



CITY OF ALAMEDA

REQUEST FOR PROPOSALS

For

Mechanical and Heating, Ventilating, and Air Conditioning (HVAC) Preventative Maintenance and Repair at City Facilities

Issued: May 19, 2021

Submittal Deadline: Tuesday, June 8, 2021 at 2:00 p.m.

to

City of Alameda
Maintenance Service Center
1616 Fortmann Way
Alameda, CA 94501

Attn: Ricardo De La Torre, Public Works Supervisor

**CITY OF ALAMEDA
REQUEST FOR PROPOSALS**

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I. ABOUT THE CITY

Founded in 1853 and incorporated in 1872, the City of Alameda is a charter City located in Alameda County. The Public Works Department serves approximately 79,000 residents to the only island City in the Bay Area. Encompassing 10.44 square miles of land, Public Works is responsible for maintaining over 140 miles of sewer lines, over 125 miles of storm drains, 125 miles of streets, 260 miles of sidewalk, 41 City buildings, and over 21,000 trees.

Additional information about the City is available online at www.alamedaca.gov.

II. NOTICE OF INVITING PROPOSALS

The City of Alameda (City) Public Works Department invites proposals for the Mechanical and HVAC Preventative Maintenance and Repair at City Facilities.

Scope of Services can be found in EXHIBIT 'B'

List of Locations can be found in EXHIBIT 'C'

Equipment List can be found in ATTACHMENT '1'

It is necessary for Proposers to read the information contained in this Request for Proposal (RFP) to understand how to submit the proposal, what documents must accompany the proposal and what legal obligations the Proposer is submitting by providing a successful proposal. Any Proposer that wishes to be considered for this work must submit the information requested in this RFP and if invited, participate in an evaluation interview panel. **Proposals must be received by the City Public Works Department, Maintenance Service Center no later than 2:00 PM on Tuesday, June 8, 2021.**

A. SUBMITTAL OF PROPOSAL

Proposers shall submit two (2) complete double-sided, copies of their proposal and a compact disc or portable hard drive containing a Portable Document File (PDF) proposal. The printed proposals should be on paper containing a minimum of 20% post-consumer recycled content. **Proposals must be in a sealed envelope bearing the caption "City of Alameda – "Mechanical and HVAC Preventative Maintenance and Repair at City Facilities"**. Proposals shall be submitted to:

**City of Alameda
Maintenance Service Center
1616 Fortmann Way
Alameda, CA 94501
ATTN: Ricardo De La Torre, Public Works Supervisor
RE: Mechanical and HVAC Preventative Maintenance and Repair at City Facilities**

Proposals may be submitted in person at the Maintenance Service Center (MSC), or by mail, but must be received by 2:00 PM on Tuesday, June 8, 2021. Late proposals will not be considered. The City assumes no responsibility for delays caused by delivery service. Postmarking by the due date will not substitute for actual receipt. Any Proposal received prior to Tuesday, June 1, 2021 may be modified by written addendum or withdrawn by written request from the Proposer to the City up to the official time when all proposals are due.

B. PRE BID MEETING

At this time, the City will not be conducting a voluntary or mandatory pre bid meeting.

C. CONDITIONS OF REQUEST FOR PROPOSAL

General Conditions. The City reserves the right to cancel or reject all or a portion or portions of the RFPs without notice. Further, the City makes no representations that any agreement will be awarded to any organization submitting a proposal. The City reserves the right to reject any and all proposals submitted in response to this request or any addenda thereto.

The City also reserves the right to reject any sub-provider or individual working on the proposed team and to replace the sub-provider or individual with a mutually acceptable replacement.

Liability of Costs and Responsibility. The City shall not be liable for any costs incurred in response to this RFPs. All costs shall be borne by the person or organization responding to the request. The person or organization responding to the request shall hold the City harmless from any and all liability, claim or expense whatsoever incurred by or on behalf of that person or organization. All submitted material becomes the property of the City of Alameda.

The selected service provider will be required to assume responsibility for all services offered in the proposal whether or not they possess them within their organization. The selected service provider will be the sole point of contact with regard to contractual matters, including payment of any and all charges resulting from the contract. The service provider will provide MSC admin with a signed copy of all sub-service provider contracts within 30 days of final execution of contract.

Validity. The proposer agrees to be bound by its proposal for in all respects until one such proposal has been accepted by the City and an agreement fully executed, or until a proposal has been specifically rejected by the City, whichever occurs first, but in no event longer than four (4) months from the date of submission.

Standard Service Provider Agreement. A sample agreement has been provided in **Exhibit A** for the proposer's review and comment. If a proposer wishes to take exception to any of the terms and conditions contained in the Service Provider agreement, these should be identified specifically in the RFP proposal; otherwise it will be assumed that the proposer is willing to enter into the agreement as it is written. Failure to identify contractual issues of dispute can later be the basis for the City disqualifying a proposer. Any exceptions to terms, conditions, or other requirements must be clearly stated. Otherwise, the City will consider that all items offered are in strict compliance with the RFP, and the successful proposer will be responsible for compliance. The City will consider such exceptions as part of the evaluation process which may constitute grounds for rejection of the proposal. The Service Provider agreement will not be executed by the City without first being signed by the proposer.

Permits and Licenses. Proposer, and all of proposer's sub-providers, at its and/or their sole expense, shall obtain and maintain during the term of any agreement, all appropriate permits, certificates and licenses including, but not limited to, a City Business License which will be required in connection with the performance of services hereunder. In accordance with the California Public Contracting Code, **The City requires the Contractor to possess a valid California C20 Warm-Air HVAC Contractors License.**

Proposer's Representative. The person signing the proposal must be a legal representative of the firm authorized to bind the firm to an agreement in the event of the award.

Insurance. General Liability (including an Additional Insured Endorsement), Automobile (including an Additional Insured Endorsement), and Worker's compensation insurance are required in the amount set forth in the attached sample Service Provider agreement. It is the Proposers responsibility to provide the City with updated insurance certificates during the life of the contract.

Prevailing Wage. The selected Service Provider will be required to pay the prevailing wage rates in effect on the date this RFPs was first published, pursuant to California law, including California Labor Code sections 1720 through 1861. General prevailing wage rates in Alameda County are on file with the Department of Industrial Relations, and shall be made available to any interested party upon request.

Term of Agreement. The contract will be for a five year period of time. This contract may be canceled at any time during the five year period.

Execution of Contract. The contract, in form and content satisfactory to the City, will be awarded at a regular City Council meeting (first and third Tuesdays of each month, except August). At least four (4) weeks prior to the anticipated award date, the Service Provider will be notified of apparent award status and requested to provide the documents necessary to complete the contract process. Required documentation shall include three (3) copies of the contract executed by the Service Provider, proof of insurance and Payment and Performance bonds. The Service Provider will be given five (5) business days from the date the City Council awards the contract to obtain the relevant bonds and insurance along with any other documents required for submission.

Confidentiality. The California Public Records Act (Cal. Govt. Code Sections 6250 et seq.) mandates public access to government records. Therefore, unless information is exempt from disclosure by law, the content of any request for explanation, exception, or substitution, response to this RFP, protest, or any other written communication between the City and Proposer, shall be available to the public. The City intends to release all public portions of the proposals following the evaluation process at such time as a recommendation is made to the City Council. If Proposer believes any communication contains trade secrets or other proprietary information that the Proposer believes would cause substantial injury to the Proposer's competitive position if disclosed, the Proposer shall request that the City withhold from disclosure the proprietary information by marking each page containing such proprietary information as confidential. Proposer may not designate its entire proposal as confidential nor designate its Price Sheet as confidential. Submission of a proposal shall indicate that, if Proposer requests that the City withhold from disclosure information identified as confidential, and the City complies with the Proposer's request, Proposer shall assume all responsibility for any challenges resulting from the nondisclosure, indemnify and hold harmless the City from and against all damages (including but not limited to attorney's fees that may be awarded to the party requesting the Proposer information), and pay any and all costs and expenses related to the withholding of Proposer information. Proposer shall not make a claim, sue, or maintain any legal action against the City or its directors, officers, employees, or agents concerning the disclosure, or withholding from disclosure, of any Proposer information. If Proposer does not request that the City withhold from disclosure information identified as confidential, the City shall have no obligation to withhold the information from disclosure and may release the information sought without any liability to the City.

Conflict of Interest. The Proposer warrants and represents that it presently has no interest and agrees that it will not acquire any interest which would present a conflict of interest under California Government Code sections 1090 et seq., or sections 87100 et seq., during the performance of services under any Agreement awarded. The Proposer further covenants that it will not knowingly employ any person having such an interest in the performance of any Agreement awarded. Violation of this provision may result in any Agreement awarded being deemed void and unenforceable.

III. GENERAL SCOPE OF SERVICES

The purpose of this contract consists of furnishing all labor, materials, tools, equipment and insurance needed to perform Mechanical and HVAC Preventative Maintenance and Repair at City-owned Facilities. The proposer is responsible for developing the service prices necessary to conform to the contract specifications that are applicable to the service locations being proposed on. The proposal is to be presented with the total service cost for each site based on the frequency schedule in **EXHIBIT 'C'**. The proposer shall carefully examine the location sites, proposal, specifications, special provisions and contract forms. The scope of services contained in **EXHIBIT 'B'** will be referenced and incorporated to the awarded contract for services.

IV. PROPOSAL REQUIREMENTS

The Proposer shall include in its proposal, at a minimum, the information outlined below in a manner which demonstrates the Proposer's competence and qualifications for the satisfactory performance of the services identified in this RFP. The Proposer shall attach four separate exhibits, as described below, to the cover letter proposal: (I) Statement of Qualifications (II) Statement of Exceptions, if any, to Standard Service Provider Agreement, (III) Timeline and Plan to take over from current service provider (30 days or less), and (IV) Project Pricing.

I. Statement of Qualifications

The Proposer shall prepare a statement of qualifications, labeled as Exhibit A in the submitted proposal, which identifies:

- a) The size, stability, and capacity of Proposer's organization, including, at a minimum, an identification of total number of years in operation, number of employees in the office location which is intended to provide the services described in the Scope of Services, and a description of Proposers' shop and storage facilities intended to support the City.
- b) An identification of the Proposer's experience performing services for projects of a similar size, scope, and complexity as the services required by this RFP, including an identification of the number of years' Proposer has been performing similar services; and the most recent projects for which the Proposer has performed similar services. The list of recent projects shall include the name, contact person, address, and phone number of each party for whom the service was provided, as well as a description of the service performed, the dollar amount of the contract, and the date of performance.
- c) A list of the Proposer's principals, employees, agents, and sub-service providers which the Proposer intends to assign to this project. This list shall include a summary of the qualifications (including education, training, certifications licenses, and experience) of each individual; the approximate number of hours each will devote to the contract; and the type of work to be performed by each individual.
- d) Description of training and safety programs for its field employees.

e) A statement as to whether the Proposer, either presently or in the past, was involved in any litigation, bankruptcy, or reorganization for any reason. If so, please provide dates and resolution. A statement as to whether the Proposer or any officer or employee of the company who has a proprietary interest in the Proposer, has ever been disqualified, removed, or otherwise prevented from proposing on, or completing a federal, state, or local government project because of a violation of law or safety regulation and if so, to explain the circumstances.

II. Statement of Exceptions, if any, to Standard Service Provider Agreement.

A sample agreement has been provided in **Exhibit A** of this RFP for review. If Proposer wishes to take exception to any of the terms and conditions contained in the Service Provider agreement, these should be identified specifically; otherwise include a statement of no exception, labeled as Exhibit B in the submitted proposal. Failure to identify contractual issues of dispute can later be the basis for the City disqualifying a proposer. Any exceptions to terms, conditions, or other requirements must be clearly stated.

III. Time Line for Taking over from Current Service Provider

The current Service Provider for City of Alameda is Prime Mechanical Services. The Proposer will prepare a concrete 30-day time line to take over from Prime Mechanical Services and submit with this RFP. The exception to this will be Prime Mechanical Services if they choose to bid on this contract.

IV. Completed Project Pricing

Exhibit C of this RFP contains a Project Pricing sheet. Please complete, sign and label the completed Project Pricing worksheet as Exhibit C of the submitted proposal.

