

HVAC - EVALUATE, CLEAN & TUNE SERVICE CALL PROPOSALS
OPTION 1
SPECIFICATIONS & PROPOSAL

An "Evaluate, Clean & Tune" service call involves visual inspection, testing procedures, cleaning, and adjustments to improve the operating efficiency of the heating system, including the combustion apparatus of fuel fired systems. The ECT sub-contractor will not be allowed to bid on HVAC system replacements associated with the Weatherization Assistance Program, however, other system replacement opportunities may exist within Coastal Community Action Inc. The licensed subcontractor agrees to provide the services and/or materials described in detail below:

1. **Evaluate, clean and tune (ECT)** heating/cooling equipment per ANSI/ACCA Standard 4 (Maintenance of Residential HVAC Systems) and North Carolina Weatherization Assistance Program Guidelines, providing full documentation of tests performed, conditions observed and recommended actions.
 - a. Evaluation should include a visual inspection of existing ductwork, and, if applicable, notifying the Contractor of any deficiencies noted.
 - b. Evaluation should include combustion and safety testing, if applicable.
 - c. Conduct minor repairs to the heating/cooling system as determined by the ECT. For the purposes of this agreement, minor repairs are defined those repairs that and may be performed by Subcontractor performing the ECT service at the time of the initial service at no additional cost.
 - d. Specify any additional work needed by electrician and/or plumber to achieve efficient, safe and code compliant operation of the unit. Any electrical and/or plumbing services must be separately contracted with by the Contractor; if the Subcontractor has a preference for a specific electrical or plumbing service provider, he/she may submit that request to the Contractor.
 - e. Follow procedures for servicing, repairing, and disposing of any and all refrigerant-containing devices, units, and systems as outlined by federal, state, and local laws and regulations now in effect or hereinafter enacted which pertain to the Federal Clean Air Act of 1990.
 - f. ECT shall be documented with photographs submitted to the contractor along with the completed HVAC evaluation form.
 - g. Remove any and all non-functioning equipment and parts associated with system, including obsolete ductwork, unless otherwise specified by the Contractor.

A typical service call should result in a clean squirrel cage, return air plenum, combustion chamber, cabinet, heat exchanger, gas burners, oil filters, and return air filter. The tune-up should adjust proper BTU input, replace defective wiring leading to the heating unit, set oil pump pressure in accordance with the manufacturer's specifications, replace the burner orifice if the unit is over or under fired, repair or replace sections of the venting (chimney) system that are ineffective or unsafe, ensure proper draft, ensure and/or adjust combustion efficiency, assure properly operating limit controls and/or automatic fuel safety shut-off/boiler controls. Upon completion of the tune-up, the furnace should be performing within 5 percent of the manufacturer's AFUE rating or a minimum 70 percent, steady state efficiency.

HVAC – SYSTEM REPLACEMENT PROPOSALS
OPTION 2
SPECIFICATIONS & PROPOSAL

The Subcontractor agrees to provide the services and/or materials described in detail below:

2. Replace non-functioning HVAC equipment with equipment of comparable size and type according to Manual J calculations and having an efficiency rating meeting or exceeding Section 7610 of the NC Weatherization Installation Standards. New System must use the same fuel type (oil, propane, electric, etc.) as the existing system unless prior approval is granted by Contractor to convert fuel type. If provided, the air filters for the new system shall be rated at MERV 6. Installation must meet ANSI/ACCA Standard 5 (Installation of Residential HVAC Systems), NC State and Local codes, and North Carolina Weatherization Assistance Program Guidelines.
 - a. Specify any additional work needed by electrician and/or plumber to achieve efficient, safe and code compliant operation of the unit. Any electrical and/or plumbing services must be separately contracted with by the Contractor; if the Subcontractor has a preference for a specific electrical or plumbing service provider, he/she may submit that request to the Contractor.
 - b. Remove any and all non-functioning HVAC equipment and parts associated with system, including obsolete ductwork.
 - c. Follow procedures for servicing, repairing, and disposing of any and all refrigerant-containing devices, units, and systems as outlined by federal, state, and local laws and regulations now in effect or hereinafter enacted which pertain to the Federal Clean Air Act of 1990.
 - d. Properly seal all duct connections related to the installation of new equipment.
 - e. Install proper venting for combustion appliances.
 - f. Install condensate drain lines that terminate outside the foundation footprint of the dwelling. (Not to terminate in crawlspaces)
 - g. Replace and insulate all line sets.
 - h. Install proper pad for support of outdoor equipment.
 - i. Install a non-programmable digital thermostat.
 - j. Provide original documentation of the Manual J calculation and AHRI Certificate of Product Ratings to the Contractor with the invoice.
 - k. Provide new HVAC system operation manual and warranty information to the homeowner and provide client education for system operation and maintenance.
 - l. Provide warranty service and correct call back issues related to the installation of equipment to assure reasonable customer satisfaction.