



The regional transit authority for Lake County

Address: 555 Lake Shore Boulevard • Painesville, Ohio 44077

Phone: (440) 350-1000 • Fax: (440) 354-4202

**ITB# 2501 HEATING, VENTILATION, AIR CONDITIONING MAINTENANCE,  
REPAIR & ON-CALL SERVICES**

**ADDENDUM #1**

**\*Additions/Revisions are in RED\***

**Exhaust Fans**

Note: use of self-tapping screws to reattach covers is forbidden. Proper hardware must be reinstalled in the proper locations each time units are serviced. Vendor will be responsible for replacement if covers are damaged due to incorrect hardware being used.

Essential Maintenance - Each time the equipment is scheduled for PM (June & October)

- Belts and pulleys will be inspected and adjusted.
- Full operational test. Each unit will be powered on
- Proper function will be verified
- Louver operation will be verified
- All lubrication points will be lubed following the manufacturers recommendations
- Advise of any abnormal conditions or necessary repairs within 3 business days.

Annual - (March)

- Belts to be replaced once annually and removed belts returned to Laketransit Authority.
  - Cost of belts is the responsibility of the vendor.
- Duct dampener position and operation will be checked
- A visual and audible inspection of fan balance will be completed
- Controls and safeties will be tested for operation with the propane detection system.
- Unit wiring and electrical disconnect will be inspected.
- Advise of any abnormal conditions or necessary repairs within 3 business days.

**Attachment A – Pricing form has been updated. Please use this pricing form when submitting your bid.**

**ATTACHMENT A - LAKETRAN PRICING FORM**

*Pricing must be inclusive of all costs including but not limited to labor, travel, reporting, overhead & profit. The Board of Trustees will award an annual preventive maintenance contract at cost not-to-exceed.*

		January	February	March	April	May	June	July	August	September	October	November	December
A/C	Essential Maintenance				X		X		X		X		
	Quarterly Maintenance				X		X		X		X		
	Bi-Annually Maintenance				X				X				
	Annual Maintenance				X								
Exhaust Fans	Essential Maintenance			X			X				X		
	Annual Maintenance			X									
Make-Up Air Units	Essential Maintenance		X		X				X			X	
	Quarterly Maintenance		X		X				X			X	
	Annual Maintenance											X	
VAV System Boxes	Annual Maintenance			X		X		X			X		
				Maintenance		Administration		Operations					
BAS	Essential Maintenance				X							X	
	Bi-Annually Maintenance				X							X	
	Annual Maintenance											X	
Radiant Tube Heaters, CUH, UH & GH	Essential Maintenance		X		X					X			
	Bi-Annually Maintenance		HQ		FJP, Wickliffe					X			
	Annual Maintenance									X			
Boilers	Essential Maintenance	X								X		X	
	Bi-Annually Maintenance	X								X		X	
	Annual Maintenance									X			
2025-2026 Cost / Month		\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	
2026-2027 Cost / Month		\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	
2027-2028 Cost / Month		\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	

**Hourly Rates for Service Calls**

	2025-2026	2026-2027	2027-2028
7:30 AM – 5:00 PM Monday through Friday	\$	\$	\$
5:00 PM – 7:30 AM Monday through Friday and all day Saturday	\$	\$	\$
All day Sunday and State Holidays	\$	\$	\$