V. **EVALUATION CRITERIA**

The City will adhere to the following procedures in evaluating proposals. An Evaluation/Selection Committee (Committee), which may include members of the City's staff and possibly one or more outside experts, will screen and review all proposals. The factors to be considered by the Committee in reviewing the proposals will be:

1. **Ability of the Proposer to Carry Out and Manage the Proposed Project (20%)**

An assessment of the statement of qualifications, including past experience of the organization in general. Qualities and indicators that will receive consideration include the number and types of projects the organization or its employees have completed; the variety of projects completed and a demonstration of the organization's ability to undertake this project; and the demonstrated ability to work with governmental bodies and a full understanding of applicable laws or regulations that relate to the project.

2. **Qualifications (40%)**

The qualifications (including education, training, licenses, experience, and past performance) of the Proposer and its agents, employees, and sub-service providers. The City may consider Proposer's timely and accurate performance on contracts of a similar nature.

3. **Willingness to Comply with the Proposed Agreement Terms (10%)**

A sample agreement is attached. Proposals will be rated based on the exceptions taken to the proposed contract.

4. Cost of Proposal (30%)

Cost, while not determinative, will be considered in the selection process.

5. Local Business (+5%)

If the Proposer's company is physically located within the City limits, they will receive an additional five points.

Proposals will first be screened to ensure responsiveness to the RFP. The City may reject as non-responsive any proposal that does not include the documents required to be submitted by this RFP. At any time during the evaluation process, the City reserves the right to request clarifications or additional information from any or all Proposers regarding their proposals. The Committee will initially review all responsive written proposals based upon the Evaluation Criteria set forth above. The Committee may also contact references.

The City may reject any proposal in which a Proposer's approach, qualifications, or price is not considered acceptable by the City. An unacceptable proposal is one that would have to be substantially rewritten to make it acceptable. The City may conclude the evaluation process at this point and recommend award. Alternatively, the City may elect to negotiate directly with one or more Proposers to obtain the best result for the City prior to making a recommendation or selection. And lastly, the City may ask selected Proposers to participate in an oral interview.

The individual(s) from Proposer's firm or entity that will be directly responsible for carrying out the contract, if awarded, should be present at the oral interview. In addition to conducting an oral interview, the City may during this stage of the evaluation process also contact and evaluate references, contact any Proposer to clarify any response or request revised or additional information, contact any current users of a Proposer's services, solicit information from any available source concerning any aspect of a proposal, and seek and review any other information deemed pertinent to the evaluation process.

The City reserves the right to negotiate the terms and conditions of the agreement with the highest ranked firm. Recommendation for award is contingent upon the successful negotiation of final contract terms. If contract negotiations cannot be concluded successfully within a time period determined by the City, the City may terminate negotiations and commence negotiations with the next highest scoring Proposer or withdraw the RFP.

Once the City selects a preferred Proposer, all other Proposers will be notified by the City in writing within fourteen working days of the decision.

EXHIBIT 'A' Standard Agreement and Insurance Requirements

SERVICE PROVIDER AGREEMENT

THIS SERVICE PROVIDER AGREEMENT (“**Agreement**”) is entered into this 21st day of July, 2021, by and between CITY OF ALAMEDA, a municipal corporation (the "**City**"), and COMPANY, a corporation, a sole proprietor, whose address is ADDRESS, (the "**Provider**"), in reference to the following:

RECITALS:

- A. City is a municipal corporation duly organized and validly existing under the laws of the State of California with the power to carry on its business as it is now being conducted under the statutes of the State of California and the Charter of the City.
- B. The City is in need of the following services: Mechanical and HVAC Preventative Maintenance and Repair at City Facilities. City staff issued a Request for Proposal (RFP) on May 18, 2021 and after a submittal period of 21 days received _____ submitted proposals. Staff reviewed the proposals, interviewed qualified firms and selected the service provider that best meets the City’s needs.
- C. Provider possesses the skill, experience, ability, background, certification and knowledge to provide the services described in this Agreement on the terms and conditions described herein.
- D. City and Provider desire to enter into an agreement for Mechanical and HVAC Preventative Maintenance and Repair at City Facilities, upon the terms and conditions herein.

NOW, THEREFORE, it is mutually agreed by and between the undersigned parties as follows:

1. TERM:

The term of this Agreement shall commence on the 21st day of July, 2021, and shall terminate on the 30th day of June 2026, unless terminated earlier as set forth herein.

2. SERVICES TO BE PERFORMED:

Provider agrees to do all necessary work at its own cost and expense, to furnish all labor, tools, equipment, materials, except as otherwise specified, and to do all necessary work included in Exhibit A as requested. The Provider acknowledges that the work plan included in Exhibit A is tentative and does not commit the City to request Provider to perform all tasks included therein.

3. COMPENSATION TO PROVIDER:

a. By the 7th day of each month, Provider shall submit to the City an invoice for the total amount of work done the previous month. Pricing and accounting of charges are to be according to the fee schedule as set forth in Exhibit B and incorporated herein by this reference. Extra work must be approved in writing by the City Manager or his/her designee prior to performance and shall be paid on a Time and Material basis as set forth in Exhibit B.

b. The total compensation for the work under this Agreement is not to exceed \$XX,XXX.

4. TIME IS OF THE ESSENCE:

Provider and City agree that time is of the essence regarding the performance of this Agreement.

5. STANDARD OF CARE:

Provider agrees to perform all services hereunder in a manner commensurate with the prevailing standards of like professionals or service providers, as applicable, in the San Francisco Bay Area and agrees that all services shall be performed by qualified and experienced personnel who are not employed by the City.

6. INDEPENDENT PARTIES:

Provider hereby declares that Provider is engaged as an independent business and Provider agrees to perform the services as an independent Service Provider. The manner and means of conducting the services and tasks are under the control of Provider, except to the extent they are limited by statute, rule or regulation and the express terms of this Agreement. No civil service status or other right of employment will be acquired by virtue of Provider's services. None of the benefits provided by City to its employees, including but not limited to unemployment insurance, workers' compensation plans, vacation and sick leave are available from City to Provider, its employees or agents. Deductions shall not be made for any state or federal taxes, FICA payments, PERS payments, or other purposes normally associated with an employer-employee relationship from any compensation due to Provider. Payments of the above items, if required, are the responsibility of Provider.

7. IMMIGRATION REFORM AND CONTROL ACT (IRCA):

Provider assumes any and all responsibility for verifying the identity and employment authorization of all of its employees performing work hereunder, pursuant to all applicable IRCA or other federal, or state rules and regulations. Provider shall indemnify, defend, and hold City harmless from and against any loss, damage, liability, costs or expenses arising from any noncompliance of this provision by Provider.

8. NON-DISCRIMINATION:

Consistent with City's policy and state and federal law that harassment and discrimination are unacceptable conduct, Provider agrees that harassment or discrimination directed toward a job applicant, a City employee, or a citizen by Provider or Provider's employee on the basis of race, religious creed, color, national origin, ancestry, handicap, disability, marital status, pregnancy, sex, age, or sexual orientation will not be tolerated. Provider agrees that any and all violations of this provision shall constitute a material breach of this Agreement.

9. HOLD HARMLESS:

a. Provider shall indemnify, defend, and hold harmless the City, its City Council, boards, commissions, officials, employees, and volunteers ("**Indemnitees**") from and against any and all loss, damages, liability, claims, suits, costs and expenses whatsoever, including reasonable

attorneys' fees ("**Claims**"), arising from or in any manner connected to Provider's negligent act or omission, whether alleged or actual, regarding performance of services or work conducted or performed pursuant to this Agreement. If Claims are filed against Indemnitees which allege negligence on behalf of the Provider, Provider shall have no right of reimbursement against Indemnitees for the costs of defense even if negligence is not found on the part of Provider. However, Provider shall not be obligated to indemnify Indemnitees from Claims arising from the sole negligence or willful misconduct of Indemnitees.

10. INSURANCE:

a. On or before the commencement of the terms of this Agreement, Provider shall furnish the City's Risk Manager with certificates showing the type, amount, class of operations covered, effective dates and dates of expiration of insurance coverage in compliance with subsections 10A, B, C and D. Such certificates, which do not limit Provider's indemnification, shall also contain substantially the following statement:

"Should any of the above insurance covered by this certificate be canceled or coverage reduced before the expiration date thereof, the insurer affording coverage shall provide ten (10) days' advance written notice to the City of Alameda. Attention: Risk Manager."

b. It is agreed that Provider shall maintain in force at all times during the performance of this Agreement all appropriate coverage of insurance required by this Agreement with an insurance company that is acceptable to City and licensed to do insurance business in the State of California. Endorsements naming the City, its City Council, boards, commissions, officials, employees, and volunteers as additional insured shall be submitted with the insurance certificates.

A. COVERAGE:

Provider shall maintain the following insurance coverage:

(1) **Workers' Compensation:**

Statutory coverage as required by the State of California.

(2) **Liability:**

Commercial general liability coverage in the following minimum limits:

Bodily Injury: \$1,000,000 each occurrence
 \$2,000,000 aggregate - all other

Property Damage: \$1,000,000 each occurrence
 \$2,000,000 aggregate

If submitted, combined single limit policy with aggregate limits in the amounts of \$2,000,000 will be considered equivalent to the required minimum limits shown above.

(3) **Automotive:**

Comprehensive automobile liability coverage (any auto) in the following minimum limits:

Bodily injury:	\$1,000,000 each occurrence
Property Damage:	\$1,000,000 each occurrence

or

Combined Single Limit:	\$2,000,000 each occurrence
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B. SUBROGATION WAIVER:

Provider agrees that in the event of loss due to any of the perils for which it has agreed to provide comprehensive general and automotive liability insurance, Provider shall look solely to its insurance for recovery. Provider hereby grants to City, on behalf of any insurer providing comprehensive general and automotive liability insurance to either Provider or City with respect to the services of Provider herein, a waiver of any right to subrogation which any such insurer of said Provider may acquire against City by virtue of the payment of any loss under such insurance.

C. FAILURE TO SECURE:

If Provider at any time during the term hereof should fail to secure or maintain the foregoing insurance, City shall be permitted to obtain such insurance in the Provider's name or as an agent of the Provider and shall be compensated by the Provider for the costs of the insurance premiums at the maximum rate permitted by law and computed from the date written notice is received that the premiums have not been paid.

D. ADDITIONAL INSURED:

City, its City Council, boards, commissions, officials, employees, and volunteers shall be named as an additional insured under all insurance coverages, except worker's compensation and professional liability insurance. The naming of an additional insured shall not affect any recovery to which such additional insured would be entitled under this policy if not named as such additional insured. An additional insured named herein shall not be held liable for any premium, deductible portion of any loss, or expense of any nature on this policy or any extension thereof. Any other insurance held by an additional insured shall not be required to contribute anything toward any loss or expense covered by the insurance provided by this policy.

E. SUFFICIENCY OF INSURANCE:

The insurance limits required by City are not represented as being sufficient to protect Provider. Provider is advised to consult Provider's insurance broker to determine adequate coverage for Provider.

11. CONFLICT OF INTEREST:

Provider warrants that it is not a conflict of interest for Provider to perform the services required by this Agreement. Provider may be required to fill out a conflict of interest form if the services provided under this Agreement requires Provider to make certain governmental decisions or serve in a staff capacity as defined in Title 2, Division 6, Section 18700 of the California Code of Regulations.

12. PROHIBITION AGAINST TRANSFERS:

a. Provider shall not assign, sublease, hypothecate, or transfer this Agreement, or any interest therein, directly or indirectly, by operation of law or otherwise, without prior written consent of the City Manager. Provider shall submit a written request for consent to transfer to the City Manager at least thirty (30) days in advance of the desired transfer. The City Manager may consent or reject such request in his/her sole and absolute discretion. Any attempt to do so without said consent shall be null and void, and any assignee, sublessee, hypothecate or transferee shall acquire no right or interest by reason of such attempted assignment, hypothecation or transfer. However, claims for money against the City under this Agreement may be assigned by Provider to a bank, trust company or other financial institution without prior written consent.

b. The sale, assignment, transfer or other disposition of any of the issued and outstanding capital stock of Provider, or of the interest of any general partner or joint venturer or syndicate member or cotenant, if Provider is a partnership or joint venture or syndicate or cotenancy, which shall result in changing the control of Provider, shall be construed as an assignment of this Agreement. Control means fifty percent or more of the voting power of the corporation.

