replacements.

- Provide engineering support on request for design/build and replacement needs.

Equipment to be Covered

| Type | Manufacturer | Model | Serial | Capacity/Rating | Location |
|---------------|--------------|------------------|------------------|-------------------|------------------|
| Chiller | Trane | RTAC1404UR0N | U08C06992 | 140 ton | Bailey |
| Chiller | Carrier | 30XAA1106T-02S-7 | 0408Q92057 | 110 ton | Student Services |
| Chiller | Carrier | 30XXA1006TT2028 | 4207091796 | 100 ton | Cosmo |
| Cooling Tower | BAC | FXV-0806B-32D-K | U147327901-01-01 | 80 ton | Paksoy |
| Cooling Tower | Evapco | ESW-102-45J | 4-105500 | 350–400-ton range | Jack Hunt |
| Chiller | Daikin | AGZ101EDSEMNOA | SLPU211149548 | 101 ton | ATC |
| Chiller | Daikin | AGZ101EDSEMNOA | SLPU211149547 | 101 ton | ATC |

Service Frequency & Hours

One (1) scheduled preventive maintenance visit per year for all equipment above. All planned work will be performed during normal working hours.

Exclusions / Additional Notes

- Repairs, parts/components replacements, special service calls, duct cleaning, controls maintenance/services, and additional equipment (lifts, scaffolds, etc.) are excluded from this RFQ scope and, if required, shall be quoted separately.
- Vendor shall coordinate equipment shutdowns with the College and will be provided safe, timely access to equipment areas.

Pricing Submission

Provide a fixed annual price for the preventive maintenance scope described, including all labor, travel, consumables, and routine maintenance materials. Provide pricing for an initial one (1) year term with two (2) optional one-year renewals (subject to college approval). Include any multi-year discounts.

Vendor Qualifications & Submittals

- Brief company profile and primary office serving Shelby, NC.
- Key technicians' certifications relevant to chiller and cooling tower maintenance.
- At least three (3) references for similar higher education/central plant PM contracts completed within the last five years.
- Certificate of insurance (COI) meeting College requirements (to be provided upon award).

General Terms

- Quotes shall be valid for 90 days from the due date.
- The College reserves the right to accept or reject any or all quotes and to award in the best interest of the College.
- Payment terms: Net 30 days after receipt of the approved invoice.
- North Carolina General Terms and Conditions will apply <https://www.doa.nc.gov/north-carolina-general-terms-and-conditions-5-2025/open>

Submission Instructions

Email the required information stated above in the Vendor Qualifications & Submittals section along with a signed copy of this RFQ in PDF format to the Contact listed above by the Due Date. The email subject line shall read: ‘RFQ 89-20260316-CCC – Vendor Name’.

Questions

All questions must be submitted by email to the Purchasing Contact no later than five (5) business days before the Due Date. Responses will be shared with all known interested parties.

Price

Year 1: _____

Year 2: _____

Year3: _____

Authorized Signature

Company: _____ Date: _____

Name: _____ Title: _____