

**Issue Date: November 1, 2017**

**INVITATION FOR BIDS #Y18-139-KB**

**NOTICE IS HEREBY GIVEN** that the Board of County Commissioners of Orange County, Florida, henceforth referred to as the County is accepting sealed bids for:

**HVAC PREVENTATIVE MAINTENANCE AND REPAIR  
TERM CONTRACT**

Sealed bid offers in an **original** and **three (3) copies** for furnishing the above will be accepted up to **2:00 PM (local time), Tuesday, November 28, 2017** in the Procurement Division, Internal Operations Centre II, 400 E. South Street, 2nd Floor, Orlando, FL 32801.

Copies of the bid documents may be obtained from the Orange County Procurement Division at the above address. Copies may be requested by phoning (407) 836-5635 or by download from the Internet at:

<http://apps.ocfl.net/orangebids/bidopen.asp>

A **Non-Mandatory Pre-Bid Conference** will be held on **Thursday, November 16, 2017, 2:00PM**, located at **Facilities Management Training Room, 2010 East Michigan Street, Orlando, FL 32806**. Attendance is not mandatory but is encouraged.

Carrie Woodell, MPA, CFCM, CPPO, C.P.M.  
Manager, Procurement Division

**NOTICE TO BIDDERS**

To ensure that your bid is responsive, you are urged to request clarification or guidance on any issues involving this solicitation before submission of your response. Your point-of-contact for this solicitation is Kathy Bozeman, Purchasing Agent at [kathy.bozeman@ocfl.net](mailto:kathy.bozeman@ocfl.net).

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## GENERAL TERMS AND CONDITIONS

### 1. GENERAL INFORMATION

These specifications constitute the complete set of requirements and bid forms. The bid response page(s), and all forms listed on the bid response page(s) shall be completed, signed, and sealed in an envelope bearing the bid number on the outside and mailed or presented to the Procurement Division on or before the specified time and date. **Failure to comply with the preceding requirements shall result in the rejection of the bid.**

**Bids submitted by e-mail, telephone or fax shall not be accepted. An e-mailed or a faxed bid shall be rejected as non-responsive regardless of where it is received.**

It is the sole responsibility of the Bidder to ensure that their bid reaches the Procurement Division. All bids, unless otherwise specified, must be delivered to the following address no later than the time and date specified in the solicitation:

Procurement Division  
Internal Operations Centre II  
400 E. South Street, 2nd Floor  
Orlando, FL 32801

Bidders are cautioned that they are responsible for delivery to the specific location cited above. Therefore, if your bid is delivered by an express mail carrier or by any other means, it is your responsibility to ensure delivery to the above address. This office will not be responsible for deliveries made to any place other than the specified address.

**The County shall not be responsible for delays caused by any occurrence. The time/date stamp clock located in the Procurement Division shall serve as the official authority to determine lateness of any bid. The bid time shall be scrupulously observed. Under no circumstances shall bids delivered after the time specified be considered. Late bids will be returned to the Bidder unopened. The decision to refuse to consider a bid that was received beyond the date/time established in the solicitation shall not be the basis for a protest pursuant to the Orange County Code (Procurement Ordinance).**

All bids must be typewritten or filled in with pen and ink, and must be signed in ink by an officer or employee having authority to bind the company or firm. Errors, corrections, or changes on any document must be initialed by the signatory of the bid.

Bidders shall not be allowed to modify their bids after the opening time and date. Bid files may be examined during normal working hours, thirty (30) days after bid opening or upon recommendation for award, whichever occurs first. Bidders desiring to view these documents are urged to schedule an appointment.

For information concerning this bid, please contact the Procurement Division at the address listed above or by calling 407-836-5635. Please specify the bid number for which you are inquiring.

**2. QUESTIONS REGARDING THIS SOLICITATION**

All questions or concerns regarding this Invitation for Bids shall be submitted by email to [kathy.bozeman@ocfl.net](mailto:kathy.bozeman@ocfl.net), no later than 5:00 PM Friday, November 17, 2017 to the attention of Kathy Bozeman, Procurement Division, referencing the IFB number. When required the Procurement Division shall issue an addendum to the Invitation for Bids. The addendum shall be available on the Internet for access by potential Bidders. Bidders are instructed not to contact the initiating division directly. No oral interpretation of this Invitation for Bids shall be considered binding. The County shall be bound by information and statements only when such statements are written and executed under the authority of the Manager, Procurement Division.

This provision exists solely for the convenience and administrative efficiency of Orange County. No Bidder or other third party gains any rights by virtue of this provision or the application thereof, nor shall any Bidder or third party have any standing to sue or cause of action arising there from.

**3. FEDERAL AND STATE TAX**

The County is exempt from Federal and State Sales and Use Taxes for tangible personal property (Certificate of Registry for tax transactions under Chapter 32, Internal Revenue Code and Florida Sales/Use Tax Exemption Certificate). The Manager, Procurement Division will sign an exemption certificate submitted by the Contractor.

Contractors doing business with the County shall not be exempted from paying sales tax to their suppliers for materials to fulfill contractual obligations with the County, nor shall any Contractor be authorized to use the County's Tax Exemption Number in securing such materials.

**4. ACCEPTANCE/REJECTION/CANCELLATION**

The County reserves the right to accept or to reject any or all bids and to make the award to that bidder who, in the opinion of the County, will be in the best interest of and/or the most advantageous to the County. The County also reserves the right to reject the bid of any bidder who has previously failed in the proper performance of an award or to deliver on time contracts of a similar nature or who, in the County's opinion, is not in a position to perform properly under this award. The County reserves the right to inspect all facilities of bidders in order to make a determination as to the foregoing. The County reserves the right to waive any irregularities and technicalities and may, at its discretion, request a re-bid. Award will be made to the lowest responsive and responsible bidder as determined by the County.

The County reserves the right, and the Manager, Procurement Division has absolute and sole discretion, to cancel a solicitation at any time prior to approval of the award by the Board of County Commissioners when such approval is required. The decision to cancel a solicitation cannot be the basis for a protest pursuant to the Orange County Code.

5. **NO BID**

Where more than one item is listed, any items not bid upon shall be indicated as "NO BID".

6. **CONFLICT OF INTEREST**

The award is subject to provisions of applicable State Statutes and County Ordinances. All bidders must disclose with their bid the name of any officer, director, or agent who is also an employee of Orange County. Further, all bidders must disclose the name of any County employee who owns, directly or indirectly, an interest of ten percent (10%) or more in the Bidder's firm or any of its branches. Should the Contractor permanently or temporarily hire any County employee who is, or has been, directly involved with the Contractor prior to or during performance of the resulting contract, the contract shall be subject to immediate termination by the County.

7. **LEGAL REQUIREMENTS**

All applicable Federal and State laws and County ordinances that in any manner affect the items covered herein apply. Lack of knowledge by the Bidder shall in no way be a cause for relief from responsibility.

- A. Contractors doing business with the County are prohibited from discriminating against any employees, applicant, or client because of race, religion, color, disability, national origin, gender, or age with regard to but not limited to the following: employment practices, rates of pay or other compensation methods, and training selection.
- B. Businesses wishing to participate in the County procurement process as an Orange County Certified M/WBE firm are required to complete a certification application to attain recognition as such. You may contact the Procurement Division or the Business Development Division for information and assistance.

8. **MISTAKES**

In the event of extension error(s), the unit price will prevail and the Bidder's total offer will be corrected accordingly. In the event of addition errors, the extended totals will prevail and the Bidder's total will be corrected accordingly.

Bidders must check their bid where applicable. Failure to do so will be at the Bidder's risk. Bids having erasures or corrections must be initialed in ink by the Bidder.

9. **AVAILABILITY OF FUNDS**

The obligations of the County under this award are subject to the availability of funds lawfully appropriated for its purpose by the State of Florida and the Orange County Board of County Commissioners, or other specified funding source for this procurement.

## 10. **EEO STATEMENT**

It is hereby declared that equal opportunity and nondiscrimination shall be the County's policy intended to assure equal opportunities to every person, regardless of race, religion, sex, sexual orientation and gender expression/identity, color, age, disability or national origin, in securing or holding employment in a field of work or labor for which the person is qualified, as provided by Section 17-314 of the Orange County Code and the County Administrative Regulations.

Further, the Contractor shall abide by the following provisions:

- A. The Contractor shall represent that the Contractor has adopted and maintains a policy of nondiscrimination as defined by applicable County ordinance throughout the term of this contract.
- B. The Contractor shall allow reasonable access to all business and employment records for the purpose of ascertaining compliance with the non-discrimination provision of the contract.

The provisions of the prime contract shall be incorporate by the Contractor into the contracts of any applicable subcontractors.

## 11. **BID TABULATION AND RESULTS**

Bid tabulations shall be available thirty (30) days after opening on the Orange County website at: <http://apps.ocfl.net/orangebids/bidresults/results.asp>, or upon notice of intended action, whichever is sooner.

## 12. **BID FORMS**

All bids must be submitted on the County's standard Bid Response Form. Bids on Bidder's quotation forms shall not be accepted.

## 13. **REFERENCES**

A contact person shall be someone who has personal knowledge of the Bidder's performance for the specific requirement listed. Contact person shall have been informed that they are being used as a reference and that the County may be contacting them. More than one person can be listed but all shall have knowledge of the project. The reference shall be the owner or a representative of the owner. Contractors who provided services under the referenced project (contract) shall not be accepted as references. **DO NOT** list principals or officers who shall not be able to answer specific questions regarding the project. Failure of references listed to respond to the County's inquiries may negatively impact the responsibility of the Bidder.

## 14. **RECIPROCAL PREFERENCE**

In the event the lowest responsive and responsible bid submitted in response to any Invitation for Bids is by a bidder whose principal place of business is in a county other than Orange County, and such county grants a bid preference for purchases to a bidder whose principal place of business is in such county, then Orange

County may award a preference to the (next) lowest responsive and responsible bidder having a principal place of business within Orange County, Florida. Such preference will be equal to the preference granted by the county in which the lowest responsive and responsible bidder has its principal place of business **except as provided below.**

1. **Effective July 1, 2015 the reciprocal local preference will not apply to construction services in which 50 percent or more of the cost will be paid from state-appropriated funds which have been appropriated at the time of the competitive solicitation.**
2. **If the solicitation involves a federally funded project where the funding source requirements prohibit the use of state and/or local preferences, the reciprocal local preference will not be applied.**

**15. POSTING OF RECOMMENDED AWARD AND PROTESTS**

The recommended award will be posted for review by interested parties at the Procurement Division and at:

<http://apps.ocfl.net/OrangeBids/AwardsRec/default.asp> prior to submission through the appropriate approval process and will remain posted for a period of five (5) full business days.

- **Orange County Lobbyist Regulations General Information**  
<http://www.orangecountyfl.net/OpenGovernment/LobbingAtOrangeCounty.aspx>

A lobbying blackout period shall commence upon issuance of the solicitation until the Board selects the Contractor. For procurements that do not require Board approval, the blackout period commences upon solicitation issuance and concludes upon contract award.

The Board of County Commissioners may void any contract where the County Mayor, one or more County Commissioners, or a County staff person has been lobbied in violation of the black-out period restrictions of Ordinance No. 2002-15.

- **Orange County Protest Procedures**  
<http://www.orangecountyfl.net/VendorServices/VendorProtestProcedures.aspx>

Failure to file a protest with the Manager, Procurement Division by 5:00 PM on the fifth full business day after posting, shall constitute a waiver of bid protest proceedings.

**16. BID AND RELATED COSTS**

By submission of a bid, the Bidder agrees that any and all costs associated with the preparation of the bid will be the sole responsibility of the Bidder. The Bidder also agrees that the County shall bear no responsibility for any costs associated with the preparation of the bid including but not limited to any administrative or judicial proceedings resulting from the solicitation process.

**17. CONTRACTUAL AGREEMENT**

This Invitation for Bids shall be included and incorporated in the final contract or purchase order. The order of contract precedence will be the contract (purchase order), bid document, and response. Any and all legal actions associated with this Invitation for Bids and/or the resultant contract (purchase order) shall be governed by the laws of the State of Florida. Venue for any litigation involving this contract shall be the Ninth Circuit Court in and for Orange County, Florida.

**18. PUBLIC ENTITY CRIME**

Section 287.133(3)(d), Florida Statutes, provides that the Florida Department of Management Services shall maintain a list of the names and addresses of those who have been disqualified from participating in the public contracting process under this section.

[http://www.dms.myflorida.com/business\\_operations/state\\_purchasing/vendor\\_information/convicted\\_suspended\\_discriminatory\\_complaints\\_vendor\\_lists/convicted\\_vendor\\_list](http://www.dms.myflorida.com/business_operations/state_purchasing/vendor_information/convicted_suspended_discriminatory_complaints_vendor_lists/convicted_vendor_list)

A person or affiliate who has been placed on The Convicted Vendor list following a conviction for a public entity crime shall not submit a bid on a contract with a public entity for the construction or repair of a public building or public work, shall not submit bids on leases of real property to a public entity, shall not be awarded or perform work as a contractor, supplier, subcontractor, or consultant under a contract with a public entity, and shall not transact business with any public entity in excess of the threshold amount provided in Florida Statute Section 287.017, for CATEGORY TWO for a period of thirty-six (36) months from the date of being placed on The Convicted Vendor List.

**19. DRUG-FREE WORKPLACE FORM**

The Drug-Free Workplace Form is attached and shall be completed and submitted with your bid.

**20. SUBCONTRACTING**

Bidders subcontracting any portion of the work shall state name and address of subcontractor and the name of the person to be contacted on the attached "Schedule of Subcontractors Form".

**21. CONFLICT OF INTEREST FORM**

Bidder shall complete the Conflict of Interest Form attached hereto and submit it with their bid.

**22. ETHICS COMPLIANCE**

The following forms are included in this solicitation and shall be completed and submitted as indicated below:



- A. **Orange County Specific Project Expenditure Report** -The purpose of this form is to document any expenses incurred by a lobbyist for the purposes described in **Section 2-351, Orange County Code**. This form shall be completed and submitted with all bid responses to an Orange County solicitation. Any questions concerning this form shall be addressed to the purchasing agent identified in the applicable solicitation.
- B. **Relationship Disclosure Form** – The purpose of this form is to document any relationships between a bidder to an Orange County solicitation and the Mayor or any other member of the Orange County Board of County Commissioners. This form shall be completed and submitted with the applicable bid to an Orange County solicitation.

**No contract award shall be made unless these forms have been completed and submitted with the bid.** Any questions concerning these forms shall be addressed to the purchasing agent identified in this solicitation. Also, a listing of the most frequently asked questions concerning these forms is attached to each for your information.

**23. SUBMISSION OF BID**

The bid must be mailed or hand delivered in a sealed envelope to:

**ORANGE COUNTY PROCUREMENT DIVISION**  
Internal Operations Centre II  
400 E. South Street, 2nd Floor  
Orlando, Florida 32801

**Bidders must indicate on the sealed envelope the following:**

- A. **Invitation for Bids Number**
- B. **Hour and Date of Opening**
- C. **Name of Bidder**

Bids received after the time, date, and/or at the location specified, due to failure to identify the envelope with the above information shall be rejected.

**24. COPIES**

Copies of documents, records, materials, and/or reproductions requests will be charged in accordance with Orange County's fee schedule. Copyrighted materials may be inspected, but cannot be copied or reproduced per Federal law.

**25. PROPRIETARY/RESTRICTIVE SCOPE OF WORK/SERVICES**

If a prospective bidder considers the scope of work/services contained herein to be proprietary or restrictive in nature, thus potentially resulting in reduced competition, they are urged to contact the Procurement Division prior to bid opening. Specifications which are unrelated to performance will be considered for deletion via addendum to this Invitation for Bids.

**26. ASSISTANCE WITH SCOPE OF WORK/SERVICES**

Any prospective bidder who assisted the County in developing or writing the scope of work/services contained herein are requested to so note such on the bid response page.

**27. PAYMENT TERMS/DISCOUNTS**

The County's payment terms are in accordance with Florida Statute 218, Local Government Prompt Payment Act. Cash discounts for prompt payment shall not be considered in determining the lowest net cost for bid evaluation purposes.

**28. PATENTS AND ROYALTIES**

Unless otherwise provided, the Contractor shall be solely responsible for obtaining the right to use any patented or copyrighted materials in the performance of the contract resulting from this Invitation for Bids.

The Contractor, without exception, shall indemnify and save harmless the County and its employees from liability of any nature or kind, including cost and expenses for or on account of any copyrighted, patented, or unpatented invention, process, or article manufactured or supplied by the Contractor. In the event of any claim against the County of copyright or patent infringement, the County shall promptly provide written notification to the Contractor. If such a claim is made, the Contractor shall use its best efforts to promptly purchase for the County any infringing products or services or procure a license, at no cost to the County, which will allow continued use of the service or product.

If none of the alternatives are reasonably available, the County agrees to return the article on request to the Contractor and receive reimbursement, if any, as may be determined by a court of competent jurisdiction.

**29. INDEMNIFICATION**

To the fullest extent permitted by law, the Contractor shall defend, indemnify, and hold harmless the County, its officials, agents, and employees from and against any and all claims, suits, judgments, demands, liabilities, damages, cost and expenses including attorney's fees of any kind or nature whatsoever arising directly or indirectly out of or caused in whole or in part by any act or omission of the Contractor or its subcontractors, anyone directly or indirectly employed by them, or anyone for whose acts any of them may be liable; excepting those acts or omissions arising out of the sole negligence of the County.

**30. CLARIFICATIONS**

It is the Bidder's responsibility to become familiar with and fully informed regarding the terms, conditions and specifications of this Invitation for Bids. Lack of understanding and/or misinterpretation of any portions of this Invitation for Bids shall not be cause for withdrawal of your bid after opening or for subsequent protest of award. Bidder's must contact the Procurement Division, at the phone number on the bid cover sheet **prior** to bid opening, should clarification be required.

Modification or alteration of the documents contained in the solicitation or contract shall only be valid if mutually agreed to in writing by the Bidder and the County.

**31. CERTIFICATION OF INDEPENDENT PRICE DETERMINATION**

By submission of this bid, the Bidder certifies, and in the case of a joint bid each party thereto certifies as to its own organization, that in connection with this procurement:

- A. The prices in this bid have been arrived at independently, without consultation, collusion, communication, or agreement for the purpose of restricting competition, as to any matter relating to such prices with any other bidder or with any competitor.
- B. Unless otherwise required by law, the prices which have been quoted in this bid have not been knowingly disclosed by the Bidder and will not knowingly be disclosed by the Bidder prior to opening, directly or indirectly to any other Bidder or to any competitor; and,
- C. No attempt has been made or shall be made by the Bidder to induce any other person or bidder to submit or not to submit a bid for the purpose of restricting competition.

**32. SUCCESSORS AND ASSIGNS**

The County and the Contractor each binds itself and its partners, successors, executors, administrators, and assigns to the other party of this Contract and to the partners, successors, executors, administrators, and assigns of such other party, in respect to all covenants of this Contract. Except as above, neither the County nor the Contractor shall assign, sublet, convey or transfer its interest in this Contract without the written consent of the other. Nothing herein shall be construed as creating any personal liability on the part of any officer or agent of the County which may be a party hereto, nor shall it be construed as giving any rights or benefits hereunder to anyone other than the County and the Contractor.

**33. PRICING/AUDIT**

The Contractor shall establish and maintain a reasonable accounting system, which enables ready identification of Contractor's cost of goods and use of funds. Such accounting system shall also include adequate records and documents to justify all prices for all items invoiced as well as all charges, expenses and costs incurred in providing the services for at least five (5) years after completion of this contract. The County or its designee shall have access to such books, records, subcontract(s), financial operations, and documents of the Contractor or its subcontractors, as required to comply with this section for the purpose of inspection or audit anytime during normal business hours at the Contractor's place of business. This right to audit shall include the Contractor's subcontractors used to procure services under the contract with the County. Contractor shall ensure the County has these same rights with subcontractors and suppliers.

**34. EMPLOYEES OF THE CONTRACTOR**

All work under this contract shall be performed in a professional and skillful manner. The County may require, in writing, that the Contractor, remove from this contract any employee the County deems incompetent, careless, or otherwise objectionable.

**35. TOBACCO FREE CAMPUS**

All Orange County operations under the Board of County Commissioners shall be tobacco free. This policy shall apply to parking lots, parks, break areas and worksites. It is also applicable to Contractors and their personnel during contract performance on County owned property. Tobacco is defined as tobacco products including, but not limited to, cigars, cigarettes, e-cigarettes, pipes, chewing tobacco and snuff. Failure to abide by this policy may result in civil penalties levied under Chapter 386, Florida Statutes and/or contract enforcement remedies.

**36. CONTRACT CLAIMS**

“Claim” as used in this provision means a written demand or written assertion by one of the contracting parties seeking as a matter of right, the payment of a certain sum of money, the adjustment or interpretation of contract terms, or other relief arising under or relating to this contract.

Claims made by a Contractor against the County, relating to a particular contract shall be submitted to the Manager, Procurement Division in writing clearly labeled “Contract Claim” requesting a final decision. The Contractor also shall provide with the claim a certification as follows: “I certify that the claim is made in good faith; that the supporting data are accurate and complete to the best of my knowledge and belief; that the amount requested accurately reflects the contract adjustment for which the Contractor believes the County is liable; and that I am duly authorized to certify the claim on behalf of the Contractor.”

**Failure to document a claim in this manner shall render the claim null and void. No claim shall be accepted after final payment of the contract.**

The decision of the Manager, Procurement Division shall be issued in writing and furnished to the Contractor. The decision shall state the reasons for the decision reached. The Manager, Procurement Division shall render the final decision within sixty (60) days after receipt of Contractor’s written request for a final decision. The Manager, Procurement Division decision shall be final and conclusive.

The Contractor shall proceed diligently with performance of this contract pending final resolution of any request for relief, claim, appeal or action arising under the contract and shall comply with any final decision rendered by the Manager, Procurement Division.

**37. VERIFICATION OF EMPLOYMENT STATUS**

Prior to the employment of any person under this contract, the Contractor shall utilize the U.S. Department of Homeland Security's E-Verify system to verify the employment eligibility of all new employees hired by the Contractor during the contract term, and an express requirement that Contractors include in such subcontracts the requirement that subcontractors performing work or providing services pursuant to the state contract utilize the E-Verify system to verify the employment eligibility of all new employees hired by the subcontractor during the contract term. For more information on this process, please refer to United States Citizenship and Immigration Service site at:

<http://www.uscis.gov/portal/site/uscis>.

**Only those employees determined eligible to work within the United States shall be employed under this contract.**

By submission of a bid in response to this solicitation, the Contractor affirms that all employees in the above categories shall undergo e-verification before placement on this contract. The Contractor shall commit to comply with this requirement by completing the E-Verification certification, attached to this solicitation.

**38. CONFIDENTIAL INFORMATION**

In accordance with Chapter 119 of the Florida Statutes (Public Records Law), and except as may be provided by other applicable State or Federal Law, all proposers should be aware that Invitation for Bids and the responses thereto are in the public domain. Bidders must identify specifically any information contained in their response which they consider confidential and/or proprietary and which they believe to be exempt from disclosure, **citing specifically the applicable exempting law**. If a Bidder fails to cite the applicable exempting law, we will treat the information as public.

**39. FEDERAL REQUIREMENTS**

In the event this Contract is paid in whole or in part from any federal government agency or source, the specific terms, regulations and requirements governing the disbursement of these funds shall be specified herein and become a part of this clause.

All Contracts in excess of one hundred thousand dollars (\$100,000) shall comply with all the requirements of Section 114 of the Clean Air Act (42 USC 7401 et seq.) as amended and Section 308 of the Federal Water Pollution Control Act (33 USC 1251 et seq.) as amended.

**40. PUBLIC RECORDS COMPLIANCE**

Orange County is a public agency subject to Chapter 119, Florida Statutes. The Contractor agrees to comply with Florida's Public Records Law. Specifically, the Contractor shall:

1. Keep and maintain public records required by Orange County to perform the service.
2. Upon request from Orange County's custodian of public records, provide Orange County with a copy of the requested records or allow the records to be inspected or copied within a reasonable time at a cost that does not exceed the cost provided in this chapter or as otherwise provided by law.
3. Ensure that public records that are exempt or confidential and exempt from the public records disclosure requirements are not disclosed except as authorized by law for the duration of the contract term and following completion of the contract if the Contractor does not transfer the records to Orange County.
4. Upon completion of the contract, Contractor agrees to transfer at no cost to Orange County all public records in possession of the Contractor or keep and maintain public records required by Orange County to perform the service. If the Contractor transfers all public record to Orange County upon completion of the contract, the Contractor shall destroy any duplicate public records that are exempt or confidential and exempt from public records disclosure requirements. If the Contractor keeps and maintains public records upon completion of the contract, the Contractor shall meet all applicable requirements for retaining public records. All records stored electronically must be provided to Orange County, upon request from Orange County's custodian of public records, in a format that is compatible with the information technology systems of Orange County.
5. A Contractor who fails to provide the public records to Orange County within a reasonable time may be subject to penalties under section 119.10, Florida Statutes.

**6. IF THE CONTRACTOR HAS QUESTIONS REGARDING THE APPLICATION OF CHAPTER 119, FLORIDA STATUTES, TO THE CONTRACTOR'S DUTY TO PROVIDE PUBLIC RECORDS RELATING TO THIS CONTRACT, CONTACT THE CUSTODIAN OF PUBLIC RECORDS AT :**

**Procurement Public Records Liaison  
400 E. South Street, 2<sup>nd</sup> Floor, Orlando, FL 32801  
[ProcurementRecords@ocfl.net](mailto:ProcurementRecords@ocfl.net), 407-836-5897**

## **SPECIAL TERMS AND CONDITIONS**

### **1. PRE-BID CONFERENCE**

All interested parties are invited to attend a **Pre-Bid Conference** on Thursday, **November 16, 2017, 2:00 PM located at Facilities Management Training Room, 2010 East Michigan Street, Orlando, FL 32806.**

At that time, the County's representative will be available to answer questions relative to this Invitation for Bids. Any suggested modifications may be presented in writing to, or discussed with, the County's representative(s) at this meeting and may be considered by said representative(s) as possible amendments to the Invitation for Bids.

### **2. INSPECTION OF FACILITIES/AREAS**

It is the Bidder's responsibility to become fully informed as to the nature and extent of the work required, local site conditions and any other factors that may impact performance of the contract. The responsibility to inspect the worksite is the sole responsibility of the Bidder. Arrangement for Bidder's inspection of facilities and/or activity schedules may be secured by emailing Taneya.Simpson@ocfl.net. Failure to visually inspect the facilities may be cause for disqualification of your bid. After contract award, no additional compensation shall be made as a result of differences between actual labor and materials required to complete the project and the contract amount.

### **3. QUALIFICATION OF BIDDERS**

This bid shall be awarded to a responsible, responsive bidder, qualified by experience to provide the work specified. The Bidder shall submit the following information with the bid:

A. Completed reference forms (included herein) demonstrating a minimum of five (5) commercial references for work similar in scope and magnitude satisfactorily completed in large scale commercial Heating, Ventilation, and Air Conditioning (HVAC) systems preventative maintenance services to include repair and replacement of same. Bidders shall provide a brief description of each contract/project, including owner's name, start and end dates, contract/project value, and description of the types units/buildings serviced. References must include the primary contact person, title, telephone number, and email address. All contact persons for reference must have knowledge of the contract and knowledge of the bidder's performance. It is the Bidder's responsibility to ensure that the contact person(s) have been informed that they are being used as a reference and that the County may be contacting them.

1. Bidder references shall demonstrate experience in providing HVAC services for multi-story; Type A, governmental or commercial high level security buildings, with a minimum of 200,000 square feet, such as the Orange County Courthouse.

2. At minimum, one reference shall demonstrate competence in the complete tear down and rebuild of large scale HVAC chiller units (in excess of 500 ton), including the procurement of and management of temporary cooling equipment.
  3. Consultants or contractors who provided services under the referenced project (contract) shall not be accepted as references. **DO NOT** list principals or officers who will not be able to answer specific questions regarding the project. Failure of references listed to respond to the County's inquiries may negatively impact the responsibility of the bidder.
- B. The bidder shall provide a statement documenting previous experience with buildings requiring special security requirements such as courthouses or correctional facilities.
  - C. Bidder shall demonstrate competence in maintenance and repair of magnetic-bearing (oil free) chiller compressors and related components by providing documentation of prior experience such as factory training, certification, or comparable document.
  - D. Due to the criticality of the services to be provided, Bidder shall demonstrate the ability to be onsite at any County property included as part of this Invitation for Bid within one (1) hour after County notification. Bidder shall submit written confirmation of the ability to comply with this requirement and provide an action plan for one hour emergency response.
  - E. Submit proof, in the form of a business tax receipt or current Occupational License from a county or municipality in the State of Florida, or any other incorporation document that demonstrates that the company has been in business installing, inspecting and maintaining commercial chillers, air handlers, pumps, and other equipment specified in the Scope of Work for a minimum of (5) years.
  - F. Provide documentation demonstrating certification as an authorized repair facility for at least one major HVAC systems manufacturer.
  - G. Provide a written statement confirming that a minimum of thirty percent (30%) of the bidder's business is in the maintenance and repair of commercial HVAC systems as opposed to installation.
  - H. Submit a list of equipment, manpower and facilities available to do the work.
  - I. Submit a list of personnel by name, title, and years of experience contemplated to perform the work. Include copies of relevant certifications and training received from manufacturers, national associations and/or trade schools for service technicians. Resumes must be provided for management and service personnel.
    1. Supervisory personnel providing services under this contract shall have a minimum of five (5) years' experience in the HVAC trade and



any necessary licenses or certifications required to do the type of work to be performed under this contract.