13. APPROVAL OF SUB-PROVIDERS:

a. Only those persons and/or businesses whose names and resumes are attached to this Agreement shall be used in the performance of this Agreement. However, if after the start of this Agreement, Provider wishes to use sub-providers, at no additional costs to the City, then Provider shall submit a written request for consent to add sub-providers including the names of the sub-providers and the reasons for the request to the City Manager at least five (5) days in advance. The City Manager may consent or reject such requests in his/her sole and absolute discretion.

b. Each sub-provider shall be required to furnish proof of workers' compensation insurance and shall also be required to carry general, automobile and professional liability insurance (as applicable) in reasonable conformity to the insurance carried by the Provider. In addition, any tasks or services performed by sub-providers shall be subject to each provision of this Agreement.

c. The requirements in this Section 13 shall not apply to persons who are merely providing materials, supplies, data or information which the Provider then analyzes and incorporates into its work product.

14. PERMITS AND LICENSES:

Provider, at its sole expense, shall obtain and maintain during the term of this Agreement, all appropriate permits, certificates and licenses, including a City Business License that may be required in connection with the performance of the services and tasks hereunder.

15. REPORTS:

a. Each and every report, draft, work product, map, record and other document produced, prepared or caused to be prepared by Provider pursuant to or in connection with this Agreement shall be the exclusive property of City.

b. No report, information or other data given to or prepared or assembled by Provider pursuant to this Agreement shall be made available to any individual or organization by Provider without prior approval of the City Manager or his/her designee.

c. Provider shall, at such time and in such form as City Manager or his/her designee may require, furnish reports concerning the status of services and tasks required under this Agreement.

16. RECORDS:

a. Provider shall maintain complete and accurate records with respect to the services, tasks, work, documents and data in sufficient detail to permit an evaluation of the Provider's performance under the Agreement, as well as maintain books and records related to sales, costs, expenses, receipts and other such information required by City that relate to the performance of the services and tasks under this Agreement (collectively the "**Records**").

b. All Records shall be maintained in accordance with generally accepted accounting principles and shall be clearly identified and readily accessible. Provider shall provide free access to the Records to the representatives of City or its designees during regular business hours upon reasonable prior notice. The City has the right to examine and audit the Records, and to make copies or transcripts therefrom as necessary, and to allow inspection of all proceedings and activities related to this Agreement. Such Records, together with supporting documents, shall be kept separate from other documents and records and shall be maintained by Provider for a period of three (3) years after receipt of final payment.

c. If supplemental examination or audit of the Records is necessary due to concerns raised by City's preliminary examination or audit of records, and the City's supplemental examination or audit of the records discloses a failure to adhere to appropriate internal financial controls, or other breach of this Agreement or failure to act in good faith, then Provider shall reimburse the City for all reasonable costs and expenses associated with the supplemental examination or audit.

17. NOTICES:

a. All notices shall be in writing and delivered: (i) by hand; or (ii) sent by registered, express, or certified mail, with return receipt requested or with delivery confirmation requested from the U.S. postal service; or (iii) sent by overnight or same day courier service at the party's respective address listed in this Section.

b. Each notice shall be deemed to have been received on the earlier to occur of: (x) actual delivery or the date on which delivery is refused; or (y) three (3) days after notice is deposited in the U.S. mail or with a courier service in the manner described above (Sundays and City holidays excepted).

c. Either party may, at any time, change its notice address (other than to a post office box address) by giving the other party three (3) days prior written notice of the new address.

d. All notices, demands, requests, or approvals from Provider to City shall be addressed to City at:

City of Alameda
Maintenance Service Center
1616 Fortmann Way
Alameda, CA 94501
ATTENTION: Ricardo De La Torre, Public Works Supervisor
Ph: (510) 747-7900 / Fax: (510) 521-8762

e. All notices, demands, requests, or approvals from City to Provider shall be addressed to Provider at:

NAME
COMPANY
ADDRESS
CITY
PHONE/FAX

18. SAFETY:

a. The Provider will be solely and completely responsible for conditions of all vehicles owned or operated by Provider, including the safety of all persons and property during performance of the services and tasks under this Agreement. This requirement will apply continuously and not be limited to normal working hours. In addition, Provider will comply with all safety provisions in conformance with U.S. Department of Labor Occupational Safety and Health Act, any equivalent state law, and all other applicable federal, state, county and local laws, ordinances, codes, and any regulations that may be detailed in other parts of the Agreement. Where any of these are in conflict, the more stringent requirements will be followed. The Provider's failure to thoroughly familiarize itself with the aforementioned safety provisions will not relieve it from compliance with the obligations and penalties set forth herein.

b. The Provider will immediately notify the City within 24 hours of any incident of death, serious personal injury or substantial property damage that occurs in connection with the performance of this Agreement. The Provider will promptly submit to the City a written report of all incidents that occur in connection with this Agreement. This report must include the following information: (i) name and address of injured or deceased person(s); (ii) name and address of Provider's employee(s) involved in the incident; (iii) name and address of Provider's liability insurance carrier; (iv) a detailed description of the incident; and (v) a police report.

19. TERMINATION:

a. In the event Provider fails or refuses to perform any of the provisions hereof at the time and in the manner required hereunder, Provider shall be deemed in default in the performance of this Agreement. If such default is not cured within two (2) business days after receipt by Provider from City of written notice of default, specifying the nature of such default and the steps necessary to cure such default; City may thereafter immediately terminate the Agreement forthwith by giving to the Provider written notice thereof.

b. The foregoing notwithstanding, City shall have the option, at its sole discretion and without cause, of terminating this Agreement by giving seven (7) days' prior written notice to Provider as provided herein.

c. Upon termination of this Agreement either for cause or for convenience, each party shall pay to the other party that portion of compensation specified in this Agreement that is earned and unpaid prior to the effective date of termination. The obligation of the parties under this Section 19.c. shall survive the expiration or early termination of this Agreement.

20. ATTORNEY'S FEES:

In the event of the bringing of any action or suit by a party hereto against the other party by reason of any breach of any covenants, conditions, obligation or provision arising out of this Agreement, the prevailing party shall be entitled to recover from the non-prevailing party all of its costs and expenses of the action or suit, including reasonable attorneys' fees, experts' fees, all court costs and other costs of action incurred by the prevailing party in connection with the prosecution or defense of such action and enforcing or establishing its rights hereunder (whether or not such action is prosecuted to a judgment). For the purposes of this Agreement, reasonable fees of attorneys of the Alameda City Attorney shall be based on the fees regularly charged by private attorneys with the equivalent number of years of experience in the subject matter area of the law for which the Alameda City Attorney's services were rendered who practice in Alameda County in law firms with approximately the same number of attorneys as employed by the Alameda City Attorney's Office.

21. COMPLIANCE WITH ALL APPLICABLE LAWS:

During the Term of this Agreement, Provider shall keep fully informed of all existing and future state and federal laws and all municipal ordinances and regulations of the City of Alameda which affect the manner in which the services or tasks are to be performed by the Provider, as well as all such orders and decrees of bodies or tribunals having any jurisdiction or authority over the same. Provider shall comply with all applicable laws, state and federal and all ordinances, rules and regulations enacted or issued by City.

22. CONFLICT OF LAW:

This Agreement shall be interpreted under, and enforced by the laws of the State of California without regard to any choice of law rules which may direct the application of laws of another jurisdiction. The Agreement and obligations of the parties are subject to all valid laws, orders, rules, and regulations of the authorities having jurisdiction over this Agreement (or the successors of those authorities.) Any suits brought pursuant to this Agreement shall be filed with the courts of the County of Alameda, State of California.

23. WAIVER:

A waiver by City of any breach of any term, covenant, or condition contained herein shall not be deemed to be a waiver of any subsequent breach of the same or any other term, covenant, or condition contained herein, whether of the same or a different character.

24. INTEGRATED CONTRACT:

The Recitals and Exhibits are a material part of this Agreement and are expressly incorporated herein. This Agreement represents the full and complete understanding of every kind or nature whatsoever between the parties hereto, and all preliminary negotiations and agreements of whatsoever kind or nature are merged herein. No verbal agreement or implied covenant shall be held to vary the provisions hereof. Any modification of this Agreement will be effective only by written execution signed by both City and Provider.

25. DEPARTMENT OF INDUSTRIAL RELATIONS COMPLIANCE AND PREVAILING WAGE REQUIREMENTS ON PUBLIC WORKS PROJECTS:

Effective January 1, 2015, no Service Provider or SubService Provider may be listed on a bid proposal for a public works project (submitted after March 1, 2015) unless registered with the Department of Industrial Relations pursuant to Labor Code Section 1725.5 (with the limited exceptions from this requirement for bid purposed only under Labor code Section 1771.1(a)). Register at <https://efiling.dir.ca.gov/PWCR>

No Service Provider or Sub-Service Provider may be awarded a contract for public work on a public works project (awarded on or after April 1, 2015) unless registered with the Department of Industrial Relations pursuant to Labor Code Section 1725.5.

This project is subject to compliance monitoring and enforcement by the Department of Industrial Relations.

The Prime Service Provider is required to post job site notices prescribed by regulations. See 8 Calif. Code Regulation §16451(d).

Effective April 1, 2015, All Service Providers and Sub-Service Providers must furnish electronic certified payroll records directly to the Labor Commissioner at: <https://apps.dir.ca.gov/ecpr/das/altlogin>

26. REGISTRATION OF SERVICE PROVIDERS:

Before submitting bids, Service Providers shall be licensed in accordance with the provisions of Chapter 9, Division 3, of the Business and Professional Code of the State of California.

27. PCC SECTION 9204 SUMMARY - CLAIMS SUBMITTED BETWEEN 01-01-2017 AND 01-01-2020.:

Notwithstanding anything else to the contrary stated in the Information For Bidders (IFB) or the Contract Documents, all claims, regardless of dollar amount, submitted between January 1, 2017 and January 1, 2020 shall be governed by PCC Section 9204 and this section.

The following provisions and procedures shall apply:

- A. For the purposes of this section, the term “Claim”, “Service Provider”, “mediation”, “Public Entity” “Public works project” and “Sub-Service Provider” shall have the meaning provided for in PCC Section 9204.

- B. Service Provider shall submit each Claim (whether for a time extension, payment for money or damages) in writing and in compliance with PCC Section 9204. Service Provider must include reasonable documentation to support each claim.
- C. Upon receipt of a Claim, the City shall conduct a reasonable review and respond in writing within 45 days of receipt and shall identify in a written statement what portions of the claim are disputed and undisputed. Undisputed portions of the Claim shall be process and paid within 60 days of the written statement. Undisputed amounts not paid in a timely manner shall bear interest at 7% per annum. The City and Service Provider may mutually agree to extend the 45 day response time.
- D. If the City needs approval from the City Council to provide a written statement, the 45 days may be extended to 3 days following the next duly noticed public meeting pursuant to PCC Section 9204(d)(1)(C).
- E. If the City fails to timely respond to a Claim or if Service Provider disputes the City's response, Service Provider may submit a written demand for an informal meet and confer conference with the City to settle the issues in dispute. The demand must be sent via registered or certified mail, return receipt requested. Upon receipt, the City shall schedule the conference within 30 days.
- F. Within 10 business days following the informal meet and confer conference, the City shall submit to Service Provider a written statement describing any issues remaining in dispute and that portion which is undisputed. Undisputed portions of the Claim shall be process and paid within 60 days of the written statement. Undisputed amounts not paid in a timely manner shall bear interest at 7% per annum. The issues remaining in dispute shall be submitted to non-binding mediation. If the City and Service Provider mutually agree on a mediator, each party shall pay equal portions of all associated costs. If within 10 business days, the City and Service Provider cannot agree on a mediator, each party shall select a mediator (paying all costs associated with their selected mediator), and those mediators shall select a qualified neutral third party to mediate the disputed issues. The City and Service Provider shall pay equal portions of all associated costs of such third party mediator.
- G. Unless otherwise agreed by the City and Service Provider, any mediation conducted hereunder shall excuse any further obligation under Public Contract Code Section 20104.4 to mediate after litigation has commenced.
- H. The City reserves all rights and remedies that it has pursuant to the Construction Contract, plans and specification, at law or in equity which are not in conflict with PCC 9204.
- I. This Section shall be automatically extended if legislation is lawfully passed which extends the terms of Public Contract Code Section 9204 beyond January 1, 2020.

