



**EMBASSY OF GREECE
WASHINGTON D.C.**

Info: Alexia Papadosifaki
Telephone No.: 202-939 1300 ext. 1335
email address: alexia@mfa.gr

Washington DC, July 25, 2025
Ref. No: 085/AS 1567

**TO: Magnolia
Plumbing Heating Cooling
Attn.: Mr. Matt Tarbert
MTarbert@magnolia-companies.com**

Re.: "Invitation for proposals: Comprehensive evaluation of all commercial HVAC equipment located at the Embassy of Greece, 2217 Massachusetts Ave NW, DC 20008"

The Embassy of Greece in Washington DC, according to Law 4412/2016 as it has been amended, intents to sign a contract for the comprehensive evaluation of all commercial HVAC equipment of the Embassy of Greece, located at 2217 Massachusetts Ave NW, for the budget of \$9,600\$ (approximately 8,000.00 Euros) and invites interested companies to submit compliant proposals for consideration according to the attached scope of work and list of equipment.

Proposals must include price by item and/or service, as well as the total amount of services to be rendered within the approved budget and indicate the duration of the offer.

The Embassy of Greece will sign a contract with the company that submits the lower cost compliant proposal. Proposals will be accepted in digital format or hard copy and can be submitted to the Embassy of Greece by August 4th, 2025.

Successful bidders must submit at the time of the contract signature company registration (not necessary for individuals), bank account details (in case of wire transfer or ACH payment), proof of authorization for the representative who will sign and no criminal record certificate (for the representative who will sign the contract).

Proposals from companies that are not included in this invitation will not be considered.



Matt
Ekaterini Nassika
Ambassador

Objective

To perform a comprehensive evaluation of all commercial HVAC equipment located at the Embassy of Greece, 2217 Massachusetts Ave NW, DC 20008 facility in order to determine:

- Operational status of each unit
- Identification of any required repairs
- Assessment of equipment nearing or at end-of -life and recommendations for replacement

Scope of Services

1. **Visual Inspection**
 - Inspect all HVAC units, based off attached equipment list
 - Verify installation integrity, physical condition, and visible signs of wear or damage
 - Check for code compliance and safety concerns
2. **Operational Testing**
 - Power-up and run all units to confirm they start, run, and cycle correctly
 - Monitor temperatures, pressures, and system controls
 - Verify performance of thermostats, sensors, actuators, and dampers
 - Listen for unusual noises and identify vibration issues
3. **Performance and Efficiency Evaluation**
 - Measure airflow, temperature differentials, and refrigerant pressures (where applicable)
 - Confirm correct operation of compressors, fans, blowers, heat exchangers, and coils
 - Evaluate system efficiency compared to equipment age and manufacturer specifications
4. **Identification of Issues**

Identify and document:

 - Units in good working order
 - Units requiring repair (minor or major)
 - Units recommended for replacement due to poor performance, age, or safety concerns
5. **Reporting and Recommendations**

Provide a written evaluation report including:

 - Inventory list of all equipment evaluated
 - Status summary for each unit (operational, repair recommended, replacement recommended)
 - Photos of critical findings
 - Recommended action and estimated priorities
 - Budgetary pricing for repairs and/or replacements (optional or as requested)

LIST OF EQUIPMENT

	Equipment name	Location	Model number	Serial number
1	MC QUAY#1 AHU	2ND FLOOR MECHANICAL ROOM	CAH12FDAC	FBOVO30701155
2	MC QUAY#3 AHU	3RD FLOOR MECHANICAL ROOM	CAH12FDAC	FBOVO30701146
3	MC QUAY #4 AHU	4TH FLOOR MECHANICAL ROOM	CAH12FDAC	FBOVO701170
4	LIEBERT MINIMATE	4TH FLOOR IT ROOM IN CEILING	N/A	N/A
5	LIBERT MINIMATE	4TH FLOOR BY BATHROOM	N/A	N/A
6	LIBERT CONDENSER	4TH FLOOR BY THE BATHROOM	N/A	N/A
7	YORK CHILLER	LEFT SIDE OF THE BULIDING	N/A	N/A
8	EMIE MINI SPLIT CONDENSER	3RD LEVEL OF GARAGE	N/A	N/A
9	EMIE INDOOR UNIT	ELEVATOR ROOM	N/A	N/A
10	A.O SMITH 50 GAL DHWH	BASEMENT MECHANICAL ROOM	9241142001	AL030066355
11	A.O SMITH 50 GAL DHWH	2ND FLOOR CLOSET	N/A	N/A
12	GAS BOILER	BOILER ROOM BASEMENT LEVEL	N/A	N/A
13	GAS BOILER	BOILER ROOM BASEMENT LEVEL	N/A	N/A
14	MARATHON PUMP	PUMP ROOM	9VN182TTDR5 337AA	N/A
15	MARATHON PUMP	PUMP ROOM	184TTDB4026B R	N/A
16	EXHAUST FAN	1ST LEVEL OF GARAGE	N/A	N/A
17	EXHAUST FAN	2ND LEVEL OF GARAGE	N/A	N/A
18	EXHAUST FAN	3RD LEVEL OF GARAGE	N/A	N/A