

FY-06 CHILLER CONTRACT

Salisbury University

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DIVISION 2 THRU 15 NOT USED

SECTION 01 001

BASIC REQUIREMENTS

1.1 GENERAL

a. This section identifies administrative and procedural requirements and temporary facilities necessary for the project.

1.2 GENERAL REQUIREMENTS

a. Provisions contained in this Section apply to each Section of the specifications.

b. Contractor shall at all times enforce strict discipline and good order among his workmen and shall not employ on the work any unfit person or anyone not skilled in the work assigned to him.

c. The Contractor is solely responsible for service means and methods, and for the safety of its workers.

d. A copy of the campus map is hereby made a part of the Contract Documents.

1.3 SUPPLEMENTARY PROVISIONS

a. Communication: The Contractor is required to maintain on site at all times when service work is in progress, an individual who represents the Contractor, is responsible for the service, and can communicate in English with the University representative.

b. Asbestos: If at any time during the performance of the work required by this Contract, the Contractor finds or has reason to suspect the presence of asbestos in the work area, he shall immediately notify the University representative in writing setting forth his observations, suspicions and requesting instructions. At the same time, the Contractor shall withdraw all his personnel from the potentially contaminated area.

c. Qualifications: Recommendation for award of this contract will be contingent upon the Contractor meeting the following qualifications:

1. Certification as a Maryland licensed contractor. Contractor shall have been currently licensed for at least three years and also hold a valid Maryland State Master HVAC License.

2. The contractor shall have a minimum of three years experience of servicing and installing major cooling equipment similar to the chiller equipment listed herein.

3. Provide at bid opening:

a. A list of personnel who will perform under the contract, showing length and type of experience of such personnel, the hourly rate and a list of material cost markup (see paragraph 1.27.3b) for non preventive maintenance work, i.e., repair work.

b. A list of three (3) other firms and/or similar size institutions for which prior comparable services of similar complexity were rendered or are now being rendered by the bidder. Contractor shall include the name and address of owners for whom work was performed, the cost of each project, and the contact person, including telephone number.

4. The adequacy of the Contractor's qualifications to perform the work shall be determined by the University.

1.4 SUMMARY OF WORK

a. This contract consists of furnishing labor, material, supervision, equipment and all other services necessary for and/or incidental to providing preventive maintenance, repair and servicing of nineteen (19) chiller cooling units and the inspection of a planned two (2) additional units when the new Teacher Education Technology Center (TETC) is complete as specified herein. See detailed specifications in 1.27, Attachment I and Attachment II, herein.

b. The University Air Conditioning/Refrigeration Mechanics shall provide assistance as may be needed from time to time by the contractor.

c. It is the intent of this specification that the contractor shall provide complete and thorough service, providing such materials and service as specified, or reasonably inferred herein.

1.5 EXISTING CONDITIONS

a. The nature of the work precludes completely accurate determination of existing conditions; therefore, any drawings and these specifications are general and nominal in nature.

b. The Contractor assumes full responsibility for investigation and determination of actual conditions and for providing a complete and finished project in accord with the intent of these specifications. The Contractor is again urged to make a complete and thorough examination of existing conditions, as future claims for unknown conditions uncovered in the job process may not be honored.

c. Original drawings of the buildings are available for viewing; however, the University will not vouch for their accuracy in regard to present day conditions.

1.6 SCHEDULE OF VALUES

a. A schedule of dollar values shall be submitted to the University not less than twenty (20) days prior to first request for payment and shall be a condition precedent to processing first payment. Schedule of values shall be submitted on the University's standard payment request form. This breakdown shall follow the trade divisions of the specification and each item there under shall include its pro rata part of overhead and profit so the sum of the items will equal the contract price. Breakdown will correspond exactly to items of work in the progress schedule including work of subcontractors.

1.7 APPLICATION FOR PAYMENT

a. The Contractor shall submit monthly, or as agreed upon with the University, an application for payment submitted on University provided forms. Provide original and five copies.

1.8 CHANGE PROCEDURES

a. At such time as the Contractor and the University agree as to the need for a change, and upon request by the University representative, the Contractor shall submit an original and two copies of his change order form to the University representative for processing. The University assumes no responsibility for changes before Contractor has received written approval of such change order.