28. CAPTIONS:

The captions in this Agreement are for convenience only, are not a part of the Agreement and in no way affect, limit or amplify the terms or provisions of this Agreement.

Signatures on next page

IN WITNESS WHEREOF, the parties have caused the Agreement to be executed on the day and year first above written.

COMPANY

CITY OF ALAMEDA
A Municipal Corporation

NAME
TITLE

Eric J. Levitt
City Manager

RECOMMENDED FOR APPROVAL

NAME
TITLE

Erin Smith
Public Works Director

APPROVED AS TO FORM:
City Attorney

J. Aaron Duffy
Staff Counsel

POLICY NUMBER:

COMMERCIAL GENERAL LIABILITY
CG 20 10 10 93

THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.

ADDITIONAL INSURED - OWNERS, LESSEES or PROVIDERS FORM B

This endorsement modifies insurance provided under the following:

COMMERCIAL GENERAL LIABILITY COVERAGE PART

SCHEDULE

Name of Person or Organization:

City of Alameda
Public Works Department
Alameda Point, Building 1
950 West Mall Square, Room 110
Alameda, CA 94501-7558

SAMPLE
(If no entry appears above, information required to complete this endorsement will be shown in the Declarations as applicable to this endorsement.)

WHO IS AN INSURED (Section II) is amended to include as an insured the person or organization shown in the Schedule, but only with respect to liability arising out of your ongoing operations performed for that insured.

REF:

The City of Alameda, its City Council, boards and commissions, officers & employees are additional insured for work done on their behalf by the named insured.

PRIMARY INSURANCE:

IT IS UNDERSTOOD AND AGREED THAT THIS INSURANCE IS PRIMARY AND ANY OTHER INSURANCE MAINTAINED BY THE ADDITIONAL INSURED SHALL BE EXCESS ONLY AND NOT CONTRIBUTING WITH THIS INSURANCE.

SEVERABILITY OF INTEREST:

IT IS AGREED THAT EXCEPT WITH RESPECT TO THE LIMIT OF INSURANCE, THIS COVERAGE SHALL APPLY AS IF EACH ADDITIONAL INSURED WERE THE ONLY INSURED AND SEPARATELY TO EACH INSURED AGAINST WHOM CLAIM IS MADE OR SUIT IS BROUGHT.

WAIVER OF SUBROGATION:

IT IS UNDERSTOOD AND AGREED THAT THE COMPANY WAIVES THE RIGHT OF SUBROGATION AGAINST THE ABOVE ADDITIONAL INSURED (S), BUT ONLY AS RESPECTS THE JOB OR PREMISES DESCRIBED IN THE CERTIFICATE ATTACHED HERETO.

NOTICE OF CANCELLATION:

IT IS UNDERSTOOD AND AGREED THAT IN THE EVENT OF CANCELLATION OF THE POLICY FOR ANY REASON OTHER THAN NON-PAYMENT OF PREMIUM, 30 DAYS WRITTEN NOTICE WILL BE SENT TO THE CERTIFICATE HOLDER BY MAIL. IN THE EVENT THE POLICY IS CANCELED FOR NON-PAYMENT OF PREMIUM, 10 DAYS WRITTEN NOTICE WILL BE SENT TO THE ABOVE.

POLICY NUMBER:

COMMERCIAL AUTO
CG 20 48 02 99

THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.

DESIGNATED INSURED

This endorsement modifies insurance provided under the following:

- BUSINESS AUTO COVERAGE FORM
- GARAGE COVERAGE FORM
- MOTOR CARRIER COVERAGE FORM
- TRUCKERS COVERAGE FORM

With respect to coverage provided by this endorsement, the provisions of the Coverage Form apply unless modified by this endorsement.

This endorsement identifies person(s) or organization(s) who are “insureds” under the Who Is An Insured Provisions of the Coverage Form. This endorsement does not alter coverage provided in the Coverage Form.

This endorsement changes the policy effective on the inception date of the policy unless another date is indicated below.

Endorsement Effective:	Countersigned By: (Authorized Representative)
Named Insured:	

SCHEDULE

SAMPLE

Name of Person or Organization:
 City of Alameda
 Public Works Department
 950 West Mall Square, Room 110
 Alameda, CA 94501-7558

WHO IS AN INSURED (Section II) is amended to include as an insured the person or organization shown in the Schedule, but only with respect to liability arising out of your ongoing operations performed for that insured.

REF: _____
The City of Alameda, its City Council, boards and commissions, officers, employees and volunteers are additional insured for work done on their behalf by the named insured.

NOTICE OF CANCELLATION:
IT IS UNDERSTOOD AND AGREED THAT IN THE EVENT OF CANCELLATION OF THE POLICY FOR ANY REASON OTHER THAN NON-PAYMENT OF PREMIUM, 30 DAYS WRITTEN NOTICE WILL BE SENT TO THE CERTIFICATE HOLDER BY MAIL. IN THE EVENT THE POLICY IS CANCELED FOR NON-PAYMENT OF PREMIUM, 10 DAYS WRITTEN NOTICE WILL BE SENT TO THE ABOVE.

EXHIBIT 'B' Scope of Services

CITY OF ALAMEDA
EXHIBIT 'B' SCOPE OF SERVICES

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I. GENERAL INFORMATION

The following scope of services is intended to provide the City with a 100% turn-key fully functional, properly maintained and optimal HVAC System. Services shall include all labor, parts, components and materials. Service Provider shall follow all Industry-recognized ANSI/ASHRAE/ACCA 180-2012 Standard Practices for Inspection and Maintenance of Commercial Building HVAC Systems. All services shall be performed by a Qualified Journey person, exceptions to this shall be approved by a City of Alameda Public Works Supervisor in writing. Qualified Journey Persons shall be qualified to work on electrical systems.

II. SAFETY AND HEALTH

Service Provider shall exercise and maintain all applicable Federal, State, County and Municipal regulatory requirements as it pertains to Safety and Health. Regulators include but are not limited to OSHA, Bay Area Air Quality Management District, Department of Environmental Health and California Air Resources Board. Where there is a conflict between applicable regulations, the most stringent will apply. This includes removal and disposal of any hazardous materials.

III. WILD FIRE SEASON AND SMOKE EVENTS

A. GENERAL INFORMATION

Cal/OSHA regulations (8 CCR 5142) require that HVAC systems be operated continuously while occupied in order to provide the minimum quantity of outdoor air required by the state building code at the time the building permit was issued. These regulations are currently found in the California Code of Regulations, Title 24, Section 121.

B. WILD FIRE SEASON

As a first step to protect building occupants from outdoor air pollution, including the hazardous conditions resulting from wildfire smoke, building managers and employers should ensure that City HVAC systems' filters are not dirty, damaged, dislodged, or leaking around the edges.

Before the wildfire season, or during smoke events if necessary, Service Provider shall ensure that a qualified technician inspects the HVAC systems, makes necessary repairs, and conducts appropriate maintenance. Filters should fit snugly in their frames, and should have gaskets or sealants on all perimeter edges to ensure that air does not leak around the filters.

SMOKE EVENTS

Should a smoke event occur where the City deems the Outdoor Air Quality as unhealthy, Service Provider shall respond, and deploy back up carbon filtration to each site, listed below, within four (4) hours of notification by the Public Works Supervisor.

- | | | |
|----|--------------|-------------------------|
| 1. | City Hall | 2263 Santa Clara Avenue |
| 2. | Main Library | 1550 Oak Street |

The above list is subject to change during the term of the contract as equipment is upgraded throughout the City.

IV. GENERAL SCHEDULING

Before any work commences under this Contract, Service Provider must prepare and submit an **Annual Schedule of Preventative Maintenance Service** for each location, acceptable to the Public Works Supervisor.

In addition, Service Provider shall provide monthly logs of all work performed in a manner acceptable to the Public Works Supervisor. Cost to prepare the schedule and report shall be included in the rates provided in **EXHIBIT 'C'**.

The Public Works Supervisor will review the proposed schedule for no less than 14 business days and approve or deny days or dates based on client departments previously scheduled programs or activities.

Service Provider shall notify the Public Works Supervisor anytime Service Technicians arrive at a site.

V. AUTHORIZATION FOR REPAIRS

Prior to beginning any repair or replacement, contractor will troubleshoot the system to diagnose the system's problems. The City shall not incur any extra charge for this service.

Service Provider must obtain prior authorization for repairs or other work outside the scope of Preventive Maintenance from the Public Works Supervisor.

Phone call authorization requires a quote over the phone and a written confirmation after the work has been completed. City reserves the right to obtain additional work quotes and service from other trade providers.

If a repair or replacement is needed, and determined to be outside of the contract, contractor shall prepare and itemized cost proposal to replace or repair and provide to the Public Works Supervisor with 48 hours.

VI. PREVENTATIVE MAINTENANCE SERVICE

Work in this category is defined as per the Manufacturers recommendations.

PREVENTATIVE MAINTENANCE SERVICE includes, but is not limited to; inspect, repair as needed, and replace all failed, worn, stationary or moving components and or parts including but not limited to: refrigerant, oil, bearings, motor systems, seals, gears, burners, actuators, controls valves and switches.

Included in this category are Critical Components and parts of the City HVAC System which include, but are not limited to: Cooling Tower, Air Handling, Air Handler and Fan Filters, Pumps, Boilers, Water Treatment Service, Unitary Equipment, Reciprocating/Screw Chillers, Automatic Temperature Controls and DDC Controls.

A. PREVENTATIVE MAINTENANCE SERVICE SPECIFICATIONS

In addition to the Manufacturers recommendations, below are the minimum maintenance requirements for various types of critical equipment. Not all equipment is listed.

1. COOLING TOWER:

SEASONAL START UP

1. Clean debris from platform and surrounding area.
2. Clean water sump and check condition.
3. Clean float valve assembly and adjust for proper operation.
4. Check and clean bleed off line and overflow.
5. Clean tower strainers.
6. Clean tower spray nozzles and eliminators.
7. Flush cooling tower after cleaning.
8. Check sump heaters and thermostats for calibration and operation.
9. Check and adjust fan belts, replace as necessary.
10. Fill system after cooling tower has been cleaned.
11. Check for leaks.
12. Lubricate fan and motor bearings per manufacturer's recommendation.
13. Check amperage on motors.
14. Inspect electrical connections, contactors, relays and operating / safety controls.
15. Check and adjust condenser water temperature regulator system.
16. Water treatment (free flow or feeder)

OPERATING SEASON

1. Inspect fan, motor, and belts. Replace as necessary.
2. Check oil level in gear box. Add oil as required.
3. Check intake strainer, bleed and overflow.
4. Check operating conditions. Adjust as required.

COOLING TOWER REPLACEMENT PARTS AND COMPONENTS

All parts, refrigerant, oil and other material to complete repairs are furnished under the provisions of this agreement.

2. AIR HANDLING:

ANNUAL WINTER MAINTENANCE

1. Inspect coil (cleaned as required).
2. Inspect drain pan and drain line.
3. Inspect fan wheels.
4. Inspect drive sheaves.
5. Check belt alignment and tension.
6. Lubricate as required.
7. Check bearing and motor mounting.
8. Check motor operating voltage and amperages.
9. Check inlet vanes (where applicable) and for dampers and adjust if necessary.
10. Flush condensates.

PREVENTATIVE MAINTENANCE

1. Check belt tension.
2. Lubricate as required.
3. Check bearing and motor mounting.
4. Check any excessive vibration or noise and correct if required.

EVAPORATIVE COOLING PREVENTATIVE MAINTENANCE

1. Check belt tension.
2. Lubricate as required.
3. Check bearing and motor mounting.
4. Check any excessive vibration or noise and correct if required.
5. Lubricate all components as needed.
6. Replace all pads bi-annually.
7. Provide rust preventative maintenance as required.
8. Repair, replace and adjust all float assembly systems as needed.

AIR HANDLING REPLACEMENT PARTS AND COMPONENTS

All parts, refrigerant, oil and other material to complete repairs are furnished under the provisions of this agreement. All AHU motor starters and VFD's. All hot water and cold water valves and controls.