2. Technicians assigned to this contract shall have a minimum of five (5) years' experience performing similar work and any necessary licenses or certifications required to do the type of work to be performed under this contract.
- J. Bidder shall submit a copy of Bidder's quality assurance plan. The quality assurance plan shall include a detailed description of the training program provided to all employees and at what frequencies. Training records of all employees shall be made available to the County's Representative upon request.
  - K. Bidder shall submit a copy of Bidder's safety plan. Safety plan shall include, at a minimum, procedures for safe work habits, safe use of equipment, and personal protective equipment.
  - L. Bidder shall detail the contact information for the following services at a minimum: Contact information shall include name(s), positions, phone number(s), and email address (es).
    1. Scheduling of standard business and non-standard business hours
    2. Contact information for emergency services point of contact - 24-hours per day/7 days per week/365 days per year
    3. General billing/invoicing/accounts payable questions

**Failure to submit the above requested information may be cause for rejection of your bid.**

The determination on whether a bidder is responsible or not shall be at the sole discretion of the County. Although the County may request the submission of a minimum number of contracts similar to the requirements of this solicitation with certain minimum dimensions, quantities, dollar values, etc., the County's determination of a bidder's responsibility shall not be solely based on the number of similar procurements the bidder provides but the entirety of the bidder's qualifications.

#### **4. CERTIFICATION/LICENSE**

Bidder shall hold Certificate of Competency and show proof by submission of a copy of the certificate and license with the bid submission as a State of Florida or Orange county Certified Contractor. The Certificate of Competency shall be in the name of the Contractor shown on the Bid Response Page.

#### **5. LICENSES AND PERMITS**

Prior to furnishing the requested product(s), it shall be the responsibility of the Contractor to obtain, at no additional cost to Orange County, any and all licenses and permits required to complete all contractual requirements. These licenses and permits shall be readily available for review by the Manager, Procurement Division or authorized designee.

**6. BID ACCEPTANCE PERIOD**

A bid shall constitute an irrevocable offer for a period of ninety (90) days from the bid opening date or until the date of award. In the event that an award is not made by the County within ninety (90) days from the bid opening date, the Bidder may withdraw their bid or provide a written extension of their bid.

**7. AWARD**

Award shall be made on an all-or-none total estimated bid basis to the lowest responsive and responsible Bidder. If the Bidder fails to respond, they will be considered non-responsive.

**8. POST AWARD MEETING**

Within **ten** (10) days after receipt of notification of award of bid, Contractor shall meet with the County's representative(s) to discuss job procedures and scheduling.

**9. PERFORMANCE**

**Timely performance is of the essence in the award of this Invitation for Bids.** Any bidder that is unable to meet these timeframes shall be rejected. The Contractor shall provide emergency repair services twenty-four (24) hours a day, seven (7) days a week as requested by County Representative. Performance of emergency repair service shall be within one (1) hour from the receipt of notification by the County Representative. All preventive maintenance, inspections and non-emergency repairs shall be provided per schedule provided by County.

It is hereby understood and mutually agreed to by and between parties hereto that the time of performance is an essential condition of this contract.

Should the Contractor neglect, fail or refuse to provide the services within the time herein specified, then said Contractor does hereby agree as part of the consideration for the awarding of this contract, to pay Orange County the sum extended by the County to contract for like services approved by the Procurement Division for the period from the required scheduled commencement date until performance of services covered in the Invitation for Bids is completed.

The Contractor shall, within **seven (7)** calendar days from the beginning of such delay, notify the Manager, Procurement Division in writing of the cause(s) of the delay.

**10. TERMINATION**

**A. Termination for Default:**

The County may, by written notice to the Contractor terminate this contract for default in whole or in part (delivery orders, if applicable) if the Contractor fails to:

1. Provide goods or services that comply with the specifications herein or fails to meet the County's performance standards
2. Deliver the goods or to perform the services within the time specified in this contract or any extension.
3. Make progress so as to endanger performance of this contract
4. Perform any of the other provisions of this contract.

Prior to termination for default, the County shall provide adequate written notice to the Contractor through the Manager, Procurement Division, affording the opportunity to cure the deficiencies or to submit a specific plan to resolve the deficiencies within ten (10) calendar days (or the period specified in the notice) after receipt of the notice. Failure to adequately cure the deficiency shall result in termination action. Such termination may also result in suspension or debarment of the Contractor in accordance with the County's Procurement Ordinance. The Contractor and its sureties (if any) shall be liable for any damage to the County resulting from the Contractor's default of the contract. This liability includes any increased costs incurred by the County in completing contract performance.

In the event of termination by the County for any cause, the Contractor shall have, in no event, any claim against the County for lost profits or compensation for lost opportunities. After a receipt of a Termination Notice and except as otherwise directed by the County the Contractor shall:

1. Stop work on the date and to the extent specified.
2. Terminate and settle all orders and subcontracts relating to the performance of the terminated work
3. Transfer all work in process, completed work, and other materials related to the terminated work as directed by the County.
4. Continue and complete all parts of that work that have not been terminated.

If the Contractor's failure to perform the contract arises from causes beyond the control and without the fault or negligence of the Contractor the contract shall not be terminated for default. Examples of such causes include (1) acts of God or the public enemy, (2) acts of a government in its sovereign capacity, (3) fires, (4) floods, (5) epidemics, (6) strikes and (7) unusually severe weather.

**B. Termination for Convenience:**

The County, by written notice, may terminate this contract, in whole or in part, when it is in the County's interest. If this contract is terminated, the

County shall be liable only for goods or services delivered and accepted. The County Notice of Termination shall provide the Contractor thirty (30) calendar days prior notice before it becomes effective. **A termination for convenience may apply to individual delivery orders, purchase orders or to the contract in its entirety.**

**11. COMPLIANCE WITH OCCUPATIONAL SAFETY AND HEALTH**

By submission of a bid in response to this solicitation, the Bidder certifies that all material, equipment, etc., contained in their bid meets all OSHA requirements. Bidder further certifies that if they are the awarded Contractor, and the material, equipment, etc., delivered is subsequently found to be deficient in any OSHA requirements in effect on date of delivery, all costs necessary to bring the material, equipment, etc., into compliance with the aforementioned requirements shall be borne by the Contractor.

**12. SAFETY REGULATIONS**

Equipment shall meet all State and Federal safety regulations.

**13. CODES AND REGULATIONS**

The Contractor shall strictly comply with all Federal, State and local codes and regulations.

**14. PAYMENT**

Partial billing shall be accepted only for services rendered within the specified delivery period. Payments for services rendered after this specified delivery period shall be made after the entire order is completed and accepted by Orange County. Payment shall be made in accordance with Florida Statute 218, Local Government Prompt Payment Act. Payment for accepted services shall be accomplished by submission of an invoice, in duplicate, to:

Orange County Administrative Services  
Fiscal and Operational Support  
400 E. South Street, 5<sup>th</sup> Floor  
Orlando, FL 32801

Or

Orange County Fire Rescue Department  
Financial Services Division  
P.O. Box 5579  
Winter Park, FL 32792-5879

In the event additional County Departments/Divisions or other public entities utilize this contract, invoices are to be sent directly to the Department or entity placing the order.

**15. DEBRIS**

Contractor shall be responsible for the prompt removal of all debris which is a result of this contractual service.

**16. SAFETY AND PROTECTION OF PROPERTY**

The Contractor shall at all times:

- A. Initiate, maintain and supervise all safety precautions and programs in connection with its services or performance of its operations under this contract.
- B. Take all reasonable precautions to prevent injury to employees, including County employees and all other persons affected by their operations.
- C. Take all reasonable precautions to prevent damage or loss to property of Orange County, or of other Contractors, consultants or agencies and shall be held responsible for replacing or repairing any such loss or damage.
- D. Comply with all ordinances, rules, regulations, standards and lawful orders from authority bearing on the safety of persons or property or their protection from damage, injury or loss. This includes but is not limited to:
  - Occupational Safety and Health Act (OSHA)
  - National Institute for Occupational Safety & Health (NIOSH)
  - National Fire Protection Association (NFPA)
  - American Society of Heating, Refrigeration & Air-Conditioning Engineers (ASHRAE)
- E. The Contractor shall also comply with the guidelines set forth in the Orange County Safety & Health Manual. The manual can be accessed online at the address listed below:

<http://www.orangecountyfl.net/VendorServices/OrangeCountySafetyandHealthManual.aspx>

**17. INSURANCE REQUIREMENTS**

Vendor/Contractor agrees to maintain on a primary basis and at its sole expense, at all times throughout the duration of this contract the following types of insurance coverage with limits and on forms (including endorsements) as described herein. These requirements, as well as the County's review or acceptance of insurance maintained by Vendor/Contractor is not intended to and shall not in any manner limit or qualify the liabilities assumed by Vendor/Contractor under this contract. Vendor/Contractor is required to maintain any coverage required by federal and state workers' compensation or financial responsibility laws including but not limited to Chapter 324 and 440, Florida Statutes, as may be amended from time to time.

The Vendor/Contractor shall require and ensure that each of its sub-Vendors/sub-Contractors providing services hereunder (if any) procures and maintains until the completion of their respective services, insurance of the types and to the limits specified herein.

Insurance carriers providing coverage required herein must be licensed to conduct business in the State of Florida and must possess a current A.M. Best's Financial Strength Rating of A- Class VIII or better.

(Note: State licenses can be checked via [www.floir.com/companysearch/](http://www.floir.com/companysearch/) and A.M. Best Ratings are available at [www.ambest.com](http://www.ambest.com))

Required Coverage:

- Commercial General Liability - The Vendor/Contractor shall maintain coverage issued on the most recent version of the ISO form as filed for use in Florida or its equivalent, with a limit of liability of not less than \$1,000,000 per occurrence. Vendor/Contractor further agrees coverage shall not contain any endorsement(s) excluding or limiting Product/Completed Operations, Contractual Liability, or Separation of Insureds. The General Aggregate limit shall either apply separately to this contract or shall be at least twice the required occurrence limit.

Required Endorsements:

- Additional Insured- CG 20 26 or CG 20 10/CG 20 37 or their equivalents.  
Note: CG 20 10 must be accompanied by CG 20 37 to include products/completed operations
- Waiver of Transfer of Rights of Recovery- CG 24 04 or its equivalent.  
Note: If blanket endorsements are being submitted please include the entire endorsement and the applicable policy number.
- Business Automobile Liability - The Vendor/Contractor shall maintain coverage for all owned; non-owned and hired vehicles issued on the most recent version of the ISO form as filed for use in Florida or its equivalent, with limits of not less than \$500,000 (five hundred thousand dollars) per accident. In the event the Vendor/Contractor does not own automobiles the Vendor/Contractor shall maintain coverage for hired and non-owned auto liability, which may be satisfied by way of endorsement to the Commercial General Liability policy or separate Business Auto Liability policy.
- Workers' Compensation - The Vendor/Contractor shall maintain coverage for its employees with statutory workers' compensation limits, and no less than \$100,000 each incident of bodily injury or disease for Employers' Liability. Elective exemptions as defined in Florida Statute 440 will be considered on a case-by-case basis. Any Vendor/Contractor using an employee leasing company shall complete the Leased Employee Affidavit.

Required Endorsements:

- Waiver of Subrogation- WC 00 03 13 or its equivalent

When a self-insured retention or deductible exceeds \$100,000 the COUNTY reserves the right to request a copy of Vendor/Contractor most recent annual report or audited financial statement. For policies written on a "Claims-Made"

basis the Vendor/Contractor agrees to maintain a retroactive date prior to or equal to the effective date of this contract. In the event the policy is canceled, non-renewed, switched to occurrence form, or any other event which triggers the right to purchase a Supplemental Extended Reporting Period (SERP) during the life of this contract the Vendor/Contractor agrees to purchase the SERP with a minimum reporting period of not less than two years. Purchase of the SERP shall not relieve the Vendor/Contractor of the obligation to provide replacement coverage.

**By entering into this contract Vendor/Contractor agrees to provide a waiver of subrogation or a waiver of transfer of rights of recovery, in favor of the County for the workers' compensation and general liability policies as required herein. When required by the insurer or should a policy condition not permit the Vendor/Contractor to enter into a pre-loss agreement to waive subrogation without an endorsement, then Vendor/Contractor agrees to notify the insurer and request the policy be endorsed with a Waiver of Subrogation or a Waiver of Transfer of Rights of Recovery Against Others endorsement.**

Prior to execution and commencement of any operations/services provided under this contract the Vendor/Contractor shall provide the COUNTY with current certificates of insurance evidencing all required coverage. In addition to the certificate(s) of insurance the Vendor/Contractor shall also provide endorsements for each policy as specified above. All specific policy endorsements shall be in the name of the Orange County Board of County Commissioners.

For continuing service contracts renewal certificates shall be submitted immediately upon request by either the COUNTY or the COUNTY's contracted certificate compliance management firm. The certificates shall clearly indicate that the Vendor/Contractor has obtained insurance of the type, amount and classification as required for strict compliance with this insurance section. Vendor/Contractor shall notify the COUNTY not less than thirty (30) business days (ten business days for non-payment of premium) of any material change in or cancellation/non-renewal of insurance coverage. The Vendor/Contractor shall provide evidence of replacement coverage to maintain compliance with the aforementioned insurance requirements to the COUNTY or its certificate management representative five (5) business days prior to the effective date of the replacement policy (ies).

The certificate holder shall read:

Orange County Board of County Commissioners  
c/o Procurement Division  
400 E. South Street, 2<sup>nd</sup> Floor  
Orlando, Florida 32801

**18. CONTRACT TERM/RENEWAL**

- A. The contract resulting from this Invitation for Bids shall commence effective upon issuance of a term contract by the County and extend for a period of one (1) year. The contract may be renewed for four (4) additional one (1) year periods, upon mutual agreement of both parties. If

any such renewal results in changes in the terms and conditions, such changes shall be reduced to writing as an amendment to this contract and such amendment shall be executed by both parties.

- B. The initiating County department(s) shall issue delivery/purchase orders against the term contract on an “as needed” basis.
- C. If the quantity of a unit priced item in this contract is an estimated quantity and the actual quantities ordered are more than 50% above the estimated quantity, the County shall enter into negotiations with the Contractor for a lower unit price which shall be incorporated into the contract. Failure of the Contractor to agree to a reduced unit price may result in the termination of the contract and re-solicitation of the requirement.
- D. Any order issued during the effective period of this contract, but not completed within that period, shall be completed by the Contractor within the time specified in the order. The contract shall govern the Contractor’s and the County’s rights and obligations with respect to that order to the extent as if the order were completed during the contract performance period.

**19. PRICING**

The County requires a firm price for the entire contract period. Invoices shall be reviewed to confirm compliance with contract pricing. Failure to hold prices firm shall be grounds for immediate termination of the contract.

**20. PRICE ESCALATION/DE-ESCALATION (CPI)**

The County may allow a price escalation provision within this award.

The original contract prices shall be firm for the entirety of the initial (1 year) contract period. A price escalation/de-escalation will be considered at the time of contract renewal and at 1-year intervals thereafter, provided the Contractor notifies the County, in writing, of the pending price escalation/de-escalation a minimum of sixty (60) days prior to the contract renewal date. Price adjustments shall be based on the latest version of the Consumers Price Index (CPI-U) for All Urban Consumers, All Items, U.S. City Average, non-seasonal, as published by the U.S. Department of Labor, Bureau of Labor Statistics. This information is available at [www.bls.gov](http://www.bls.gov).

Price adjustment shall be calculated by applying the simple percentage model to the CPI data. This method is defined as subtracting the base period index value (at the time of initial award) from the index value at time of calculation (latest version of the CPI published as of the date of request for price adjustment), divided by the base period index value to identify percentage of change, then multiplying the percentage of change by 100 to identify the percentage change. Formula is as follows:

$$\text{Current Index} - \text{Base Index} / \text{Base Index} = \% \text{ of Change}$$

$$\% \text{ of Change} \times 100 = \text{Percentage Change}$$



### **CPI-U Calculation Example:**

CPI for current period	232.945
Less CPI for base period	229.815
Equals index point change	3.130
Divided by base period CPI	229.815
Equals	0.0136
Result multiplied by 100	0.0136 x 100
Equals percent change	1.4%

A price increase may be requested only at each time interval specified above, using the methodology outlined in this section. To request a price increase, Contractor shall submit a letter stating the percentage amount of the requested increase and adjusted price to the Orange County Procurement Division. The letter shall include the complete calculation utilizing the formula above, and a copy of the CPI-U index table used in the calculation. The maximum allowable increase shall not exceed 4%, unless authorized by the Manager, Procurement Division. If approved, the price adjustment shall become effective on the contract renewal date. All price adjustments must be accepted by the Manager, Procurement Division and shall be memorialized by written amendment to this contract. No retroactive contract price adjustments will be allowed.

Should the CPI-U for All Urban Consumers, All Items, U.S City Average, as published by the U.S. Department of Labor, Bureau of Labor Statistics decrease during the term of the contract, or any renewals, the Contractor shall notify the Orange County Procurement Division of price decreases in the method outlined above. If approved, the price adjustment shall become effective on the contract renewal date. If the Contractor fails to pass the decrease on to the County, the County reserves the right to place the Contractor in default, cancel the award, and remove the Contractor from the County Vendor List for a period of time deemed suitable by the County. In the event of this occurrence, the County further reserves the right to utilize any options as stated herein.

## **21. USE OF CONTRACT BY OTHER GOVERNMENT AGENCIES**

At the option of the Contractor, the use of the contract resulting from this solicitation may be extended to other governmental agencies, including the State of Florida, its agencies, political subdivisions, counties, and cities.

Each governmental agency allowed by the Contractor to use this contract shall do so independent of any other governmental entity. Each agency shall be responsible for its own purchases and shall be liable only for goods or services ordered, received and accepted. No agency receives any liability by virtue of this bid and subsequent contract award.

## **22. BID PREFERENCE**

In accordance with the Minority Women Owned Business Enterprise (MWBE) Ordinance, award of a contract resulting from this Invitation for Bids may be

made to the lowest responsive and responsible Orange County certified MWBE bidder provided that the bid does not exceed the overall lowest responsive and responsible bidder by the following percentages for the bid amounts listed:

- A. 8% - Bids Up To \$100,000
- B. 7% - Bids Greater Than \$100,000 to \$500,000
- C. 6% - Bids Greater Than \$500,000 to \$750,000
- D. 5% - Bids Greater Than \$750,000 to \$2,000,000
- E. 4% - Bids Greater Than \$2,000,000 to \$5,000,000
- F. 3% - Bids Greater Than \$5,000,000

In accordance with the Registered Service Disabled Veteran Business Ordinance, award of a contract resulting from this Invitation for Bids may be made to the lowest responsive and responsible registered prime Service Disabled Veteran bidder provided that the bid does not exceed the overall lowest responsive and responsible bidder by the following percentages for the bid amounts listed:

- A. 8% - Bids Up To \$100,000
- B. 7% - Bids Greater Than \$100,000 to \$500,000
- C. 6% - Bids Greater Than \$500,000 to \$750,000
- D. 5% - Bids Greater Than \$750,000 to \$2,000,000
- E. 4% - Bids Greater Than \$2,000,000 to \$5,000,000
- F. 3% - Bids Greater Than \$5,000,000

**In the event of a tie between an M/WBE and a registered prime SDV with all else being equal, the award shall be made to the firm with the lowest business net worth.**

**23. METHOD OF ORDERING**

The County shall issue Delivery Orders against the contract on an as needed basis for the goods or services listed on the Bid Response Form.

**24. ATTACHMENTS**

The following attachments are attached to, and made a part of this Invitation for Bids:

- i. Attachment 1, HVAC Equipment Listing
- ii. Attachment 2, Schedule of Work

At the County's discretion, the information provided on the attachment are subject to change throughout the life of the contract including, but not limited to, quantity, types, location of equipment, and scheduling of services.

**25. CHANGES - SERVICE CONTRACTS**

The County may at any time by issuance of an executed change order make changes within the general scope of the contract in any of the following areas:

- A. Description of services to be performed.
- B. Time of Performance (i.e., hours of the day, days of the week, etc.).
- C. Place of performance of the services.

If additional work or other changes are required in the areas described above, a price proposal shall be required from the Contractor. Upon negotiation of the proposal, execution and receipt of the change order, the Contractor shall commence performance of the work as specified.

The Contractor shall not commence the performance of additional work or other changes not covered by this contract without an executed change order issued by the Procurement Division. If the Contractor performs additional work beyond the specific requirements of this contract without an executed change order, it shall be at his/her own risk. The County assumes no responsibility for any additional costs for work not specifically authorized by an executed change order.

**26. CONDITIONS FOR EMERGENCY/HURRICANE OR DISASTER - TERM CONTRACTS**

It is hereby made a part of this Invitation for Bids that before, during and after a public emergency, disaster, hurricane, flood, or other acts of God that Orange County shall require a "first priority" basis for goods and services. It is vital and imperative that the majority of citizens are protected from any emergency situation which threatens public health and safety, as determined by the County. Contractor agrees to rent/sell/lease all goods and services to the County or other governmental entities as opposed to a private citizen, on a first priority basis. The County expects to pay contractual prices for all goods or services required during an emergency situation. Contractor shall furnish a twenty-four (24) hour phone number in the event of such an emergency.

## **SCOPE OF WORK/SERVICES**

### **1. GENERAL INFORMATION**

The Contractor shall provide Preventative Maintenance (PM) and as needed repairs of Heating, Ventilation, and Air Conditioning (HVAC) systems within buildings located Countywide. The Contractor shall be responsible for all labor, tools, materials, equipment, transportation, utilities, and facilities necessary to provide maintenance services.

The Orange County Facilities Management (FM) Division is responsible for maintaining over 400 buildings throughout Orange County, Florida. Due to the large size of the County, the division is organized into maintenance districts by geographical region. Each maintenance district supports the needs of the various buildings located in its respective region. The Contractor shall become familiar with the building operational requirements in each district and coordinate all services with the District Maintenance Representative (DMR).

#### **Hours of Performance:**

- 1) **Standard Hours:** Standard working hours are Monday through Friday, 6:00 AM to 6:00 PM, excluding Orange County holidays.
- 2) **Non-Standard Hours:** Non-Standard working hours are Monday through Friday, 6:01 PM to 5:59 AM, weekends, and Orange County holidays.
- 3) **Emergency Response:** Emergency response hours may encompass nights, holidays, weekends, twenty-four (24) hours per day, seven (7) days per week and requires a one (1) hour maximum response time.

### **2. STAFFING REQUIREMENTS**

A. The Contractor shall assign a lead point of contact (POC) or supervisor with whom the County's Representative may consult regarding contract performance throughout the entire contract period to ensure his/her work will not conflict with the County's normal operations. The supervisor or POC shall not be replaced without first notifying the Facilities Management Contract Administrator seventy-two (72) hours in advance. The name and telephone number of the replacement supervisor or POC shall be provided at that time. Any change to the Contractor's point of contact shall be subject to the approval of the County.

The Contractor's POC shall have the capability to receive service requests by landline telephone and cellular, text messages, e-mail, and facsimile to facilitate timely service.

B. The Contractor shall provide a twenty-four (24) hour point of contact with a staffed phone number that will respond to maintenance requests for emergency services on a twenty-four (24) hour per day seven (7) days per week and a 365 days per year basis.

C. Effective communication with the County staff building occupants is necessary to perform this Scope of Services. Therefore, Contractor shall ensure supervisors and POCs are able to read, write, and speak English fluently.

- D. Only Contractor employees shall be used to perform the required services of this contract. The Contractor shall not use employees of any temporary employment agency to supplement the work force in County buildings for any reason.
- E. The Contractor shall provide sufficient work force and supervisory personnel to perform the specified services to meet the requirements specified herein and provide backup as needed during all required work hours and at multiple concurrent locations.
- F. The Contractor shall maintain sole responsibility for the actions of its employees. Technicians hired after contract award shall meet the requirements of Special Terms and Conditions, Qualification of Bidders for the duration of the contract.
- G. The Contractor shall ensure that all employees are clean, neat and appropriately attired during the performance of the services. The Contractor shall ensure that all employees are properly dressed with a uniform shirt displaying the company name/logo. The photo ID badge shall be displayed on the front of their uniform shirt at all times when on County property. The Contractor shall be responsible for providing photo ID badges for all employees.
- H. All onsite personnel employed by the Contractor shall conduct themselves in a professional, business-like manner. Such personnel shall not, by word of mouth or deed, express themselves in such a manner as would be construed as conduct being obscene, harassing or offensive by a reasonable, sensitive person. Any such conduct shall be cause for removal from the facility.
- I. All Contractor personnel shall identify themselves at the appropriate administrative office upon arrival on site and prior to beginning work and upon completion of work and leaving worksite.
- J. Contractor shall ensure that technicians are trained on the HVAC systems in place in County facilities.
- K. Training records of any training performed for all existing and newly hired employees must be made available and provided to the County's Representative within twenty-four (24) hours of request.

### **3. PERFORMANCE REQUIREMENTS**

- A. All workmanship shall meet the standards specified herein, and shall be accomplished in accordance with approved and accepted industry best practices and technical standards of the; (1) industry, (2) equipment manufacturer, (3) applicable Federal and local standards and codes, and (4) applicable building and safety codes, including, but not limited to:
  - Occupational Safety and Health Act (OSHA)
  - National Institute for Occupational Safety & Health (NIOSH)
  - National Fire Protection Association (NFPA)
  - American Society of Heating, Refrigeration & Air-Conditioning Engineers (ASHRAE)

- B. The Contractor shall conform to all Federal, State, City, and Orange County standards and regulations during the performance of the contract. Any fines levied due to inadequacies or failure to comply with any and all requirements shall be the sole responsibility of the Contractor.
- C. Any person found not in compliance with any laws, statutes, rules or regulations will not be allowed on the work site. Continued violations by a Contractor shall constitute cause for termination of the Contract.
- D. All of the services required hereunder shall be performed by the Contractor's direct employees or authorized subcontractors under the Contractor's supervision. All personnel engaged in performing the services shall be fully qualified, experienced and, if required, certified, authorized, licensed or permitted under state and local law to perform such services.
- E. Work shall be scheduled to provide the least inconvenience to building occupants and visitors. The Contractor shall coordinate all scheduling activities for services under this contract with the DMR. The DMR shall have the final authority on schedules to be implemented.
- F. The County may schedule meetings periodically to review contract terms, performance, and other contractual related matters. The Contractor shall be required to attend all meetings as requested by the County, no additional compensation shall be provided to the Contractor for attending these meetings.
- G. Services not performed in accordance to the content of this contract shall be considered unsatisfactory and unacceptable. In the event of non-performance or unsatisfactory performance by the Contractor, or employees of (including subcontractors), the County's Representative shall have the right to exercise one of the following options:
  - 1. Notify the Contractor of non-performance/unsatisfactory performance in writing and allow Contractor to correct such item of non- performance/unsatisfactory performance within a twenty-four (24) hour timeframe. Although the timeframe for making corrections may occur outside of the Contractor's normal working hours, the Contractor shall not receive any further compensation.
  - 2. The Contractor, upon request by the County, shall remove all Contractor's personnel (including supervisors, points of contact, and subcontractors) from this contract and/or County property who are deemed careless, incompetent, insubordinate, reasonably objectionable, or whose continued employment is deemed to be contrary to the interest of the County as determined by the County, or if it is determined that services are not being performed in accordance with the terms and conditions of this contract.

The County's request to remove any employee from this contract shall, in no instance, be considered a request for the Contractor to terminate the designated individual from Contractor's employment. The sole intent is removal from this contract.

3. The County reserves the right to correct any item of non- performance/ unsatisfactory performance by any means it deems necessary to ensure the effective operation of the County's facilities. Costs incurred by the County for the correction using County employees may be deducted from payments made to the Contractor. If another Contractor is used to correct the item, that cost will be deducted at the rate charged by the requested Contractor.
- H. The County's Representative shall notify the Procurement Division of the unsatisfactory performance and or deficiencies in service that remain unresolved or reoccurring. The Procurement Division, may after appropriate notice, take necessary actions to address unsatisfactory performance up to and including termination of the contract for default.
- I. The Contractor shall submit a detailed Corrective Action Plan (CAP) for each report of unsatisfactory performance. The Contractor shall respond to the Procurement Department within five (5) days of receipt or as specified on the report. The CAP shall fully address the performance deficiency and detail the corrective procedure the Contractor will follow to ensure the deficiency is corrected and to prevent future reoccurrences for the life of the contract. Failure to respond within the time frame allowed may be cause for default and may result in termination of this contract. The CAP will be accomplished at no cost to the County.
- J. The Contract Administrator will review the CAP and advise the Contractor of acceptance or non-acceptance. The County reserves the right to request modifications and to reject a CAP. The Contractor shall be fully bound to each accepted CAP for the life of the contract unless otherwise noted by the County in writing.

#### **4. SAFETY REQUIREMENTS**

- A. The Contractor shall immediately report to the County Representative the issues which may affect the safety of Orange County personnel or the public.
- B. Prior to performing service or maintenance on any equipment where the unexpected energizing, startup, or release of stored energy could occur and cause injury, the equipment shall be isolated and rendered inoperative through the use of a lockout device whenever the equipment is capable of being locked-out.
- C. The Contractor shall maintain a Safety Plan and Quality Assurance Plan to ensure that work performed herein conforms to contract requirements for the life of the contract. The Contract Administrator or authorized County representative shall be notified if there are any changes to the Safety, Quality Assurance, or any other contract related documents submitted with the original bid package. The Contractor shall ensure that the Contract Administrator or authorized County Representative has received the latest versions of all documents for the duration of the contract.

The County Representative will review the updated plans and provide comments and/or feedback to the Contractor following receipt of the plans. The Contractor shall submit an updated safety plan to the County within ten (10) business days following receipt of the County comments. The County reserves the right to request changes/improvements to this plan at any time throughout the life of the contract.