1.9 SUBSTITUTIONS & PRODUCT OPTIONS (If applicable)

a. Wherever an item or class of material is specified exclusively by trade name, name of maker, or by catalog reference, use such item only unless the University's approval for a substitution is obtained. Submit validating information no later than 14 calendar days prior to bid opening, so that appropriate addenda may be issued no less than 7 calendar days prior to bid opening. The University will not entertain substitution requests submitted after bid opening. Items and material not specified in the contract documents but installed in the work shall be removed and replaced by specified items and material at no additional cost to the University and for no additional time added to contract. The University shall be the sole and final determinator of the equality of a product.

b. Wherever words "approved by", "satisfactory to", "submitted to", "inspected by", or similar phrases are used in this specification, they shall be understood to mean that the material or item referred to shall be approved by, be satisfactory to, submitted to, or inspected by the University. The words "Owner" and "University" are interchangeable and both refer to Salisbury University.

1.10 COORDINATION (Where Applicable)

a. The Contractor shall coordinate scheduling, submittals, and work of the various sections of specifications to assure efficient and orderly sequence of installation of interdependent construction elements.

1.11 MEETINGS

a. See Detailed Specifications 1.27.12.

1.12 SUBMITTAL PROCEDURES (When Applicable)

a. Submittal form to identify Project, Contractor, Subcontractor or Supplier; and pertinent Contract Document references.

b. Apply Contractor's stamp, signed or initialed, certifying that review, verification of products required, field dimensions, and coordination of information is in accordance with the requirements of the Work and Contract Documents.

c. Revise and resubmit submittals as required; identify all changes made since previous submittal.

1.13 CONSTRUCTION PROGRESS SCHEDULE (If Applicable)

a. Contractor, immediately after being awarded the contract, shall prepare and submit for University review, a simplified progress schedule for the work.

b. Progress schedule shall be in sufficient detail to include but not be limited to:

1. Significant elements of the work.

2. Time frame for each element of work with a beginning and ending point.

3. Value of the elements of work and relationship of elements of work one to the other for the total work under the contract.

1.14 SHOP DRAWINGS AND PRODUCT DATA (If applicable)

a. Submit shop drawings on equipment for approval.

b. Submit manufacturer's specifications, recommendations and standard operation and maintenance manuals.

1.15 ELECTRICITY

a. Employ existing power service. Power consumption shall not disrupt University's need for continuous service. University is to pay for power consumed.

b. Provide flexible power cords as required.

1.16 SANITARY FACILITIES

a. Arrange for use of existing facilities with University representative. Do not use lounges for lunches or for breaks.

b. Maintain in clean and sanitary condition.

1.17 SECURITY

a. Provide security and facilities to protect Work,

existing facilities, and University's operation from unauthorized entry, vandalism, or theft.

1.18 BARRIERS AND FENCING

a. Provide barriers and fencing as required protecting the public, as well as facilities and vehicles, from harm or damage.

1.19 PROGRESS CLEANING

a. Maintain areas free of waste materials, debris, and rubbish. Maintain site in a clean and orderly condition.

1.20 PROJECT IDENTIFICATION

a. No sign or advertisement shall be displayed on the building site. This provision voids "7.02 Project Signs", page 44 of the General Conditions.

1.21 PRODUCTS

a. Products: Means new material, machinery, components, equipment, fixtures, and systems forming the Work, but does not include machinery and equipment used for preparation, fabrication, conveying and erection of the Work. Products may also include existing materials or components specifically identified for reuse.

b. Material incorporated into project shall be new, except as otherwise indicated in the specifications, of specified quality, and furnished in sufficient quantity to facilitate proper and speedy execution of the work.

c. Contractor shall, if required, furnish evidence of the quality of any materials.

d. Materials not meeting requirements of the contract documents shall be removed from project and replaced by the Contractor without expense to University.

1.22 TRANSPORTATION, HANDLING, STORAGE AND PROTECTION

a. Transport, handle, store and protect products in accordance with manufacturer's instructions.

b. Materials shall be delivered to the site in original

packaging with labels and trademarks intact, and such labels and trademarks shall remain intact until used.

c. Contractor shall confine his apparatus, storage of materials, and operations of his workmen to limits indicated by law, ordinances, and permits and shall arrange and maintain parking of vehicles and storage of materials in an orderly manner leaving all walks, driveways, roads, and entrances unencumbered.

d. All equipment on site shall be protected from physical damage and from the elements by measures satisfactory to the University.

1.23 WARRANTIES

a. The contractor shall warranty the equipment and the installation of equipment and/or any repair or preventive maintenance parts thereafter for a period of two (2) years starting from the date of acceptance by the University.