3. AIR HANDLER AND FAN FILTERS:

PREVENTATIVE MAINTENANCE

1. Inspect and report recommended action to the operator.
2. Change disposable filter (media included) or clean permanent filter.
3. Replace with high-efficiency pleated type filters. "MERV 8" Commercial Filters

AIR HANDLER AND FAN FILTER REPLACEMENT PARTS AND COMPONENTS

All filters and other material to complete repairs are furnished under the provisions of this agreement. It is recommended that spare filters be staged on site, location to be arranged and approved by the Public Works Supervisor.

For Smoke Events, reference "EXHIBIT 'B', Section III. WILD FIRE SEASON AND SMOKE EVENTS, SMOKE EVENTS".

4. PUMPS:

SEASONAL START UP

1. Clean pump strainers.
2. Lubricate pump bearings per manufacturer's recommendations.
3. Lubricate motor bearings per manufacturer's recommendations.
4. Tighten all nuts and bolts. Check motor mounts and vibration pads. (Replace and adjust as required.)
5. Visually check pump alignment and coupling.
6. Check motor operating conditions.
7. Inspect electrical connections and contactors.
8. Check and clean strainers and check hand valves.
9. Inspect mechanical seals or pump packing. Replace and adjust as required.
10. Operate pumps and check efficiency.

PREVENTATIVE MAINTENANCE

1. Lubricate pump bearings per manufacturer's recommendations.
2. Lubricate motor bearings per manufacturer's recommendations.
3. Check suction and discharge pressures.
4. Check packing or mechanical seal and adjust as necessary.
5. Check motor voltage and amperage.

PUMP REPLACEMENT PARTS AND COMPONENTS

All parts, refrigerant, oil and other material to complete repairs are furnished under the provisions of this agreement. To include motor controls/starters and valves.

5. BOILERS:

PRE-SEASON MAINTENANCE

1. Secure and drain boiler.
2. Open fireside and water side for cleaning and inspection.
3. Check heating surfaces and water side for corrosion, pitting, scale, blisters, bulges, soot.
4. Inspect refractory.
5. Clean or replace water column sight glass.
6. Clean fire inspection glass.
7. Disassemble, clean and inspect low water cutoff control(s).
8. Reassemble boiler and low water cutoff control(s).
9. Check blowdown valve packing and lubricate.
10. Refill boiler inclusive of water treatment services.
11. Perform hydrostatic test if required.
12. Test safety/relief valve(s) after start-up (full pressure test).
13. Clean or replace fuel filters.
14. Clean fuel nozzles.
15. Clean burner fan wheel and air dampers.
16. Clean flame safeguard scanner.
17. Clean and adjust ignition electrodes.
18. Check all burner linkage for excessive wear.
19. Tighten all linkage set screws.
20. Lubricate motor and shaft bearings.
21. Check gas valves against leakage (where test cocks are provided).
22. Replace vacuum tubes (if used) in flame safeguard control.
23. Clean contacts in program timer.
24. Check operation of flame safeguard control.
25. Check operation of modulating motor.
26. Perform pilot turn down test.
27. Check operation of low water cutoff and feed control(s).
28. Check settings and test all operating and limit controls.
29. Closed loop water treatment.

SEASONAL START-UP

1. Review manufacturer's recommendations for boiler and burner start-up.
2. Check fuel supply.
3. Check auxiliary equipment operation.
4. Inspect burner boiler and controls prior to start-up.
5. Start burner, check operating controls.
6. Test safety controls and pressure relief valve.
7. Perform combustion tests and adjust burner for maximum efficiency.

8. Log all operating conditions.
9. Review operating procedures and owner's log with boiler operator.

PREVENTIVE MAINTENANCE

1. Review owner's log. Log all operating conditions.
2. Inspect boiler and burner and make adjustments as required.
3. Test low water cutoff and pressure relief valve.
4. Blow down and test low water cutoff and feed control(s).
5. Check for water, steam and fuel leaks.
6. Check sequence and operation of flame safeguard control.
7. Check setting and test operating and limit controls.
8. Check operation of modulating motor.
9. Life safety/relief valves with at least 70% rated pressure.
10. Blow down gauge cocks and try cocks to confirm glass water level.
11. Check and test boiler blowdown valve.
12. Lubricate motor and shaft bearings (as required).
13. Check customers log with operator and discuss operation of boiler.

COMBUSTION TESTING

1. Test for following items as applicable; firing rate, fuel/air ratio, CO₂, CO, smoke test.
2. Adjust burner controls as required to obtain proper combustion.

BOILER REPLACEMENT PARTS AND COMPONENTS

All parts, refrigerant, oil and other material to complete repairs are furnished under the provisions of this agreement.

6. WATER TREATMENT SERVICE:

CONDENSER WATER

ANNUAL INSPECTION

1. Clean chemical feed pump section strainer.
2. Disassemble and clean bleed line strainer.
3. Disassemble and clean flow through sensor.
4. Disassemble and clean solution bleed valve.
5. Disassemble and clean chock valve assembly.
6. Check chemicals in feed tank.
7. Check dissolved solids content in water.
8. Check pH of water being treated.

9. Check bleed rate.
10. Check chemical content in system being treated.
11. Check conductivity controller operation.
12. Adjust chemical fixed pump as required.
13. Check for algae.
14. Add chemicals as required (chemicals included).

PREVENTATIVE MAINTENANCE

1. Check chemicals in feed tank and adjust as required.
2. Check dissolved solids contents in water.
3. Check pH of water being treated.
4. Check bleed rate.
5. Check chemical content in system being treated.
6. Check conductivity controller operation.
7. Adjust chemical feed pump as required.
8. Check for algae.

7. UNITARY EQUIPMENT:

ANNUAL WINTER MAINTENANCE

1. Check unit thoroughly for refrigerant leaks.
2. Check and calibrate safety controls and overloads.
3. Meg test compressor and record readings.
4. Check main starter, tighten all starter terminals and check contacts for wear.
5. Check oil level in compressor (where applicable).
6. Tighten motor terminals and control panel terminals.
7. Check crankcase heater.
8. Check extra interlocks.
9. Check oil sample for acid (where applicable).
10. Lubricate fan bearings.
11. Inspect and adjust belt alignment and tension.
12. Check damper operation. Lubricate and adjust as required.
13. Inspect filters.
14. Gas heat option.
15. Check operation and calibration of gas train components.
16. Check burner sequence of operation.
17. Check combustion blower and clean if required.
18. Check combustion efficiency.
19. Inspect heat exchanger.
20. Check and calibrate operating controls.
21. Electric heat option.

22. Inspect electrical connections and contactors.
23. Check and calibrate all operating safety controls.
24. Hot water/steam heat option.
25. Inspect control valves and traps.
26. Check and calibrate all operating and safety controls.
27. Report any uncorrected deficiencies noted.

SEASONAL START UP

1. Meg test compressor motor.
2. Start unit – Check controls and calibrate.
3. Check compressor oil levels (where applicable).
4. Make operating log including refrigerant pressures, temperatures, super heat and sub cooling.
5. Check burner or heating element operation (where applicable).
6. Check starter operation, voltage and current.
7. Set up operating log with operator, instruct and advise troubleshooting techniques.
8. Flush condensate.

PREVENTIVE MAINTENANCE

1. Make operating log of temperatures, pressures, voltages and amperages, etc.
2. Check and adjust operating and safety controls.
3. Check operating of crankcase heater.
4. Check oil level and add as required.
5. Check operation of control circuit.
6. Check operating log with operator, discuss operation of the machine generally.
7. Inspect filters and replace as required to maintain indoor air quality.
8. Check operation of burner or heating elements (seasonal).
9. Check operation of motor and starter.
10. Check heating controls (seasonal).
11. Check gas burner or heating element operation (seasonal).
12. Report to operator any uncorrected deficiencies noted.
13. Clean Condenser Coils.

UNITARY EQUIPMENT REPLACEMENT PARTS AND COMPONENTS

All parts, refrigerant and other material to complete repairs are furnished under the provisions of this agreement.

8. RECIPROCATING / SCREW CHILLERS:

ANNUAL WINTER MAINTENANCE

1. Check unit thoroughly for refrigerant leaks.

2. Check and calibrate safety and operating controls.
3. Meg test compressor motor.
4. Check and tighten all electrical terminals and check contacts for wear.
5. Check oil level in compressor and add as required.
6. Tighten motor terminals and control panel terminals.
7. Check crankcase heater.
8. Check external interlocks, flow switch, pumps, and fans.
9. Check oil sample for acid.
10. Report any uncorrected deficiencies noted.

SEASONAL START-UP

1. Meg test motor.
2. Start unit-check controls and calibrate.
3. Check refrigerant and oil levels and add as required.
4. Check operation and refrigerant pressures.
5. Make complete operating log and record readings.
6. Check starter operation, voltage and current.
7. Check external interlocks.
8. Set up operating log with operator, instruct and advise troubleshooting techniques.

PREVENTIVE MAINTENANCE

1. Make complete operating log and record proper operating temperatures, pressures, voltages and amperages.
2. Check and adjust operating and safety controls.
3. Check operation of crankcase heater.
4. Check compressor oil level and add as required.
5. Check operation of control circuit.
6. Check operating log with operator, discuss operation of the machine with owner's techs.
7. Check water/air flow of evaporator and condenser.
8. Check super heat.
9. Check operation of all motors and starters.
10. Report to operator any uncorrected deficiencies noted.

9. AUTOMATIC TEMPERATURE CONTROLS:

ANNUAL INSPECTIONS

1. Calibrate major system controls.
2. Check system operating sequences.
3. Clean control panels.
4. Check operating conditions of duct system smoke detectors (voltage check or smoke check via sampling chamber) and adjust sensitivity as required.

5. Check damper operation for misalignment, binding and shutoff, correct as necessary.
6. Check control air pressure at each system and record the pressure level and location of the lowest main air pressure. Adjust main air PRV at compressed air system if necessary.
7. Measure and record primary and secondary voltage of system transformer or power supply on primary control system. (Electric/Electronic systems only.)

PREVENTIVE MAINTENANCE

1. Visually check control valves for leaks.
2. Visually check dampers and linkages and oil as required.
3. Check time clock settings and day / night thermostat set points.
4. Check compressor run time versus off time for three operating cycles and record the average results.
5. Open compressor tank drain valve and bleed off any water accumulated in the tank.
6. Record gauge reading for compressor air pressure and final system air pressure. Adjust pressure reducing valves if necessary.
7. Check compressor belts, oil level, safety and general operating condition of the air compressor.

AUTOMATIC TEMPERATURE CONTROL REPLACEMENT PARTS AND COMPONENTS

All parts, refrigerant, oil and other material to complete repairs are furnished under the provisions of this agreement.

10. DIRECT DIGITAL CONTROLS (DDC):

Currently the City has a variety of Active DDC systems. The Public Works Supervisor is the only person whom has access to the DDC Systems.

Reports, Logs, Trends, or any other action needed to remotely operate the DDC System will be provided by the Public Works Supervisor at the Service Providers request. If proprietary vendor support services are needed, it shall be recommended by the Service Provider.

The systems that are excluded from this agreement are marked with an Asterisk (*) and are part of a separate contract with a proprietary vendor.

Location	Type	
City Hall Building	JOHNSON CONTROLS	Niagara Intranet Desktop Client
City Hall Server Room	WATCHDOG	
Alameda Police Department	JOHNSON CONTROLS	Niagara Intranet Desktop Client
*Main Library	*EMCOR	

11. ADDITIONAL INFORMATION

More information identifying the various types of equipment receiving Preventative Maintenance Services at various locations can be found in **ATTACHMENT 'A'** to this Exhibit.

Preventative Maintenance frequency is equipment-dependent. The schedule for all equipment at various locations is listed in **EXHIBIT 'C'**.

Unit Pricing Definitions found in **EXHIBIT 'C'** can be found below:

Unit Pricing:	Definition:
'QTY. 6'	BI-MONTHLY OR EVERY OTHER MONTH
'QTY. 4'	QUARTERLY OR FOUR TIMES PER YEAR
'QTY. 2'	BI-ANNUAL OR TWICE PER YEAR
'QTY. 1'	ANNUALY OR ONCE PER YEAR

VII. SCHEDULED MAINTENANCE SERVICE

Scheduled Maintenance Service is defined as service or repair work that is non time sensitive or where the work involved is of such a nature that allows for advanced scheduling.