- D. The Contractor shall ensure the wearing of necessary personal protective equipment (PPE) as required by any applicable laws, regulations, ordinances, and/or manufacturer's instruction. Contractor shall comply with all applicable safety regulations including, but not limited to, NFPA and OSHA.
- E. All equipment used/to be used in the performance of these services shall be properly maintained and shall be subject to inspection by the County upon demand. Any equipment deemed faulty, inoperable, unsafe or improper for its intended purpose shall be moved from the County's premises.
- F. Any damage to County facilities or property due to the services performed by the Contractor shall be the responsibility of the Contractor. The Contractor shall repair such damages at no cost to the County.

## **5. SECURITY AND IDENTIFICATION**

- A. Background checks for the Contractor's staff must be approved by the County prior to working in any County facility. All costs for background investigations shall be Contractor's responsibility. The County reserves the right to conduct its own investigation and request any additional investigative background information of any personnel assigned to perform the services. The Contractor shall furnish, in writing, such information to the extent allowed by law, prior to commencement of services.
- B. Contractor shall comply with the different security requirements for each County facility, including but not limited to:
  - Orange County Courthouse (OCCH)
  - Orange County Correction Complex
  - Orange County Fire Rescue
- C. Background checks and additional security requirements are addressed and detailed in the Scope of Service, Supplemental Information. The Contractor is responsible for reading, understanding, and the application of all contract terms.

## **6. TRAVEL AND PARKING**

- A. The Contractor shall be responsible for all travel and per diem costs to and from the various County facilities. Travel time and truck charges shall not be included when quoting and or invoicing for as-needed and emergency repairs and shall not be compensated by the County under any circumstances. Billable time starts at arrival at the job site where work is to be performed, not arrival on the campus.
- B. The County will identify locations where Contractor vehicle parking is available. If there is a cost associated with parking, the cost shall be paid by the Contractor or Contractor's employee. Orange County will not be responsible for any damage to Contractor or Contractor's employees' vehicles while parked on Orange County property. Vehicles towed from Orange County property will be at the expense of the Contractor or Contractor's employee. Contractor and Contractor's employee vehicles shall be identified with the Contractor's signage; all signs shall be clearly visible.



## **7. GENERAL PREVENTATIVE MAINTENANCE REQUIREMENTS**

- A. The Contractor shall perform each of the applicable tasks herein and all other operations per the equipment manufacturer's operational manuals, specified procedures, and most recent recommendations. The Contractor shall be responsible for obtaining the most recent manufacturer's recommendations.

The Contractor shall notify the Contract Administrator in writing of any and all discrepancies between the procedures set out herein and the manufacturer's specific procedures and operational requirements.

- B. The Contractor shall protect existing warranties on applicable County equipment and follow the manufacturer's recommendations during the warranty period while performing preventative maintenance and repairs activities.
- C. During the course of the contract, the County reserves the right to add or delete equipment. Unit price for the equipment added shall be per the unit price for the type of equipment per the bid response form.
- D. The Contractor shall complete scheduled preventative maintenance services per the schedule provided by the DMR. A sample of the work schedule is attached, see attachment #2. This schedule is subject to change throughout the duration of the contract at the County's discretion.
- E. Contractor shall be required to pick up filters at the County warehouse located in each district. Used filters must be removed from mechanical rooms and rooftops and disposed of properly.
- F. When de-energizing for servicing, all energy sources shall be secured, locked and tagged-out in accordance with the latest OSHA requirements.
- G. All materials, equipment, and tools shall be provided by the Contractor and made available at the site prior to start of work. The County will not provide any equipment or tools (i.e., ladders, lifts, dollies, etc.) for the Contractor's use.
- H. All cost for PM services including lifts, all heavy equipment and operators required for services shall be the Contractor's responsibility and calculated in the unit prices on the bid response form. No additional reimbursement will be provided by the County.
- I. The Contractor shall not make alterations to any equipment without prior written approval by the DMR.
- J. The Contractor is required to pull compressor oil samples for spectroscopic analysis and shall indicate what third party laboratory will perform the analysis.
- K. Contractors shall adhere to County's PM schedule. No changes shall be allowed without prior authorization by the County in writing.

- L. If during an inspection a condition is discovered that would require an emergency repair, the Contractor shall immediately notify the DMR. The Contractor shall consult with the District Representative as outlined herein to schedule all requested repair.
- M. When the Contractor completes work on any piece of equipment included in this contract, that equipment shall be free of missing components or defects which would prevent it from functioning as originally intended and/or designed.
- N. Contractor shall provide reports to County within three (3) working days following completion of PM. All reports shall be a detailed written report of all reported deficiencies, readings, logs notes and all other applicable findings.
- O. Contractor shall meet monthly with District Representative to review reports and operating procedures. Additional meetings are as requested by District Representative.
- P. Contractor shall not perform any services without an existing delivery order, unless it is an emergency service. Service does not include meetings, site surveys, and scheduling activities.
- Q. Requirements under this contract shall supersede any additional language added to work proposals, service tickets, and any other documents supplied by the Contractor.

## 8. **EQUIPMENT COVERED**

The Contractor shall be required to perform preventative maintenance and repairs on the following equipment and their components and attachments.

- **Chillers:** Air to water/water to water type chillers with reciprocating or centrifugal compressors. This includes all parts of the chiller unit from the entering water flange to the leaving water flange including all chill water pumps, flow switches, air separators, controls, condenser and chill water isolation valves and chill water make-up valve.
- **Cooling Towers- All Types:** Cooling tower, cooling tower fans, fan motors, fan drives, cooling tower isolation valves, makeup water float, valve assemblies, pumps, and any other equipment or controls needed for proper cooling tower operation, including the tower water temperature control.
- **Motors:** All motors related to the chillers, air handling units (AHU's), Thermal Energy Storage Systems, and the cooling towers.
- **Pumps:** All pumps related to the chiller air handling units (AHU's), Thermal Energy Storage Systems and the cooling tower. This includes standard pumps and pumps controlled by variable frequency drives (VFD).
- **Fans:** All fans related to chiller cooling towers, air handling units (AHU's), outside air, and building exhaust systems.
- **Refrigerant Monitors:** All Freon monitoring devices. This applies to all buildings with Freon gas monitoring devices. To include repairs as well as monitoring chiller equipment room condition.
- **Insulation:** Insulation removed during repairs of chiller/heating equipment will be re-insulated by the contractor.

- **Variable Frequency Drives (VFD) and Starters:** All VFD's and starters related to applicable equipment list shall be covered under this agreement.
- **Water Treatment Chemical Services:** Provide chemical treatment for the chilled water systems (close loop), the cooling tower condenser water systems (open loop) and in operation at sites throughout the County.
- **Water Softeners:** Provide PM and repairs to water softeners and related equipment.
- **Filters:** The County will supply pleated filters that have a minimum 30% efficiency to the Contractor. The County will be responsible for quarterly filter changes. The Contractor shall be responsible for changing filters when performing annual preventative maintenance. Each filter when changed by the Contractor must have the change date written on the filter.

A listing of equipment is attached hereto; see Attachment #1 – HVAC Equipment Listing. The referenced quantities, types, make, and model of equipment is subject to change throughout the life of the contract at the County's discretion.

## **9. CENTRIFUGAL AND RECIPROCATING WATER COOLED CHILLERS**

### **A. Quarterly Services: Centrifugal and Water Cooled Chillers**

- 1) Check the general operation of the unit.
- 2) Inspect for refrigerant leaks and report results.
- 3) Log the operating temperatures, pressures, voltages, and amperages.
- 4) Check the operation of the purge unit and control circuit. Report deficiencies.
- 5) Perform visual inspection of the lubrication system and report deficiencies.
- 6) Check the operation of the motor and starter and report deficiencies.
- 7) Check tightness of the motor terminal connections at the Load and Line side and report deficiencies. Tighten connections as needed. Check the torque specifications.
- 8) Analyze the recorded data. Compare the data to the original design conditions.
- 9) Review operating procedures with operating personnel.

### **B. Annual Services: Centrifugal and Water Cooled Chillers**

#### **General Assembly**

- 1) Check and record refrigerant system level pressures and temperatures.
- 2) Pull refrigerant sample for spectrographic analysis for moisture, using approved containers.
- 3) Inspect for proper fluid flow and fluid leaks and report findings.

- The refrigerant level should be correct before starting the leak check. To prevent unnecessary venting of refrigerant, EPA-recommended methods (e.g. hot water and/or electric blankets) must be used to pressurize the vessels.
- In order to use EPA-recommended methods, certain conditions must be met: The isolation valves on the chilled water and condenser water lines must shut off the circulation completely.

The temperature of the equipment room should be 70°F or higher.

- Access connections to the condenser water and chilled water circuits must be provided (customer's responsibility). If these conditions cannot be met, the refrigerant must be removed and the vessel pressurized, using dry nitrogen and a trace gas. This additional procedure is outside the scope of this agreement.
- 4) Calculate and report refrigerant loss.
  - 5) Replace refrigerant drier core.
  - 6) Check the operation of the lubrication system and report deficiencies.

#### Lubrication System:

- a) Pull oil sample for spectroscopic analysis.
  - b) Check oil for acid content and discoloration. Make recommendations to the County Representative based on the results of the test.
  - c) The Contractor shall prepare a trend report summarizing the last sample and all other available samples, to be submitted following each sample taken. The report shall include a graph of data visually depicting trends in oil condition and content.
  - d) Measure and record the oil pump voltage and amperage.
  - e) Verify the operation of the oil heater. Measure amps and compare readings with the watt rating of the heater.
  - f) Change the oil filter.
  - g) Check compressor oil level and/or pressure on refrigerant systems having oil level and/or pressure measurement means. Report any deficiencies
- 7) Test vent piping of all relief valves for presence of refrigerant to detect improperly sealed release valves. Replace any leaking valve.
  - 8) Repair minor leaks as required (e.g. valve packing and flare nuts).
  - 9) Open one end of the condenser barrel and brush/punch condenser tubes for cleanliness.
  - 10) Visually inspect condenser tubes for cleanliness.
  - 11) Check vanes for free and smooth operation and report deficiencies.

- 12) Check mechanical linkages for wear and report deficiencies.
- 13) Perform vibration analysis by a certified technician and provide detailed written report on results with recommendations.
- 14) Clean and inspect strainer(s) if applicable.

### **Purge Unit**

- 1) Check purge unit controls for proper operation.
- 2) Check and clean purge drum as required, per manufacturer's recommendations.
- 3) Clean the condenser coil.
- 4) Check for evidence of build up or fouling on the heat exchange surfaces. Restore as needed to ensure proper operation
- 5) Clean strainers or replace filters as required per manufacturer's recommendations.
- 6) Check the purge compressor assembly for leaks as required per manufacturer's recommendations.
- 7) Check the purge unit for proper operation and report deficiencies.

### **Controls and Safeties**

- 1) Verify all settings in the electronic control panel.
- 2) Inspect the control panel for cleanliness. Clean as needed.
- 3) Inspect wiring and connections for tightness and signs of overheating and discoloration and report deficiencies. Tighten connection as needed.
- 4) Verify the operation of the vane control system.
- 5) Verify the working condition of all indicator/alarm lights and LED/LCD displays.
- 6) Verify the operation of the oil sump temperature control device.
- 7) Test high condenser pressure safety device. Calibrate and record setting.
- 8) Test low evaporator temperature safety device. Calibrate and record setting.
- 9) Test low oil pressure safety device. Calibrate and record setting.
- 10) Test high motor temperature safety device. Calibrate and record.
- 11) Test operation of chilled water pump and condenser water pump starter auxiliary contacts.

### **Motor and Starter**

Note: Downtown District chillers' starters and motors are 480V, with exception of Orange County Court House which are 4160V.

- 1) Clean the starter and cabinet.
- 2) Inspect wiring and connections for tightness and signs of overheating and discoloration and report deficiencies. Tighten connections as needed.
- 3) Check and calibrate overloads. Record trip times and trip amps.
- 4) Check condition of the contacts for wear and pitting or other signs of damage and report deficiencies.
- 5) Check contactors for free and smooth operation and report deficiencies.
- 6) Check the mechanical linkages for wear, security, and clearances and report deficiencies.
- 7) Meg the motor and record reading.
- 8) Verify the operation of the electrical interlocks.

**C. Chillers, Centrifugal (3 year cycle)**

**Eddy Current Testing – Evaporators and Condensers**

**Note: Needs to be completed during the initial year of contract award.**

- 1) Brush and perform eddy current testing on all condenser and evaporator tubes with approach greater than two degree Fahrenheit prior to performing eddy current testing.
- 2) Test shall include detection of various kinds of defects including inner/outer diameter (ID/OD) pitting, cracking, erosion, wall loss, inlet end erosion, vibration damage, and effect at supports, cracks at tube sheet expansion roll, wear, and erosion.
- 3) Provide a detailed written report on condition of condenser/evaporator including any necessary repairs to owner.

**10. RECIPROCATING AIR COOLED CHILLERS**

**A. Quarterly Services: Reciprocating Air Cooled Chiller**

- 1) Check the general operation of the unit.
- 2) Inspect for refrigerant leaks and report results. Test vent piping of all relief valves for presence of refrigerant to detect improperly sealed relief valves. Replace any leaking valve.
- 3) Check condenser coils for damage or evidence of leaks (air cooled chillers). Clean condenser coils with a non-acid cleaner. Follow manufacturer instructions for application. Report any deficiencies.
- 4) Log the operating temperatures, pressures, voltages, and amperages.
- 5) Check the operation of the control circuit and report deficiencies.
- 6) Perform visual inspection of the lubrication system and report deficiencies.

- 7) Check the operation of the motor(s) and starter(s) and report deficiencies
- 8) Check tightness of the motor terminal connections at the Load and Line side and report deficiencies. Tighten connections as needed. Check the torque specifications.
- 9) Analyze the recorded data. Compare the data to the original design conditions.

**B. Annual Services: Reciprocating Air Cooled Chiller**

**All quarterly services listed above, plus:**

**General Assembly**

- 1) Inspect for proper fluid flow and fluid leaks and report results.
- 2) Replace refrigerant drier core.
- 3) Pull refrigerant sample for spectrographic analysis for contaminants (oil, water, acid), using approved containers.
- 4) Calculate and report refrigerant loss rate.
- 5) Repair minor leaks as required (e.g. valve packing, flare nuts).
- 6) Visually inspect condenser coils for cleanliness.
- 7) Inspect fan blades, housing, and belts for tension and cleanliness. Clean and adjust if applicable.
- 8) Check the operation of the lubrication system and report deficiencies.

**Lubrication System:**

- a) Check compressor oil level and/or pressure on refrigerant systems having oil level and/or pressure measurement means. Report deficiencies.
  - b) Pull oil sample for spectrographic analysis. Test oil for acid content and discoloration. Make recommendations to County Representative based on the results of the test.
  - c) Prepare a trend report summarizing the last sample and all other available samples, to be submitted following each sample taken. The report shall include a graph of data visually depicting trend in oil condition and content.
  - d) Verify the operation of the compressor case heater/oil heater. Measure and record amps and compare reading with the watt rating of the heater.
- 9) Lubricate the condenser fan bearings, if applicable.
  - 10) Clean coils with a non-acid cleaner, follow manufacturer instructions
  - 11) Clean and inspect strainer(s) if applicable.

## **Controls and Safeties**

- 1) Inspect the control panel for cleanliness and clean as needed.
- 2) Inspect wiring and connections for tightness and signs of overheating and discoloration and report deficiencies. Tighten connections as needed.
- 3) Verify the working condition of all indicator/alarm lights, if applicable.
- 4) Test the low water temperature control device. Calibrate and record setting.
- 5) Test the low evaporator pressure safety device. Calibrate and record setting.
- 6) Test the oil pressure safety devices(s). Calibrate and record setting, if applicable.
- 7) Check programmed parameters of the unit interface control panel, if applicable.
- 8) Check and verify operation of compressor unloaders.

## **Motor and Starter**

- 1) Clean the starter and cabinet
- 2) Inspect wiring and connections for tightness and signs of overheating and discoloration and report deficiencies. Tighten connections as needed.
- 3) Check condition of the contacts for wear and pitting and other signs of damage and report deficiencies.
- 4) Check the contactors for free and smooth operation and report deficiencies.
- 5) Check and calibrate overloads. Record trip times and trip amps.
- 6) Meg the compressor motor(s) and record readings.
- 7) Verify the operation of the electrical interlocks.
- 8) Measure voltage and record. Voltage should be nominal voltage  $\pm 10\%$ .

## **11. AIR COOLED SCREW AND SCROLL CHILLERS**

### **A. Quarterly Services: Air Cooled Screw Chillers**

- 1) Check the general operation of the unit.
- 2) Inspect for proper fluid flow and fluid leaks and report results. Test vent piping of all relief valves for presence of refrigerant to detect improperly sealed relief valves. Replace any leaking valve.
- 3) Check condenser coils for damage or evidence of leaks. Clean condenser coils with a non-acid cleaner. Follow manufacturer instructions for application. Report any deficiencies.



- 4) Perform visual inspection of the lubrication system and report deficiencies.
- 5) Log the operating temperatures, pressures, voltages, and amperages.
- 6) Check the operation of the control circuit and report deficiencies.
- 7) Check the operation of the motor(s) and starter(s) and report deficiencies
- 8) Check tightness of the motor terminal connections at the Load and Line side and report deficiencies. Tighten connections as needed. Check the torque specifications.
- 9) Analyze the recorded data. Compare the data to the original design conditions.

## **B. Annual Services: Air Cooled Screw Chillers**

**All quarterly services listed above, plus:**

### **General Assembly**

- 1) Calculate and report refrigerant loss rate and report to the County.
- 2) Pull refrigerant sample for spectrographic analysis. Check for moisture, contaminants, and etc. utilizing approved containers.
- 3) Repair minor leaks as required (e.g. valve packing, flare nuts).
- 4) Replace refrigerant drier core.
- 5) Inspect fan blades, housing, and belts for tension and cleanliness. Clean and adjust if applicable.
- 6) Check the operation of the lubrication system and report deficiencies.

### **Lubrication System**

- a) Check compressor oil level and/or pressure or refrigerant systems having oil level and/or pressure measurement means. Report any deficiencies.
  - b) Test oil for acid content and discoloration. Make recommendations to the County Representative based on results of test.
  - c) Replace oil filter.
  - d) Verify operation of crankcase oil heater. Measure amperage and compare to heater rating.
- 7) Lubricate condenser fan bearings.

### **Controls and Safeties**

- 1) Inspect the control panel for cleanliness and clean as needed.

- 2) Inspect wiring and connections for tightness and signs of overheating and discoloration and report deficiencies. Tighten connections as needed.
- 3) Verify the working condition of all indicator/alarm lights, if applicable.
- 4) Test the low water temperature control device. Calibrate and record setting.
- 5) Test the low evaporator pressure safety device. Calibrate and record setting.
- 6) Test the oil pressure safety devices(s). Calibrate and record setting, if applicable.
- 7) Check programmed parameters of the unit interface control panel, if applicable.
- 8) Check and verify operation of compressor unloaders and electronic expansion valve.

### **Motor and Starter**

- 1) Clean the starter and cabinet
- 2) Inspect wiring and connections for tightness and signs of overheating and discoloration and report deficiencies. Tighten connections as needed.
- 3) Check condition of the contacts for wear and pitting and other signs of damage and report deficiencies.
- 4) Check the contactors for free and smooth operation and report deficiencies.
- 5) Meg the compressor motor(s) and record readings.
- 6) Verify the operation of the electrical interlocks.
- 7) Measure voltage and record. Voltage should be nominal voltage  $\pm 10\%$ .

## **12. COOLING TOWERS**

### **A. QUARTERLY SERVICES: COOLING TOWER**

- 1) Check the general condition of the tower.
- 2) Clean entire tower structure, i.e. basins, strainers (upper and lower), spray nozzles/eliminators, and tower casing as needed.
- 3) Verify proper water level in the basin.
- 4) Verify proper operation of the water level control device.
- 5) Verify smooth operation of the fan(s), motors and belts if applicable.
- 6) Perform vibration sensor operation verification (if applicable).
- 7) Verify proper operation of the bypass valve(s), if applicable.
- 8) Mechanical:
  - a. Inspect drive and coupling for condition and security.

- b. Inspect fan assembly for condition, security, and clearances (e.g. blade tip clearance).
  - c. Check the sheaves and pulleys for wear and alignment if applicable. Adjust as necessary.
  - d. Check the belts for tension, wear, cracks and glazing if applicable. Replace belts as necessary.
- 9) Lubrication:
- a. Lubricate fan and motor bearings per manufacturer's recommendations.
  - b. Check gear box oil level. Inspect gear box for leaks, correct deficiencies
  - c. Clean gear box and replace oil as needed.

## **B. ANNUAL SERVICES: COOLING TOWER**

**All quarterly services listed above, plus:**

### **General Assembly**

- 1) Disassemble all screens and access panels for inspection.
- 2) Inspect the conditions of the slats, if applicable and report deficiencies.
- 3) Inspect the condition of the tower fill and report deficiencies.
- 4) Inspect the condition of the support structure, including structural fasteners (screw, bolts, etc.) and report deficiencies.
- 5) Inspect the condition of the basins (upper and lower) and/or spray nozzles and report deficiencies.
- 6) Check fan belts for tension, blades, and housing. Clean and replace fan belts as applicable.
- 7) Inspect wiring and connections for tightness and signs of overheating and discoloration and report deficiencies. Tighten connections as needed. Check torque specifications.

### **Motor and Starter**

- 1) Clean the starter and cabinet.
- 2) Check condition of the contacts for wear and pitting or other signs or damage and report deficiencies.
- 3) Check contactor(s) relays, and operating safety controls for free and smooth operation and report deficiencies.

- 4) Check and record motor voltage and current.
- 5) Meg the motor and record reading.
- 6) Check the condition and operation of the basin heater contactor(s), as applicable.

### **13. WATER SOFTENERS**

#### **Annual Services: Water Softeners**

- 1) Check with building personnel for report of water softener effectiveness.
- 2) Check pressure gauges for proper operation.
- 3) Check density of brine solution in salt tank.
- 4) Check operation of float control in brine.
- 5) Inspect water softener piping fittings and valves for leaks.
- 6) Lubricate valves and motors.
- 7) Make minor adjustments to water softener controls if required.
- 8) Inspect softener base and brine tank for corrosion and repair as needed.
- 9) Check operation of automatic fill valve in brine tank.
- 10) Check softener electrical wiring and phasing.
- 11) Clean up area around softener.
- 12) Fill out maintenance report and report deficiencies.

### **14. HUMIDIFIERS**

#### **Annual Services: Humidifier**

- 1) Disassemble and clean water strainer.
- 2) Check drain solenoid valve for proper operation. Verify valve is not constantly draining.
- 3) Check the fill solenoid valve for proper operation.
- 4) Check for fouling, corrosion, or degradation, and report deficiencies.
- 5) Visually inspect distributors, drain pans, and other areas of moisture accumulation for biological growth. Clean and disinfected as needed.

- 6) Calibrate all controls.
- 7) Inspect steam hose and piping for deterioration and restrictions.
- 8) Inspect all electrical connections for tightness and signs of overheating.
- 9) Inspect steam cylinder for discoloration and sediment buildup.
- 10) Check steam cylinder for installation date. Replace per manufacture's recommendations.
- 11) Cycle humidifier ON to check humidifier operation and steam production.

## **15. PUMPS AND PUMP MOTORS**

### **A. Quarterly Services: Pump & Motor Inspection and Testing**

- 1) Verify smooth operation of the pump.
- 2) Check motor and pump alignment. Re-align as necessary.
- 3) Inspect wiring and connections for tightness and signs of overheating and discoloration and report deficiencies. Tighten connections as needed. Check torque specifications.
- 4) Check and record suction and discharge pressures.
- 5) Exercise suction and discharge valves.
- 6) Check valves and piping for leaks and report deficiencies.
- 7) Check for leaks on the mechanical pump seals, if applicable.
- 8) Verify proper drip rate on the pump seal packing, if applicable.
- 9) Check for loose or frayed electrical connections and report deficiencies.
- 10) Check motor voltage and current. Record readings.
- 11) Inspect the coupling for wear.
- 12) Lubricate the motor and pump bearings as necessary.

### **B. Annual Services: Pump & Motor Inspection and Testing**

Complete all quarterly services, plus:

## **General Assembly**

- 1) Check motor shaft and pump shaft and pump drive for wear or problems due to poor alignment or poor bearing seating. Report any deficiencies.
- 2) Instrument check for pump alignment by either dial indicator or laser alignment and report deficiencies.
- 3) Verify that the shaft guard is in place and tight, if applicable.
- 4) Verify water flow through the pump.
- 5) Clean and inspect strainer(s) if applicable.
- 6) Check insulation, vibration isolators, and flexible connectors for integrity.

## **Motor and Starter**

- 1) Clean the starter and cabinet.
- 2) Meg the motor. Record readings.
- 3) Check the condition of the contacts for wear and pitting or other signs of damage, if applicable. Report any deficiencies.
- 4) Check the contactors for free and smooth operation.
- 5) Verify proper volts and amps. Record readings.
- 6) Check and calibrate overloads. Record trip times and trip amps.

## **16. AIR HANDLING UNITS**

### **A. Quarterly Services: AHU**

- 1) Check the general operation of the unit.
- 2) Inspect the unit for cleanliness.
- 3) Inspect the wiring and connections for tightness and signs of Overheating and discoloration and report deficiencies. This includes wiring to the electric heat, if applicable. Tighten connections as needed. Check torque specifications.
- 4) Lubricate the fan shaft and motor bearings, if applicable.

### **B. Annual Services: AHU**

**All quarterly services plus:**

## **General Assembly**

- 1) Inspect the fan wheel and shaft for wear and clearance.
- 2) Inspect fan blades, housing, and belts for tension. Tighten as needed.
- 3) Check the sheaves and pulleys for wear and alignment.
- 4) Check air filter fit and housing seal integrity. Correct as needed.
- 5) Check control box for dirt, debris and/or loose terminations. Clean and tightened as needed.
- 6) Check integrity of all panels on equipment. Replace fasteners as needed to ensure proper integrity and fit/finish or equipment.
- 7) Replace air handler belts.
- 8) Verify tight bolts, set screws, and locking collars. Tighten as needed. Report any deficiencies.
- 9) Check drain pan, drain line, and coil for biological growth. Clean as needed and clean condensate drain pan and add correctly sized time released algae control pan strips.
- 10) Clean and verify proper operation of the condensate drain.
- 11) Clean coils with a non-acid cleaner. Follow manufacturer instructions for application. Self-rinsing coil cleaners are not acceptable and will not be used.
- 12) Verify proper operation of the spray pump, if applicable.
- 13) Verify smooth fan operation.
- 14) Log operating conditions after system has stabilized.
- 15) Clean and inspect chilled water strainer if applicable.
- 16) Check for proper damper operation, plus any automatic valves and turning vanes.

## **Electric Heater Internal/Duct Heater External, if applicable.**

- 1) Inspect the wiring and connections for tightness and signs of overheating and discoloration and report deficiencies. Tighten connections as needed.
- 2) Inspect heater elements to be sure element is free of dirt and foreign matter and report deficiencies.
- 3) Check the thermal cutout safeties on electric heaters, if applicable.
- 4) Check the heater step/stage controller for proper operations, if applicable.

- 5) Cycle heater and verify all heater elements are operational by recording amperage draw. Record deficiencies.

### **Motor and Starter**

- 1) Clean the starter and cabinet
- 2) Check the condition of the contacts for wear and pitting or other signs of damage. Report any deficiencies
- 3) Check the contactors for free and smooth operation.
- 4) Meg the motor and record readings.

## **17. VARIABLE FREQUENCY DRIVE**

### **A. Quarterly Services: VFD Maintenance**

- 1) Check drive for overall condition of unit and for proper operation.
- 2) Check for unusual noise and vibration and report findings.
- 3) Remove all dirt and dust that has penetrated the interior or accumulated on the processor boards.
- 4) Check with County representative for operation deficiencies.
- 5) Inspect wiring and connections for tightness and signs of overheating and discoloration and report deficiencies.

### **B. Annual Services: VFD Maintenance**

- 1) Record and report abnormal conditions, measurements taken, etc.
- 2) Review customer logs with the customer for operational problems and trends.
- 3) Clean the heat sink.
- 4) Inspect wiring and connections for tightness and signs of overheating and discoloration and report deficiencies.
- 5) Visually inspect panel for loose or damaged parts or wiring; also check for any accumulation of dirt and/or moisture.
- 6) Verify proper operation of the unit and report deficiencies.
- 7) Verify proper DC bus voltage.
- 8) Inspect, clean and verify operation of ventilation fans.
- 9) Review programming (time-outs, delays, auto resets, etc.)



## 18. REFRIGERANT MONITOR SYSTEM

### Annual Services: Refrigerant Monitor System Maintenance

- 1) Calibration will be performed by qualified technician familiar with the instrument and its operation.
- 2) Perform calibration of monitor per manufacturer's calibration procedure.
- 3) Provide detailed written report of recorded calibrations readings referencing manufacturer's standards.
- 4) Check sampling ports lines for blockage and replace inlet filters is needed.
- 5) Test for proper operation and verify alarms are functioning.
- 6) Review control panel for proper operation and recorded fault histories.
- 7) Review operational deficiencies with County Representative.

## 19. WATER TREATMENT – GENERAL INFORMATION

### A. Covered systems and equipment

This scope of work covers all condenser water (“open loop”) systems, and all cooling chilled water (“closed loop”) systems. The treatment program is designed to control; a) biological growth in the evaporative cooling systems; b) corrosion of, and deposition onto, the metal portions of the evaporative cooling systems; and c) corrosion of metal in the closed water systems.

### B. General Description

The work to be performed is to supply all water treatment chemicals, as required at no additional cost for preventative maintenance services, for the length of the contract; provide all the professional consultant services associated with the water treatment program and provide all necessary testing, supplies, reagents and apparatus which are a prerequisite to any recommendations of treatment. This includes; delivery to the site all of the chemicals required for treatment; the necessary service calls, including on-site and laboratory water analysis, to determine the required treatment; and inspection and adjustment of automatic chemical feed equipment to ensure the recommended treatment is achieving the required results.