1.24 CONTRACT CLOSEOUT PROCEDURES (If applicable)

a. Submit written certification that Contract Documents have been reviewed, Work has been inspected, and Work is complete in accordance with Contract Documents and ready for University Representative's inspection.

b. Submit final Application for Payment identifying total adjusted Contract Sum/Price, previous payments, and amount remaining due.

1.25 FINAL CLEANING (When Applicable)

a. Execute final cleaning prior to final inspection.

b. Remove waste and surplus materials, rubbish, and construction facilities from the site.

1.26 PROJECT RECORD DOCUMENTS (Not applicable)

1.27 DETAILED SPECIFICATIONS

1. GENERAL CONDITIONS AND SCOPE OF WORK:

a. The Contractor shall furnish all labor, materials, equipment, vehicles, etc. to provide for repairs, adjustments,

emergency service, preventive maintenance and inspection services for the following cooling equipment located in the specified buildings:

2. TERM OF CONTRACT:

a. The term of this contract will begin on October 1, 2005 and will terminate on September 30, 2008 and will include the provision for three one-year extensions of the contract at the sole discretion of the University. Each new contract will run from October 1 thru September 30 of the next year.

b. The Owner or state representative reserves the right to terminate this contract at the end of any contractual year (September 30) if monies have not been made available through budgeted funds for additional work by giving thirty (30) days written notice prior to September 30 in any year.

c. Due to planned renovations, replacements and new construction, the timing and extent of which has not yet been determined, the University reserves the right to terminate this contract by giving 30 days written notice at such time the University determines the contract is no longer adequately responsive to the maintenance needs being generated by such renovations, replacements and/or new construction. Preliminary to such a termination would include an opportunity for the contractor and the University to negotiate such changes to the existing contract that would be acceptable to both parties.

3. LABOR/MATERIAL RATES FOR NON-PREVENTIVE MAINTENANCE REPAIR WORK:

a. Each bidder shall submit with the bid a statement of hourly rates for each class of employee to be used in the performance of each type of work of the contract, such rates to be used in computing additions to or deductions from the quarterly payments to the contractor for changes to the specified duties and service and shall include all indirect expense and contractor's overhead and profit for both regular time and overtime.

b. The University shall not be billed travel time for any request for service.

c. Also, each bidder shall submit with the bid a schedule of % of markup for material outside of the service contract, in each of the various cost categories indicated below.

Schedule

<u>Contractor Costs</u>	<u>% Markup</u>	<u>SU 2 year incidents of repair purchases</u>
0 - \$100.00	_____	4
\$100.01 - \$300	_____	4
\$300.01 - \$500	_____	1
\$500.01 - \$1,000	_____	0
\$1,000.01 - \$5,000	_____	2
\$5,000.01 -	_____	1

(1) Contractors are advised that they will be required to do the following in regards to processing of materials purchased.

(a) Contractors will submit the original copy of all equipment invoices received from equipment suppliers with all requests for payment that clearly indicated what the original cost was to the University contractor for all non-preventive maintenance repair parts. Equipment costs that will exceed \$500 (markup included) will be brought to the attention of the University before purchase for approval.

(b) The University reserves the right to preempt the purchase of equipment for non-preventive maintenance work by the contractor if in the sole opinion of the University; purchase by the University would be more cost effective.

4. ACCEPTANCE OF THE COOLING SYSTEMS:

a. Should the bidder consider that repair work or deviations from specified methods would be necessary to achieve acceptable results, he shall furnish with his bid a written statement setting out clearly his recommendations. The price for this work will not be included in the base bid but will be included as an alternate to the base bid. The absence of a

written statement in this regard will be construed as satisfactory acceptance of the condition of the chillers for normal servicing. It is the full intent of this specification to provide for complete operation and control of the listed chillers for the duration of this service contract.

5. CHILLER SERVICE CONTRACT:

a. The Chiller Service Contract shall include but shall not be limited to:

1. Spring start-up, according to manufacturer's recommendations, inspection and report.

2. Fall shut-down and winterization per manufacturer's recommendations and inspection and report. The fall inspection shall include the major inspection as described in paragraph 17 A and 18 A herein.

3. Monthly operating inspections during operating season with report. NOTE: Advance notice of inspection is required since equipment may not be operating due to energy conservation policy. Contractor must contact the University Energy Manager upon arrival to the campus to do any work.

4. Emergency service and repair labor at the established bid rate for work performed beyond minor repairs and services required to maintain equipment operating efficiently, safely and economically, per manufacturers recommendations.