Examples include, but are not limited to the scheduled replacement of any part of the Heating or Cooling System. Scheduled maintenance and repair requests shall be responded to within two (2) working days of notification. In no event will Scheduled Maintenance Service be considered overtime without prior approval of the Public Works Supervisor or his designee.

VIII. EMERGENCY MAINTENANCE SERVICE

Work in this category is considered to be a safety concern and shall be performed by the Contractor at the direction of the Public Works Supervisor or his designee.

An example situation that may require an emergency response to the heating or cooling system is a; compressor failure, failed electronic actuator, failed 2 or 3-way valve, failed fan, switch, or failed electronic board.

When notified by the City to respond to an emergency situation, the Contractor shall be at the site in one (1) hour or less from the time of notification. The Contractor shall maintain a local telephone number where contact can be made twenty-four (24) hours per day.

IX. WORKING HOURS

Services shall be performed during normal working days and hours, which are defined as Monday through Friday, 7:00 a.m. to 5:00 p.m. (except scheduled holidays, see below).

Note: City Hall is closed to the Public and sometimes vacant each Friday of the month, therefore Service Provider should consider any intrusive Preventative Maintenance or repairs to the HVAC System be scheduled 7 days in advance with the PW Supervisor.

X. HOLIDAYS

The City recognizes, and will be closed on the below Scheduled Holidays:

If a scheduled holiday falls on a Saturday, the previous Friday should be a scheduled service day and if holiday falls on a Sunday, the following Monday should be a scheduled service day.

1. New Year's Day
2. Dr. Martin Luther King Jr. Day
3. President's Day
4. Memorial Day
5. Independence Day
6. Labor Day
7. Veteran's Day
8. Thanksgiving Day
9. Day after Thanksgiving Day
10. Christmas Day

XI. LOCATIONS

Below are the locations of work included in the contract.

- | | |
|---------------------------------|-------------------------|
| 1. Alameda Police Department | 1550 Oak Street |
| 2. City Hall | 2263 Santa Clara Avenue |
| 3. Mastick Senior Center | 1155 Santa Clara Avenue |
| 4. Main Library | 1550 Oak Street |
| 5. Alameda Fire Department #1 | 1300 Park Street |
| 6. Alameda Fire Department #2 | 635 Pacific Avenue |
| 7. Alameda Fire Department #3 | 1625 Buena Vista Avenue |
| 8. Alameda Fire Department #4 | 2595 Mecartney Road |
| 9. Building 6/Fire Training | 950 W. Ranger Avenue |
| 10. City Hall West | 950 West Mall Square |
| 11. Maintenance Service Center | 1616 Fortmann Way |
| 12. Emergency Operations Center | 1809 Grand Street |
| 13. Animal Shelter | 1590 Fortmann Way |
| 14. ARPD Offices | 2226 Santa Clara Avenue |
| 15. Washington Park Building | 740 Central Avenue |
| 16. Officers Club Building | 641 West Redline |
| 17. Bay Farm Island Library | 3221 Mecartney Road |

18. Woodstock Park Building	351 Cypress Street
19. Lincoln Park/Harrison Center	1450 High Street
20. Alameda Fleet Services	2040 Grand Street
21. West End Library	635 Santa Clara Avenue
22. Leydecker Park Building	3225 Mecartney Road
23. Littlejohn Park Building	1401 Pacific Avenue
24. Longfellow Park Building	520 Lincoln Avenue
25. McKinley Park Building	2165 Buena Vista Avenue
26. Godfrey Park	281 Beach Road
27. Krusi Park	900 Mound Street

EXHIBIT 'C' Project Pricing

MECHANICAL AND HVAC PREVENTATIVE MAINTENANCE AND REPAIR

EXHIBIT 'C' PROJECT PRICING

The person signing this Project Pricing must be a legal representative of the firm authorized to bind the firm to an agreement in the event of the award.

Business Name _____

Business Address _____

City, State and Zip Code _____

Name of Person Signing on Behalf of Firm _____

Title of Person Signing on Behalf of Business: _____

Signature of Person on Behalf of Firm _____

Dated: _____

Phone _____

List any Sub-Service Providers to be used in the performance of this contract:

Name	Address	Work to be Performed
_____	_____	_____
_____	_____	_____
_____	_____	_____

UNIT PRICING

Unit prices are to include and cover the furnishing of all labor, materials, equipment, incidentals, and any other overhead necessary to perform the work described in the Scope of Services in a manner specified in the Project Specifications. The City does not pay a truck charge. Proposal prices are also to include any required reporting to the City of work performed.

Item No.	Quantity	Type of Service Location	Unit Price	Total Price
1.	6	Preventative Maintenance Service Alameda Police Department 1550 Oak Street	\$ _____	\$ _____
2.	6	Preventative Maintenance Service City Hall 2263 Santa Clara Avenue	\$ _____	\$ _____
3.	6	Preventative Maintenance Service Mastick Senior Center 1155 Santa Clara Avenue	\$ _____	\$ _____
4.	6	Preventative Maintenance Service Main Library 1550 Oak Street	\$ _____	\$ _____
5.	6	Preventative Maintenance Service Alameda Fire Department #1 1300 Park Street	\$ _____	\$ _____
6.	6	Preventative Maintenance Service Alameda Fire Department #2 635 Pacific Avenue	\$ _____	\$ _____
7.	6	Preventative Maintenance Service Alameda Fire Department #3 1625 Buena Vista Avenue	\$ _____	\$ _____
8.	6	Preventative Maintenance Service Alameda Fire Department #4 2595 Mecartney Road	\$ _____	\$ _____
9.	6	Preventative Maintenance Service		

		Building 6/Fire Training 950 W. Ranger Avenue	\$ _____	\$ _____
10.	4	Preventative Maintenance Service City Hall West 950 West Mall Square	\$ _____	\$ _____
11.	4	Preventative Maintenance Service Maintenance Service Center 1616 Fortmann Way	\$ _____	\$ _____
12.	4	Preventative Maintenance Service Emergency Operations Center 1809 Grand Street	\$ _____	\$ _____
13.	4	Preventative Maintenance Service Animal Shelter 1590 Fortmann Way	\$ _____	\$ _____
14.	2	Preventative Maintenance Service ARPD Offices 2226 Santa Clara Avenue	\$ _____	\$ _____
15.	2	Preventative Maintenance Service Washington Park Building 740 Central Avenue	\$ _____	\$ _____
16.	2	Preventative Maintenance Service Officers Club Building 641 West Redline	\$ _____	\$ _____
17.	2	Preventative Maintenance Service Bay Farm Island Library 3221 Mecartney Rd.	\$ _____	\$ _____
18.	2	Preventative Maintenance Service Woodstock Park Building 351 Cypress Street	\$ _____	\$ _____
19.	2	Preventative Maintenance Service Lincoln Park/Harrison Center 1450 High Street	\$ _____	\$ _____
20.	1	Preventative Maintenance Service		

		Alameda Fleet Services		
		2040 Grand Street	\$ _____	\$ _____
21.	1	Preventative Maintenance Service		
		West End Library		
		635 Santa Clara Avenue	\$ _____	\$ _____
22.	1	Preventative Maintenance Service		
		Leydecker Park Building		
		3225 Mecartney Rd.	\$ _____	\$ _____
23.	1	Preventative Maintenance Service		
		Littlejohn Park Building		
		1401 Pacific Avenue	\$ _____	\$ _____
24.	1	Preventative Maintenance Service		
		Longfellow Park Building		
		520 Lincoln Avenue	\$ _____	\$ _____
25.	1	Preventative Maintenance Service		
		McKinley Park Building		
		2165 Buena Vista Avenue	\$ _____	\$ _____
26.	1	Preventative Maintenance Service		
		Godfrey Park		
		281 Beach Rd.	\$ _____	\$ _____
27.	1	Preventative Maintenance Service		
		Krusi Park		
		900 Mound Street	\$ _____	\$ _____
TOTAL ANNUAL COST			\$ _____	

Continued

HOURLY RATES AND MARKUP

1.	Hourly Rate	Scheduled Maintenance Service Business Hours*	\$ _____	\$ _____
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*Mon-Fri, 7AM-5PM, excluding holidays

3.	Hourly Rate	Emergency Maintenance Services Outside of Business Hours	\$ _____	\$ _____
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	Standard Material Mark-up		_____ %
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ATTACHMENT 'A' Equipment List

FIRE STATION #2, 635 Pacific Avenue

Unit #	Area Serves	Unit Make	Model #	Serial #	Tons	Year	Belts	#/Filter Size
H1	Entire facility	OLD						(2) 16x25x1
Unit Front	(2) Capt offices, Conference Room and Watch Room	TRANE			4	1/16		Washable
Unit Back	Day Room, (qty. 2) Dorm and Kitchen	TRANE			4	1/16		Washable

(1) Board located in attic area for each head unit.

Electronic board at Captains Office is bad, recommended to change board and EXV in attic

EXV Part Number: VAL11069

FIRE STATION #3, 1625 Buena Vista Ave.

Unit #	Area Serves	Unit Make	Model #	Serial #	Tons	Year	Belts	#/Filter Size
AC1	Kitchen	TRANE	YHC074F3RxA0H07EIA	163411509L	6	2016	none	4-20X25X2
AC2	Gym	TRANE	4YCY4024C1060AA	163213525L	2	2016	none	1-14X20X2
CU1	IT Room	Mitsubishi	MUZGLI8NAU1	5003752T	1.5	2016	none	none
AH1.1	IT Room	Mitsubishi	MSZGLI8NAU1	6000517T	1.5	2016	none	washable
CU2	Ductless Splits	Mitsubishi	PURYP96TLMUA	57W00233		2016	none	none
AH1.2	Disptach	Mitsubishi	PLFYP08NCMUE	65M01627		2016	none	washable
AH1.3	Conference	Mitsubishi	PLFYP15NCMUE	63M00397		2016	none	washable
AH1.4	Boot Room	Mitsubishi	PLFYP08NCMUE	65M01637		2016	none	washable
AH2.1	Dorm1	Mitsubishi	PLFYP08NCMUE	65M01622		2016	none	washable
AH2.2	Dorm 3	Mitsubishi	PLFYP08NCMUE	65M01613		2016	none	washable
AH2.3	Dorm 4	Mitsubishi	PLFYP08NCMUE	65M01609		2016	none	washable
AH2.4	Dorm 5	Mitsubishi	PLFYP08NCMUE	65M01606		2016	none	washable

FIRE STATION #4, 2595 Mecartney, roof access laundry room

Unit #	Area Serves	Unit Make	Model #	Serial #	Tons	Year	Belts	#/Filter Size
AC1	living/lunch	Trane	4YCY4060A3120BA	13425HXX9H	5	00-13		2-18X20X1
AC2	kitchen	Trane	4YCY4060A3120BA	13425HX59H	5	00-13		2-18X20X2
AC3	dorms	Trane	4YCC3018A1040AB	1322H659H	1 1/2	00-12		1-18X25X1
AC4	office	Trane	4YCY4030A1075BA	13303H5R9H	2 1/2	00-13		1-18X25X1
AC5	locker room	Trane	4YCY4036B3075AA	131611773L	3	00-13		1-18X25X1
EF1	restrooms	ILG					1-4L250	
EF3	garage exhaust (lift req'd)	ILG	C075802	PF-024HA			1-AX31	
EF4	garage exhaust (lift req'd)	ILG	C075802	PF-024HA			1-AX31	
KH1	kitchen hood	ILG					1-4L220	

Animal Shelter, 1590 Fortmann Way Roof Access from Garage Area

Unit #	Area Serves	Unit Make	Model #	Serial #	Tons	Year	Belts	#/Filter Size
H-1	dog kennels	Reznor	UDAP-45	BSE3062036295	45K	May-20		
H-2	dog kennels	Reznor	UDAP-45	BSE3062036289	45K	May-20		
H-2	cat kennels	Trane	TUE1C100A9481AF	18033S1G1G	100K	Jan-20		1-20X20X1
AC-1	offices	Trane	VSC048G3RLB04K0A	194514612L	4	Nov-20		2-20X35X2
EF-1	NW corner	Dayton	4YU97	14942896 17C			1-4L290	
EF-2	NE corner	Greenheck	GB-180-3-X	16114031 19L			1-4L300	
EF-3	SE corner	Greenheck	GB-161-4-X	16114029 19L			1-3L240	

Recommendations:

Office AC1 put in a programmable thermostat, currently has digital stat.

