

TOWN OF BURLINGTON, MASSACHUSETTS
September 25, 2025
ADDENDUM NO. 1
TO

CONTRACT DOCUMENTS
FOR
Town Hall - Town Hall Annex Maintenance of HVAC Systems

The following changes and additional information are hereby made part of the Contract Documents:

Filters List

Following is a supplemental list of all information that is available from Town Records.

Project Description:

The following pages are to replace pages 4 through 7 of the original Project Documents.

BURLINGTON TOWN HALL

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TRANE CHILLER														
COMPRESSOR #1														
COMPRESSOR CONTACTOR #1														
COMPRESSOR #2														
COMPRESSOR CONTACTOR #2														
FUSES (12)														
CONDENSER FAN #1														
CONDENSER FAN #2														
CONDENSER FAN CONTACTOR 1 & 2														
CONDENSER FAN #3														
CONDENSER FAN CONTACTOR #3														
CONDENSER FAN #4														
CONDENSER FAN CONTACTOR #4														
CONDENSER FAN #5														
CONDENSER FAN #6														
CONDENSER FAN CONTACTOR 5 & 6														
CONDENSER FAN #7														
CONDENSER FAN CONTACTOR #7														
CONDENSER FAN #8														
CONDENSER FAN CONTACTOR #8														
CONDENSER FAN #9														
CONDENSER FAN CONTACTOR #9														
MAIN CONTROL BOARD														
TRANE FRONT END SCREEN														
ENTERING WATER TEMP														
LEAVING WATER TEMP														
CONDENSER COILS														

CHECK WATER TEMPS
CHECK CONTROLS
CLEAN COIL UNDER AND SIDES
TEST CONDENSER FANS

TOWN HALL ANNEX

UNIT	BELT SIZE	FILTER SIZE	COND. DRAIN
FC-A-1- 1ST FLOOR		8 7/8 X 19 1/8 X 1	BLOW OUT
FC-A-2-1ST FLOOR		8 7/8 X 19 1/8 X 1	BLOW OUT
FC-A-3-1ST FLOOR		8 7/8 X 19 1/8 X 1	BLOW OUT
FC-B-1-1ST FLOOR		8 7/8 X 24 1/8 X 1	BLOW OUT
FC-B-2-1ST FLOOR		8 7/8 X 24 1/8 X 1	BLOW OUT
FC-B-3-1ST FLOOR		8 7/8 X 24 1/8 X 1	BLOW OUT
FC-B-4-1ST FLOOR		8 7/8 X 24 1/8 X 1	BLOW OUT
FC-C-1-1ST FLOOR		8 7/8 X 33 5/8 X 1	BLOW OUT
FC-C-2-1ST FLOOR		8 7/8 X 33 5/8 X 1	BLOW OUT
FC-D-1-1ST FLOOR		8 7/8 X 61 1/8 X 1	BLOW OUT
FC-C-1-2ND FLOOR		8 7/8 X 33 5/8 X 1	BLOW OUT
FC-C-2-2ND FLOOR		8 7/8 X 33 5/8 X 1	BLOW OUT
FC-C-3-2ND FLOOR		8 7/8 X 33 5/8 X 1	BLOW OUT
FC-C-4-2ND FLOOR		8 7/8 X 33 5/8 X 1	BLOW OUT
FC-C-5-2ND FLOOR		8 7/8 X 33 5/8 X 1	BLOW OUT
FC-C-6-2ND FLOOR		8 7/8 X 33 5/8 X 1	BLOW OUT
FC-D-1-2ND FLOOR		8 7/8 X 61 1/8 X 1	BLOW OUT
FC-D-2-2ND FLOOR		8 7/8 X 61 1/8 X 1	BLOW OUT
FC-A-1-BASEMENT		8 7/8 X 19 1/8 X 1	BLOW OUT
FC-B-1-BASEMENT		8 7/8 X 24 1/8 X 1	BLOW OUT
FC-B-2-BASEMENT		8 7/8 X 24 1/8 X 1	BLOW OUT
FC-C-1-BASEMENT		8 7/8 X 33 5/8 X 1	BLOW OUT
FC-C-2-BASEMENT		8 7/8 X 33 5/8 X 1	BLOW OUT
FC-C-3-BASEMENT		8 7/8 X 33 5/8 X 1	BLOW OUT
FC-D-1-BASEMENT		8 7/8 X 61 1/8 X 1	BLOW OUT

