



## Request for Quotation

### Air Conditioning Service Contract

The BVI Electricity Corporation invites companies to submit proposals to provide air conditioning services at all its locations as indicated below.

#### Locations:

- Pockwood Pond Offices and Electrical Rooms
- Inventory Management Unit
- Long Bush Office
- Virgin Gorda Office

#### Equipment to be covered Cost Total

##### Pockwood Pond Offices and Electrical Rooms

- 3 Floor and ceiling units
- 3 Central duct type
- 14 Mini split wall mounted unit
- 6 Duct type fan coil
- 15 Cassette
- 1 Window

##### Inventory Management

- 4 floor units
- 2 Mini split wall mounted unit

##### Long Bush Office

- 1 Floor and ceiling units
- 2 Central duct type
- 35 Mini split wall mounted unit

##### Virgin Gorda Office

- 4 Mini split wall mounted unit

#### Substations

- Long Bush – 4 Mini split wall mounted unit
- Virgin Gorda – 2 Mini split wall mounted unit
- Anegada – 1 window unit and 1 Mini split wall mounted unit
- Long Swamp – 2 split units wall mounted

#### Frequency:

- Monthly

#### Requirements

The Preventative Maintenance Inspection includes the following:

Below are the major process actions that are them further broken down into a further 23 steps.

- Check Coils
- Check Cleanliness of Blower wheel
- Check Insulation
- Flush Condensate Drains
- Check for Adequate Refrigerant Charge
- Clean Filters
- Check Cable Terminations
- Check for Vibration/Noise

23 action steps for air conditioning servicing:

1. Check air handler filters. Clean or replace as necessary
2. Check for adequate refrigerant charge
3. Check condenser and clean if necessary
4. Lubricate condenser fan motor
5. Check condenser fan blades for tightness
6. Tighten electrical connections at equipment
7. Check voltage at unit under load
8. Check condensation drain for blockage. Clean as necessary
9. Check blower belt for condition, tension, and alignment
10. Lubricate all bearings where applicable
11. Check blower for cleanliness
12. Check all safety controls
13. Inspect contactor points
14. Check and clean thermostat
15. Check lockout control
16. Inspect evaporator coil cleanliness
17. Inspect starting capacitor
18. Inspect running capacitor
19. Check for vibration and noise
20. Inspect relays
21. Check and record running and starting amperages
22. Check and record suction and discharge pressures
23. Make recommendations of any needed repairs to the air conditioning system

#### **Submission Date**

All proposals should be addressed to Dr. Neil Smith, General Manager, BVI Electricity

Corporation ([bviectgm@bvielectricity.com](mailto:bviectgm@bvielectricity.com)) or physically at our Long Bush Office no later than 10:00 a.m. local time on **January 17, 2025**. Submissions will not be acknowledged after this date and time.