APD, 1550 Oak Street

Unit #	Area Serves	Unit Make	Model #	Serial #	Tons	Year	Belts	#/Filter Size
AH1	basement	Trane	Type 14	U77C00359		00/77	2BP90	6-24X24X2 2-18X24X2
AH2	first floor	Trane	Type 14	U77F01573		00/77	2BP90	4-16X20X2 2-20X25X2 6-16X25X2
AH3	2nd floor Chief's area	Trane	Type 6	U77F01571		00/77	2AP43	4-16X25X2
CH1	building chiller	Trane	CGAM 040A 2J02 AXD2 A1A1 A1AX XA1D 1A4A XXXX XBXA 3A1D XXXL XX	U13E36157		00/14		
CWP1	building cw loop	B&G	1510 2.5BB 8.375BF	PH012566	140 gpm 5hp 1800 rpm	00/14		
B1	building boiler	Bryan	CL-120	47161	1.2 mil btu	00/77		
PRE-HWP	primary loop hwp	B&G	P81748	R96A10170				
SEC-HWP	secondary loop HWP	B&G	185260	R96A10171	1 hp			
ST-HWP	hot water store tank pump	B&G	KQA56A17D57FK	A11K20001	1/4 hp			
EF-B	gun range	Trane	210B-9-1 HC	R96A10173		00/91	1AX51	1-24X24X2
ITAH3	basement comm room	Carrier	42BHB16BD3R61508CAQ	3523548006			14L310	1-16X25X1 1-16X20X1
ITAH4	basement comm room	Mitsubishi	PKA-A36 KA4	3YM02166	3	00/14		washable
ITCU4	basement comm room	Mitsubishi	PUY-A36NHA4	32U13550B	3	00/14		
ITAH5	basement Motorola room	Carrier	42BHB08BD3R60707BAQ	3523548006			1-4L280	1-16X25X1

APD, 1550 Oak Street

Unit #	Area Serves	Unit Make	Model #	Serial #	Tons	Year	Belts	#/Filter Size
OSAE1	basement	Centai master	PX76	UBL52754				
OSAE2	1st floor, 2nd floor mech room	Trane	210B-9-1-HC		3	00/14	2-BP59	
EF1	jail command center smoke purge	Twin City	SIZE 105	TYPE FCJ	3	00/14	1-4L310	
EF2	jail restrooms	Twin City	SIZE 90	TYPE FCJ			1-4L270	
EF3	jail smoke purge	Twin City	SIZE 182	TYPE FCJ			1-A46	
EF4	1st floor restroom	Centai master	F10D2V				1-3L210	
RTU1	2nd floor, int zone	Trane	YHC060F3RLA0100000000 0000 C	123610639L	5	00/12		4-16X25X2
RTU2	2nd floor parking lot side	Trane	YHC092F3RLA0400000000 0000D	130712249L	7 1/2	00/13		4-20X25X2
RTU3	911 dispatch	Trane	YHC048F3RLA0300000000 0000C	123911360L	4	00/12		4-16X25X2
RTU4	2nd floor Lincoln side	Trane	YHC036E3RLA1JC00000000 00000000B	141313459L	3	00/14		2-20X30X2
RTU5	jail command center	Trane	4WHC3024A10000AA	14123HDG3H	2	00/14		1-12X24X2
RTU6	Jail	Trane	YHC092F3ELA0BC00000000 00000000D	141313534L	7 1/2	00/14		4-20X25X2
ITAH1	1st floor comm room	Concord	BCS2M36C00NA1P-1	6012B06542	3	00/12		1-18X24X1
ITCU1	1st floor comm room	Payne	BCHB0181AD0R1312B3H	4307X76470	3	00/07		

APD, 1550 Oak Street

Unit #	Area Serves	Unit Make	Model #	Serial #	Tons	Year	Belts	#/Filter Size
ITCU2	1st floor comm room	Fujitsu	AOU36CLX1	HBN011159	3	00/14		
ITAH2	1st floor comm room	Fujitsu	ASU36CLX1	HBA010323	3	00/14		washable
EF5	basement locker rooms	Contai master	P2211V	UB152753			1-A31	
EF6	2nd floor restroom	Greenheck	BB531				1-4L270	
EF7	2nd floor chief's restroom	Greenheck	CB18				1-4L290	
EF2	south side 3 floors	Greenheck	BCF-210-15	96H03706		00-96		

Boiler and chiller both use B20
 Boiler on borrowed time, Bryan boiler parts unable to locate
 No longer need dual fuel
 Suggest that we separate the boiler system, domestice from heating
 Air handlers from 1977, leak on floor
 Dual Duct System, currently illegal to replace like for like
 HWV for AH2 has leaked since the controls had been installed
 EF1 and EF3 on roof have been abandoned in place, served Jail smoke purge system

ARPD OFFICES, 2226 Santa Clara Avenue basement access, inside, hallway

Unit #	Type	Unit Make	Model #	Serial #	Tons	Year	Belts	#/Filter Size
H-1	Upflow Unit Heaters, No AC	Payne	125U60-19X2	0177C00492		00-77		1-20X25X1
H-2	Upflow Unit Heaters, No AC	Payne	125U60-19X2	0177C00490		00-77		1-20X25X1
H-3	Upflow Unit Heaters, No AC	Payne	125U60-19X2	0177C00491		00-77		1-20X25X1

Units are old, but are operational, asbestos wrapped everything.

3 different thermostats.

2 units have upgraded gas valve

BFI LIBRARY, 3221 Mecartney, roof access, need ladder

Unit #	Area Serves	Unit Make	Model #	Serial #	Tons	Year	Belts	#/Filter Size
AH1	east side	Trane	TUH2C100A9V4VAB	941533T7G		00-09		BAYFTFREXM2
AH2	west side	Trane	TUH2C100A9V4VAB	102614F176		00-10		BAYFTFREXM2
CU1	east side	Trane	4TTX6048C100AA	10055L2C1F	4	00-10		
CU2	west side	Trane	4TTX6048C100AA	8465U8D1F	4	00-08		
EF1							1-A47	
EF2							1-A47	

Units are in decent condition

Special filters in units, ordered from TRANE, P/N BAYFTFREXM2

BUILDING 6, AP, 950 W. Ranger

Unit #	Area Serves	Unit Make	Model #	Serial #	Tons	Year	Belts	#/Filter Size
B1	building	Fulton	FB-030-A	78448	1.26 btu	00-97		
P-1	boiler	Franklin Elec	1093395400		1.5 hp			

Increase frequency to Monthly service

Chemical is B14a

Steam Boiler

Recc. To comdemn and abandon, preferred package unit

CENTRAL GARAGE, 2040 Grand Street 2nd floor north end need 10 foot step ladder

Unit #	Area Serves	Unit Make	Model #	Serial #	Tons	Year	Belts	#/Filter Size
H1	parts	Janitrol	68-130-8	29SER69	130K			
H2	NE garage	Dayton	3E373D	C0858090900015	200K			
H3	SE garage	Janitrol	68-175-8	30 69 4	175K			
EF1	under ground	Dayton					1-A35	
EF2	center of garage						1-A56	
EF3	welding area	Domex					1-42260	

Verify all make and models

Exhaust fans are from 70's recommend replacement

Increase frequency of services to bi-annual.

CITY HALL WEST, 950 W. Mall Square

Unit #	Area Serves	Unit Make	Model #	Serial #	Tons	Year	Belts	#/Filter Size
Boiler	building	Patterson Kelley b/g	N-2000-2	CL54-01-22525	2 MIL	00-01		
Pump 1	Building Loop	B/G	1.85E+05	B50	3 HP			FR5182T
Pump 2	Boiler Loop	B/G	1531 21/2A 5 1/2	011764BF	1/2 HP	00-10		GPM136
AC1	1st floor conf room	Carrier	50CH006520DA	3586G74764	6	00-86		2-16X25X1
AH1								41-10X25X1
AH2								50--10X30X1
AH3								6-10X36X1

Wasps typically at AC1

Quarterly Inspections

Boiler chemical is B20

CITY HALL, 2263 Santa Clara 2nd floor north end need 10 foot step ladder

Unit #	Area Serves	Unit Make	Model #	Serial #	Tons	Year	Belts	#/Filter Size
FC1A	CPO/building	Trane	BCHB0361EB0R1312B5J	R96A10166	3	00-96		2-16X20X1
FC1B	CPO/building	Trane	BCHB0361EB0R1312B5J	R96A10167	3	00-96		2-16X20X1
FC2	planning	Trane	BCHB0241AB0R1311B3H	R96A10168	2	00-96		1-16X25X1
FC3	fire dept	Trane	BCHB0241AB0R1311B3H	R96A10169	2	00-96		1-16X25X1
FC4	elevator room	Trane	TWE030C140A1	K4038BA1V	2 1/2	Oct-95		1-20X20X1
FC5	IT room	Trane	TWE060D150A1	L061L4P5V	5	Feb-96		1-20X22X1
FC6	planning	Trane	BCHB0361EB0R1312B5J	R96A10170	3	00-96		2-16X20X1
FC7	room 132	Trane	BCHB0241AB0R1311B4J	R96A10171	2	00-96		1-16X25X1
FC8	city attorney	Trane	BCHB0241AB0R1311B3H	R96A10172	2	00-96		1-16X25X1
FC9	city attorney	Trane	BCHB0361AB0R1311B4J	R96A10173	3	00-96		2-16X20X1
FC10	HR	Trane	BCHB0361AB0R1311B4H	R96A10174	3	00-96		2-16X20X1
FC11	HR	Trane	BCHB0241AB0R1311B4H	R96A10175	2	00-96		1-16X25X1
FC12	city attorney	First Co	916-2-STK	FC714534		00-96		1-10X30X1
FC13	city attorney	First Co	916-2-STK	FC714534		00-96		1-10X30X1

CITY HALL, 2263 Santa Clara 2nd floor north end need 10 foot step ladder

Unit #	Area Serves	Unit Make	Model #	Serial #	Tons	Year	Belts	#/Filter Size
FC14	finance	Trane	BCHB0241AB0R1311B3H	R96A10186	2	00-96		2-16X25X1
FC15	finance	Trane	BCHB0361EB0R1312B5J	R96A10187	3	00-96		2-16X20X1
FC16	accounting	Trane	BCHB0241AB0R1311B3H	R96A10188	2	00-96		1-16X25X1
FC17	lunchroom	Trane	BCHB0181AD0R1312B3H	R96E51779	1 1/2	00-96		1-16X25X1
FC18	city clerk	Trane	BCVB0361ED0R1312B5J	R96E51781	3	00-96		1-16X20X1
FC19	chambers	Trane	BCHB120ED0R1312B8M	R86E51780	10	00-96		2-20X25X1 1-16X25X1
FC20	conf 391	Trane	BCHB0241AB0R1311B3H	R96A10194	2	00-96		1-16X25X1
FC21	city clerk	Trane	BCHB0241AB0R1311B3E	R96A10189	2	00-96		1-16X25X1
FC22	city manager	Trane	BCHB0241AB0R1311B3H	R96A10190	2	00-96		1-16X25X1
FC23	city manager	Trane	BCHB0241AB0R1311B3H	R96A10191	2	00-96		1-16X25X1
FC24	city manager	Trane	BCHB0241AB0R1311B3H	R96A10192	2	00-96		1-16X25X1
FC25	chambers	Trane	BCHB0241AB0R1311B3H	R96A10193	2	00-96		1-16X25X1
FC26	chambers	Trane	BCHB0241AD0R1312B3H	R96E51782	2	00-96		1-16X25X1
FC28	mayor	Trane	BCHB0181AD0R1312B3H	R96E51783	1.5	00-96		1-12X24X1

CITY HALL, 2263 Santa Clara 2nd floor north end need 10 foot step ladder

Unit #	Area Serves	Unit Make	Model #	Serial #	Tons	Year	Belts	#/Filter Size
FC29	conf room	Trane	BCHB0241ABOR1311B3H	R96A10195	2	00-96		1-16X25X1
SF1	south side 3 floors fresh air	Trane	BCHB1201EDOR1312B7M	R86E51784	10	00-96	1-A58	2-20X25X1 1-18X25X1
SF2	north side 3 floors fresh air	Trane	BCHB1201EDOR1312B7M	R96E15785	10	00-96		
B1	boiler	Teledyne Laams	HH 1670 IN 09LIACX	C96602865	1.670	00-96		
CH1	chiller	Trane	CGAN07QA2J02AXD2A1A1 A1AX XA1D 1A4AXXXX XBXA 4A10 XXXL XX	U13E36165	75	00-13		
CU1	elevator room	Trane	TTR036C100A2	L323BD4BF	3	Aug-96		
CU2	IT room	Trane	2TTB3060A1000CA	13132RRF4F	5	Mar-20		
HWP	hot water pump	Bell & Gossett	1.5BC 8.0 BF 1531	PH013329				
CWP	chill water pump	Bell & Gossett	1531 2E9-875BF	PH012567				
EF1	north side 3 floors	Greenheck	BCF-210-15	96H03705		00-96		
EF2	south side 3 floors	Greenheck	BCF-210-15	96H03706		00-96		

Nearly impossible to get parts, Siemens ISO valves/Actuators, TRANE Parts etc.

