



Parsons Memorial Library Notice of Invitation to Bid for Retrocommissioning of HVAC & Controls

April 27, 2026

Parsons Memorial Library will receive bids for a retrocommissioning (RCx) of the HVAC & Controls system of the building located at 27 Saco Road, Alfred, Maine until Tuesday, June 2, 2026. All bids will be reviewed by the Library Board of Trustees at the June Trustees meeting and a recommendation of service will be presented to the Town of Alfred Board of Selectmen.

Scope:

- Verify and tune boiler enable/disable logic, hydronic valve actuation, pump scheduling, air handler heating coil and outside-air damper operation, and ASHP heating/cooling modes versus space setpoints.
- Standardize occupied/unoccupied setpoints and schedules; confirm thermostat calibration; document a written Sequence of Operations (SOO) for boiler, air handler, and ASHP interactions.
- Correct deficiencies (e.g., non-functional valves, mis-set deadbands), and address envelope issues (e.g., door gaps, piping insulation, improve rainwater drainage) as low-cost repairs.

Deliverables:

- Written Soo for heating/cooling/ventilation
- Setpoint policy (occupied/unoccupied/cold-event)
- Deficiency log with corrective actions
- Measured outcomes (pre/post trend samples for temperatures and runtimes)

As per the recommendations from the Town of Alfred Parsons Memorial Library Level II Energy Audit completed by GDS Associates, Inc in the Fall of 2025.

Interested parties may contact the Library Director for more information and schedule a sitewalk:

Roycean Weyand

Library Director

Parsons Memorial Library

27 Saco Road, Alfred ME 04002

(207) 324-2001

pml@alfredme.gov

www.parsonsmemorallibrary.com