#### Chemicals to be used:

- 1) Scale and corrosion inhibitors will be of a dual purpose in that they control both scale and corrosion.
- 2) Organic dispersant will be a liquid incorporated into the cooling tower program to provide for maximum heat transfer efficiency.
- 3) Tower biocides (EPA registered biocides) will be used to control biologicals in the open loop systems.

- 4) Closed system treatment (hot or cold water) shall be adequately treated for corrosion control with due consideration for scale control. The treatment shall protect ferrous metals from rust or corrosion. System chemistry specifications shall be per industry standards and shall be provided to the County during the first thirty (30) days of contract.
- 5) All chemicals used must be compatible with the other chemicals used in the same system, must meet all Federal and State regulations concerning its shipment and use, and shall be covered by a Material Safety Data Sheet (MSDS) provided to the County prior to or concurrent with receipt on site. Chemicals shall be stored in/over appropriate spill containment devices.

**C. Performance specification**

The water treatment will prevent the buildup of scale or algae, and adherent mineral deposits, on the heat transfer section of the equipment being treated. Once the systems are cleaned and inspected, and Contractor and County agree on the conditions relative to the start of the program, should the equipment become scaled when the chemicals are being applied as recommended, as determined by the County or the County's representative, the Contractor agrees to furnish the chemicals and labor necessary to descale equipment promptly at no additional cost to County. More specifically:

- 1) Sufficient scale inhibitor shall be applied to prevent calcium carbonate or calcium phosphate scale.
- 2) Specific deposit control agents shall be applied to prevent and minimize suspended scale deposition on the chillers.
- 3) The total colony forming units (CFU) of LBD in the cooling tower water system shall never exceed 100 organisms per milliliter per the Occupational Safety & Health Administration (OSHA) Section II: E. Water Sampling Guidelines. Test cooling tower water samples for levels of Legionnaires' disease bacteria (LDB) monthly per OSHA Section II: A. Cooling Tower, Evaporative Condensers, and Fluid Coolers. Follow the Association of Water Technologies (AWT) action plan for cooling tower operations to reduce the CFU count to less than 10 per milliliter.
- 4) Algae growth shall be minimized and no heavy accumulations of algae shall exist in condenser water system.
- 5) Closed system inhibitor program must provide both corrosion and scale control.

The Contractor shall:

Furnish the test reagents, kits and equipment as required, to allow the following tests to be run by County's personnel at no cost for duration of the Contract.

- pH
- Conductivity
- Inhibitor Residual
- Nitrite

Provide all necessary log forms to record daily tests and measurements by County's personnel. Log forms should list dates of inspections and cleanings, water-quality test results, LDB outbreak investigations, and maintenance.

Provide MSDS's for all chemicals anticipated to be used.

Provide racks and corrosion coupons of mild steel and copper for corrosion control program.

#### **D. Corrosion Control**

The Contractor will install corrosion coupon racks in those systems not presently equipped for corrosion coupon studies. Existing corrosion coupon racks shall be examined by the Contractor to ascertain their proper installation. Any corrosion coupon rack(s) believed by the vendor to be not properly installed shall be reported to the appropriate District Maintenance Supervisor or his designated representative for examination and correction if necessary.

The Contractor shall install, remove and submit to an independent laboratory, corrosion coupons. The laboratory results/analysis shall be reviewed with the District Maintenance Supervisor or his designated representative.

The intent of this water treatment program is to prevent the buildup of adherent mineral deposits on the heat transfer surfaces of the equipment being treated, however periodic descaling with inhibited acids shall not be considered as meeting this specification and shall not be used. Any use of inhibited acids may result in immediate termination.

### **20. WATER TREATMENT – SPECIFICATIONS**

#### **A. Monthly Services: Open Loop Systems**

- 1) Review owner-maintained logs of daily operational checks and readings.
- 2) Review the previous service visit reports to determine developing difficulties or trends.
- 3) Inventory all treatment chemicals, test reagents, and kits and reorder as necessary.
- 4) Instruct County's personnel in any subsequent changes/adjustments required prior to next monthly visit.
- 5) Note any conditions that could harm the equipment that are mechanical in nature and need to be addressed and report to County's representative and Contractor's maintenance supervisor.
- 6) Provide a written service visit report to County's representative and discuss any changes or questions prior to leaving the site.
  - a. Check the chemicals in the feed tank and adjust as required.
  - b. Check dissolved solids content in the water.

- c. Check the pH of the water being treated.
  - d. Check the bleed rate.
  - e. Check the chemical content in the system being treated.
  - f. Check the conductivity controller operation.
  - g. Adjust the chemical feed pump as required.
  - h. Check for algae.
- 7) Provide information on all test procedures used (after initially provided, provide only additions, changes, or deletions).
- 8) Remove all empty chemical drums and pails.

**B. Annual Services: Open Loop System**

- 1) Clean the chemical feed pump suction strainer.
- 2) Disassemble and clean the bleed line strainer.
- 3) Disassemble and clean the flow-through sensor.
- 4) Disassemble and clean the check valve assembly.
- 5) Check chemicals in the feed tank and adjust as required.
- 6) Check dissolved solids content in the water.
- 7) Check the pH of the water being treated.
- 8) Check the bleed rate.
- 9) Check the chemical content in the system being treated.
- 10) Verify proper operation of the conductivity control device.
- 11) Adjust the chemical feed pump as required.
- 12) Check for algae.
- 13) Add chemicals as required (chemicals included).
- 14) Check for scale and corrosion.
- 15) Test corrosion coupons by independent laboratory. Provide detailed written report with findings and corrective actions if required.

**C. Quarterly Services: Closed Loop Systems**

- 1) Check the chemical content in the system being treated.
- 2) Add chemicals as required (chemicals included)

EXCEPTION: Chemicals will not be included if there has been a major water leak in the system. Major leaks will be treated as repairs.

**21. REPAIR SERVICES: COORDINATION AND RESPONSE TIMES**

The Contractor shall perform repair services only when directed by the County Representative. The Contractor shall coordinate the delivery of services with the County's Representative or authorized designee.

**A. Emergency Service**

- 1) The Contractor shall provide emergency repair services twenty-four (24) hours per day, seven (7) days a week to include holidays.
- 2) The Contractor shall respond by arriving on the job site within one (1) hour of verbal or written notification by the DMR for emergency work requests to assess repair requirements. The Contractor shall notify the DMR if repair cannot be completed at that time and shall perform temporary repairs where possible.
- 3) The Contractor shall prepare and submit a cost estimate for the work to be performed no later than eight (8) hours from site visit for emergency work request.
- 4) Emergency work/repair shall be corrected immediately, with the verbal authorization (Emergency Field Directive) from an authorized DMR. Emergency Field Directives by a DMR will be for a value not to exceed \$5,000 for work and repair. If, in the Contractor's professional opinion, the emergency repair will exceed \$5,000, the Contractor shall not proceed until a written estimate is provided and approved by the County's Representative.
- 5) Failure to obtain written authorization may result in denial of payment. When an emergency is deemed to have existed, written authorization of the work ordered shall be submitted to the DMR within twenty-four (24) hours during the week. If the emergency occurred during the weekend or holiday, written authorization shall be submitted on the first workday after completion of the emergency service work/repair. Costs associated with such emergency work/repair shall be submitted within twenty-four (24) hours to the DMR for approval.

The Contractor shall be required to submit the final invoice to the Division's corresponding Fiscal Department.

**B. Non-Emergency – Repair Services**

- 1) For non-emergency work, the Contractor shall respond by visiting the work site within twenty-four (24) hours after notification from the DMR. The Contractor visit the site with the DMR to assess the extent of the work requirements and mutually agree on the types and quantities of items required for the work. The Contractor shall submit the estimate within three (3) days after visiting the site for routine work request.

- 2) Estimated cost shall be according to the unit prices on contract Bid Response Form. The Contractor's estimate will be evaluated to determine if the scope has been clearly and accurately understood, prices are according to Bid Response Form, and supporting data provided.
- 3) The estimate provided by the Contractor shall be firm, no increases will be permitted unless unforeseen circumstances arise and the increase is approved by the County Representative. The Contractor shall notify the DMR of any unforeseen conditions as soon as they become apparent and gain approval from the DMR to proceed. Failure to gain approval prior to performance may result in non-payment by the County.

The Contractor shall provide a new itemized estimate inclusive of the unforeseen cost (if applicable) and a written explanation of the reason for the increase to the DMR for approval. The County will issue a change order for approved unforeseen cost.

- 4) Estimate shall be itemized to include each technician's title per the bid response form, estimated number of hours and unit price for labor, total material cost, approved pass-through costs, and any other cost related to the work. The subcontractor shall be identified on the quote form and the scope of work shall be clearly defined for approval.
- 5) The County reserves the right to enter into negotiations with the Contractor whenever it deems that negotiations will be in the best interest of the County. These negotiations may increase or decrease the original scope of work. Upon completion of negotiations, a new estimate shall be prepared by the Contractor and submitted to the County Representative for approval.
- 6) The Contractor shall not begin work until the County accepts the estimate and issues the Contractor a delivery order for the work.
- 7) The County and the Contractor will mutually agree on scheduling for the work to be completed. The County will have the final authority on scheduling of repairs.
- 8) The Contractor shall submit an invoice for services performed within forty-eight (48) hours of completion.

The Contractor shall not charge for time spent at job site preparing quotes/estimates. On day of service, billable time starts at the arrival at the actual job site of the equipment to be serviced or work is to be performed.

### **C. Labor and Material**

The Contractor shall provide all labor and materials necessary for perform services under this contract.

- 1) Chargeable hours for repairs begin upon arrival at the actual job site of the work to be performed and does not include time spent checking in at the jobsite. Labor hours shall be rounded to the nearest thirty (30) minutes.

- 2) Diagnostic services shall be billable per the diagnostic rate listed on the bid-sheet. Diagnostic charge includes labor hours only. This does not include travel time, time spent going through security check points, or time spent preparing quote documents.  
  
The Contractor shall ensure that diagnostic services are performed by qualified staff. The County will not be held responsible for nor shall the Contractor invoice for diagnostic errors. Should the Contractor receive payment, such payment for errors on the part on the Contractor shall be reimbursed in full by the Contractor to the appropriate County department.
- 3) The Contractor shall coordinate the job site delivery and placement of materials required for completion of the job with the County's representative.
- 4) The Contractor may be reimbursed for the cost of material plus up to a 20 % markup. Contractor shall indicate no more than a 20% mark-up on Bid Response Form.
- 5) Material quality shall be commercial grade to accomplish the service work satisfactorily, as specified in the given scope for each job. The County reserves the right to furnish materials to the Contractor and set the standard of quality for materials for a given job. All materials used shall be manufactured by a company acceptable to the County.
- 6) The Contractor ensure the warranty of all parts purchase are assignable to Orange County. The Contractor shall provide copies of the manufacturer's warranty information for material and parts purchased under this contract. Contractor shall be responsible for all communication and coordination with the manufacturer for parts and materials purchased under this contract at no additional cost to the County.
- 7) Service vehicles shall be fully stocked with basic materials and standard parts so that response to repair calls can be accomplished without returning to the shop, and materials are available for scheduled services. The Contractor will not receive compensation for time spent gathering materials and/or parts under any circumstances.
- 8) The Contractor shall provide a copy of the supplier's invoice for all materials ordered along with the Contractor's invoice for services.
- 9) The Contractor shall be responsible for shipping charges. Shipping costs (less mark-up) may be authorized for material when the County Representative determines that they are necessary.
- 10) Materials shall remain the property and responsibility of the Contractor until they are incorporated into the work and the work is accepted by the County. No additional charges will be accepted by the County for the required delivery, handling and on site storage of materials needed for the job. This includes fencing or other equipment needed to secure contract materials.
- 11) Consumable supplies are defined as those commonly used supplies that are consumed during the performance of work. Consumable supplies shall include, but are not limited to, items such as wiring, wire nuts, tape, wire connectors, etc. The Contractor shall account for these item in the unit prices on the Bid Response Form and not invoice for these items separately.

## **D. Subcontractors and Equipment Rental**

Repair projects requiring services that are not specific to HVAC services or equipment as outlined herein but necessary for project completion may be subcontracted with prior approval from the County.

Prior approval of subcontracted services and specialty equipment rental is necessary for reimbursement under this contract. The Contractor shall provide a description of the service(s) to be subcontracted and the equipment for rental with the quote for approval by the County. These services shall be reimbursed as a pass-through at cost with back-up documentation. Equipment rental shall be reimbursed only for the timeframe utilized in completing the service. General use of subcontractors shall not be reimbursable unless the County determined that the situation necessitates the need for an outside contractor/subcontractor, pre-approval is strictly required.

Service tickets and third party invoices shall be submitted for verification. The Contractor's failure to obtain written approval prior to service and/or submit back-up documentation for subcontracted services and equipment rental may result in non-payment by the County.

## **E. Unforeseen Cost**

The County shall reimburse the Contractor for approved unforeseen charges. These charges shall be reimbursed at cost, with proper invoice from a third party. Reimbursable unforeseen costs may include, but are not limited to: cost for express shipping as requested by the County, permits needed for equipment upgrade/ replacement, and tax payable on parts used in County owned equipment. The Contractor shall obtain prior approval written from the DMR for all other unforeseen charges.

## **22. TRAINING – AS NEEDED**

The Contractor shall provide training for maintenance personnel on HVAC and related equipment system maintenance referenced on this contract. The Contractor shall provide training on existing equipment and new equipment which may be placed in service during the term of the contract. Training shall include troubleshooting, repairs, and maintenance of equipment. Water treatment training shall include chemical testing, application, and control of the treatment program. Cost for training shall be per the line item on the bid response form.

## **23. INVOICING REQUIREMENTS**

A. Upon delivery and acceptance of service, associated cost shall be submitted by invoice to the appropriate County department per the Special Terms and Conditions. The Contractor shall reference the contract number and the appropriate purchase or delivery order number on all invoices.

At minimum, an invoice shall contain the following information:

- Delivery order number;
- Date of delivery;
- Destination of delivery or service location



- Total labor shall be rounded to the nearest (30) minutes
  - Itemized list of materials or services rendered;
  - ❖ Quantities, prices, (both unit price and total), terms and any other charges contained in the delivery or purchase order;
  - Applicable sales tax should be listed separately
  - Markdown/mark-ups shall be listed as a line item on the invoice.
  - Approved shipping charges shall be listed separately from the materials and supplies.
- B. PM, repairs, and diagnostic services shall be invoiced separately. Invoices shall itemize labor and parts cost per contract pricing.
- C. The Contractor shall provide a separate service ticket for each work day for repair work and supporting documents with all invoices for verification of actual labor hours and parts used on the job. Each service ticket shall be signed and dated by the County Representative each day as acknowledgement of work performed. The Contractor shall submit complete documentation to include the name of the County Representative who requested the work, and confirmation that the work was completed.
- D. Markups or markdowns shall be applied only to price for parts. Price for parts shall not include sales tax and shipping charges in the calculation for markups and markdowns.
- E. The County will review invoices for required information. The County will have the authority to reject invoices based on improper invoice format and lack of supporting documents.
- F. The Contractor shall not invoice the County for any repairs not accepted by the County and diagnostic errors on the part of the Contractor. Should the County receive such invoices, they will be rejected.
- G. Unless otherwise authorized by the corresponding department in writing, delivery of invoices and back-up documentation via e-mail and/or fax is not allowed under this contract.
- H. The Contractor shall submit monthly statements of unpaid invoices to each department ordering services under this contract. The Contractor shall not combine statements for different departments utilizing this contract.

**At minimum, the statement shall contain the following information:**

- Statement date
- Invoice numbers
- Invoice dates
- Invoice total or unpaid balance if different from invoice total
- Delivery order number corresponding to each invoice listed
- Balance carry forward
- Cumulative outstanding balance

Statements shall be sent to the corresponding ordering department, fiscal department, and contract administrator by the 15th of each month for service performed in the prior month and as requested by the County.

## SCOPE OF SERVICES SUPPLEMENTAL INFORMATION

### 1. SECURITY AND IDENTIFICATION

- A. All costs for background investigations shall be Contractor's responsibility. The County will have the right to request any additional investigative background information including, but not limited to, the employment record, Right-To-Know records, training records, payroll records, position for which hired including site location of any personnel assigned to perform the services. The Contractor shall furnish, in writing, such information to the extent allowed by law, prior to commencement of services. The County reserves the right to conduct its own investigation of any employee of the Contractor.
- B. Background Checks for the Contractor's staff must be approved by the County prior to working in any County facility. Contractors are responsible for obtaining the necessary forms for background checks as follows:
1. For all Contractor's staff that will be working at the Courthouse Complex or Courthouse related facilities, including the Juvenile Justice Center, - request forms from the Facilities Management Downtown District via e-mail from [James.Scott@ocfl.net](mailto:James.Scott@ocfl.net)
  2. For all Contractors staff that will be working at the Sheriff's Central Complex or any other Sheriff related facility - request forms from the Facilities Management Special Services District via e-mail from [Bruce.Heffelbower@ocfl.net](mailto:Bruce.Heffelbower@ocfl.net)
  3. For all Contractors' staff that will be working at Corrections or a Correction related facilities - request forms via e-mail from [MichaelJeffrey.Adkins@ocfl.net](mailto:MichaelJeffrey.Adkins@ocfl.net).
  4. For all Contractors' staff that will be working at other Orange County facilities – a Criminal History Check, conducted at the FDLE website ([www.fdle.state.fl.us/](http://www.fdle.state.fl.us/) - there is a cost to the contractor), is required. Contact [Bruce.Heffelbower@ocfl.net](mailto:Bruce.Heffelbower@ocfl.net) for specifics before completing the check.

For security purposes and to maintain privacy when submitting FDLE Background Checks via e-mail the subject line of the email must contain the following:  
\*\*\*EXEMPT\*\*\*

Due to the time required to process background checks, the Contractor should allow 2-3 weeks turn-around time. Each County Representative will inform the contractor of their Background Check results.

Upon Background Check approval, the Contractor's staff shall go to the Orange County Human Resources office located at 450 E. South St., Orlando, FL 32801 with an Affidavit of Identity form (issued by Contractor, sample form in contract documents) and a State of Florida I.D. or Driver's License to obtain their Orange County photo I.D. badge.

- C. Contractor personnel assigned to, or working within the State Attorney's Office at the Orange County Courthouse or the Juvenile Justice Center shall be required to complete the following minimum screening procedures:

A State of residency and national fingerprint-based record check shall be conducted for all contract personnel and rechecked every two years for employees who have direct access to the State Attorney's building. Access to the State Attorney's building or Juvenile Justice will be denied until said record check is performed and approved by the State Attorney or Orange County Sheriff's representative assigned to review such records.

1. All requests for access shall be made as specified by the State Attorney or Orange County Sheriff's Office.
2. Prior to granting access to the State Attorney's building or Juvenile Justice, all Contractor employees shall be subject to verification of identification via a state of residency and national fingerprint-based record check. If the employee resides in a different state other than Florida, the employee's verification shall be conducted using the state of their residency and national fingerprint-based record check and execute a NLETS CHRI IQ/FQ/AQ query using purpose code C, E, or J, depending on the circumstances.
3. If a record of any kind is found, the State Attorney and Sheriff Office shall be formally notified, and building access for that employee shall be delayed pending review of the criminal history record information. The Contractor will be notified as to the pending delay.
4. When identification of an employee with a criminal history has been established by fingerprint comparison, said criminal history will be reviewed by the State Attorney or Sheriff Office to determine whether the employee will be granted access.
5. A Contractor employee found to have a criminal record consisting of felony conviction(s) will be disqualified, and denied access to the State Attorney's building.
6. A Contractor employee will also be denied access on the basis of confirmation that arrest warrants are outstanding for said employee.
7. The State Attorney or Sheriff's Office will maintain a list of Contractor personnel who have been authorized access to the State Attorney's building and the Juvenile Justice Center.
8. A Contractor's employee with a record of misdemeanor offense(s) may be granted access to the State Attorney's building or Juvenile Justice if it is determined that the nature or severity of the misdemeanor offense(s) do not warrant disqualification. The decision of the State Attorney or Sheriff's Office shall be final.

- D. Contractor's employees will not be allowed to work in Orange County facilities without completed and approved background investigations.
- E. Upon termination or transfer of any employee of the Contractor working under this contract, the Contractor shall immediately notify the County's Representative, in writing, of such termination or transfer and return said employee's Orange County photo I.D. badge to the Facilities Management Division Contract Administrator.
- F. The Contractor shall report the arrest of any employee working under the terms of this contract to the County's Representative within twenty four (24) hours of the arrest or knowledge of the arrest. It shall be subject to the approval of the County whether the employee shall continue to work at County locations within this contract.
- G. The Contractor shall remove from County premises any of his employees who, in the opinion of the County's Representative, is not performing the services in a proper manner or does not comply with the rules and regulations of the County. The Contractor shall in no way, interpret such removal to require dismissal or other disciplinary action of the employee. The County's Representative will request that anyone suspected of working under the influence of alcohol or controlled substances be removed from the workplace. The Contractor shall establish, implement and maintain procedures and controls to ensure that their employees comply with all applicable provisions of the contract and all site rules and practices of the County
- H. The Contractor shall not use employees of any temporary employment agency to supplement his work force in County buildings for any reason. Only Contractor employees shall be used to perform the required services of this contract unless otherwise approved, in writing, by the County's Representative.
- I. The Contractor shall prevent its employees from tampering with any owned items of County employees or County owned property or entering into any area unless required in the performance of the services.
- J. Contractor personnel are required to wear uniforms and employer identification badges displaying their company name to adequately identify them as company staff. The contractor shall ensure that all of its employees are clean, neat and appropriately attired during performance of the services.
- K. The Contractor shall ensure all employees prominently wear the ID badge on the front of his or her uniform at all times while on County premises.
- L. Access to a site must be coordinated through the County's Representative.
- M. Sixty (60) days prior to each Contract renewal or contract end, the Contractor's Orange County photo ID badge will be inventoried by the Facilities Management Division Contract Administrator. At that time, the Contractor will be advised of any missing ID cards. If any ID Cards are missing, the Contractor will be charged a \$25.00 fee per each missing ID badge.

## **2. SPECIAL CONDITIONS FOR WORKING AT THE CORRECTIONS COMPLEX**

The following are specific conditions and rules that must be followed while providing services at the Corrections Complex.

- A. All Contractor employees shall carry a valid ID at all times.
- B. The Contractor shall provide a list of all employees that will be working inside any jail. A full criminal history shall be run on each employee by the Corrections Department at no cost to the Contractor. No Contractor employee will be allowed to work inside any jail if they are on active probation, home confinement, parole or have been arrested within the last five (5) years or have been arrested for any crime involving violence, drugs or theft. The Contractor employee list shall include:
  - 1. Employee's Full name
  - 2. Employee's date of birth
  - 3. Employee's Race/Sex
  - 4. Employee's Social Security Number
  - 5. Employee's Driver's License number
- C. Only authorized employees of the Contractor shall be allowed to work at Corrections. WORK RELEASE INMATES ARE NOT AUTHORIZED TO WORK ON ANY JAIL PROJECT.
- D. Contractor's employee shall wear their Contractor issued ID on the collar of their shirt at all times while on the Corrections compound. This ID will be issued to each Contractor employee at the North perimeter building and will only be given upon surrendering of a valid personal ID.
- E. If an ID is lost, the Contractor's employee shall report it immediately to their escort officer.
- F. In the event of an emergency, the Contractor's employee shall report it to the nearest Corrections staff member. They will contact 911.
- G. The Contractor's employees shall follow direction of the escort officer at all times.
- H. The Contractor's employees shall not bring tobacco or tobacco products inside any jail or on top of any roof or within any jail fence line.
- I. The Contractor's employees shall not bring or wear hats or sunglasses inside any facility.
- J. The Contractor's employees shall not bring any cell phones inside the facility unless authorized by Corrections.
- K. Contractor vehicles shall have the windows rolled up and be locked at all times and parked in only pre-authorized areas.
- L. The Contractor shall ensure that during breaks, if a Contractor's employee leaves an area, all tools must be removed.

- M. All Contractor tools will be inventoried going into and out of a facility. Contractor shall ensure that employees take in only what is needed to perform the services.
- N. There shall be no exposed piping upon the completion of work. Contractor shall conceal piping with a stainless steel cover made specifically for this purpose. Contractor shall coordinate this part of the work with district representative.

At the end of each workday, the Contractor shall ensure that all tools and debris are collected. The Contractor shall conduct an inspection of all areas to ensure all tools are accounted for.

- O. No illegal drugs or drug paraphernalia are allowed in the compound.
- P. No weapons, guns or ammunition are allowed in the compound.
- Q. The Contractor shall ensure that no inmate interaction occurs. The Contractor's employees shall not talk to or give or receive anything from an inmate, including cigarettes.
- R. The Contractor shall only use storage areas approved at the beginning of the project, unless otherwise permitted during a project by Corrections.
- S. The Contractor shall not leave clothing unattended, including hats and sunglasses.

**Y18-139-KB  
HVAC PREVENTATIVE MAINTENANCE  
BID RESPONSE FORM**

The Contractor shall provide all labor and other resources necessary to provide the services in strict accordance with the scope of work/services defined in this solicitation for the amounts specified in this Bid Response Form, inclusive of overhead, profit and any other costs.

**DOWNTOWN DISTRICT BUILDINGS**

<b>ITEM#</b>	<b>DESCRIPTION</b>	<b>PM FREQUENCY</b>	<b>UNITS</b>	<b>ANNUAL FREQUENCY</b>	<b>UNIT PRICE PER SERVICE</b>	<b>TOTAL ANNUAL BID</b>
<b>Internal Operations Centre I</b>						
1	Chiller - Screw Air Cooled	Annual	1	x 1	X \$ _____	= \$ _____
2	Chiller - Screw Air Cooled	Quarterly	1	x 3	X \$ _____	= \$ _____
3	Pump	Annual	4	x 1	X \$ _____	= \$ _____
4	Pump	Quarterly	4	x 3	X \$ _____	= \$ _____
5	Air Handlers	Annual	6	x 1	X \$ _____	= \$ _____
6	Variable Frequency Drive	Annual	8	x 1	X \$ _____	= \$ _____
7	Variable Frequency Drive	Quarterly	8	x 3	X \$ _____	= \$ _____
8	Closed Loop Water Treatment	Quarterly	1	x 4	X \$ _____	= \$ _____
<b>Internal Operations Centre I Total (Lines 1-8) =</b>						<b>\$ _____</b>
<b>Internal Operations Centre II</b>						
9	Chiller - Screw Air Cooled	Annual	1	x 1	X \$ _____	= \$ _____
10	Chiller - Screw Air Cooled	Quarterly	1	x 3	X \$ _____	= \$ _____

\_\_\_\_\_  
Company Name

11	Pump	Annual	4	x 1	X \$_____ = \$_____
12	Pump	Quarterly	4	x 3	X \$_____ = \$_____
13	Air Handlers	Annual	2	x 1	X \$_____ = \$_____
14	Variable Frequency Drive	Annual	4	x 1	X \$_____ = \$_____
15	Variable Frequency Drive	Quarterly	4	x 3	X \$_____ = \$_____
16	Closed Loop Water Treatment	Quarterly	1	x 4	X \$_____ = \$_____

**Internal Operations Centre II Total (Lines 9-16) = \$\_\_\_\_\_**

**Administration Center**

17	Chiller - Screw Water Cooled	Three Year	2	x 1	X \$_____ = \$_____
18	Chiller - Screw Water Cooled	Annual	2	x 1	X \$_____ = \$_____
19	Chiller - Screw Water Cooled	Quarterly	2	x 3	X \$_____ = \$_____
20	Chiller - Reciprocating Water Cooled	Three Year	1	x 1	X \$_____ = \$_____
21	Chiller - Reciprocating Water Cooled	Annual	1	x 1	X \$_____ = \$_____
22	Chiller - Reciprocating Water Cooled	Quarterly	1	x 3	X \$_____ = \$_____
23	Cooling Tower	Annual	2	x 1	X \$_____ = \$_____
24	Cooling Tower	Quarterly	2	x 3	X \$_____ = \$_____
25	Pump	Annual	10	x 1	X \$_____ = \$_____
26	Pump	Quarterly	10	x 3	X \$_____ = \$_____
27	Air Handlers	Annual	17	x 1	X \$_____ = \$_____

\_\_\_\_\_  
Company Name



28	Variable Frequency Drive	Annual	17	x 1	X \$_____ = \$_____
29	Variable Frequency Drive	Quarterly	17	x 3	X \$_____ = \$_____
30	Refrigerant Monitor	Annual	1	x 1	X \$_____ = \$_____
31	Closed Loop Water Treatment	Quarterly	2	x 4	X \$_____ = \$_____
32	Open Loop Water Treatment	Annual	1	x 1	X \$_____ = \$_____
33	Open Loop Water Treatment	Monthly	1	x 11	X \$_____ = \$_____

**Administration Center, Total (Lines 17-33) = \$\_\_\_\_\_**

**Regional History Center**

34	Chiller - Centrifugal	Three Year	1	x 1	X \$_____ = \$_____
35	Chiller - Centrifugal	Annual	1	x 1	X \$_____ = \$_____
36	Chiller - Centrifugal	Quarterly	1	x 3	X \$_____ = \$_____
37	Chiller - Scroll Air Cooled	Annual	1	x 1	X \$_____ = \$_____
38	Chiller - Scroll Air Cooled	Quarterly	1	x 3	X \$_____ = \$_____
39	Cooling Tower	Annual	1	x 1	X \$_____ = \$_____
40	Cooling Tower	Quarterly	1	x 3	X \$_____ = \$_____
41	Pump	Annual	6	x 1	X \$_____ = \$_____
42	Pump	Quarterly	6	x 3	X \$_____ = \$_____
43	Air Handlers	Annual	8	x 1	X \$_____ = \$_____
44	Computer Room Unit	Annual	10	x 1	X \$_____ = \$_____
45	Variable Frequency Drive	Annual	7	x 1	X \$_____ = \$_____