Charcoal filters for SF1 and SF2 stored in attic locked room, total (6) filters.

Boiler and Chiller both use B20

EOC, 1809 Grand Street

Unit #	Area Serves	Unit Make	Model #	Serial #	Tons	Year	Belts	#/Filter Size
CU1	both floors	Mitsubishi	PURY-P144TLMU-A	57W00165	12			
FC1.1	office	Mitsubishi	PLFY-P15NCMU-E	63M00399	1 1/4			washable
FC1.2	conf	Mitsubishi	PLFY-P30NEMUE	64A00131C	2 1/2			washable
FC1.3	hallway	Mitsubishi	PLFY-P15NCMU-E	65M00819	1 1/4			washable
FC2.1	upstairs	Mitsubishi	PLFY-P30NEMU-E	64A00130C	2 1/2			washable
FC2.2	upstairs	Mitsubishi	PLFY-P30NEMU-E	64A00128C	2 1/2			washable
FC2.3	upstairs	Mitsubishi	PLFY-P15NCMU-E	65M00814	1 1/4			washable
FC2.4	upstairs	Mitsubishi	PLFY-P24NEMU-E	64A00183C	2			washable
FC2.5	bldg fresh air	Mitsubishi	PEFY-P48NMAU-E3	66R03529	4			2-10X25X2
CU2	IT/elevator	Mitsubishi	MXZ-3C24NAZ	53U03116B	2			
FC1.5	IT	Mitsubishi	SLZ-KA09NA	66M03146	3/4			washable
FC1.4	elevator	Mitsubishi	MSZ-GL18NA	5007247 T	1 1/2			washable

GODFREY PARK, 281 Beach Road, unit is inside building

Unit #	Area Serves	Unit Make	Model #	Serial #	Tons	Year	Belts	#/Filter Size
H1	building	Payne	PG8JAA036070ACJA	1506A14293		00-06		1-20X20X1

Standard Thermostat - Honeywell Round One

LEYDECKER PARK, 3225 Mecartenev Road, units inside building

Unit #	Area Serves	Unit Make	Model #	Serial #	Tons	Year	Belts	#/Filter Size
H1	east side	Lennox	G11Q3E-82V-6	5880E01620		00/80		1-18X25X1
H2	west side	Lennox	G11Q3E-165V-5	5880D04053	127K	00/80		1-20X24X1

Digital Stats

Both units should be replaced, ADD A/C with condensers on the roof

LINCOLN PARK Harrison Center, 1450 High, need ladder

Unit #	Area Serves	Unit Make	Model #	Serial #	Tons	Year	Belts	#/Filter Size
AH1	Office	Concord	RBC52M60C00NAP-1	6007A16453	5	00/07		1-18X25X1
AH2	Serves Multipurpose	Concord	RBCS2M30C00NAP-1	6007C002536	2 1/2	00/07		1-18X25X1
CU1	Office	Unitary	2HP13L60P-1B	4607G20058	5	00/07		
CU2	Serves Multipurpose	Unitary	2HP13L30P-1B	4607G20511	2 1/2	00/07		
H1	Serves Multipurpose	Trane	TUH1C100A9481AA	1325482J2G		00/13		1-14X204X1
H2	Serves Multipurpose	Trane				00/13		1-14X204X1

Thermostat issues, (4) separate that are controlling

LITTLEJOHN PARK, 1401 Pacific Avenue, attic access inside closet on NW corner

Unit #	Area Serves	Unit Make	Model #	Serial #	Tons	Year	Belts	#/Filter Size
H1	building	York	TGLS080B12MPHA	W0G8147449		00/08		1-16X24X1

Heating Only, No A/C

LONGFELLOW PARK, 520 Lincoln Avenue, access outside door, west end

Unit #	Area Serves	Unit Make	Model #	Serial #	Tons	Year	Belts	#/Filter Size
H1	building	Bryant	926TA36060V14A-B	0618A4433S		00/18		1-14X24X1

Heat Only, no A/C

MAIN LIBRARY, 1550 Oak Street, roof access 2nd floor near elevator

Unit #	Area Serves	Unit Make	Model #	Serial #	Tons	Year	Belts	#/Filter Size
B1	building	Ajax	WRNG 420	6.61E+04	420K	00/06		
HWP	building	B&G	PRAB F50	102208	1/6 HP	00/06		RPM1725
AH1	building	McQuay	E785505010	CAH090GDAC		00/06	3-B116	22-20X24X2 4-24X24X2 4- 16X20X2
RF1	building	Greenheck	5BE-3L48-100-X	05J217Y8	3 HP	00/06	2-B65	
CWP1	building	B&G	1531 1.5AC 7BF	51787		00/06		GPM125 RPM1750 FT45
CH1	building	Carrier	30GXN106-E06-ZH	3205F20167		00/05		
EF1	toilet	Greenheck	CWB-161-3-X	05J26134		00/06		
VFD1	AH1	Dan Foss	VLT 6000 H52 Material #174B5627	003300Y106		00/06		
VFD2	RF1	Dan Foss	VLT6000 H14 Material #176U1634	002800Y106		00/06		
Bag filters: 18-20X24X22 4-24X24X22 8-20X20X22 - Get changed once per year								

Boiler and Chiller Chemical B20

Controls: EMCOR, not in contract, supervised by Library Director

Ductless Split for 2nd floor server room: Recommend add to contract

Charcoal filters are typically kept in stock in penthouse, 1 replacement = (30)

MASTICK SENIOR CENTER, 1155 Santa Clara, roof access outdoor hall pull down ladder

Unit #	Area Serves	Unit Make	Model #	Serial #	Tons	Year	Belts	#/Filter Size
1	office	Trane	YSC060A4RHA0JD0020000 0001B	210101696L	5	00/02		2-20X30X1
2	office	Trane	YSC060A4RHA0JD0020000 0001B	210101637L	5	00/02		2-20X30X1
3	Room A	Trane	YSC120AYRMA0HD002000 00001D	210101687L	10	00/02	1-A36	4-20X25X2
4	Pool room	Trane	YSC090A4RLA0GD0020000 0001C	210101759L	7 1/2	00/02	1-A32	4-16X25X2
5	Room B	Trane	YSC060A4RHA0JD0020000 0001B	210101727L	5	00/02		2-20X30X1
6	skills center	Trane	YSC048A4RHA0ED002000 00001B	210101755L	4	00/02		2-20X30X1
7	Small storage room	Trane	YCX018F1LOAD	K22507Y2H	1 1/2	00/95		1-20X20X1
8	Room D	Trane	YSC048A4RHA0ED002000 00001B	210101737L	4	00/02		2-20X30X1
9	Room C	Trane	YSC090A4RLA0GD0020000 0001C	210101739L	7 1/2	00/02	1-A32	4-16X25X2
10	dining 2	Trane	YSC090A4RLA0GD0020000 0001C	210101773L	7 1/2	00/02	1-A32	4-16X25X2
11	dining 1	Trane	YSC090A4RLA0GD0020000 0001C	210101677L	7 1/2	00/02	1-A32	4-16X25X2
12	kitchen	Trane	YSC072A4RHA0ED002000 00001C	210101580L	6	00/02	1-A32	4-16X25X2
13	card room	Trane	YSC060A4RHA0JD0020000 0001C	210101748L	5	00/02		2-20X30X1
14	lobby	Trane	YSC090A4RLA0GD0020000 0001C	210101787L	7 1/2	00/02	1-A32	4-16X25X2

MCKINLEY PARK, 740 Central Avenue, unit inside

Unit #	Area Serves	Unit Make	Model #	Serial #	Tons	Year	Belts	#/Filter Size
H1	building	Payne	PG80AA048135ABJA	3300D64867 Series B	132K	00/00		1-14X30X1

Heating Only

MSC, 1616 Fortmann Way, roof access 1 in garage/1 across from corner office

Unit #	Area Serves	Unit Make	Model #	Serial #	Tons	Year	Belts	#/Filter Size
AC1	conf/lunch	York	DINH036N03625C	FLM056355	3	00/02		1-20X25X2
AC2	center offices	York	DINH048N06525C	NGLM074902	4	00/02		2-16X20X2
AC3	north offices	York	DINH036N03625C	NELM052237	3	00/02		1-20X25X2
AH1	IT room	York	N2AHD14A06A	MMPS430530	2 1/2	00/05		1-20X25X1
CU1	IT room							
EF1		FanTech	5DDD085A	1007345			D.D.	
EF2		Emerson	5DDD10AA	947754			D.D.	
EF3		Greenheck	G-95-DGEX-QD	753828		00/84	D.D.	
EF4		Greenheck	GB-14-3X-QD	755186		00/84	1-3L230	
EF5		Greenheck	GB-10-4X-QD-4A	747895		00/84	1-3L210	
EF6		Greenheck	CB-14-4X-014-3A	754861		00/84		
EF7		Greenheck	G-100-A-16KA	754862		00/84		

Shop Heaters are not in contract, but should be.

O CLUB, 641 W. Redline Avenue, unit in garage area

Unit #	Area Serves	Unit Make	Model #	Serial #	Tons	Year	Belts	#/Filter Size
AC1		Trane	BYC170G3HOCD	Type 268-1223-1-0 D44143328D	12 1/2	00/89	1-A66	2-20X20X2 4-20X25X2
AC2	Not in Use Bar Area	Trane	YCC030A1L0AA	Type 168-793-1-A D37143726D	2 1/2	00/89		2-15X30X1
AC3	Not in Use Bar Area	Trane	YCH090A3L0AA	D39143726D	7 1/2	00/89	1-4L470	3-16X25X1
AC4		Trane	BYC130G3H0DC	Type 268-1267-01-C D40142827D	10	00/89	1-A66	6-20X20X2
AC5		Trane	YCC030A1L0AA	Type 168-793-1-A D37143721D	2 1/2	00/89		2-15X30X1
AC6		Trane	YCH075A3L0AA	D32144086D	6	00/89	1-A43	3-16X25X1
H1		Trane	GFNCC10CEC22A1CRA	A90A07467	85K	00/90	1-A42	2-20X25X1

Kitchen is not in contract and should not be.

All units need replacement

WEST END LIBRARY, 788 Santa Clara, basement, north end outside door

Unit #	Area Serves	Unit Make	Model #	Serial #	Tons	Year	Belts	#/Filter Size
TWIN1	building	Trane	TUH1B080A9421AA	10223MLB7G		00/10		1-PERFECT FIT M#BAYFTFREXM2
TWIN2	building	Trane	TUH1B080A9421AA	10163NAS7G		00/10		1-PERFECT FIT M#BAYFTFREXM2

No A/C

Reccomended to install heat pumps

Filters are special order from TRANE

WOODSTOCK PARK, 351 Cypress, put up ladder

Unit #	Area Serves	Unit Make	Model #	Serial #	Tons	Year	Belts	#/Filter Size
AC1	building	Bryant	577CPWC60115NA--	5017C49250	5	00/17		2-16X20X1

Recently replaced roof top duct work and units.