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33 CENTER STREET

UNIT	BELT SIZE	FILTER SIZE	COND. DRAIN
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GF-1		20X25X1	
GF-2		20X25X1	
GF-3		14X25X1	
GF-4		14X25X1	

OUTDOOR CONDENSERS (4)			
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[illegible]

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VINEBROOK

MAKE UP UNIT

FILTERS & BELTS

AHU

FILTERS & BELTS

??? EXHAUST FANS

BELTS

FIRE STATION 2												
RTU-1			FILTERS & BELTS									
RTU-2			FILTERS & BELTS									
4 - DUCT			WASHABLE FILTERS		COIL CLEAN							

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UNIT	BELT SIZE	FILTER SIZE											
FAN COIL UNITS 2ND FLOOR													
FP 2-1			14X18X1		2ND FLOOR BATHROOM HALLWAY								
FP 2-2			14X18X1		2ND FLOOR LOCKER ROOM					DOORWAY ENTRANCE AND EXIT FILTERS CABINET HEATING UNITS LOCATED AT THE BOTTOM AND TOP OF ALL STAIRWELLS			
FP 2-3			14X18X1		MILES HISTORICAL ROOM								
FP 2-4			14X18X1		2ND FLOOR BATHROOM HALLWAY								
FP 2-5			14X18X1		2ND FLOOR STUDY AREA								
FP 2-6			14X18X1		2ND FLOOR BETWEEN BOOK SHELVES								
FP 2-8			14X18X1		2ND FLOOR MAGAZINE ROOM								
FP 2-9			14X18X1		2ND FLORR PUZZLE ROOM								
FP 2-10			14X18X1		2ND FLOOR NEWSPAPER ROOM								
FP 2-11			14X18X1		2ND FLOOR COMPUTER STUDY								
FP 2-12			14X18X1		2ND FLOOR REFERENCE OFFICE								
FP 2-13			14X18X1		2ND FLOOR TECHNICAL SERVICES								
FP 2-14			14X18X1		2ND FLOOR REFERENCE								
FP 2-15			14X18X1		2ND FLOOR DIRECTORS OFFICE								
FP 2-16			14X18X1		2ND FLOOR REF. STUDY AREA								

PROJECT DESCRIPTION

The work under this contract will include all equipment, labor, material, supplies, etc. necessary to furnish the work described as follows;

1. PREVENTATIVE MAINTENANCE

All quarterly, semi-annual and annual maintenance shall include all labor and materials, with no paid travel time, to complete the work as described below. Contractor shall bill quarterly (1/4 of total after completion of seasonal maintenance). Maintenance shall be performed 4 (four) times per year: fall, winter, spring and summer.

1.1 Town Hall - 2 mini splits

Reznor Air Handling Unit (1) Quarterly - Check & Replace Filter, if needed filters, check belts, grease motors, vacuum out and inspect gas burner portion;
Trane Air Handlers (3) Quarterly - Check & Replace Filter, if needed, clean drain lines; *Trane Fan Powered Coil* (20) Quarterly - Check & Replace Filter, if needed filters, check cooling and heating valves and actuators, check coils, clean drain lines; *Exhaust Fans* (3) Quarterly - Check operation, grease motors; *Trane Chiller Unit* (1) Annually, Spring - Check operation of unit, clean coils as needed.

1.2 Town Hall Annex

Reznor Air Handling Unit (1) Quarterly - Check & Replace Filter, if needed, check belts, grease motors, vacuum out and inspect gas burner portion;
Fan Powered Boxes (25) Quarterly-Check & Replace Filter, if needed filters, check cooling and heating valves and actuators, check coils, clean drain lines;
Exhaust Fans (5) Quarterly - Check operation, grease motors;
Annually Spring-Fall Check Operation

1.3 Main Fire Station

Rooftop

Condenser Units (5) Annually, Spring - Clean coils;
Annually – Cycle on and off;
Sanyo Split System (1) Semi-Annually – Check operation; clean;
Direct Drive Exhaust Fans (11) Quarterly - Check operation, clean;

Second Floor

Air Handler Units (5) Quarterly - Change filters, check belts, grease motors, clean drain lines; Fall – Check operation;

Attic

ERV Units (2) Quarterly -- Check Blower Motors, Clean Filters

Main Fire Garage

Gas Fired Units (2) Annually, Fall - Check operation;

Mechanics' Bay

Gas Fired Unit (1) Annually, Fall - Check operation;