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Company Name

46	Variable Frequency Drive	Quarterly	7	x 3	X \$_____	= \$_____
47	Humidifiers	Annual	7	x 1	X \$_____	= \$_____
48	Refrigerant Monitor	Annual	1	x 1	X \$_____	= \$_____
49	Closed Loop Water Treatment	Quarterly	1	x 4	X \$_____	= \$_____
50	Open Loop Water Treatment	Annual	1	x 1	X \$_____	= \$_____
51	Open Loop Water Treatment	Monthly	1	x 11	X \$_____	= \$_____

**Regional History Center, Total (Lines 34-51) = \$\_\_\_\_\_**

**Orange County Courthouse Complex**

52	Chiller - Centrifugal	Three Year	3	x 1	X \$_____	= \$_____
53	Chiller - Centrifugal	Annual	3	x 1	X \$_____	= \$_____
54	Chiller - Centrifugal	Quarterly	3	x 3	X \$_____	= \$_____
55	Cooling Tower	Annual	2	x 1	X \$_____	= \$_____
56	Cooling Tower	Quarterly	2	x 3	X \$_____	= \$_____
57	Pump	Annual	9	x 1	X \$_____	= \$_____
58	Pump	Quarterly	9	x 3	X \$_____	= \$_____
59	Air Handlers	Annual	78	x 1	X \$_____	= \$_____
60	Computer Room Unit	Annual	9	x 1	X \$_____	= \$_____
61	Variable Frequency Drive	Annual	62	x 1	X \$_____	= \$_____
62	Variable Frequency Drive	Quarterly	62	x 3	X \$_____	= \$_____

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Company Name

63	Refrigerant Monitor	Annual	1	x 1	X \$_____	= \$_____
64	Closed Loop Water Treatment	Quarterly	1	x 4	X \$_____	= \$_____
65	Open Loop Water Treatment	Annual	1	x 1	X \$_____	= \$_____
66	Open Loop Water Treatment	Monthly	1	x 11	X \$_____	= \$_____

**Orange County Courthouse Complex, Total (Lines 52-66) = \$\_\_\_\_\_**

**Total Estimated Bid – Downtown District (Lines 1-66) = \$\_\_\_\_\_**

**33rd ST. DISTRICT/CORRECTIONS BUILDINGS**

ITEM#	DESCRIPTION	PM FREQUENCY	UNITS	ANNUAL FREQUENCY	UNIT PRICE PER SERVICE	TOTAL ANNUAL BID
<b>Central Energy Plant #1</b>						
67	Chiller - Centrifugal	Three Year	3	x 1	X \$_____	= \$_____
68	Chiller - Centrifugal	Annual	3	x 1	X \$_____	= \$_____
69	Chiller - Centrifugal	Quarterly	3	x 3	X \$_____	= \$_____
70	Pumps	Annual	13	x 1	X \$_____	= \$_____
71	Pumps	Quarterly	13	x 3	X \$_____	= \$_____
72	Variable Frequency Drives	Annual	7	x 1	X \$_____	= \$_____
73	Variable Frequency Drives	Quarterly	7	x 3	X \$_____	= \$_____
74	Refrigerant Monitor	Annual	2	x 1	X \$_____	= \$_____
75	Cooling Towers	Annual	3	x 1	X \$_____	= \$_____

\_\_\_\_\_  
Company Name

76	Cooling Towers	Quarterly	3	x 3	X \$ _____	= \$ _____
77	Water Softener	Quarterly	1	x 4	X \$ _____	= \$ _____
78	Closed Loop Water Treatment	Quarterly	1	x 4	X \$ _____	= \$ _____
79	Open Loop Water Treatment	Annual	3	x 1	X \$ _____	= \$ _____
80	Open Loop Water Treatment	Monthly	3	x 11	X \$ _____	= \$ _____

**Central Energy Plant #1, Total (Lines 67-80) = \$ \_\_\_\_\_**

**Central Energy Plant #2: Total Bid-Central Energy for FDC and BRC**

81	Chiller – Centrifugal	Three Year	3	x 1	X \$ _____	= \$ _____
82	Chiller – Centrifugal	Annual	3	x 1	X \$ _____	= \$ _____
83	Chiller – Centrifugal	Quarterly	3	x 3	X \$ _____	= \$ _____
84	Pumps	Annual	6	x 1	X \$ _____	= \$ _____
85	Pumps	Quarterly	6	x 3	X \$ _____	= \$ _____
86	Refrigerant Monitor	Annual	1	x 1	X \$ _____	= \$ _____
87	Cooling Towers	Annual	3	x 1	X \$ _____	= \$ _____
88	Cooling Towers	Quarterly	3	x 3	X \$ _____	= \$ _____
89	Water Softener	Quarterly	1	x 4	X \$ _____	= \$ _____
90	Closed Loop Water Treatment	Quarterly	1	x 4	X \$ _____	= \$ _____
91	Open Loop Water Treatment	Annual	3	x 1	X \$ _____	= \$ _____
92	Open Loop Water Treatment	Monthly	3	x 11	X \$ _____	= \$ _____

**Central Energy Plant #2 Total (Lines 81-92) = \$ \_\_\_\_\_**

\_\_\_\_\_  
Company Name

**Female Detention Center**

93	Pumps	Annual	2	x 1	X \$_____	= \$_____
94	Pumps	Quarterly	2	x 3	X \$_____	= \$_____
95	Variable Frequency Drive	Annual	2	x 1	X \$_____	= \$_____
96	Variable Frequency Drive	Quarterly	2	x 3	X \$_____	= \$_____

**Female Detention Center Total (Lines 93-96) = \$\_\_\_\_\_**

**Phoenix Building**

97	Chiller - Screw Air Cooled	Annual	2	x 1	X \$_____	= \$_____
98	Chiller - Screw Air Cooled	Quarterly	2	x 3	X \$_____	= \$_____
99	Pumps	Annual	2	x 1	X \$_____	= \$_____
100	Pumps	Quarterly	2	x 3	X \$_____	= \$_____
101	Closed Loop Water Treatment	Quarterly	1	x 4	X \$_____	= \$_____

**Phoenix Building Total (Lines 97-101) = \$\_\_\_\_\_**

**Booking and Release Center**

102	Pumps	Annual	2	x 1	X \$_____	= \$_____
103	Pumps	Quarterly	2	x 3	X \$_____	= \$_____
104	Variable Frequency Drives	Annual	2	x 1	X \$_____	= \$_____
105	Variable Frequency Drives	Quarterly	2	x 3	X \$_____	= \$_____

**Booking And Release Center Total (Lines 102-105) = \$\_\_\_\_\_**

\_\_\_\_\_  
Company Name

**B Building**

106	Chiller - Scroll Air Cooled	Annual	1	x 1	X \$_____ = \$_____
107	Chiller - Scroll Air Cooled	Quarterly	1	x 3	X \$_____ = \$_____
108	Pumps	Annual	2	x 1	X \$_____ = \$_____
109	Pumps	Quarterly	2	x 3	X \$_____ = \$_____
110	Closed Loop Water Treatment	Quarterly	1	x 4	X \$_____ = \$_____

**B Building Total (Lines 106-110) = \$\_\_\_\_\_**

**Cassady Building**

111	Chiller - Scroll Air Cooled	Annual	1	x 1	X \$_____ = \$_____
112	Chiller - Scroll Air Cooled	Quarterly	1	x 3	X \$_____ = \$_____
113	Pumps	Annual	2	x 1	X \$_____ = \$_____
114	Pumps	Quarterly	2	x 3	X \$_____ = \$_____
115	Closed Loop Water Treatment	Quarterly	1	x 4	X \$_____ = \$_____

**Cassady Building Total (Lines 111-115) = \$\_\_\_\_\_**

**Sheriffs Sector IV**

116	Chiller - Scroll Air Cooled	Annual	1	x 1	X \$_____ = \$_____
117	Chiller - Scroll Air Cooled	Quarterly	1	x 3	X \$_____ = \$_____
118	Pumps	Annual	2	x 1	X \$_____ = \$_____

\_\_\_\_\_  
Company Name

119	Pumps	Quarterly	2	x 3	X \$ _____	= \$ _____
120	Closed Loop Water Treatment	Quarterly	2	x 4	X \$ _____	= \$ _____

**Sheriffs Sector Iv Total (Lines 116-120) = \$ \_\_\_\_\_**

**33rd Street Buildings – Kitchen and Laundry 3715 Vision Blvd.**

121	Chiller - Scroll Air Cooled	Annual	2	x 1	X \$ _____	= \$ _____
122	Chiller - Scroll Air Cooled	Quarterly	2	x 3	X \$ _____	= \$ _____
123	Pumps	Annual	4	x 1	X \$ _____	= \$ _____
124	Pumps	Quarterly	4	x 3	X \$ _____	= \$ _____
125	Closed Loop Water Treatment	Quarterly	2	x 4	X \$ _____	= \$ _____

**33Rd St. – Kitchen And Laundry Total (Lines 121-125) = \$ \_\_\_\_\_**

**Total Estimated Bid – 33<sup>rd</sup> Street/Corrections (Lines 67-125) = \$ \_\_\_\_\_**

**CENTRAL DISTRICT BUILDINGS**

ITEM#	DESCRIPTION	PM FREQUENCY	UNITS	ANNUAL FREQUENCY	UNIT PRICE PER SERVICE	TOTAL ANNUAL BID
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**Public Works #2, 4200 S. John Young, Orlando**

126	Chiller - Screw Air Cooled	Annual	2	x 1	X \$ _____	= \$ _____
127	Chiller - Screw Air Cooled	Quarterly	2	x 3	X \$ _____	= \$ _____
128	Closed Loop Water Treatment	Quarterly	2	x 4	X \$ _____	= \$ _____

**Public Works #2, Total (Lines 126-128) = \$ \_\_\_\_\_**

\_\_\_\_\_  
Company Name

**Work Release, 130 W. Kaley St.**

129	Chiller - Scroll Air Cooled	Annual	1	x 1	X \$ _____	= \$ _____
130	Chiller - Scroll Air Cooled	Quarterly	3	x 3	X \$ _____	= \$ _____
131	Closed Loop Water Treatment	Quarterly	1	x 2	X \$ _____	= \$ _____

**Work Release Total (Lines 129-131) = \$ \_\_\_\_\_**

**Medical Examiner**

132	Chiller - Screw Air Cooled	Annual	2	x 1	X \$ _____	= \$ _____
133	Chiller - Screw Air Cooled	Quarterly	2	x 3	X \$ _____	= \$ _____
134	Closed Loop Water Treatment	Quarterly	2	x 4	X \$ _____	= \$ _____

**Medical Examiner, Service Total (Lines 132-134) = \$ \_\_\_\_\_**

**Mable Butler, 2100 E. Michigan, Orlando**

135	Chiller - Screw Air Cooled	Annual	1	x 1	X \$ _____	= \$ _____
136	Chiller - Screw Air Cooled	Quarterly	1	x 3	X \$ _____	= \$ _____
137	Closed Loop Water Treatment	Quarterly	1	x 4	X \$ _____	= \$ _____

**Mable Butler Total (Lines 135-137) = \$ \_\_\_\_\_**

**Juvenile Justice Center**

138	Chiller - Screw Air Cooled	Annual	2	x 1	X \$ _____	= \$ _____
139	Chiller - Screw Air Cooled	Quarterly	2	x 3	X \$ _____	= \$ _____

\_\_\_\_\_  
Company Name



140 Closed Loop Water Treatment Quarterly 2 x 4 X \$\_\_\_\_\_ = \$\_\_\_\_\_

**Juvenile Justice Center Total (Lines 138-140) = \$\_\_\_\_\_**

**Health Department 832 W. Central Blvd, Orlando**

141 Chiller - Scroll Air Cooled Annual 2 x 1 X \$\_\_\_\_\_ = \$\_\_\_\_\_

142 Chiller - Scroll Air Cooled Quarterly 2 x 3 X \$\_\_\_\_\_ = \$\_\_\_\_\_

143 Closed Loop Water Treatment Quarterly 2 x 4 X \$\_\_\_\_\_ = \$\_\_\_\_\_

**Health Department Total (Lines 141-143) = \$\_\_\_\_\_**

**Sheriff Central Complex**

144 Cooling Tower Annual 2 x 1 X \$\_\_\_\_\_ = \$\_\_\_\_\_

145 Cooling Tower Quarterly 2 x 3 X \$\_\_\_\_\_ = \$\_\_\_\_\_

146 Open Loop Water Treatment Annual 2 x 1 X \$\_\_\_\_\_ = \$\_\_\_\_\_

147 Open Loop Water Treatment Monthly 2 x 11 X \$\_\_\_\_\_ = \$\_\_\_\_\_

**Health Department Total (Lines 144-147) = \$\_\_\_\_\_**

**Total Estimated Bid – Central District (Lines 126-147) = \$\_\_\_\_\_**

**EAST DISTRICT BUILDINGS**

ITEM#	DESCRIPTION	PM FREQUENCY	UNITS	ANNUAL FREQUENCY	UNIT PRICE PER SERVICE	TOTAL ANNUAL BID
<b>Renaissance Senior Center</b>						
148	Chiller - Screw Air Cooled	Annual	1	x 1	X \$_____	= \$_____

\_\_\_\_\_  
Company Name

149	Chiller - Screw Air Cooled	Quarterly	1	x 3	X \$_____	= \$_____
150	Closed Loop Water Treatment	Quarterly	1	x 4	X \$_____	= \$_____

**Renaissance Senior Center Total (Lines 148-150) = \$\_\_\_\_\_**  
-

**Bithlo Community Center PM**

151	Chiller - Scroll Air Cooled	Annual	1	x 1	X \$_____	= \$_____
152	Chiller - Scroll Air Cooled	Quarterly	1	x 3	X \$_____	= \$_____
153	Closed Loop Water Treatment	Quarterly	1	x 4	X \$_____	= \$_____

**Bithlo Community Center Total (Lines 151-153) = \$\_\_\_\_\_**

**Meadow Woods Magic Gym**

154	Chiller - Scroll Air Cooled	Annual	2	x 1	X \$_____	= \$_____
155	Chiller - Scroll Air Cooled	Quarterly	2	x 3	X \$_____	= \$_____
156	Closed Loop Water Treatment	Quarterly	1	x 4	X \$_____	= \$_____

**Meadow Woods Magic Gym Total (Lines 154-156) = \$\_\_\_\_\_**

**South Econ Magic Gym**

157	Chiller - Scroll Air Cooled	Annual	2	x 1	X \$_____	= \$_____
158	Chiller - Scroll Air Cooled	Quarterly	2	x 3	X \$_____	= \$_____
159	Closed Loop Water Treatment	Quarterly	1	x 4	X \$_____	= \$_____

**South Econ Magic Gym Total (Lines 157-159) = \$\_\_\_\_\_**

\_\_\_\_\_  
Company Name

**Goldenrod Gym**

160	Chiller - Scroll Air Cooled	Annual	2	x 1	X \$ _____	= \$ _____
161	Chiller - Scroll Air Cooled	Quarterly	2	x 3	X \$ _____	= \$ _____
162	Closed Loop Water Treatment	Quarterly	1	x 4	X \$ _____	= \$ _____

**Goldenrod Gym Total (Lines 160-162) = \$ \_\_\_\_\_**

**Sheriff Sector II**

163	Chiller - Scroll Air Cooled	Annual	1	x 1	X \$ _____	= \$ _____
164	Chiller - Scroll Air Cooled	Quarterly	1	x 3	X \$ _____	= \$ _____
165	Closed Loop Water Treatment	Quarterly	1	x 4	X \$ _____	= \$ _____

**Sheriff Sector li Total (Lines 163-165) = \$ \_\_\_\_\_**

**Total Estimated Bid – East District (Lines 148-165) = \$ \_\_\_\_\_**

**WEST DISTRICT BUILDINGS**

ITEM#	DESCRIPTION	PM FREQUENCY	UNITS	ANNUAL FREQUENCY	UNIT PRICE PER SERVICE	TOTAL ANNUAL BID
<b>Apopka Service Center</b>						
166	Chiller - Scroll Air Cooled	Annual	1	x 1	X \$ _____	= \$ _____
167	Chiller - Scroll Air Cooled	Quarterly	1	x 3	X \$ _____	= \$ _____
168	Closed Loop Water Treatment	Quarterly	1	x 4	X \$ _____	= \$ _____

**Apopka Service Center Total (Lines 166-168) = \$ \_\_\_\_\_**

\_\_\_\_\_  
Company Name

**Ocoee Service Center**

169	Chiller - Scroll Air Cooled	Annual	1	x 1	X \$_____	= \$_____
170	Chiller - Scroll Air Cooled	Quarterly	1	x 3	X \$_____	= \$_____
171	Closed Loop Water Treatment	Quarterly	1	x 4	X \$_____	= \$_____

**Ocoee Service Center Total (Lines 169-171) = \$\_\_\_\_\_**

**West Orange Magic Gym**

172	Chiller - Scroll Air Cooled	Annual	2	x 1	X \$_____	= \$_____
173	Chiller - Scroll Air Cooled	Quarterly	2	x 3	X \$_____	= \$_____
174	Closed Loop Water Treatment	Quarterly	1	x 4	X \$_____	= \$_____

**West Orange Magic Gym Total (Lines 172-174) = \$\_\_\_\_\_**

**Barnet Park Community Center**

175	Chiller - Screw Air Cooled	Annual	1	x 1	X \$_____	= \$_____
176	Chiller - Screw Air Cooled	Quarterly	1	x 3	X \$_____	= \$_____
177	Closed Loop Water Treatment	Quarterly	1	x 4	X \$_____	= \$_____

**Barnet Park Community Center Total (Lines 175-177) = \$\_\_\_\_\_**

**Hal Marston Community Center**

178	Chiller - Screw Air Cooled	Annual	1	x 1	X \$_____	= \$_____
179	Chiller - Screw Air Cooled	Quarterly	1	x 3	X \$_____	= \$_____

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Company Name

180 Closed Loop Water Treatment Quarterly 1 x 4 X \$\_\_\_\_\_ = \$\_\_\_\_\_

**Hal Marston Community Center Total (Lines 178-180) = \$\_\_\_\_\_**

**Silver Star Magic Gym**

181 Chiller – Scroll Air Cooled Annual 2 x 1 X \$\_\_\_\_\_ = \$\_\_\_\_\_

182 Chiller – Scroll Air Cooled Quarterly 2 x 3 X \$\_\_\_\_\_ = \$\_\_\_\_\_

183 Closed Loop Water Treatment Quarterly 1 x 4 X \$\_\_\_\_\_ = \$\_\_\_\_\_

**Silver Star Magic Gym Total (Lines 181-183) = \$\_\_\_\_\_**

**Maxey Community Center**

184 Chiller – Scroll Air Cooled Annual 1 x 1 X \$\_\_\_\_\_ = \$\_\_\_\_\_

185 Chiller – Scroll Air Cooled Quarterly 1 x 3 X \$\_\_\_\_\_ = \$\_\_\_\_\_

186 Closed Loop Water Treatment Quarterly 1 x 4 X \$\_\_\_\_\_ = \$\_\_\_\_\_

**Maxey Community Center Total (Lines 184-186) = \$\_\_\_\_\_**

**Willow Street Community Center**

187 Chiller – Scroll Air Cooled Annual 1 x 1 X \$\_\_\_\_\_ = \$\_\_\_\_\_

188 Chiller – Scroll Air Cooled Quarterly 1 x 3 X \$\_\_\_\_\_ = \$\_\_\_\_\_

189 Closed Loop Water Treatment Quarterly 1 x 4 X \$\_\_\_\_\_ = \$\_\_\_\_\_

**Willow Street Total (Lines 187-189) = \$\_\_\_\_\_**

**Total Estimated Bid – West District (Lines 166 -189) = \$\_\_\_\_\_**

\_\_\_\_\_  
Company Name

**REPAIRS AND ADDITIONAL SERVICES**

<b><u>ITEM#</u></b>	<b><u>DESCRIPTION</u></b>	<b><u>QUANTITY</u></b>		<b><u>UNIT PRICE</u></b>	<b><u>TOTAL ANNUAL BID</u></b>
190	On-Call Repairs - Standard Hours	2,000.00 /hrs	x	\$ _____	= \$ _____
191	On-Call Repairs - Non-Standard Hours	1,000.00 /hrs	x	\$ _____	= \$ _____
192	Repairs - Emergency Services	500.00 /hrs	x	\$ _____	= \$ _____
193	Diagnostic Labor	250.00 /hrs	x	\$ _____	= \$ _____
194	Training	20.00 /hrs	x	\$ _____	= \$ _____
195	Parts Actual Cost with percent <b>mark-up or mark-down</b> for parts over the actual cost (excluding tax, freight, and other fees).	\$250,000.00	x	_____	= \$ _____
				<input type="checkbox"/> Markup	
				<input type="checkbox"/> Mark Down	
	<p><b>Maximum mark-up allowance of 20%. (3rd-party invoice from supplier is required as proof of purchase).</b></p> <p><b>Select the applicable box for Mark-up or Mark down</b></p> <p><b>Example: If the mark-up is 10% your total should be 250,000.00 X 1.10 = \$275,000.00</b></p> <p style="text-align: center;"><b>OR</b></p> <p><b>If the mark-down is 10% your total should be 250,000.00 X .90 = \$225,000.00</b></p>				
196	Equipment Rental Reimbursement at cost. (Speciality and Heavy Equipment)	\$25,000.00	x	1	= \$ _____
197	Sub-contractor Reimbursement at cost. Pass-through costs for outside contractors related to the scope of work, reimbursable at cost. Pre-authorization by the county is required before costs are incurred	\$50,000.00	x	1	= \$ _____

\_\_\_\_\_  
Company Name

198	Unforeseen Expenses at cost. (sales tax, freight, permits)	\$5,000.00	x	1	= \$ _____
					<b><u>Total Estimated Bid (Lines 190-198)</u></b> = \$ _____

**TOTAL ESTIMATED BID – ALL LINES (1-198) = \$ \_\_\_\_\_**

\_\_\_\_\_  
Company Name

**IMPORTANT NOTE: When completing your bid, do not attach any forms which may contain terms and conditions that conflict with those listed in the County’s bid documents(s). Inclusion of additional terms and conditions such as those which may be on your company’s standard forms shall result in your bid being declared non-responsive as these changes will be considered a counteroffer to the County’s bid.**

Inquiries regarding this Invitation for Bids may be directed to Kathy Bozeman, Purchasing Agent, at [kathy.bozeman@ocfl.net](mailto:kathy.bozeman@ocfl.net)

**Bid Response Documents - The following documents constitute your bid:**

- A. Bid Response Form, Authorized Signatories/Negotiators, Drug-Free Workplace, Schedule of Sub-contracting, Conflict/Non-Conflict of Interest Form, E-Verification Certification, and current W9, Relationship Disclosure Form and Orange County Specific Project Expenditure Report. **Please make sure forms are fully executed where required.**
- B. Qualifications of Bidders information, per Special Terms and Conditions.
- C. Completed attached reference documentation.

**THE FOLLOWING SECTION MUST BE COMPLETED BY ALL BIDDERS:**

Company Name: \_\_\_\_\_

NOTE: COMPANY NAME MUST MATCH LEGAL NAME ASSIGNED TO TIN NUMBER. CURRENT W9 MUST BE SUBMITTED WITH BID.

TIN#: \_\_\_\_\_ D-U-N-S® # \_\_\_\_\_

\_\_\_\_\_  
(Street No. or P.O. Box Number) (Street Name) (City)

\_\_\_\_\_  
(County) (State) (Zip Code)

Contact Person: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Fax Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

<u>EMERGENCY CONTACT</u>	
Emergency Contact Person: _____	
Telephone Number: _____	Cell Phone Number: _____
Residence Telephone Number: _____	Email: _____

**ACKNOWLEDGEMENT OF ADDENDA**

The Bidder shall acknowledge receipt of any addenda issued to this solicitation by completing the blocks below or by completion of the applicable information on the addendum and returning it not later than the date and time for receipt of the bid. Failure to acknowledge an addendum that has a material impact on this solicitation may negatively impact the responsiveness of your bid. Material impacts include but are not limited to changes to scope of work/services, delivery time, performance period, quantities, bonds, letters of credit, insurance, or qualifications.

Addendum No. \_\_\_\_\_, Date \_\_\_\_\_ Addendum No. \_\_\_\_\_, Date \_\_\_\_\_

Addendum No. \_\_\_\_\_, Date \_\_\_\_\_ Addendum No. \_\_\_\_\_, Date \_\_\_\_\_



**AUTHORIZED SIGNATORIES/NEGOTIATORS**

The Bidder represents that the following **principals** are authorized to sign bids, negotiate and/or sign contracts and related documents to which the bidder will be duly bound. Principal is defined as an employee, officer or other technical or professional in a position capable of substantially influencing the development or outcome of an activity required to perform the covered transaction.

Name Title Telephone Number/Email

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\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Title)

\_\_\_\_\_  
(Name of Business)

The Bidder shall complete and submit the following information with the bid:

**Type of Organization**

\_\_\_\_\_ Sole Proprietorship    \_\_\_\_\_ Partnership    \_\_\_\_\_ Non-Profit  
\_\_\_\_\_ Joint Venture    \_\_\_\_\_ Corporation

**State of Incorporation:** \_\_\_\_\_

Principal Place of Business (Florida Statute Chapter 607): \_\_\_\_\_  
City/County/State

**THE PRINCIPAL PLACE OF BUSINESS SHALL BE THE ADDRESS OF THE BIDDER'S PRINCIPAL OFFICE AS IDENTIFIED BY THE FLORIDA DIVISION OF CORPORATIONS.**

Federal I.D. number is \_\_\_\_\_

## REFERENCES

List three (5) customers during the past five (5) years for which you provided services similar to those specified in the solicitation in the spaces provided below. Provide the owner's name, contact person, address, email address, telephone number, and date services were performed, as described.

1. Company Name: \_\_\_\_\_

Owner's Name: \_\_\_\_\_

Description of services provided: \_\_\_\_\_

Contract Amount: \_\_\_\_\_

Start and End Date of Contract: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

2. Company Name: \_\_\_\_\_

Owner's Name: \_\_\_\_\_

Description of services provided: \_\_\_\_\_

Contract Amount: \_\_\_\_\_

Start and End Date of Contract: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

3. Company Name: \_\_\_\_\_

Owner's Name: \_\_\_\_\_

Description of services provided: \_\_\_\_\_

Contract Amount: \_\_\_\_\_

Start and End Date of  
Contract: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

4. Company Name: \_\_\_\_\_

Owner's Name: \_\_\_\_\_

Description of services provided: \_\_\_\_\_

Contract Amount: \_\_\_\_\_

Start and End Date of  
Contract: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_  
Telephone Number: \_\_\_\_\_  
Email Address: \_\_\_\_\_

5. Company Name: \_\_\_\_\_

Owner's Name: \_\_\_\_\_

Description of services provided: \_\_\_\_\_  
\_\_\_\_\_

Contract Amount: \_\_\_\_\_

Start and End Date of  
Contract: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

Telephone Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

## DRUG-FREE WORKPLACE FORM

The undersigned Bidder, in accordance with Florida Statute 287.087 hereby certifies that \_\_\_\_\_ does:

Name of Business

1. Publish a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the workplace and specifying the actions that will be taken against employees for violations of such prohibition.
2. Inform employees about the dangers of drug abuse in the workplace, the business's policy of maintaining a drug-free workplace, any available drug counseling, rehabilitation, employee assistance programs and the penalties that may be imposed upon employees for drug abuse violations.
3. Give each employee engaged in providing the commodities or contractual services that are under bid a copy of the statement specified in Paragraph 1.
4. In the statement specified in Paragraph 1, notify the employees that, as a condition of working on the commodities or contractual services that are under bid, the employee will abide by the terms of the statement and will notify the employer of any conviction of, or plea of guilty or nolo contendere to, any violation of Florida Statute 893 or of any controlled substance law of the United States or any state, for a violation occurring in the workplace no later than five (5) days after such conviction.
5. Impose a sanction on, or require the satisfactory participation in a drug abuse assistance or rehabilitation program if such is available in the employee's community, by any employee who is so convicted.
6. Make a good faith effort to continue to maintain a drug-free workplace through implementation of Paragraphs 1 thru 5.

As the person authorized to sign this statement, I certify that this firm complies fully with above requirements.

\_\_\_\_\_  
Bidder's Signature

\_\_\_\_\_  
Date

**SCHEDULE OF SUBCONTRACTING**

**IFB NO. Y18-139-KB**

As specified in the General Terms and Conditions and the Bid Preference Clause in the Special Terms and Conditions, bidders are to present the details of subcontractor participation.

<b>Name Of Subcontractor</b>	<b>Is the Sub-Contractor a Certified M/WBE with Orange County Government?</b>	<b>Address</b>	<b>Type of Work to be Performed</b>	<b>Percent and dollar amount of Contract Amount to be Subcontracted</b>

Company Name: \_\_\_\_\_

**CONFLICT/NON-CONFLICT OF INTEREST STATEMENT**

**CHECK ONE**

[ ] To the best of our knowledge, the undersigned bidder has no potential conflict of interest due to any other clients, contracts, or property interest for this project.

**OR**

[ ] The undersigned bidder, by attachment to this form, submits information which may be a potential conflict of interest due to other clients, contracts, or property interest for this project.

**LITIGATION STATEMENT**

**CHECK ONE**

[ ] The undersigned bidder has had no litigation and/or judgments entered against it by any local, state or federal entity and has had no litigation and/or judgments entered against such entities during the past ten (10) years.

[ ] The undersigned bidder, **BY ATTACHMENT TO THIS FORM**, submits a summary and disposition of individual cases of litigation and/or judgments entered by or against any local, state or federal entity, by any state or federal court, during the past ten (10) years.

