

Scope of Work
HVAC Preventive Maintenance & Maintenance Services
Shelby County Judicial Center

1. Purpose

Shelby County Fiscal Court is soliciting proposals from qualified HVAC contractors to provide comprehensive preventive maintenance (PM) and maintenance services for HVAC systems serving the Shelby County Judicial Center. The objective is to ensure reliable operation, extend equipment life, reduce emergency failures, and maintain appropriate environmental conditions within a critical public facility.

2. Systems Covered

Services shall apply to all applicable HVAC systems and associated components, including AHUs, RTUs, split and packaged systems, boilers, pumps, fans, motors, controls, and ancillary mechanical components.

3. Preventive Maintenance Services

Scheduled inspections, filter replacement, coil cleaning, lubrication, electrical inspections, and operational checks in accordance with manufacturer recommendations and industry standards.

4. Corrective Maintenance & Repairs

Diagnosis and repair of system deficiencies, replacement of maintainable components subject to County approval, and coordination prior to work impacting operations.

5. Emergency Response

24/7 emergency service availability with defined response times and priority response for life-safety or court-impacting failures.

6. Water Treatment Services

Testing, chemical treatment, and reporting for HVAC water systems where applicable.

7. Reporting & Documentation

Written service reports, condition assessments, and recommendations retained for County records.

8. Coordination & Facility Requirements

Work coordinated through the Special Projects Director and scheduled to minimize disruption within an active judicial facility.

9. Exclusions

Capital replacements and system upgrades require separate authorization.