

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

ROOFTOP BELT SIZE

EXHAUST FAN #1 4L 320 Grease Motor

EXHAUST FAN #2 Disconnected from power ?

AHU BELT SIZE FILTER SIZE COND. DRAIN

#1 A43 20X20X2 (2) BLOW OUT

#2 A43 20X20X2 (2) BLOW OUT

#3 A43 20X20X2 (2) BLOW OUT

FC-D1 ATTIC DIRECT DRIVE 8 7/8 X 61 1/8 X 1 BLOW OUT

FC-D2 ATTIC DIRECT DRIVE 8 7/8 X 61 1/8 X 1 BLOW OUT

FC-B1 ATTIC DIRECT DRIVE 8 7/8 X 24 1/8 X 1 BLOW OUT

FC-B2 ATTIC DIRECT DRIVE 8 7/8 X 24 1/8 X 1 BLOW OUT

FC-C1 ATTIC DIRECT DRIVE 8 7/8 X 33 1/8 X 1 BLOW OUT

FC-A1 MIDDLE DIRECT DRIVE 8 7/8 X 19 1/8 X 1 BLOW OUT

FC-B1 MIDDLE DIRECT DRIVE 8 7/8 X 24 1/8 X 1 BLOW OUT

FC-C1 MIDDLE DIRECT DRIVE 8 7/8 X 33 1/8 X 1 BLOW OUT

FC-C2 MIDDLE DIRECT DRIVE 8 7/8 X 33 1/8 X 1 BLOW OUT

FC-C3 MIDDLE DIRECT DRIVE 8 7/8 X 33 1/8 X 1 BLOW OUT

FC-D1 MIDDLE DIRECT DRIVE 8 7/8 X 61 1/8 X 1 BLOW OUT

FC-D2 MIDDLE DIRECT DRIVE 8 7/8 X 61 1/8 X 1 BLOW OUT

FC-D3 MIDDLE DIRECT DRIVE 8 7/8 X 61 1/8 X 1 BLOW OUT

FC-A1 BASEMENT DIRECT DRIVE 8 7/8 X 19 1/8 X 1 BLOW OUT

FC-A2 BASEMENT DIRECT DRIVE 8 7/8 X 19 1/8 X 1 BLOW OUT

FC-C1 BASEMENT DIRECT DRIVE 8 7/8 X 33 1/8 X 1 BLOW OUT

FC-C2 BASEMENT DIRECT DRIVE 8 7/8 X 33 1/8 X 1 BLOW OUT

FC-C3 BASEMENT DIRECT DRIVE 8 7/8 X 33 1/8 X 1 BLOW OUT

FC-D1 BASEMENT DIRECT DRIVE 18 X 18 X 1 BLOW OUT

1ST FLOOR - TREASURER COLLECTOR 2

OFFICE OF TREASURER

ASSESSORS OFFICE

ASSISTANT ASSESSOR

TOWN CLERK - ABOVE DESK

REGISTRAR OF VOTERS

BASEMENT - COPY ROOM -2

CUSTODIAN ROOM - 2

ARCHIVES - 2 - SPLIT UNITS

IT ROOM - 2 SPLIT UNITS

ATTIC REZNOR	A-36	20X20X1 (2)	Grease Motor & CHECK ABOVE CUPOLA FOR DEBRIS		
	A-36	20X25X1 (2)			
MAIN BLOWER					
DAMPER ACTUATOR					
DAMPER BLADES					
INDUCER MOTOR					
HIGH LIMIT					
TRANSFORMER					
GAS VALVE					
SPARK IGNITION					
EXTERNAL RIB					
HEAT EXCHANGER					
EXHAUST AMPLIFIER	A-49		Grease Motor		
CIRCULATOR PUMPS					
PUMP 1					
PUMP 2					
PUMP 3					
PUMP 4					

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	

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			

33 CENTER STREET

33 CENTER STREET			
UNIT	BELT SIZE	FILTER SIZE	COND. DRAIN
GF-1		20X25X1	
GF-2		20X25X1	
GF-3		14X25X1	
GF-4		14X25X1	
OUTDOOR CONDENSERS (4)			

61 CENTER STREET

61 CENTER STREET					
UNIT	BELT SIZE	FILTER SIZE			
RTU-1	5VX840	24X24X4 (6)	WASHABLE FILTERS (4)	CONDENSER COILS CLEANED	GREASE MOTOR
RTU-2	BX81	24X24X4 (6)	WASHABLE FILTERS (4)	CONDENSER COILS CLEANED	GREASE MOTOR
RTU-3	BX75	24X24X4 (6)	WASHABLE FILTERS (4)	CONDENSER COILS CLEANED	GREASE MOTOR
RTU-4					
RTU-5					
RTU-6					
RTU-7					
EF-1					
EF-2					
EF-3					
EF-4	DIRECT DRIVE				
EF-5					
EF-6					
EF-7					
10 -VAV	LUBE				
MURRAY KELLY RETURN FILTERS		20X20X1 (6)			
ARTS & Crafts room		WASHABLE OVER SINK			
THREE GAS FIRED HEATING & AIR CONDITIONING UNITS					
	14X30X1 (6)	15X20X1 (6)			

GRANDVIEW	
AHU	FILTERS & BELTS
6 SMALL AHU	FILTERS & BELTS
7 CONDENSER UNITS	COIL CLEANING

MILL POND

AHU FILTER & BELTS

2-OUTSIDE AHU FILTER & BELTS

4 - CABINET HEATERS FILTERS

2 - CONDECNCER UNITS COIL CLEANING

VINEBROOK	
MAKE UP UNIT	FILTERS & BELTS
AHU	FILTERS & BELTS
??? EXHAUST FANS	BELTS

UNIT	BELT SIZE	FILTER SIZE					
FAN COIL UNITS 1ST FLOOR							
FP 1,2,3		14X18X1	FOGLEBERG MEETING ROOM				
FP 1-4		14X18X1	ADULT BATHROOM HALLWAY				
FP 1-5		14X18X1	CHILDREN'S EASY READERS				
FP 1-6		14X18X1	PURPLE BATHROOM HALLWAY				
FP 1-7		14X18X1	STUDAY AREA				
FP 1-8		14X18X1	CHILDREN'S BOOK SHELVES				
FP 1-9		14X18X1	ABOVE DESK CHILDREN'S AREA				
FP 1-10		14X18X1	CHILDREN'S LIBARIAN OFFICE				
FP 1-11		14X18X1	LARGE PRINT FICTION AREA				
FP 1-12		14X18X1	LEFT OF MAIN DESK				
FP 1-13		14X18X1	DIRECTLY ABOVE MAIN DESK				
FP 1-14		14X18X1	YOUNG ADULT BOOK SECTION				

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									
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 FLOOR 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									

DOORWAY ENTRANCE AND EXIT FILTERS
CABINET HEATING UNITS LOCATED
AT THE BOTTOM AND TOP OF
ALL STAIRWELLS

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;

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