\_\_\_\_\_  
COMPANY NAME

\_\_\_\_\_  
AUTHORIZED SIGNATURE

\_\_\_\_\_  
NAME (PRINT OR TYPE)

\_\_\_\_\_  
TITLE

Failure to check the appropriate blocks above may result in disqualification of your bid. Likewise, failure to provide documentation of a possible conflict of interest, or a summary of past litigation and/or judgments, may result in disqualification of your bid.

## E VERIFICATION CERTIFICATION

Contract No.Y18-139-KB

I hereby certify that I will utilize the U.S. Department of Homeland Security's E-Verify system in accordance with the terms governing the use of the system to confirm the employment eligibility of the individuals classified below. In accordance with s. 837.06, Florida Statutes, I understand and acknowledge that whoever knowingly makes a false statement in writing with the intent to mislead a public servant in the performance of his or her official duties shall be guilty of a misdemeanor in the second degree, punishable as provided in s. 775.082 or s. 775.083, Florida statutes.

All persons, including subcontractors and their workforce, who will perform work under **Contract No.Y18-139-KB, HVAC PREVENTATIVE MAINTENANCE AND REPAIR**, within the state of Florida.

NAME OF CONTRACTOR: \_\_\_\_\_

ADDRESS OF CONTRACTOR: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

AUTHORIZED SIGNATURE: \_\_\_\_\_

TITLE: \_\_\_\_\_

DATE: \_\_\_\_\_



**RELATIONSHIP DISCLOSURE FORM  
FOR USE WITH PROCUREMENT ITEMS, EXCEPT THOSE WHERE THE COUNTY  
IS THE PRINCIPAL OR PRIMARY PROPOSER**

For procurement items that will come before the Board of County Commissioners for final approval, this form shall be completed by the Bidder and shall be submitted to the Procurement Division by the Bidder.

In the event any information provided on this form should change, the Bidder must file an amended form on or before the date the item is considered by the appropriate board or body.

**Part I**

**INFORMATION ON BIDDER:**

Legal Name of Bidder:

---

Business Address (Street/P.O. Box, City and Zip Code):

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Business Phone: (     ) \_\_\_\_\_

Facsimile: (     ) \_\_\_\_\_

**INFORMATION ON BIDDER'S AUTHORIZED AGENT, IF APPLICABLE:  
(Agent Authorization Form also required to be attached)**

Name of Bidder's Authorized Agent:

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Business Address (Street/P.O. Box, City and Zip Code):

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Business Phone: (     ) \_\_\_\_\_

Facsimile: (     ) \_\_\_\_\_

**Part II**

IS THE BIDDER A RELATIVE OF THE MAYOR OR ANY MEMBER OF THE BCC?

\_\_\_ **YES** \_\_\_ **NO**

IS THE MAYOR OR ANY MEMBER OF THE BCC THE BIDDER'S EMPLOYEE?

\_\_\_ **YES** \_\_\_ **NO**

IS THE BIDDER OR ANY PERSON WITH A DIRECT BENEFICIAL INTEREST IN THE OUTCOME OF THIS MATTER A BUSINESS ASSOCIATE OF THE MAYOR OR ANY MEMBER OF THE BCC?

\_\_\_ **YES** \_\_\_ **NO**

If you responded "YES" to any of the above questions, please state with whom and explain the relationship.

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(Use additional sheets of paper if necessary)

**Part III**

**ORIGINAL SIGNATURE AND NOTARIZATION REQUIRED**

I hereby certify that information provided in this relationship disclosure form is true and correct based on my knowledge and belief. If any of this information changes, I further acknowledge and agree to amend this relationship disclosure form prior to any meeting at which the above-referenced project is scheduled to be heard. In accordance with s. 837.06, Florida Statutes, I understand and acknowledge that whoever knowingly makes a false statement in writing with the intent to mislead a public servant in the performance of his or her official duty shall be guilty of a misdemeanor in the second degree, punishable as provided in s. 775.082 or s. 775.083, Florida Statutes.

\_\_\_\_\_  
Signature of Bidder \_\_\_\_\_  
Date

Printed Name and Title of Person completing this form:  
\_\_\_\_\_

STATE OF \_\_\_\_\_ :  
COUNTY OF \_\_\_\_\_ :

I certify that the foregoing instrument was acknowledged before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_ by \_\_\_\_\_. He/she is personally known to me or has produced \_\_\_\_\_ as identification and did/did not take an oath.

Witness my hand and official seal in the county and state stated above on the \_\_\_\_\_ day of \_\_\_\_\_, in the year \_\_\_\_\_.

(Notary Seal)

\_\_\_\_\_  
Signature of Notary Public  
Notary Public for the State of \_\_\_\_\_  
My Commission Expires: \_\_\_\_\_

\_\_\_\_\_  
Staff signature and date of receipt of form

\_\_\_\_\_  
Staff reviews as to form and does not attest to the accuracy or veracity of the information provided herein.

**FREQUENTLY ASKED QUESTIONS (FAQ)  
ABOUT THE  
RELATIONSHIP DISCLOSURE FORM**  
*Updated 6-28-11*

**WHAT IS THE RELATIONSHIP DISCLOSURE FORM?**

The Relationship Disclosure Form (form OC CE 2D and form OC CE 2P) is a form created pursuant to the County's Local Code of Ethics, codified at Article XIII of Chapter 2 of the Orange County Code, to ensure that all development-related items and procurement items presented to or filed with the County include information as to the relationship, if any, between the applicant and the County Mayor or any member of the Board of County Commissioners (BCC). The form will be a part of the backup information for the applicant's item.

**WHY ARE THERE TWO RELATIONSHIP DISCLOSURE FORMS?**

Form OC CE 2D is used only for development-related items, and form OC CE 2P is used only for procurement-related items. The applicant needs to complete and file the form that is applicable to his/her case.

**WHO NEEDS TO FILE THE RELATIONSHIP DISCLOSURE FORM?**

Form OC CE 2D should be completed and filed by the owner of record, contract purchaser, or authorized agent. Form OC CE 2P should be completed and filed by the bidder, offeror, quoter, or respondent, and, if applicable, their authorized agent. In all cases, the person completing the form must sign the form and warrant that the information provided on the form is true and correct.

**WHAT INFORMATION NEEDS TO BE DISCLOSED ON THE RELATIONSHIP DISCLOSURE FORM?**

The relationship disclosure form needs to disclose pertinent background information about the applicant and the relationship, if any, between, on the one hand, the applicant and, if applicable, any person involved with the item, and on the other hand, the Mayor or any member of the BCC.

In particular, the applicant needs to disclose whether any of the following relationships exist: (1) the applicant is a business associate of the Mayor or any member of the BCC; (2) any person involved with the approval of the item has a beneficial interest in the outcome of the matter *and* is a business associate of the Mayor or any member of the BCC; (3) the applicant is a relative of the Mayor or any member of the BCC; or (4) the Mayor or any member of the BCC is an employee of the applicant. (See Section 2-454, Orange County Code.)

**HOW ARE THE KEY RELEVANT TERMS DEFINED?**

Applicant means, for purposes of a development-related project, the owner, and, if applicable, the contract purchaser or owner's authorized agent. Applicant means, for purposes of a procurement item, the bidder, offeror, quoter, respondent, and, if applicable, the authorized agent of the bidder, offeror, quoter, or respondent.

Business associate means any person or entity engaged in or carrying on a business enterprise with a public officer, public employee, or candidate as a partner, joint venture, corporate shareholder where the shares of such corporation are not listed on any

national or regional stock exchange, or co-owner of property. In addition, the term includes any person or entity engaged in or carrying on a business enterprise, or otherwise engaging in common investment, with a public officer, public employee, or candidate as a partner, member, shareholder, owner, co-owner, joint venture partner, or other investor, whether directly or indirectly, whether through a Business Entity or through interlocking Parent Entities, Subsidiary Entities, or other business or investment scheme, structure, or venture of any nature. (See Section 112.312(4), Florida Statutes, and Section 2-452(b), Orange County Code.)

*Employee* means any person who receives remuneration from an employer for the performance of any work or service while engaged in any employment under any appointment or contract for hire or apprenticeship, express or implied, oral or written, whether lawfully or unlawfully employed, and includes, but is not limited to, aliens and minors. (See Section 440.02(15), Florida Statutes.)

*Relative* means an individual who is related to a public officer or employee as father, mother, son, daughter, brother, sister, uncle, aunt, first cousin, nephew, niece, husband, wife, father-in-law, mother-in-law, son-in-law, daughter-in-law, brother-in-law, sister-in-law, stepfather, stepmother, stepson, stepdaughter, stepbrother, stepsister, half-brother, half-sister, grandparent, great grandparent, grandchild, great grandchild, step grandparent, step great grandparent, step grandchild, step great grandchild, person who is engaged to be married to the public officer or employee or who otherwise holds himself or herself out as or is generally known as the person whom the public officer or employee intends to marry or with whom the public officer or employee intends to form a household, or any other natural person having the same legal residence as the public officer or employee. (See Section 112.312(21), Florida Statutes.)

#### **DOES THE RELATIONSHIP DISCLOSURE FORM NEED TO BE UPDATED IF INFORMATION CHANGES?**

Yes. It remains a continuing obligation of the applicant to update this form whenever any of the information provided on the initial form changes.

#### **WHERE DO THE RELATIONSHIP DISCLOSURE FORM AND ANY SUBSEQUENT UPDATES NEED TO BE FILED?**

For a development-related item, the Relationship Disclosure Form and any update need to be filed with the County Department or County Division where the applicant filed the application. For a procurement item, the Relationship Disclosure Form and any update need to be filed with the Procurement Division.

#### **WHEN DO THE RELATIONSHIP DISCLOSURE FORM AND ANY UPDATES NEED TO BE FILED?**

In most cases, the initial form needs to be filed when the applicant files the initial development-related project application or initial procurement-related forms. However, with respect to a procurement item, a response to a bid will not be deemed unresponsive if this form is not included in the initial packet submitted to the Procurement Division.

If changes are made after the initial filing, the final, cumulative Relationship Disclosure Form needs to be filed with the appropriate County Department or County Division processing the application not less than seven (7) days prior to the scheduled BCC agenda date so that it may be incorporated into the BCC agenda packet. When the

matter is a discussion agenda item or is the subject of a public hearing, and an update has not been made at least 7 days prior to BCC meeting date or is not included in the BCC agenda packet, the applicant is obligated to verbally present such update to the BCC when the agenda item is heard or the public hearing is held. When the matter is a consent agenda item and an update has not been made at least 7 days prior to the BCC meeting or the update is not included in the BCC agenda packet, the item will be pulled from the consent agenda to be considered at a future meeting.

### **WHO WILL REVIEW THE INFORMATION DISCLOSED ON THE RELATIONSHIP DISCLOSURE FORM AND ANY UPDATES?**

The information disclosed on this form and any updates will be a public record as defined by Chapter 119, Florida Statutes, and may therefore be inspected by any interested person. Also, the information will be made available to the Mayor and the BCC members. This form and any updates will accompany the information for the applicant's project or item.

However, for development-related items, if an applicant discloses the existence of one or more of the relationships described above and the matter would normally receive final consideration by the Concurrency Review Committee or the Development Review Committee, the matter will be directed to the BCC for final consideration and action following committee review.

### **CONCLUSION:**

We hope you find this FAQ useful to your understanding of the Relationship Disclosure Form. Please be informed that if the event of a conflict or inconsistency between this FAQ and the requirements of the applicable ordinance or law governing relationship disclosures, the ordinance or law controls.

Also, please be informed that the County Attorney's Office is not permitted to render legal advice to an applicant or any other outside party. Accordingly, if the applicant or an outside party has any questions after reading this FAQ, he/she is encouraged to contact his/her own legal counsel.

## ORANGE COUNTY SPECIFIC PROJECT EXPENDITURE REPORT

This lobbying expenditure form shall be completed in full and filed with all application submittals. This form shall remain cumulative and shall be filed with the department processing your application. Forms signed by a principal's authorized agent shall include an executed Agent Authorization Form.

**This is the initial Form:** \_\_\_\_\_  
**This is a Subsequent Form:** \_\_\_\_\_

### **Part I**

**Please complete all of the following:**

Name and Address of Principal (legal name of entity or owner per Orange County tax rolls): \_\_\_\_\_

---

Name and Address of Principal's Authorized Agent, if applicable: \_\_\_\_\_

---

**List the name and address of all lobbyists, Contractors, contractors, subcontractors, individuals or business entities who will assist with obtaining approval for this project. (Additional forms may be used as necessary.)**

1. Name and address of individual or business entity: \_\_\_\_\_  
Are they registered Lobbyist? Yes \_\_\_ or No\_\_\_
2. Name and address of individual or business entity: \_\_\_\_\_  
Are they registered Lobbyist? Yes \_\_\_ or No\_\_\_
3. Name and address of individual or business entity: \_\_\_\_\_  
Are they registered Lobbyist? Yes \_\_\_ or No\_\_\_
4. Name and address of individual or business entity: \_\_\_\_\_  
Are they registered Lobbyist? Yes \_\_\_ or No\_\_\_
5. Name and address of individual or business entity: \_\_\_\_\_  
Are they registered Lobbyist? Yes \_\_\_ or No\_\_\_
6. Name and address of individual or business entity: \_\_\_\_\_  
Are they registered Lobbyist? Yes \_\_\_ or No\_\_\_
7. Name and address of individual or business entity: \_\_\_\_\_  
Are they registered Lobbyist? Yes \_\_\_ or No\_\_\_
8. Name and address of individual or business entity: \_\_\_\_\_  
Are they registered Lobbyist? Yes \_\_\_ or No\_\_\_







**FREQUENTLY ASKED QUESTIONS (FAQ)**  
**ABOUT THE**  
**SPECIFIC PROJECT EXPENDITURE REPORT**  
*Updated 3-1-11*

**WHAT IS A SPECIFIC PROJECT EXPENDITURE REPORT (SPR)?**

A Specific Project Expenditure Report (SPR) is a report required under Section 2-354(b) of the Orange County Lobbying Ordinance, codified at Article X of Chapter 2 of the Orange County Code, reflecting all lobbying expenditures incurred by a principal and their authorized agent(s) and the principal's lobbyist(s), contractor(s), subcontractor(s), and Contractor(s), if applicable, for certain projects or issues that will ultimately be decided by the Board of County Commissioners (BCC).

Matters specifically exempt from the SPR requirement are ministerial items, resolutions, agreements in settlement of litigation matters in which the County is a party, ordinances initiated by County staff, and some procurement items, as more fully described in 2.20 of the Administrative Regulations.

Professional fees paid by the principal to his/her lobbyist for the purpose of lobbying need not be disclosed on this form. (See Section 2-354(b), Orange County Code.)

**WHO NEEDS TO FILE THE SPR?**

The principal or his/her authorized agent needs to complete and sign the SPR and warrant that the information provided on the SPR is true and correct.

A principal that is a governmental entity does not need to file an SPR.

**HOW ARE THE KEY RELEVANT TERMS DEFINED?**

*Expenditure* means "a payment, distribution, loan, advance, reimbursement, deposit, or anything of value made by a lobbyist or principal for the purpose of lobbying. This may include public relations expenditures (including but not limited to petitions, flyers, purchase of media time, cost of print and distribution of publications) but does not include contributions or expenditures reported pursuant to Chapter 106, Florida Statutes, or federal election law, campaign-related personal services provided without compensation by individuals volunteering their time, any other contribution or expenditure made by or to a political party, or any other contribution or expenditure made by an organization that is exempt from taxation under 26 U.S.C. s. 527 or s. 501(c)(4)." (See Section 112.3215, Florida Statutes.) Professional fees paid by the principal to his/her lobbyist for the purpose of lobbying are not deemed to be "expenditures." (See Section 2-354, Orange County Code.)

*Lobbying* means seeking "to encourage the approval, disapproval, adoption, repeal, rescission, passage, defeat or modification of any ordinance, resolution, agreement, development permit, other type of permit, franchise, vendor, Contractor, contractor, recommendation, decision or other foreseeable action of the [BCC]," and "include[s] all communications, regardless of whether initiated by the lobbyist or by the person being lobbied, and regardless of whether oral, written or electronic." (See Section 2-351, Orange County Code.) Furthermore, *lobbying* means communicating "directly with the County Mayor, with any other member of the [BCC], or with any member of a procurement committee." (See Section 2-351, Orange County Code.) *Lobbying* also

means communicating “indirectly with the County Mayor or any other member of the [BCC]” by communicating with any staff member of the Mayor or any member of the BCC, the county administrator, any deputy or assistant county administrator, the county attorney, any county department director, or any county division manager. (See Section 2-351, Orange County Code.) *Lobbying* does not include the act of appearing before a Sunshine Committee, such as the Development Review Committee or the Roadway Agreement Committee other than the BCC.

*Principal* means “the person, partnership, joint venture, trust, association, corporation, governmental entity or other entity which has contracted for, employed, retained, or otherwise engaged the services of a lobbyist.” *Principal* may also include a person, partnership, joint venture, trust, association, corporation, limited liability corporation, or other entity where it or its employees do not qualify as a lobbyist under the definition set forth in Section 2-351 of the Orange County Code but do perform lobbying activities on behalf of a business in which it has a personal interest.

### **DOES THE SPR NEED TO BE UPDATED IF INFORMATION CHANGES?**

Yes. It remains a continuing obligation of the principal or his/her authorized agent to update the SPR whenever any of the information provided on the initial form changes.

### **WHERE DO THE SPR AND ANY UPDATES NEED TO BE FILED?**

The SPR needs to be filed with the County Department or County Division processing the application or matter. If and when an additional expenditure is incurred subsequent to the initial filing of the SPR, an amended SPR needs to be filed with the County Department or County Division where the original application, including the initial SPR, was filed.

### **WHEN DO THE SPR AND ANY UPDATES NEED TO BE FILED?**

In most cases, the initial SPR needs to be filed with the other application forms. The SPR and any update must be filed with the appropriate County Department or County Division not less than seven (7) days prior to the BCC hearing date so that they may be incorporated into the BCC agenda packet. (See Section 2-354(b), Orange County Code.) When the matter is a discussion agenda item or is the subject of a public hearing, and any additional expenditure occurs less than 7 days prior to BCC meeting date or updated information is not included in the BCC agenda packet, the principal or his/her authorized agent is obligated to verbally present the updated information to the BCC when the agenda item is heard or the public hearing is held. When the matter is a consent agenda item and an update has not been made at least 7 days prior to the BCC meeting or the update is not included in the BCC agenda packet, the item will be pulled from the consent agenda to be considered at a future meeting.

### **WHO WILL BE MADE AWARE OF THE INFORMATION DISCLOSED ON THE SPR AND ANY UPDATES?**

The information disclosed on the SPR and any updates will be a public record as defined by Chapter 119, Florida Statutes, and therefore may be inspected by any interested person. Also, the information will be made available to the Mayor and the BCC members. This information will accompany the other information for the principal's project or item.

**CONCLUSION:**

We hope you find this FAQ useful to your understanding of the SPR. Please be informed that in the event of a conflict or inconsistency between this FAQ and the requirements of the applicable ordinance governing specific project expenditure reports, the ordinance controls.

Also, please be informed that the County Attorney's Office is not permitted to render legal advice to a principal, his/her authorized agent, or any other outside party. Accordingly, if after reading this FAQ the principal, his/her authorized agent or an outside party has any questions, he/she is encouraged to contact his/her own legal counsel.

**AGENT AUTHORIZATION FORM**

I/We, (Print Bidder name) \_\_\_\_\_, Do hereby authorize (print agent's name), \_\_\_\_\_, to act as my/our agent to execute any petitions or other documents necessary to affect the CONTRACT approval PROCESS more specifically described as follows, (IFB NUMBER AND TITLE) \_\_\_\_\_, and to appear on my/our behalf before any administrative or legislative body in the county considering this CONTRACT and to act in all respects as our agent in matters pertaining TO THIS CONTRACT.

\_\_\_\_\_  
Signature of Bidder

\_\_\_\_\_  
Date

STATE OF \_\_\_\_\_ :  
COUNTY OF \_\_\_\_\_ :

I certify that the foregoing instrument was acknowledged before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_ by \_\_\_\_\_. He/she is personally known to me or has produced \_\_\_\_\_ as identification and did/did not take an oath.

Witness my hand and official seal in the county and state stated above on the \_\_\_\_\_ day of \_\_\_\_\_, in the year \_\_\_\_\_.

(Notary Seal)

\_\_\_\_\_  
Signature of Notary Public  
Notary Public for the State  
of \_\_\_\_\_  
My Commission  
Expires: \_\_\_\_\_

**EXHIBIT A**

**LEASED EMPLOYEE AFFIDAVIT**

I affirm that an employee leasing company provides my workers' compensation coverage. I further understand that my contract with the employee leasing company limits my workers' compensation coverage to enrolled worksite employees only. My leasing arrangement does not cover un-enrolled worksite employees, independent contractors, uninsured sub-contractors or casual labor exposure.

I hereby certify that 100% of my workers are covered as worksite employees with the employee leasing company. I certify that I do not hire any casual or uninsured labor outside the employee leasing arrangement. I agree to notify the County in the event that I have any workers not covered by the employee leasing workers' compensation policy. In the event that I have any workers not subject to the employee leasing arrangement, I agree to obtain a separate workers' compensation policy to cover these workers. I further agree to provide the County with a certificate of insurance providing proof of workers' compensation coverage prior to these workers entering any County jobsite.

I further agree to notify the County if my employee leasing arrangement terminates with the employee leasing company and I understand that I am required to furnish proof of replacement workers' compensation coverage prior to the termination of the employee leasing arrangement.

I certify that I have workers' compensation coverage for all of my workers through the employee leasing arrangement specified below:

Name of Employee Leasing Company: \_\_\_\_\_

Workers' Compensation Carrier: \_\_\_\_\_

A.M. Best Rating of Carrier: \_\_\_\_\_

Inception Date of Leasing Arrangement: \_\_\_\_\_

I further agree to notify the County in the event that I switch employee-leasing companies. I recognize that I have an obligation to supply an updated workers' compensation certificate to the County that documents the change of carrier.

Name of Contractor: \_\_\_\_\_

Signature of Owner/Officer: \_\_\_\_\_

Title: \_\_\_\_\_ Date: \_\_\_\_\_



# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

**IMPORTANT:** If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

<p><b>PRODUCER</b></p> <p>1. Name of Agent or Broker Street Address City, State, Zip</p>	<p><b>CONTACT NAME:</b></p> <p>PHONE (A/C, No, Ext):      FAX (A/C, No): E-MAIL: ADDRESS:</p> <p style="text-align: center;"><b>INSURER(S) AFFORDING COVERAGE</b>      <b>NAIC #</b></p> <p>INSURER A : INSURER B : <b>INSURER C : 3.</b> INSURER D : INSURER E : INSURER F :</p>
<p><b>INSURED</b></p> <p>2. Name of Insured Street Address City, State, Zip</p>	

**COVERAGES**      **CERTIFICATE NUMBER:**      **REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADOL INSR	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	8. LIMITS
3.	<p><b>GENERAL LIABILITY</b></p> <p><input type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE    <input type="checkbox"/> OCCUR</p> <p>GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY    <input type="checkbox"/> PRO-JECT    <input type="checkbox"/> LOC</p>	4.	5.	6.	7.		<p>EACH OCCURRENCE \$</p> <p>DAMAGE TO RENTED PREMISES (Ea occurrence) \$</p> <p>MED EXP (Any one person) \$</p> <p>PERSONAL &amp; ADV INJURY \$</p> <p>GENERAL AGGREGATE \$</p> <p>PRODUCTS - COM/POP AGG \$</p> <p>COMBINED SINGLE LIMIT (Ea accident) \$</p> <p>BODILY INJURY (Per person) \$</p> <p>BODILY INJURY (Per accident) \$</p> <p>PROPERTY DAMAGE (Per accident) \$</p>
	<p><b>AUTOMOBILE LIABILITY</b></p> <p><input type="checkbox"/> ANY AUTO      <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> ALL OWNED AUTOS      <input type="checkbox"/> NON-OWNED AUTOS <input type="checkbox"/> HIRED AUTOS</p>						<p>EACH OCCURRENCE \$</p> <p>AGGREGATE \$</p>
	<p><input type="checkbox"/> UMBRELLA LIAB      <input type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB      <input type="checkbox"/> CLAIMS-MADE</p> <p>DED    RETENTION \$</p>						<p>E.L. EACH ACCIDENT \$</p> <p>E.L. DISEASE - EA EMPLOYEE \$</p> <p>E.L. DISEASE - POLICY LIMIT \$</p>
	<p><b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b></p> <p>ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below</p> <p style="text-align: right;">Y / N    <input type="checkbox"/>    N / A</p>						
11.							

**DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach ACORD 101, Additional Remarks Schedule, if more space is required)**

Orange County Government is additionally insured on the General Liability Policy. A waiver of subrogation applies in favor of Orange County Government, it's agents, employees, and officials on the Worker's Compensation Policy.

<p><b>CERTIFICATE HOLDER</b></p> <p>13. Orange County Board of County Commissioners Procurement Division 400 E. South Street Orlando, Florida 32801</p>	<p><b>CANCELLATION</b></p> <p>SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.</p> <p><b>AUTHORIZED REPRESENTATIVE</b></p> <p>14.</p>
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## ORANGE COUNTY CERTIFICATE OF INSURANCE REVIEW GUIDE

1. **PRODUCER:** Agent's name and address must be shown along with contact name phone, fax, and email address.
2. **INSURED:** Legal name and address of the entity entering into the contract or agreement
3. **INSURERS AFFORDING COVERAGE & NAIC #:** Name of the insurance company that is insuring the line of coverage. The INSURER and applicable letter will be used throughout the certificate to indicate the lines of coverage placed with a particular insurance company. A letter must be shown in the INSUR L TR section for each coverage line listed on the certificate.
4. **ADDL INSR:** Signifies whether coverage includes additional insured status. Very few agents use this section. Additional insured status is usually discussed in the Description of Operations/Locations/Vehicles section.
5. **SUBR WVD:** Signifies that a waiver of subrogation is in valid for each line of coverage as indicated.
6. **POLICY NUMBER:** A policy number should be listed for each line of coverage for which commercial insurance is being provided.
7. **POLICY EFFECTIVE/EXPIRATION DATES:** Effective and expiration dates should fall within the time frame of the inception of the contract or agreement.
8. **LIMITS:** As required in the written agreement. The general aggregate should be at least twice the per occurrence limit for all continuing service contracts. If the aggregate limit applies separately then the PROJECT box should be marked.
9. **AUTOMOBILE LIABILITY:** The ANY AUTO box is preferable however; some organizations do not own vehicles so the other boxes may be marked.
10. **WORKERS' COMPENSATION:** Look closely to see if any proprietor, partner, or executive officer is excluded. If so, please contact Risk Management for waiver approval. The WC STATUTORY LIMITS box must be selected.
11. **OTHER:** This section is used for other coverage such as professional liability and employee dishonesty. The same rules apply with regards to policy numbers, effective and expiration dates and limits.
12. **DESCRIPTION OF OPERATIONS/LOCATIONS/VEHICLES:** This section typically contains any special or qualifying language such as additional insured status or waivers of subrogation. If additional space is needed an ACORD 101 should be attached. Please note that these certificates are for information only and do not confer any rights upon the certificate holder. This is why we also ask for the specific policy language or endorsement specifying that these provisions are in place.
13. **CERTIFICATE HOLDER:** Orange County Board of County Commissioners should be listed as the certificate holder. Individual departments and divisions should not be listed as the primary certificate holder.
14. **AUTHORIZED REPRESENTATIVE:** This section should contain the signature of the person authorized to issue the certificate on behalf of the insurance company.



**EXHIBIT B**

COMMERCIAL GENERAL LIABILITY  
CG 20 26 07 04

THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY

**ADDITIONAL INSURED – DESIGNATED  
PERSON OR ORGANIZATION**

This endorsement modifies Insurance provided under the following:

COMMERCIAL GENERAL LIABILITY COVERAGE PART

SCHEDULE

Name Of Additional Insured Person(s) Or Organization(s)
<b><i>The following are additional insured under the Professional Liability section of this policy (already included under the GL by form #86571).</i></b>
YOUR MEDICAL DIRECTORS AND ADMINISTRATORS, INCLUDING PROFESSIONAL PERSONS, BUT ONLY WHILE ACTING WITHIN THE SCOPE OF THEIR DUTIES FOR THE NAMED INSURED AS MEDICAL DIRECTORS AND ADMINISTRATORS;
AN INDEPENDENT CONTRACTOR IS AN INSURED ONLY FOR THE CONDUCT OF YOUR BUSINESS AND SOLELY WHILE PERFORMING SERVICES FOR A CLIENT OF THE NAMED INSURED, BUT SOLELY WITHIN THE SCOPE OF SERVICES CONTEMPLATED BY THE NAMED INSURED;
STUDENTS IN TRAINING WHILE PREFORMING DUTIES AS INSTRUCTED BY THE NAMED INSURED;
ANY ENTITY YOU ARE REQUIRED IN A WRITTEN CONTRACT (HEREINAFTER CALLED ADDITIONAL INSURED) TO NAME AS AN INSURED IS AN INSURED BUT ONLY WITH RESPECT TO LIABILITY ARISING OUT OF YOUR PREMISES OR OPERATIONS:
Information required to complete this Schedule, if not shown above, will be shown in the Declarations.

Section II – Who Is An Insured is amended to include as an additional insured the person(s) or organization(s) shown in the Schedule, but only with respect to liability for “bodily Injury”, “property damage” or “personal and advertising injury” caused, in whole or in part, by your acts or omissions or the acts or omissions of those acting on your behalf:

- A. In the performance of your ongoing operations; or
- B. In connection with your premises owned by or rented to you.