5. Inspection of electrical starting equipment pertaining to chillers.

6. Report on condition of condenser tubes based on operation date. Also, an electronic Tube Analysis (Eddy Current Testing) is to be performed on each chiller during the contract year specified on the Salisbury University Chiller PM Schedule spreadsheet with a written report of results to the owner.

7. Instructions for operating personnel.

8. Oil is to be analyzed annually. Oil is to be analyzed for acidity, moisture, corrosion products and metal particles. Oil is to be sampled in October and results of test to be reported to the University prior to annual chiller P. M. along with any recommendations.

9. Safety controls shall be tested during annual chiller PM. All test equipment needed to accomplish this testing will be provided at contractor's expense.

10. Screw Rotary Chillers shall receive preventive maintenance to include the following specific items over and above the items listed under paragraph 18 (a) herein (preventive maintenance).

a. Replace oil filter annually if applicable.

b. Check compressor motor mounting screws frequently to insure tightness.

c. Meg compressor motor windings annually to check for deterioration of windings.

d. Leak test units annually. Any leaks found must be repaired immediately.

e. Change or clean the strainers in the oil return system annually. Check the nozzle for obstructions to the jet.

f. Change scavenger filter/drier annually where applicable.

11. Reports on all findings shall be given to owner's representative.

12. Response to emergency breakdowns shall be within two (2) hours from report of breakdown and work shall continue until unit is operational if possible. All requests for service shall include 2 hours of labor at no additional charge to the University. After the first two (2) hours of a service call the University will be billed at the contract rate for each hour.

13. The University will not be billed travel time for any request for service calls.

6. PREVENTIVE MAINTENANCE:

a. Inspection/Service Call Ticket - The Contractor shall submit a detailed ticket to cover all work, i.e., preventive maintenance and any repair maintenance performed. The ticket

shall contain the name or system number, the parts or components replaced, maintenance performed, # of run hours, starts and stops (if available) apparent cause of breakdown, etc... This ticket is due upon completion of the work. Failure to submit tickets to the Contract Supervisor will hold up payment for that present month.

b. Equipment Record Card File - Equipment Record Cards will be maintained by the Contractor for each major piece of equipment. This equipment record file shall be readily available for inspection by the Contracts Supervisor or his designee in the space provided for the Contractor at the University. Equipment Record Cards shall include complete technical data on a piece of equipment, a record of all services performed on the equipment and the dates of these services. This Equipment Record File shall be kept up-to-date on a daily basis and, upon termination of the Contract, remains the property of the University.

c. Scheduled Inspections, Services and Adjustments:

1. As a part of the Preventive Maintenance Program, the Contractor shall make regularly scheduled inspections, services and adjustments to the equipment in accordance with good trade practices and procedures such as recommended by the equipment manufacturers in their maintenance procedures.

2. Preventive Maintenance and inspections shall be performed by qualified factory trained mechanics in the regular full-time employment of the Contractor.

3. Preventive Maintenance is to be performed without interruption to any University functions or activities and shall be performed at the discretion of the University.

4. Inspections shall be performed and documented for each group of equipment according to the contract specification.

5. Equipment log sheets will also be maintained on each piece of equipment listing all services performed on the equipment and dates actions are completed. These log sheets will be fastened to the piece of equipment.

d. Provide Written Condition Reports:

1. The service contractor shall prepare and submit to the Owner written condition reports on all equipment. Condition

reports shall be prepared on the service contractor's letterhead, dated and signed by an authorized representative of the service contractor.

2. Condition reports may be submitted at any time; however, a condition report on each chiller will be submitted each April identifying specifically known deficiencies or potential problems.

3. The condition reports shall inform the Owner of the current condition of the equipment and make recommendations regarding the need and budget costs for replacement, repairs, alterations and/or modifications to the equipment.

4. All alterations requested by the Contractor are to be by way of written request only. All requests are to be in triplicate and accompanied by supporting prints, sketches and/or schematics as required providing detailed information.

5. The service contractor's Maintenance Superintendent shall make himself available on Monday through Friday, exclusive of Holidays, with forty-eight (48) hours of notification for an inspection tour in the company of the contract administrator or his designated representative. The State reserves the right to make or cause to be made, such inspections and tests, as deemed advisable, to ascertain that the requirements of these specifications are being fulfilled.