1.4 Youth & Family Services

Air Handler in Attic (4) Quarterly- Change filter;
Annually, Fall- Check blower motors, inspect gas fired
portion ;
Split System (1) Annually, Spring – Check operation, clean coils;
Outdoor Condensers (4) Annually, Spring - Check operation, clean coils;
Annually - Cycle on and off;

1.5 Library Rooftop

Rooftop Units (2)
(2) New York Units

Second Floor

Fan Coil Units (16) Quarterly - Change filters, check blower motor, check
actuator, check hot water valve;

First Floor

Fan Coil Units (14) Quarterly - Change filters, check blower motor, check
actuator, check hot water valve;

Basement

Unit Heater (5) Annually, Fall – Check operation;
Check belts, air filter, drain water, test auto-drain, test operation;

Stairways & Front Entrance

Unit Heaters (6) Annually, Fall – Check operation;

1.7 Grandview Farm

Air Handler Units (6) Quarterly – Change filters, check blowers; Semi-Annually
– Clean units;
Energy Recovery Ventilator (1) Annually – Check operation;
Outdoor Condensers (6) Annually, Spring - Check operation, clean coils;
Annually - Cycle on and off;
Barn AHU (1) Quarterly - Change filters, grease;
Semi-Annually – Check Heat & AC valves and operation;
Condenser Unit (1) Annually, Spring – Check operation, clean coils;

1.8 61 Center Street

Rooftop Units (7) Quarterly – Change filters, check belts;
Semi-Annually – Check Heat & AC operation;
Annually – Clean coils, clean units;
Exhaust Fans (7) Quarterly – Check operation, lubricate if necessary
VAVs (38) Semi-Annually – Check operation;

1.9 Fire Station 2 Roof top

Roof Top Units (2) Quarterly – Change filters, check belts;
Semi-Annually – Check Heat & AC;
Annually – Clean coils;
Exhaust Fans (8) Quarterly – Check operation;
Second Floor
VAVs (8) Semi-Annually – Check operation;

First Floor

VAVs (6) Semi-Annually – Check operation;
Split Systems (4) Semi-Annually – Clean coils, wash filters;

Main Garage

Unit Heaters (11) Annually, Fall – Check operation;
Radiant Panel (10) Annually, Fall – Clean, check operation;
Cabinet Heater s (5) Annually, Fall – Clean, check operation;

1.10 Mill Pond

AHU (1) Quarterly – Change filters, check belts;
Annually – Check operation;
Cabinet Heaters (3) Annually – Change filters, check operation;
AC2 on Rooftop (1) Quarterly – Change filters, check belts;
Annually, Spring – Clean coils, check operation;
Condenser Unit (1) Annually – Clean coils, check operation;
AC1 Ductless Split (1) Annually, Spring – Clean coils, change filters, check operation;
Gas Fired Unit Heaters (7) Annually, Fall – Clean, check operation;

1.11 Vine Brook

Exhaust Fans (16) Quarterly – Check belts;
Make Up Unit (1) Quarterly – Change filters, check belts;
Rooftop Units (7) Quarterly – Change filters, check belts;
Semi-Annually – Check Heat & AC operation;
Annually – Clean coils, clean units;
Hot Water Unit Heaters (14) Annually, Fall – Check operation;
Gas Fired Unit Heaters (2) Annually, Fall – Check operation;

1.12 DPW Highway and W&S Division Building 1 Great Meadow Road

1. *RTU –York (1)* Quarterly – Filter change and check belts, grease as needed;
Annually, Spring – Clean DX coils;
Annually, Fall – Check and clean heat coils;
2. *H&V Units-York (2)* Quarterly – Change filters, belts, grease, check blower motor;
Annually, Fall – Check heat coils;
3. *Mini Split (1)* Semi Annually – Clean coils;
4. *Exhaust Fans* Quarterly - Check operation of exhaust fans;

1.13 DPW Central Maintenance and Recreation Building 10 Great Meadow Road

1. *HRV (1)* Quarterly – Change filter, check blower operation; check belts & grease if needed;
2. *H&V Units (4)* Quarterly – Change filters, check blower motors, belts & grease as needed,
Annually, Fall – Check heat coils;
3. *AHU (1) w/Rooftop Condenser*

- Quarterly – Change filter, check blower motor;
- Annually, Spring – Check operation of condenser unit;
- Annually, Fall – Check heat coils;
- 4. *Mini Splits (2)* Semi Annually – Check operation, clean coils;
- 5. *Exhaust Fans* Quarterly – Check operation;

1.14 Dog Pound; 2 Great Meadow Road

- 1. Mini Split Semi Annually -- Check operation, clean coils