**EXHIBIT C**

POLICY NUMBER: \_\_\_\_\_ COMMERCIAL GENERAL LIABILITY  
**THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY**

**ADDITIONAL INSURED – DESIGNATED  
PERSON OR ORGANIZATION**

This endorsement modifies Insurance provided under the following:

**COMMERCIAL GENERAL LIABILITY COVERAGE PART  
SCHEDULE**

Name Of Additional Insured Person(s) Or Organization(s)
ORANGE COUNTY BOARD OF COUNTY COMMISSIONERS ATTN: PROCUREMENT DIVISION 400 E. SOUTH STREET, 2 <sup>nd</sup> FLOOR ORLANDO, FL 32801
Information required to complete this Schedule, if not shown above, will be shown in the Declarations.

**Section II – Who Is An Insured** is amended to include as an additional insured the person(s) or organization(s) shown in the Schedule, but only with respect to liability for “bodily Injury”, “property damage” or “personal and advertising injury” caused, in whole or in part, by your acts or omissions or the acts or omissions of those acting on your behalf:

- A. In the performance of your ongoing operations; or
- B. In connection with your premises owned by or rented to you.

## EXHIBIT D

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WORKERS COMPENSTION AND EMPLOYEES LIABILITY  
INSURANCE POLICY WC 00 03 13

2<sup>ND</sup> Reprint

*Effective April 1, 1984*

Advisory

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### WAIVER OF OUR RIGHT TO RECOVER FROM OTHERS ENDORSEMENT

We have the right to recover our payments from anyone liable for an injury covered by this policy. We will not enforce our right against the person or organization named in the Schedule. (This agreement applies only to the extent that you perform work under a written contract that requires you to obtain this agreement from us.)

This agreement shall not operate directly or indirectly to benefit anyone not named in the Schedule.

#### Schedule

**Name of Person or Organization:**

ORANGE COUNTY BOARD OF COUNTY COMMISSIONERS  
ATTN: PROCUREMENT DIVISION  
400 E. SOUTH STREET, 2<sup>ND</sup> FLOOR  
ORLANDO, FL 32801

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©NCCI Holdings, Inc.

**EXHIBIT E**

POLICY NUMBER:

**COMMERCIAL GENERAL LIABILITY  
CG 24 04 10 93**

THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY

**WAIVER OF TRANSFER OF RIGHTS OF RECOVERY AGAINST OTHERS TO US**

This endorsement modifies Insurance provided under the following:

COMMERCIAL GENERAL LIABILITY COVERAGE PART

**SCHEDULE**

**Name of Person or Organization:**

ORANGE COUNTY BOARD OF COUNTY COMMISSIONERS  
ATTN: PROCUREMENT DIVISION  
400 E. SOUTH STREET, 2<sup>nd</sup> FLOOR  
ORLANDO, FL 32801

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

The TRANSFER OF RIGHTS OF RECOVERY AGAINST OTHERS TO US Condition (Section IV – COMMERCIAL GENERAL LIABILITY CONDITIONS) is amended by the addition of the following:

We waive any right to recovery we may have against the person or organization shown in the Schedule above because of payments we make for injury or damage arising out of your ongoing operations or “your work” done under a contract with that person or organization and included in the “Products-completed operations hazard”. This waiver applies only to the person or organization shown in the Schedule above.

**ATTACHMENT #1**  
**Y18- 139-KB HVAC PM AND REPAIRS**  
**HVAC EQUIPMENT LISTING (as of 08-2017)**

DOWNTOWN DISTRICT							
LOCATION #	LOCATION DESCRIPTION	ASSET #	ASSET DESCRIPTION	ACRONYM	MODEL #	SERIAL #	MANUFACTURER
0020.01	Courthouse Building A - Public Defender	0020.01-AHS-001	Air Handler CW Computer RM CRU-A1 Rm #205	AHS	FH147C-CSM	334334-002	LIEBERT
0020.01	Courthouse Building A - Public Defender	0020.01-AHS-002	Air Handler CW Computer RM CRU-A2 Rm #213	AHS	BU068C-CSC	334334-001	LIEBERT
0020.01	Courthouse Building A - Public Defender	0020.01-AHS-003	Air Handler CW Computer RM CRU-A3 Rm #203	AHS	CW041D C1C3A97 6	N16K150006	LIEBERT
0020.01	Courthouse Building A - Public Defender	0020.01-AHS-004	Air Handler CW Computer RM CRU-A4 Rm #201	AHS	CW041D C1C3A97 5	N16K150062	LIEBERT
0020.01	Courthouse Building A - Public Defender	0020.01-AHS-005	Air Handler CW Computer RM CRU-A7 Rm #221	AHS	FH248C-CSM	334334-007	LIEBERT
0020.01	Courthouse Building A - Public Defender	0020.01-AHS-006	Air Handler CW Computer RM CRU-A8 Rm #221	AHS	FH248C-CSM	334334-005	LIEBERT
0020.01	Courthouse Building A - Public Defender	0020.01-AHS-007	Air Handler CW Court Reporters Breakroom/Server Room	AHS	BU102C-AAEI5794	N08F740229	LIEBERT

0020.01	Courthouse Building A - Public Defender		Air Handler CW RM 102AV CRU	AHS	BF068C-ADEI 945 S	N11E740055	LIEBERT
0020.01	Courthouse Building A - Public Defender	0020.01-AHU-001	Air Handler CW AHU-A1 Rm #100.01	AHU	MCCA035	K95L87056	TRANE
0020.01	Courthouse Building A - Public Defender	0020.01-AHU-002	Air Handler CW AHU-A3 Rm #200.01	AHU	MCCA025	K95L88566	TRANE
0020.01	Courthouse Building A - Public Defender	0020.01-AHU-003	Air Handler CW AHU-A4 Rm #300.01	AHU	MCCA035	K95M92316	TRANE
0020.01	Courthouse Building A - Public Defender	0020.01-AHU-004	Air Handler CW AHU-A5 Rm #400.01	AHU	MCCA035	K95M94648	TRANE
0020.01	Courthouse Building A - Public Defender	0020.01-AHU-005	Air Handler CW AHU-A6 Rm #500.01	AHU	MCCA035	K95M93347	TRANE
0020.01	Courthouse Building A - Public Defender	0020.01-AHU-006	Air Handler CW AHU-A7 Rm #Penthouse	AHU	MCCA006	K96A02670	TRANE
0020.01	Courthouse Building A - Public Defender	0020.01-AHU-007	Air Handler CW AHU-A8 Rm #LL01.01	AHU	MCCA012	K95J73808	TRANE
0020.01	Courthouse Building A - Public Defender	0020.01-VFD-001	Variable Frequency Drive AHU-A1 25HP	VFD	VS025411 A	12774767	JOHNSON CONTROLS
0020.01	Courthouse Building A - Public Defender	0020.01-VFD-002	Variable Frequency Drive AHU-A3 20HP	VFD	2001 Series	N/A	GRAHAM
0020.01	Courthouse Building A - Public Defender	0020.01-VFD-003	Variable Frequency Drive AHU-A4 20HP	VFD	SVX015A 1-4A1B1	10154638	JOHNSON CONTROLS
0020.01	Courthouse Building A - Public Defender	0020.01-VFD-004	Variable Frequency Drive AHU-A5 20HP	VFD	ACH 550-VCR-031A-4	2092600415	ABB
0020.01	Courthouse Building A - Public Defender	0020.01-VFD-005	Variable Frequency Drive AHU-A6 20HP	VFD	ACH550-UH-031A-4	2083302001	ABB

0020.01	Courthouse Building A - Public Defender	0020.01- VFD-006	Variable Frequency Drive AHU-A8 7.5HP	VFD	VLT 6000 H11	S1965DB-6-1-370	DANFOSS
0020.02	Courthouse Building B - State Attorney	0020.02- AHU-001	Air Handler CW Air Handler Unit AHU-B1 Rm# 100.01	AHU	MCCA035	K95F43986	TRANE
0020.02	Courthouse Building B - State Attorney	0020.02- AHU-002	Air Handler CW AHU-B2 Rm# 200.01	AHU	MCCA030	K95F46430	TRANE
0020.02	Courthouse Building B - State Attorney	0020.02- AHU-003	Air Handler CW AHU-B3 Rm# 300.01	AHU	MCCA035	K95J70724	TRANE
0020.02	Courthouse Building B - State Attorney	0020.02- AHU-004	Air Handler CW AHU-B4 Rm# 400.01	AHU	MCCA035	K95J68106	TRANE
0020.02	Courthouse Building B - State Attorney	0020.02- AHU-005	Air Handler CW AHU-B5 Rm# 500.01	AHU	MCCA035	K95K79620	TRANE
0020.02	Courthouse Building B - State Attorney	0020.02- AHU-006	Air Handler CW AHU-B6 Rm# Penthouse	AHU	MCCA006	K95H65809	TRANE
0020.02	Courthouse Building B - State Attorney	0020.02- AHU-007	Air Handler CW AHU-B7 Rm# LL	AHU	MCCA010	K95F45111	TRANE
0020.02	Courthouse Building B - State Attorney	0020.02- VFD-001	Variable Frequency Drive AHU-B1 25HP	VFD	HV 9025AC- 5M0B00	10016708	CUTLER HAMMER
0020.02	Courthouse Building B - State Attorney	0020.02- VFD-002	Variable Frequency Drive AHU-B2 15HP	VFD	ACH 550- BCR- 023A-4	2093100288	ABB
0020.02	Courthouse Building B - State Attorney	0020.02- VFD-003	Variable Frequency Drive AHU-B3 15HP	VFD	TR200	025907H081	TRANE
0020.02	Courthouse Building B - State Attorney	0020.02- VFD-004	Variable Frequency Drive AHU-B4 15HP	VFD	TR200	052807H381	TRANE
0020.02	Courthouse Building B - State Attorney	0020.02- VFD-005	Variable Frequency Drive AHU-B5 20HP	VFD	HV 9020AC- 5M0B00	3414063	CUTLER HAMMER

0020.03	Courthouse Building C - Tower	0020.03- AHS-001	Air Handler CW Computer RM CRU-C1 Liebert Rm #2200.01	AHS	FH147C- CSM	339121-001	LEIBERT
0020.03	Courthouse Building C - Tower	0020.03- AHU-001	Air Handler CW AHU-C1 Rm #LL02.47	AHU	MCCA012	K95F45137	TRANE
0020.03	Courthouse Building C - Tower	0020.03- AHU-002	Air Handler CW AHU-C2 Rm #LL02.34	AHU	MCCA006	K95F45113	TRANE
0020.03	Courthouse Building C - Tower	0020.03- AHU-003	Air Handler CW AHU-C3 Rm #100.35	AHU	MCCA030	K95F46850	TRANE
0020.03	Courthouse Building C - Tower	0020.03- AHU-004	Air Handler CW AHU-C4 Rm #100.30	AHU	MCCA017	K95F46763	TRANE
0020.03	Courthouse Building C - Tower	0020.03- AHU-005	Air Handler CW AHU-C5 Rm #100.02	AHU	MCCA030	K95F46824	TRANE
0020.03	Courthouse Building C - Tower	0020.03- AHU-006	Air Handler CW AHU-C6 Rm #100.30	AHU	MCCA025	K95F46806	TRANE
0020.03	Courthouse Building C - Tower	0020.03- AHU-007	Air Handler CW AHU-C7 Rm #200.35	AHU	MCCA035	K95F43592	TRANE
0020.03	Courthouse Building C - Tower	0020.03- AHU-008	Air Handler CW AHU-C8 Rm #200.30	AHU	MCCA006	K95F45132	TRANE
0020.03	Courthouse Building C - Tower	0020.03- AHU-009	Air Handler CW AHU-C9 Rm #200.35	AHU	MCCA025	K95F46756	TRANE
0020.03	Courthouse Building C - Tower	0020.03- AHU-010	Air Handler CW AHU-C10 Rm #200.30	AHU	MCCA035	K95F43589	TRANE
0020.03	Courthouse Building C - Tower	0020.03- AHU-011	Air Handler CW AHU-C11 Rm #300.35	AHU	MCCA035	K95J7030	TRANE
0020.03	Courthouse Building C - Tower	0020.03- AHU-012	Air Handler CW AHU-C12 Rm #300.03	AHU	MCCA006	K95J71901	TRANE



0020.03	Courthouse Building C - Tower	0020.03- AHU-013	Air Handler CW AHU-C13 Rm #300.35	AHU	MCCA025	K95J71061	TRANE
0020.03	Courthouse Building C - Tower	0020.03- AHU-014	Air Handler CW AHU-C14 Rm #300.30	AHU	MCCA035	K95J70830	TRANE
0020.03	Courthouse Building C - Tower	0020.03- AHU-015	Air Handler CW AHU-C15 Rm #Ph#1	AHU	MCCA040	K95J70832	TRANE
0020.03	Courthouse Building C - Tower	0020.03- AHU-016	Air Handler CW AHU-C16 Rm #Ph#2	AHU	MCCA016	K95K75335	TRANE
0020.03	Courthouse Building C - Tower	0020.03- AHU-017	Air Handler CW AHU-C17 Rm #Ph#4	AHU	MCCA017	K95J71028	TRANE
0020.03	Courthouse Building C - Tower	0020.03- AHU-018	Air Handler CW AHU-C18 Rm #Ph#3	AHU	MCCA017	K95J71034	TRANE
0020.03	Courthouse Building C - Tower	0020.03- AHU-019	Air Handler CW AHU-C19 Rm #500.07	AHU	MCCA014	K95J70994	TRANE
0020.03	Courthouse Building C - Tower	0020.03- AHU-020	Air Handler CW AHU-C20 Rm #500.12	AHU	MCCA010	K95J72022	TRANE
0020.03	Courthouse Building C - Tower	0020.03- AHU-021	Air Handler CW AHU-C21 Rm #500.12	AHU	MCCA012	K95K75450	TRANE
0020.03	Courthouse Building C - Tower	0020.03- AHU-022	Air Handler CW AHU-C22 Rm #500.07	AHU	MCCA012 GAL	K95K75439	TRANE
0020.03	Courthouse Building C - Tower	0020.03- AHU-023	Air Handler CW AHU-C23 Rm #500.12	AHU	MCCA021	K95570139	TRANE
0020.03	Courthouse Building C - Tower	0020.03- AHU-024	Air Handler CW AHU-C24 Rm #500.07	AHU	MCCA021	K95J70154	TRANE
0020.03	Courthouse Building C - Tower	0020.03- AHU-025	Air Handler CW AHU-C25 Rm #800.12	AHU	MCCA021	K95L88012	TRANE

0020.03	Courthouse Building C - Tower	0020.03- AHU-026	Air Handler CW AHU-C26 Rm #800.07	AHU	MCCA021	K95L87889	TRANE
0020.03	Courthouse Building C - Tower	0020.03- AHU-027	Air Handler CW AHU-C27 Rm #800.12	AHU	MCCA012	K95L84758	TRANE
0020.03	Courthouse Building C - Tower	0020.03- AHU-028	Air Handler CW AHU-C28 Rm #800.07	AHU	MCCA012	K95L84680	TRANE
0020.03	Courthouse Building C - Tower	0020.03- AHU-029	Air Handler CW AHU-C29 Rm #800.12	AHU	MCCA021	K95L87816	TRANE
0020.03	Courthouse Building C - Tower	0020.03- AHU-030	Air Handler CW AHU-C30 Rm #800.07	AHU	MCCA021	K95L88541	TRANE
0020.03	Courthouse Building C - Tower	0020.03- AHU-031	Air Handler CW AHU-C31 Rm #1100.12	AHU	MCCA021	K95L88586	TRANE
0020.03	Courthouse Building C - Tower	0020.03- AHU-032	Air Handler CW AHU-C32 Rm #1100.07	AHU	MCCA021	K95L87991	TRANE
0020.03	Courthouse Building C - Tower	0020.03- AHU-033	Air Handler CW AHU-C33 Rm #1100.12	AHU	MCCA012	K95L94970	TRANE
0020.03	Courthouse Building C - Tower	0020.03- AHU-034	Air Handler CW AHU-C34 Rm #1100.07	AHU	MCCA012	K95L84709	TRANE
0020.03	Courthouse Building C - Tower	0020.03- AHU-035	Air Handler CW AHU-C35 Rm #1100.12	AHU	MCCA021	K95L87952	TRANE
0020.03	Courthouse Building C - Tower	0020.03- AHU-036	Air Handler CW AHU-C36 Rm #1100.07	AHU	MCCA021	K95L88599	TRANE
0020.03	Courthouse Building C - Tower	0020.03- AHU-037	Air Handler CW AHU-C37 Rm #1400.11	AHU	MCCA021	K95M92569	TRANE
0020.03	Courthouse Building C - Tower	0020.03- AHU-038	Air Handler CW AHU-C38 Rm #1400.07	AHU	MCCA021	K95L91258	TRANE

0020.03	Courthouse Building C - Tower	0020.03- AHU-039	Air Handler CW AHU-C39 Rm #1400.11	AHU	MCCA012	K95L89978	TRANE
0020.03	Courthouse Building C - Tower	0020.03- AHU-040	Air Handler CW AHU-C40 Rm #1400.07	AHU	MCCA012	K95L89586	TRANE
0020.03	Courthouse Building C - Tower	0020.03- AHU-041	Air Handler CW AHU-C41 Rm #1400.11	AHU	MCAA021	K95491250	TRANE
0020.03	Courthouse Building C - Tower	0020.03- AHU-042	Air Handler CW AHU-C42 Rm #1400.07	AHU	MCCA021	K95M92580	TRANE
0020.03	Courthouse Building C - Tower	0020.03- AHU-043	Air Handler CW AHU-C43 Rm #1700.12	AHU	MCCA021	K95M92231	TRANE
0020.03	Courthouse Building C - Tower	0020.03- AHU-044	Air Handler CW AHU-C44 Rm #1700.17	AHU	MCCA021	K95L87487	TRANE
0020.03	Courthouse Building C - Tower	0020.03- AHU-045	Air Handler CW AHU-C45 Rm #1700.12	AHU	MCCA012	K95L89959	TRANE
0020.03	Courthouse Building C - Tower	0020.03- AHU-046	Air Handler CW AHU-C46 Rm #1700.17	AHU	MCCA010	K95L89871	TRANE
0020.03	Courthouse Building C - Tower	0020.03- AHU-047	Air Handler CW AHU-C47 Rm #1700.12	AHU	MCCA021	K95M92207	TRANE
0020.03	Courthouse Building C - Tower	0020.03- AHU-048	Air Handler CW AHU-C48 Rm #1700.07	AHU	MCCA021	K95M92230	TRANE
0020.03	Courthouse Building C - Tower	0020.03- AHU-049	Air Handler CW AHU-C49 Rm #2000.12	AHU	MCCA021	K95L91476	TRANE
0020.03	Courthouse Building C - Tower	0020.03- AHU-050	Air Handler CW AHU-C50 Rm #2000.07	AHU	MCCA021	K95M92165	TRANE
0020.03	Courthouse Building C - Tower	0020.03- AHU-051	Air Handler CW AHU-C51 Rm #2000.12	AHU	MCCA012	K95M97336	TRANE

0020.03	Courthouse Building C - Tower	0020.03- AHU-052	Air Handler CW AHU-C52 Rm #2000.07	AHU	MCCA010	K95M97311	TRANE
0020.03	Courthouse Building C - Tower	0020.03- AHU-053	Air Handler CW AHU-C53 Rm #2000.12	AHU	MCCA014	K95M96204	TRANE
0020.03	Courthouse Building C - Tower	0020.03- AHU-054	Air Handler CW AHU-C54 Rm #2000.07	AHU	MCCA014	K95M95124	TRANE
0020.03	Courthouse Building C - Tower	0020.03- AHU-055	Air Handler CW AHU-C55 Rm #2200	AHU	MCCA025	K96A01704	TRANE
0020.03	Courthouse Building C - Tower	0020.03- AHU-056	Air Handler CW AHU-C56 Rm #2200	AHU	MCCA025	K96A01691	TRANE
0020.03	Courthouse Building C - Tower	0020.03- AHU-057	Air Handler CW AHU-C57 Level 24.5	AHU	MCCA025	K96A01713	TRANE
0020.03	Courthouse Building C - Tower	0020.03- AHU-058	Air Handler CW AHU-C58 Rm #2200	AHU	MCCA010	K96A01550	TRANE
0020.03	Courthouse Building C - Tower	0020.03- AHU-059	Air Handler CW AHU-C59 Rm #2200	AHU	MCCA010	K96A01483	TRANE
0020.03	Courthouse Building C - Tower	0020.03- AHU-060	Air Handler CW AHU-C60 Rm #2200	AHU	MCCA010	K96A00599	TRANE
0020.03	Courthouse Building C - Tower	0020.03- AHU-061	Air Handler CW AHU-C61 Rm #2200	AHU	MCCA010	K96A00580	TRANE
0020.03	Courthouse Building C - Tower	0020.03- AHU-062	Air Handler CW AHU-C62 Rm #2200	AHU	MCCA010	K96A00555	TRANE
0020.03	Courthouse Building C - Tower	0020.03- AHU-063	Air Handler CW AHU-C63 Rm #2200	AHU	MCCA010	K96A00477	TRANE
0020.03	Courthouse Building C - Tower	0020.03- VFD-001	Variable Frequency Drive AHU-C3 20HP	VFD	SVX 9000 SVX015A 1-4A1B1	10145712	JOHNSON CONTROLS

0020.03	Courthouse Building C - Tower	0020.03-VFD-002	Variable Frequency Drive AHU-C4 10HP	VFD	2001 Series	N/A	GRAHAM
0020.03	Courthouse Building C - Tower	0020.03-VFD-003	Variable Frequency Drive AHU-C5 20HP	VFD	ACH 550 VCR031A 4	2092600423	ABB
0020.03	Courthouse Building C - Tower	0020.03-VFD-004	Variable Frequency Drive AHU-C6 15HP	VFD	2001 Series	N/A	GRAHAM
0020.03	Courthouse Building C - Tower	0020.03-VFD-005	Variable Frequency Drive AHU-C7 20HP	VFD	SVX 9000	10190963	JOHNSON CONTROLS
0020.03	Courthouse Building C - Tower	0020.03-VFD-006	Variable Frequency Drive AHU-C9 15HP	VFD	2001 Series	N/A	GRAHAM
0020.03	Courthouse Building C - Tower	0020.03-VFD-007	Variable Frequency Drive AHU-C10 15HP	VFD	HVX 9000	10054882	CUTLER HAMMER
0020.03	Courthouse Building C - Tower	0020.03-VFD-008	Variable Frequency Drive AHU-C11 20HP	VFD	HV 9000	4436995	CUTLER HAMMER
0020.03	Courthouse Building C - Tower	0020.03-VFD-009	Variable Frequency Drive AHU-C13 10HP	VFD	TR200 177U4970	386704Y212	TRANE
0020.03	Courthouse Building C - Tower	0020.03-VFD-010	Variable Frequency Drive AHU-C14 20HP	VFD	HV 9000	10017561	CUTLER HAMMER
0020.03	Courthouse Building C - Tower	0020.03-VFD-011	Variable Frequency Drive AHU-C15 20HP	VFD	TR200 177U4189	210104Y313	TRANE
0020.03	Courthouse Building C - Tower	0020.03-VFD-012	Variable Frequency Drive AHU-C17 7.5HP	VFD	TR200 174Z4429	450004Y391	TRANE
0020.03	Courthouse Building C - Tower	0020.03-VFD-013	Variable Frequency Drive AHU-C18 7.5HP	VFD	HV 9000	3484163	CUTLER HAMMER
0020.03	Courthouse Building C - Tower	0020.03-VFD-014	Variable Frequency Drive AHU-C19 7.5HP	VFD	VLT 3500	025217G318	31148

0020.03	Courthouse Building C - Tower	0020.03-VFD-015	Variable Frequency Drive AHU-C23 15HP	VFD	HV 9000	3461748	CUTLER HAMMER
0020.03	Courthouse Building C - Tower	0020.03-VFD-016	Variable Frequency Drive AHU-C24 15HP	VFD	HV 9000	4230809	CUTLER HAMMER
0020.03	Courthouse Building C - Tower	0020.03-VFD-017	Variable Frequency Drive AHU-C25 15HP	VFD	VLT 6000	175Z7365	DANFOSS
0020.03	Courthouse Building C - Tower	0020.03-VFD-018	Variable Frequency Drive AHU-C26 15HP	VFD	HV 9000	4217224	CUTLER HAMMER
0020.03	Courthouse Building C - Tower	0020.03-VFD-019	Variable Frequency Drive AHU-C29 15HP	VFD	HV 9000	4108806	CUTLER HAMMER
0020.03	Courthouse Building C - Tower	0020.03-VFD-020	Variable Frequency Drive AHU-C30 15HP	VFD	VLT 6000	17527365	DANFOSS
0020.03	Courthouse Building C - Tower	0020.03-VFD-021	Variable Frequency Drive AHU-C31 15HP	VFD	VLT 3500	111316G388	GRAHAM
0020.03	Courthouse Building C - Tower	0020.03-VFD-022	Variable Frequency Drive AHU-C32 15HP	VFD	VLT 3500	060816G108	GRAHAM
0020.03	Courthouse Building C - Tower	0020.03-VFD-023	Variable Frequency Drive AHU-C35 15HP	VFD	VLT 3500	079513G326	GRAHAM
0020.03	Courthouse Building C - Tower	0020.03-VFD-024	Variable Frequency Drive AHU-C36 15HP	VFD	SVX 9000	10185311	JOHNSON CONTROLS
0020.03	Courthouse Building C - Tower	0020.03-VFD-025	Variable Frequency Drive AHU-C37 15HP	VFD	VLT 3500	111716G388	GRAHAM
0020.03	Courthouse Building C - Tower	0020.03-VFD-026	Variable Frequency Drive AHU-C38 15HP	VFD	ACH 550	2091201636	ABB
0020.03	Courthouse Building C - Tower	0020.03-VFD-027	Variable Frequency Drive AHU-C41 15HP	VFD	VLT 3500	018314G027	GRAHAM

0020.03	Courthouse Building C - Tower	0020.03-VFD-028	Variable Frequency Drive AHU-C42 15HP	VFD	GPD 506	1W0117022180027	MAGNETEK
0020.03	Courthouse Building C - Tower	0020.03-VFD-029	Variable Frequency Drive AHU-C43 15HP	VFD	VLT 3500	023016G377	GRAHAM
0020.03	Courthouse Building C - Tower	0020.03-VFD-030	Variable Frequency Drive AHU-C44 15HP	VFD	VLT 3500	103616G358	GRAHAM
0020.03	Courthouse Building C - Tower	0020.03-VFD-031	Variable Frequency Drive AHU-C47 15HP	VFD	HV 9000	3461736	CUTLER HAMMER
0020.03	Courthouse Building C - Tower	0020.03-VFD-032	Variable Frequency Drive AHU-C48 15HP	VFD	VLT 3500	100016G338	GRAHAM
0020.03	Courthouse Building C - Tower	0020.03-VFD-033	Variable Frequency Drive AHU-C49 10HP	VFD	HV 9000	3342324	CUTLER HAMMER
0020.03	Courthouse Building C - Tower	0020.03-VFD-034	Variable Frequency Drive AHU-C50 10HP	VFD	HV 9000	3342341	CUTLER HAMMER
0020.03	Courthouse Building C - Tower	0020.03-VFD-035	Variable Frequency Drive AHU-C52 5HP	VFD	ACH 550 VCR08A8-4	2093301415	ABB
0020.03	Courthouse Building C - Tower	0020.03-VFD-036	Variable Frequency Drive AHU-C53 7.5HP	VFD	SVX 9000	12768551	JOHNSON CONTROLS
0020.03	Courthouse Building C - Tower	0020.03-VFD-037	Variable Frequency Drive AHU-C54 7.5HP	VFD	ACH 550 VCR-012A-4	2094302446	ABB
0020.03	Courthouse Building C - Tower	0020.03-VFD-038	Variable Frequency Drive AHU-C55 10HP	VFD	VLT 3500	103802DB-1-1-DY	GRAHAM
0020.03	Courthouse Building C - Tower	0020.03-VFD-039	Variable Frequency Drive AHU-C56 10HP	VFD	TR200 174Z4431	958204Y481	TRANE
0020.04	Courthouse Building E - Central Plant	0020.04-AHU-001	Air Handler CW AHU-E1 Rm #100.11	AHU	MCCA017		TRANE

0020.04	Courthouse Building E - Central Plant	0020.04- CHL-001	Chiller Trane Centrifugal C-E1 1280 Tons Level 3 Rm #300.00	CHL	CVHF128 0	L95F05962	TRANE
0020.04	Courthouse Building E - Central Plant	0020.04- CHL-002	Chiller Trane Centrifugal C-E2 1280 Tons Level 3 Rm #300.00	CHL	CVHF128 0	L95F06002	TRANE
0020.04	Courthouse Building E - Central Plant	0020.04- CHL-003	Chiller Trane Centrifugal C-E3 Level 3 Rm #300.00	CHL	CVHF147 0	L13F02762	TRANE
0020.04	Courthouse Building E - Central Plant	0020.04- CTR-001	Cooling Tower CT-1 Location Rooftop	CTR	NC8411B M-10	10032371-A2	MARLEY
0020.04	Courthouse Building E - Central Plant	0020.04- CTR-002	Cooling Tower CT-2 Location Rooftop	CTR	NC8411B M-10	10032371-B2	MARLEY
0020.04	Courthouse Building E - Central Plant	0020.04- CWP-003	Chilled Water Pump Primary P- E1 Level 2 Rm# 200.00	CWP	TA2530B8 M1B2L0		TACO PUMP
0020.04	Courthouse Building E - Central Plant	0020.04- CWP-004	Chilled Water Pump Primary P- E2 Level 2 Rm# 200.00	CWP	TA2530B8 M1B2L0		TACO PUMP
0020.04	Courthouse Building E - Central Plant	0020.04- CWP-005	Chilled Water Pump Primary P- E3 Level 2 Rm# 200.00	CWP	TA2530B8 M1B2L0		TACO PUMP
0020.04	Courthouse Building E - Central Plant	0020.04- CWP-006	Condenser Water Pump P-E4 Level 2 Rm# 200.00	CWP	TA2530B8 R1B2L0		TACO PUMP
0020.04	Courthouse Building E - Central Plant	0020.04- CWP-007	Condenser Water Pump P-E5 Level 2 Rm# 200.00	CWP	TA2530B8 R1B2L0		TACO PUMP
0020.04	Courthouse Building E - Central Plant	0020.04- CWP-008	Condenser Water Pump P-E6 Level 2 Rm# 200.00	CWP	TA2530B8 R1B2L0		TACO PUMP