7. TECHNICIANS COMPETENCE AND MINIMUM STAFF REQUIREMENTS:

a. Service technicians specifically trained and experienced in the care and maintenance of equipment similar to the type covered by this contract shall be assigned to perform maintenance as stipulated in this specification/contract. Service Technicians assigned by the Contractor shall be thoroughly qualified in all respects to perform the maintenance and repairs, which may become necessary during the terms of this contract. The contractor shall provide a list of personnel with their qualifications for University approval. Service technicians shall possess a "universal" class rating in handling refrigerants as required by 40 CFR 8.2 and a Maryland State Journeyman HVAC License. A copy of each technician's class rating certificate shall be submitted before award of contract. The University reserves the right to have a technician removed from this project.

b. The Contractor shall have and maintain back-up technicians who are equally qualified in all respects to assume the responsibilities of the maintenance of the chiller(s) covered by this Agreement in the event of sickness or other causes of absence to the assigned technician.

c. The Contractor shall have and maintain technical support personnel, which are specifically trained and experienced in the adjusting and trouble shooting of equipment similar to the type covered by this contract. These personnel shall be available at all times to support or assist assigned technicians.

8. CLEANING UP:

a. The Contractor at all times shall keep the premises free from accumulation of waste materials or rubbish caused by his operations and from leaks and spillage from equipment. Upon completion of the work, he shall remove all his waste materials and rubbish from and about the installation, as well as all his tools, equipment, machinery, and surplus materials, and shall clean all building surfaces and leave the work area clean except as otherwise specified.

9. USE OF SITE:

a. All work shall be performed without unnecessary interference to the Owner. The Contractor shall confine operations at the site to areas permitted by law, ordinances, permits, and the contract documents and shall not unreasonably encumber the site with any materials or equipment.

10. PROTECTION OF EXISTING FACILITIES:

a. The Contractor shall take all necessary precautions during the period of service to protect the Owner's existing facilities from damage by workmen and shall repair or replace, at his own expense, any damaged property caused by his employees or subcontractors.

11. MATERIALS AND WORKMANSHIP:

a. The work shall be under the general direction of the Contractor but subject to the inspection of the Contract Administrator or their authorized representative, who shall require the Contractor to correct defective workmanship and material without cost to the Owner.

b. All materials and practices which are necessary, or which are normally provided or performed in order to accomplish the desired results shall be provided and paid for by the Contractor at the contract price and shall conform in strength, quality of materials, appearance, and workmanship to that usually provided by the trade.

c. All oils, filters, gaskets, additives, filter/dryer cores or other materials used in the replacement or cleaning of chiller parts must be within the recommendations given by the manufacturer of the chiller and be supplied and paid for by the Contractor.

d. All work shall conform to all applicable requirements of all rules, regulations and codes of local, state and federal authorities having jurisdiction.

e. All work shall be completed in a first class, workmanlike manner and in strict accordance with the manufacturer's original or later amended specifications for this equipment and in strict accordance with the standards and requirements set forth by these documents or referenced herein.

f. All refrigerant shall be supplied by Salisbury University. If refrigerant loss is the result of faulty repair work on the part of the contractor, contractor shall supply replacement refrigerant.

12. WORK INITIATION CONFERENCE:

a. Prior to the beginning of any work, a work initiation conference shall be held between the University and the Contractor. Said conference shall be held at the job site and is intended to provide an opportunity for all parties to review.

(1) Contract requirements.

(2) Projected schedules.

(3) Administrative procedures.

b. The Contractor is advised to have proper representation at said conference so all matters can be dealt with fully.

c. Before any of the work shall begin, the Contractor

shall confer with the Using Agency representative at the site and agree on a sequence of procedure, a means of access to each building, space for storage of materials and equipment, use of approaches, use of facilities, etc.

13. STORAGE OF MATERIALS:

a. Should the necessity arise, storage of all materials and equipment shall be restricted to areas designated by the University. Any damaged areas caused by storage of said items shall be restored to their original condition by the Contractor at his own expense. Normally contractors will not be allowed to store materials or equipment in University space. The University accepts no responsibility for the safety of such items.

14. SAFETY:

a. The work area and all work therein shall be maintained so as to provide a safe environment for all persons who use the building.

b. If unsafe conditions do develop, the Contractor shall be responsible for providing and maintaining suitable barricades, markings, lights, etc. to isolate and identify the area. Contractor is required to follow established lock out/tag out procedures.

15. REFERENCES:

a. References made to other specifications, guidelines and conditions shall be considered the same as if they were completely written herein. Therefore, the Contractor is referred thereto and shall use same as required.

16. SCHEDULING:

a. The Contractor shall confer with an authorized representative of the University and agree on a sequence of work prior to beginning the project.

b. The Contractor shall notify the Salisbury University Physical Plant Department representative of any restrictions in the total use of the buildings by faculty, staff and students during inspections.

c. Operational inspections shall be performed at start up

and monthly thereafter until final fall shut-down inspection. Start up inspections shall be scheduled as mutually agreed upon by the Contractor and the University, but in no case later than May 16.

d. The Contractor shall report at the conclusion of the inspections to the Using Agency representative on the status of chillers.

e. Generally, all work shall be performed between the hours of 7:00 a.m. and 3:30 p.m., Monday through Friday, inclusive. Exception: Computer Center chiller inspection work will require special scheduling in coordination with University representative.

f. The chiller PM inspection shall be performed at the time of the fall shut-down, i.e., October.

17. THE INSPECTION/PM FOR THE RECIPROCATING CHILLERS SHALL BE ACCORDING TO THE CHILLER MANUFACTURER'S RECOMMENDATION, TO INCLUDE THE FOLLOWING WORK:

a. Chiller PM: i.e., At Fall Shutdown

1. Conduct oil analysis and provide report to owner prior to start of chiller PM.

2. All work is to be performed as per Salisbury University Chiller PM Schedule (see attached schedule).

3. Top end complete to include new suction and discharge valves and springs, oil changed, oil sump cleaned and oil strainer in sump to be cleaned. Reassemble using new gaskets.

4. All refrigerant shall be supplied by Salisbury University.

b. Operational Inspections - Start-Up & Monthly Check Thereafter: (Refer to Monthly Inspection Schedule)

1. Chiller start-up.

2. Confirm and record proper operating temperatures, pressures and amperages.

3. Check the operating and safety controls. Calibrate and adjust as required. Provide a certified letter indicating that controls are set to manufacturer's specifications.

4. Review the system's performance with the operating personnel.

18. THE INSPECTION/PM FOR THE SCREW/ROTARY CHILLERS SHALL BE ACCORDING TO THE CHILLER MANUFACTURER'S RECOMMENDATION, TO INCLUDE THE FOLLOWING WORK:

a. Chiller PM

1. Conduct oil analysis and provide report to owner prior to start of chiller PM.

2. All work is to be performed as per Salisbury University Chiller PM Schedule (see attached schedule).

3. All refrigerant shall be supplied by Salisbury University.

b. Operational Inspections - Start-Up & Monthly Check Thereafter: (Refer to Monthly Inspection Schedule)

1. Chiller start up.

2. Confirm and record proper operating temperatures, pressures and amperages.

3. Check the operating and safety controls. Calibrate and adjust as required. Provide a certified letter indicating that controls are set to manufacturer's recommendations.

4. Review the system's performance with the operating personnel.

19. THE INSPECTION/PM FOR THE CENTRIFUGAL CHILLERS SHALL BE ACCORDING TO THE CHILLER MANUFACTURER'S RECOMMENDATION, TO INCLUDE THE FOLLOWING WORK:

a. Chiller PM

1. Conduct oil analysis and provide report to owner prior to start of chiller PM.

2. All work is to be performed as per Salisbury University Chiller PM Schedule (see attached schedule).

3. All refrigerant shall be supplied by Salisbury University.

b. Operational Inspections - Start-Up & Monthly Check Thereafter: (Refer to Monthly Inspection Schedule)

1. Chiller start up.

2. Confirm and record proper operating temperatures, pressures and amperages.

3. Check the operating and safety controls. Calibrate and adjust as required. Provide a certified letter indicating that controls are set to manufacturer's recommendations.

4. Review the system's performance with the operating personnel.

V - ALTERNATES AND UNIT PRICES

1. Unit Prices

a. Provide labor rate for the following:

1. HVAC mechanic per man-hour at regular time and overtime rates. Regular time would be between the hours of 7:00 a.m. - 5:00 p.m. Monday - Friday.

2. Helper per man-hour at regular time and overtime rates. Regular time would be between the hours of 7:00 a.m. - 5:00 p.m. Monday - Friday.

2. Bid Evaluation

a. Bid award will be evaluated on all base bid pricing + the hourly rates multiplied by the estimated hours (50 hours/year regular time & 10 hours/year overtime, for each classification.)

VI - DRAWINGS

1. A copy of the campus map is included with these specifications for reference.