0020.04	Courthouse Building E - Central Plant	0020.04- CWP-009	Chilled Water Pump Secondary P-E7 Level 2 Rm# 200.00	CWP	TA2030B8 R1B2L0		TACO PUMP
0020.04	Courthouse Building E - Central Plant	0020.04- CWP-010	Chilled Water Pump Secondary P-E8 Level 2 Rm# 200.00	CWP	TA2030B8 R1B2L0		TACO PUMP
0020.04	Courthouse Building E - Central Plant	0020.04- CWP-011	Chilled Water Pump Secondary P-E9 Level 2 Rm# 200.00	CWP	TA2030B8 R1B2L0		TACO PUMP
0020.04	Courthouse Building E - Central Plant	0020.04- VFD-001	Variable Frequency Drive P-E7 SEC CWP 100HP	VFD	15-40 FC102	000212H129	DANFOSS
0020.04	Courthouse Building E - Central Plant	0020.04- VFD-002	Variable Frequency Drive P-E8 SEC CWP 125HP	VFD	TR200	604904Y271	TRANE
0020.04	Courthouse Building E - Central Plant	0020.04- VFD-003	Variable Frequency Drive P-E9 SEC CWP 125HP	VFD	VLT 6000	009632H148	DANFOSS
0020.04	Courthouse Building E - Central Plant	0020.04- VFD-004	Variable Frequency Drive Cooling Tower 30HP	VFD	TR1	000532H037	TRANE
0020.04	Courthouse Building E - Central Plant	0020.04- VFD-005	Variable Frequency Drive Cooling Tower 30HP	VFD	TR1	000232H037	TRANE
0020.04	Courthouse Building E - Central Plant	0020.04- VFD-006	Variable Frequency Drive Cooling Tower 30HP	VFD	TR1	000632H037	TRANE
0020.04	Courthouse Building E - Central Plant	0020.04- VFD-007	Variable Frequency Drive Cooling Tower 30HP	VFD	TR200	290004Y323	TRANE

0020.04	Courthouse Building E - Central Plant	0020.04- VFD-008	Variable Frequency Drive AHU-E1 7.5HP	VFD	CXS 0050HP V35G2N1	2285099	CUTLER HAMMER
0020.04	Courthouse Building E - Central Plant	0020.04- VFD-009	Variable Frequency Drive DWP #1 25HP	VFD	TR1	041029H036	TRANE
0020.04	Courthouse Building E - Central Plant	0020.04- VFD-010	Variable Frequency Drive DWP #2 50HP	VFD	TR1	010329H036	TRANE
0020.04	Courthouse Building E - Central Plant	0020.04- VFD-011	Variable Frequency Drive DWP #3 50HP	VFD	TR1	010429H036	TRANE
0020.04	Courthouse Building E - Central Plant	0020.04- VFD-012	Variable Frequency Drive DWP #4 50HP	VFD	HVX 9000	10184596	CUTLER HAMMER
0020.04	Courthouse Building E - Central Plant	0020.04- RMS-001	Refrigerant Monit oring System Le vel 3 Rm # 300.0 0			L03F05743	TRANE
1001.01	IOC - IOC 1	1001.01- AHU-001	Air Handler CW 1.1 Level 1 Mech Rm	AHU	LPCAFZ1 D4F0EP0 00000100 JBEC000 00000000	T07J67820	TRANE
1001.01	IOC - IOC 1	1001.01- AHU-002	Air Handler CW 1.2 Level 1 Mech Rm	AHU	LPCAF17 D4F0EP0 00000100 HBDC000 00000000	T07J67821	TRANE
1001.01	IOC - IOC 1	1001.01- AHU-003	Air Handler CW 2.1 Level 3 Mech Rm	AHU	LPCAB14 DZE0FK0 00000000 HBHA000 00000000	T05D18852	TRANE
1001.01	IOC - IOC 1	1001.01- AHU-004	Air Handler CW 2.2 Level 3 Mech Rm	AHU	CAH-ID0- 7	CAH-53958	United Metal Products
1001.01	IOC - IOC 1	1001.01- AHU-005	Air Handler CW 3.1 Level 3 Mech Rm	AHU	PLCAF14 D2	T04L66657	TRANE

1001.01	IOC - IOC 1	1001.01-AHU-006	Air Handler CW 3.2 Level 3 Mech Rm	AHU	CAH-ID0-7	CAH-53959	United Metal Products
1001.01	IOC - IOC 1	1001.01-CHL-001	Chiller York Screw Air Cooled 157 Tons Rooftop	CHL	YCAV015 7EA17VA CSXTXXX XXLXXXX 45SXXXX XHXXD AXXBXX5 XXXXXXJ XXXXX	RKSM020199	YORK
1001.01	IOC - IOC 1	1001.01-CWP-001	Chilled Water Pump Primary P- 1 Location Rooftop	CWP			ARMSTRONG
1001.01	IOC - IOC 1	1001.01-CWP-002	Chilled Water Pump Primary P- 2 Location Rooftop	CWP			ARMSTRONG
1001.01	IOC - IOC 1	1001.01-CWP-003	Chilled Water Pump P-3 Secondary Chilled Water Pump Location Rooftop	CWP			ARMSTRONG
1001.01	IOC - IOC 1	1001.01-CWP-004	Chilled Water Pump Secondary P-4 Location Rooftop	CWP			ARMSTRONG
1001.01	IOC - IOC 1	1001.01-VFD-001	Variable Frequency Drive P-1 SEC CWP 10HP	VFD	ACH 550	2075100755	ABB
1001.01	IOC - IOC 1	1001.01-VFD-002	Variable Frequency Drive P-1A SEC CWP 10HP	VFD	ACH 550	2080100919	ABB

1001.01	IOC - IOC 1	1001.01-VFD-003	Variable Frequency Drive AHU-1.1 10HP	VFD	TR16011 GT2CN1	024432H427	TRANE
1001.01	IOC - IOC 1	1001.01-VFD-004	Variable Frequency Drive AHU-1.2 10HP	VFD	TR16008 GT2CN1	026632H437	TRANE
1001.01	IOC - IOC 1	1001.01-VFD-005	Variable Frequency Drive AHU-2.1 7.5HP	VFD	TR16008 GT2CN1	026532H437	TRANE
1001.01	IOC - IOC 1	1001.01-VFD-006	Variable Frequency Drive AHU-2.2 7.5HP	VFD	TR16008 GT2CN1	026832H437	TRANE
1001.01	IOC - IOC 1	1001.01-VFD-007	Variable Frequency Drive AHU-3.1 7.5HP	VFD	TR16008 GT2CN1	010626H474	TRANE
1001.01	IOC - IOC 1	1001.01-VFD-008	Variable Frequency Drive AHU-3.2 7.5HP	VFD	TR16008 GT2CN1	1010826H474	TRANE
1001.02	IOC - IOC 2	1001.02-AHU-002	Rooftop Unit RTU-1 Outside Air Unit Roof CW	AHU	39MW10B L2066811 SXQ	1707U11774	CARRIER
1001.02	IOC - IOC 2	1001.02-AHU-003	Rooftop Unit RTU-2 Outside Air Unit Roof CW	AHU	39MW10B L2066911 SXQ	1707U11775	CARRIER
1001.02	IOC - IOC 2	1001.02-CHL-001	Chiller Trane Screw Air Cooled 250 Tons Roof	CHL	RTAC 2504	U03B08580	TRANE
1001.02	IOC - IOC 2	1001.02-CWP-001	Chilled Water Pump Primary P-1 Location Roof	CWP			TACO PUMP
1001.02	IOC - IOC 2	1001.02-CWP-002	Chilled Water Pump Primary P-2 Location Roof	CWP			TACO PUMP
1001.02	IOC - IOC 2	1001.02-CWP-003	Chilled Water Pump Secondary P-1 Location Roof	CWP			TACO PUMP
1001.02	IOC - IOC 2	1001.02-CWP-004	Chilled Water Pump Secondary P-2 Location	CWP			TACO PUMP

			Roof				
1001.02	IOC - IOC 2	1001.02-VFD-001	Variable Frequency Drive P-1 SEC CWP 15HP	VFD	VLT 6000	647900Y673	DANFOSS
1001.02	IOC - IOC 2	1001.02-VFD-002	Variable Frequency Drive P-2 SEC CWP 15HP	VFD	TR200 P11KT4E	2031078H394	TRANE
1001.02	IOC - IOC 2	1001.02-VFD-003	Variable Frequency Drive RTU-1	VFD	024 35555134	QS 00001160	YORK
1001.02	IOC - IOC 2	1001.02-VFD-004	Variable Frequency Drive RTU-2	VFD	024 35555134	QS 00001159	YORK
9001.01	Administration Center - County Administration Building	9001.01-AHU-002	Air Handler CW Rooftop RTU-1 Lower Roof	AHU	RAH047C LY	39F0048502	MCQUAY
9001.01	Administration Center - County Administration Building	9001.01-AHU-004	Air Handler CW Rooftop RTU-2 Lower Roof	AHU	RAH047C SY	39F00486 02	MCQUAY
9001.01	Administration Center - County Administration Building	9001.01-AHU-005	Air Handler CW Rooftop RTU-3 Air Handler Rooftop Roof	AHU	OAH045G DGC	FBOU160701689	MCQUAY
9001.01	Administration Center - County Administration Building	9001.01-AHU-006	Air Handler CW Rooftop RTU-4-1 Air Handler Rooftop Roof	AHU	OAH035G DGC	FBOU130301373	MCQUAY
9001.01	Administration Center - County Administration Building	9001.01-AHU-007	Air Handler CW Rooftop RTU-5-1 Air Handler Rooftop Roof	AHU	OAH025G DGC	FBOU130301247	MCQUAY
9001.01	Administration Center - County Administration	9001.01-AHU-008	Air Handler CW AHU-2B Rm# NW Mech Rm	AHU	CAH004F DAC	E690618020	MCQUAY

	Building						
9001.01	Administration Center - County Administration Building	9001.01- AHU-009	Air Handler CW AHU-2C Rm# 265	AHU	CAH004F DAC		MCQUAY
9001.01	Administration Center - County Administration Building	9001.01- AHU-010	Air Handler CW AHU-2D Rm# NW Mech Rm	AHU	CAH003 FDAC	EG906 18040	MCQUAY
9001.01	Administration Center - County Administration Building	9001.01- AHU-011	Air Handler CW AHU-2E Rm# 265	AHU	CAH003 FDAC		MCQUAY
9001.01	Administration Center - County Administration Building	9001.01- AHU-012	Air Handler CW AHU-2F Rm# NW Mech Rm	AHU	CAH010F DAC		MCQUAY
9001.01	Administration Center - County Administration Building	9001.01- AHU-013	Air Handler CW AHU-2G Rm# 265	AHU	CAH010F DAC	SCQ0990601468	MCQUAY
9001.01	Administration Center - County Administration Building	9001.01- AHU-014	Air Handler CW Rooftop RTU-4C Air Handler Rooftop Roof	AHU	OAH021G DGC	FBOU160701686	MCQUAY
9001.01	Administration Center - County Administration Building	9001.01- AHU-015	Air Handler CW Rooftop RTU-4E Air Handler Rooftop Roof	AHU	OAH030G DGC	FBOU160701687	MCQUAY
9001.01	Administration Center - County Administration Building	9001.01- AHU-016	Air Handler CW Rooftop RTU-5C Air Handler Rooftop Roof	AHU	OAH017G DCG	FBOU140200276	MCQUAY
9001.01	Administration Center - County Administration Building	9001.01- AHU-017	Air Handler CW Rooftop RTU-5E Air Handler Rooftop Roof	AHU	OAH303G DGC	FBOU160701787	MCQUAY

9001.01	Administration Center - County Administration Building	9001.01- AHU-018	Air Handler CW AHU-3NW Rm# NW Mech Rm	AHU	CAH004F DAC	SCQU990601464	MCQUAY
9001.01	Administration Center - County Administration Building	9001.01- AHU-019	Air Handler CW AHU-3SW Rm# 265	AHU	CAH003F DAC		MCQUAY
9001.01	Administration Center - County Administration Building	9001.01- VFD-001	Variable Frequency Drive AHU-2F 5HP	VFD	ACH 500	N/A	ABB
9001.01	Administration Center - County Administration Building	9001.01- VFD-002	Variable Frequency Drive AHU-2B 5HP	VFD	CIMR- P5U41P5	N/A	OMRON IDM CONTROLS INC
9001.01	Administration Center - County Administration Building	9001.01- VFD-003	Variable Frequency Drive AHU-2C 5HP	VFD	CIMR- P5U41P5	N/A	OMRON IDM CONTROLS INC
9001.01	Administration Center - County Administration Building	9001.01- VFD-004	Variable Frequency Drive AHU-2G 5HP	VFD	CIMR- P5U43P7	N/A	OMRON IDM CONTROLS INC
9001.01	Administration Center - County Administration Building	9001.01- VFD-005	Variable Frequency Drive RTU-1 25HP	VFD	CIMR- P5U4018	N/A	OMRON IDM CONTROLS INC
9001.01	Administration Center - County Administration Building	9001.01- VFD-006	Variable Frequency Drive RTU-2 25HP	VFD	TR1	006431H116	TRANE
9001.01	Administration Center - County Administration Building	9001.01- VFD-007	Variable Frequency Drive RTU 4-1 20HP	VFD	177U2629	857504Y123	DANFOSS
9001.01	Administration Center - County Administration Building	9001.01- VFD-008	Variable Frequency Drive RTU 5-1 20HP	VFD	177U2614	844204Y123	DANFOSS

9001.01	Administration Center - County Administration Building	9001.01- VFD-009	Variable Frequency Drive RTU-3 15HP	VFD	177U2616	043204Y356	DANFOSS
9001.01	Administration Center - County Administration Building	9001.01- VFD-010	Variable Frequency Drive RTU-4C 15HP	VFD	VLT FC- 102P11KT 4	233833H356	DANFOSS
9001.01	Administration Center - County Administration Building	9001.01- VFD-011	Variable Frequency Drive RTU-4E 25HP	VFD	177U2615	079204Y356	DANFOSS
9001.01	Administration Center - County Administration Building	9001.01- VFD-012	Variable Frequency Drive RTU-5C 15HP	VFD	177U2614	135604Y074	DANFOSS
9001.01	Administration Center - County Administration Building	9001.01- VFD-013	Variable Frequency Drive RTU-5E 25HP	VFD	177U2615	079104Y356	DANFOSS
9001.02	Administration Center - Administration Mechanical Bldg.	9001.02- CHL-001	Chiller CH-1 Trane Screw Water Cooled CEP	CHL	RTHCICF OEOE1L3 FILFOQO	99F08492	TRANE
9001.02	Administration Center - Administration Mechanical Bldg.	9001.02- CHL-002	Chiller CH-2 Trane Screw Water Cooled CEP	CHL	RTHCICF OEOE1L3 FILFOQU O	U99F08493	TRANE
9001.02	Administration Center - Administration Mechanical Bldg.	9001.02- CHL-003	Chiller RCH-1 McQuay Recip Water Cooled 120 tons CEP	CHL	WHR120 D-W	5ZD8186900	MCQUAY
9001.02	Administration Center - Administration Mechanical Bldg.	9001.02- CTR-001	Cooling Tower CT1 Location Outside CEP	CTR	15385- 2WX	99404801	09982
9001.02	Administration Center - Administration Mechanical Bldg.	9001.02- CWP-001	Condenser Water Pump P-1 Location CEP	CWP	FM 3007		TACO PUMPS



9001.02	Administration Center - Administration Mechanical Bldg.	9001.02- CWP-002	Chilled Water Pump Primary P- 1 Location CEP	CWP	FM2507		TACO PUMPS
9001.02	Administration Center - Administration Mechanical Bldg.	9001.02- CWP-003	Condenser Water Pump P-2 Location CEP	CWP	FM3007		TACO PUMPS
9001.02	Administration Center - Administration Mechanical Bldg.	9001.02- CWP-004	Chilled Water Pump Primary P- 2 Location CEP	CWP	FM2507		TACO PUMPS
9001.02	Administration Center - Administration Mechanical Bldg.	9001.02- CWP-005	Condenser Water Pump P-3 Location CEP	CWP	FE4008E2 G1F2L0A		TACO PUMPS
9001.02	Administration Center - Administration Mechanical Bldg.	9001.02- CWP-006	Chilled Water Pump Primary P- 3 Location CEP	CWP	FE3007		TACO PUMPS
9001.02	Administration Center - Administration Mechanical Bldg.	9001.02- CWP-007	Condenser Water Pump P-4 Location CEP	CWP	FE4008E2 G1F2L0A		TACO PUMPS
9001.02	Administration Center - Administration Mechanical Bldg.	9001.02- CWP-008	Chilled Water Pump Primary P- 4 Location CEP	CWP	FE3007		TACO PUMPS
9001.02	Administration Center - Administration Mechanical Bldg.	9001.02- CWP-009	Chilled Water Pump Secondary P-1 Location CEP	CWP	FE 4008		TACO PUMPS
9001.02	Administration Center - Administration Mechanical Bldg.	9001.02- CWP-010	Chilled Water Pump Secondary P-2 Location CEP	CWP	FE 4008		TACO PUMPS
9001.02	Administration Center - Administration Mechanical Bldg.	9001.02- RMS-001	Refrigerant Monit oring System			99W0512-01	CHILLGARD
9001.02	Administration Center - Administration Mechanical Bldg.	9001.02- VFD-001	Variable Frequency Drive P-SCHW-1 Pump 15HP	VFD	CIMR- P5U47P5	N/A	OMRON IDM CONTROLS INC
9001.02	Administration Center - Administration Mechanical Bldg.	9001.02- VFD-002	Variable Frequency Drive P-SCHW-2 Pump 15HP	VFD	N/A	N/A	57051

9001.02	Administration Center - Administration Mechanical Bldg.	9001.02- VFD-003	Variable Frequency Drive CT1 Cooling Tower- # 1 Cell 30HP	VFD	VLT 6000	935700Y436	DANFOSS
9001.02	Administration Center - Administration Mechanical Bldg.	9001.02- VFD-004	Variable Frequency Drive CT1 Cooling Tower- # 2 30HP	VFD	TR1	075431H386	TRANE
9027.01	Regional History Center - History Center Building	9027.01- AHS-001	Air Handler CW AHU-9 Airflow CRU Rm#M200A	AHS	0150D081	CCT-15C4-UD	AIR FLOW
9027.01	Regional History Center - History Center Building	9027.01- AHS-002	Air Handler CW AHU-10 Airflow CRU Rm#M200A	AHS	0150D082	CCT-15C4-UD	AIR FLOW
9027.01	Regional History Center - History Center Building	9027.01- AHS-003	Air Handler CW AHU-11 Airflow CRU Rm#M200B	AHS	0150D079	CCT-20C4-UD	AIR FLOW
9027.01	Regional History Center - History Center Building	9027.01- AHS-004	Air Handler CW AHU-12 Airflow CRU Rm#M200B	AHS	0150D078	CCT-20C4-UD	AIR FLOW
9027.01	Regional History Center - History Center Building	9027.01- AHS-005	Air Handler CW AHU-13 Airflow CRU Rm#M300A	AHS	0150D083	CCT-15C4-UD	AIR FLOW
9027.01	Regional History Center - History Center Building	9027.01- AHS-006	Air Handler CW AHU-14 Airflow CRU Rm#M300A	AHS	01050D08 4	CCT-15C4-UD	AIR FLOW
9027.01	Regional History Center - History Center Building	9027.01- AHS-007	Air Handler CW AHU-15 Airflow CRU Rm#M400A	AHS	CCT 20C4-UD	015-0DO-8O	AIR FLOW
9027.01	Regional History Center - History Center Building	9027.01- AHS-008	Air Handler CW AHU-16 Airflow CRU Rm#M400B	AHS	01050D08 5	CCT-15C4-UD	AIR FLOW
9027.01	Regional History Center - History Center Building	9027.01- AHS-009	Air Handler CW AHU-17 Airflow CRU Rm#M400B	AHS	CCT15C4 -UD	01050D086	AIR FLOW
9027.01	Regional History Center - History Center Building	9027.01- AHS-010	Package Unit DX AC-1 data-aire CRU Rm# Archives	AHS	DARC- 1134	2017-0131-E	data-aire

9027.01	Regional History Center - History Center Building	9027.01-AHU-001	Air Handler CW AHU-1 Air Handler Rm # M100A	AHU	MCCA025 G	K99G33413N (FAN)	TRANE
9027.01	Regional History Center - History Center Building	9027.01-AHU-002	Air Handler CW AHU-2 Air Handler Rm# M100B	AHU	MCCA003 GAWOAB C000D0	K99633437N	TRANE
9027.01	Regional History Center - History Center Building	9027.01-AHU-003	Air Handler CW AHU-3 Air Handler Rm# M100B	AHU	MCCA008 GAWOAB C000D0E AC	K99633458N	TRANE
9027.01	Regional History Center - History Center Building	9027.01-AHU-004	Air Handler CW AHU-4 Rooftop Air Handler Roof	AHU	CSAA012 UBL00	K16B09522	TRANE
9027.01	Regional History Center - History Center Building	9027.01-AHU-005	Air Handler CW AHU-5 Rooftop Air Handler Roof	AHU	CSAA014 UBL00	K16B09512	TRANE
9027.01	Regional History Center - History Center Building	9027.01-AHU-006	Air Handler CW AHU-6 Rooftop Air Handler Roof	AHU	CSAA008 UBL00	K16B09501	TRANE
9027.01	Regional History Center - History Center Building	9027.01-AHU-007	Air Handler CW AHU-7 Rooftop O/A Air Handler Roof	AHU	CSAA021 UBL00	K16B09482	TRANE
9027.01	Regional History Center - History Center Building	9027.01-AHU-008	Air Handler CW AHU-8 Rooftop Air Handler Roof	AHU	CSAA014 UBL00	K16B09491	TRANE
9027.01	Regional History Center - History Center Building	9027.01-CHL-001	Chiller CH-1 Daikin Centrifugal Rm# M100A	CHL	WMC048 DDSNA	STNU170200138	Daikin
9027.01	Regional History Center - History Center Building	9027.01-CHL-002	Chiller CH-2 Trane Scroll Air Cooled 30 Tons Roof	CHL	GCAM030 F	U16C53774	TRANE
9027.01	Regional History Center - History Center Building	9027.01-CTR-001	Cooling Tower CT-1 Roof	CTR	MD5016Q AD1L	1013927-A1	SPX / Marley

9027.01	Regional History Center - History Center Building	9027.01-CWP-001	Chilled Water Pump 1 Rm# 201A	CWP	FE3013E2 M1G2LOA		TACO PUMPS
9027.01	Regional History Center - History Center Building	9027.01-CWP-002	Chilled Water Pump -2 Rm# 201A	CWP	FE3013E2 M1G21OA		TACO PUMPS
9027.01	Regional History Center - History Center Building	9027.01-CWP-003	Condenser Water Pump -3 Rm# 201A	CWP	FE4010E2 K1G2LOA		TACO PUMPS
9027.01	Regional History Center - History Center Building	9027.01-CWP-004	Condenser Water Pump -4 Rm# 201A	CWP	FE401012 KIG2LOA		TACO PUMPS
9027.01	Regional History Center - History Center Building	9027.01-CWP-005	Chilled Water Pump P-5 Trane Chiller Roof	CWP	4030		ARMSTRONG
9027.01	Regional History Center - History Center Building	9027.01-CWP-006	Chilled Water Pump P-6 Trane Chiller Roof	CWP	4030		ARMSTRONG
9027.01	Regional History Center - History Center Building	9027.01-DHM-001	Humidifier HF-1 Carnes AHU-1 Rm#M100A			691851-6	CARNES
9027.01	Regional History Center - History Center Building	9027.01-DHM-002	Humidifier HF-2 Carnes AHU-2 Rm#M100B			691851-1	CARNES
9027.01	Regional History Center - History Center Building	9027.01-DHM-003	Humidifier HF-3 Carnes AHU-3 Rm#M100B			691851-2	CARNES
9027.01	Regional History Center - History Center Building	9027.01-DHM-004	Humidifier HF-4 Nortec AHU, Roof		NHTC+030 Outdoor	2202083	Nortec
9027.01	Regional History Center - History Center Building	9027.01-DHM-005	Humidifier HF-5 Nortec AHU 5, Roof		NHTC+030 Outdoor	2202084	Nortec
9027.01	Regional History Center - History Center Building	9027.01-DHM-006	Humidifier HF-6 Nortec AHU 6, Roof		NHTC+020 Outdoor	2202085	Nortec
9027.01	Regional History Center - History Center Building	9027.01-DHM-007	Humidifier HF-8 Nortec AHU-		NHTC+030 Outdoor	2202082	Nortec

			8, Roof				
9027.01	Regional History Center - History Center Building	9027.01-RMS-001	Refrigerant Monit or System Rm # M100A		60-0487 204 Analog	17F60-0487-00-00246H01F656	SHERLOCK
9027.01	Regional History Center - History Center Building	9027.01-VFD-001	Variable Frequency Drive CT-1 20HP	VFD	ACH550	2160400274	ABB
9027.01	Regional History Center - History Center Building	9027.01-VFD-002	Variable Frequency Drive AHU-1 15HP	VFD	VLT 6000	021616G319	Graham
9027.01	Regional History Center - History Center Building	9027.01-VFD-003	Variable Frequency Drive AHU-3 3HP	VFD	TR1	013224H396	TRANE
9027.01	Regional History Center - History Center Building	9027.01-VFD-004	Variable Frequency Drive AHU-4 7.5HP	VFD	VLT 6000	544911H419	Graham
9027.01	Regional History Center - History Center Building	9027.01-VFD-005	Variable Frequency Drive AHU-5 10HP	VFD	TR200	193704Y173	Trane
9027.01	Regional History Center - History Center Building	9027.01-VFD-006	Variable Frequency Drive AHU-8 7.5HP	VFD	VLT 6000	544811H419	Graham
9027.01	Regional History Center - History Center Building	9027.01-VFD-007	Variable Frequency Drive EF-11 1.5HP	VFD	VLT 6000	530111H409	Graham

**33rd STREET**

LOCATION #	LOCATION DESCRIPTION	ASSET #	ASSET DESCRIPTION	ACRONYM	MODEL #	SERIAL #	MANUFACTURER
9097.23	Corrections - Central Energy Plant CEP 1	9097.23-CHL-002	Chiller 2 Trane Centrifugal 650 Tons	CHL	CVHE650	L97CO2022	TRANE
9097.23	Corrections - Central Energy Plant CEP 1	9097.23-CHL-003	Chiller 3 Trane Centrifugal 640 tons	CHL	CVHF640	L01212892	TRANE
9097.23	Corrections - Central Energy Plant CEP 1	9097.23-CHL-005	Chiller 1 Trane Centrifugal 650 Tons	CHL	CYHE650	L97C01946	TRANE

9097.23	Corrections - Central Energy Plant CEP 1	9097.23- CTR-004	Cooling Tower #1	CTR	NC6221S M	105884-002-96	330410
9097.23	Corrections - Central Energy Plant CEP 1	9097.23- CTR-005	Cooling Tower #2	CTR	NC6221S M	105884-001-96	330410
9097.23	Corrections - Central Energy Plant CEP 1	9097.23- CTR-006	Cooling Tower #3	CTR	NC6221S M		330410
9097.23	Corrections - Central Energy Plant CEP 1	9097.23- CWP- 016	Condenser Water Pump 13 COOLING TOWER	CWP	1510 6E		Bell and Gossett
9097.23	Corrections - Central Energy Plant CEP 1	9097.23- CWP- 017	Condenser Water Pump 14 COOLING TOWER	CWP	15106E		Bell and Gossett
9097.23	Corrections - Central Energy Plant CEP 1	9097.23- CWP- 008	Circulating Water Pump P.CHWP- 10	CWP	342A 6X6X12		AURORA
9097.23	Corrections - Central Energy Plant CEP 1	9097.23- CWP- 009	Circulating Water Pump P.CHWP- 10a	CWP	342A 6X6X12		AURORA
9097.23	Corrections - Central Energy Plant CEP 1	9097.23- CWP- 003	Circulating Water Pump P.CHWP-3	CWP	M- FF4009F- 2JIPLOA	BNH122414OO4	TACO
9097.23	Corrections - Central Energy Plant CEP 1	9097.23- CWP- 004	Circulating Water Pump P.CHWP-4	CWP			
9097.23	Corrections - Central Energy Plant CEP 1	9097.23- CWP- 005	Circulating Water Pump SCHWP-5	CWP	FE3010E2 J1F2LOA	187597	TACO
9097.23	Corrections - Central Energy Plant CEP 1	9097.23- CWP- 006	Circulating Water Pump SCHWP-6	CWP	FE3010F2 37F3LOA	300309	TACO
9097.23	Corrections - Central Energy Plant CEP 1	9097.23- CWP- 009	Circulating Water Pump SCHWP-9 COOLING TOWER	CWP	BX11	C10633-01 L10	Bell and Gossett
9097.23	Corrections -	9097.23-	Circulating Water	CWP	342A BF	9010U78-1	AURORA

	Central Energy Plant CEP 1	CWP-012	Pump SCHWP-12				
9097.23	Corrections - Central Energy Plant CEP 1	9097.23-CWP-011	Circulating Water Pump SCHWP-11	CWP	342A BF	9010U78-1	AURORA
9097.23	Corrections - Central Energy Plant CEP 1	9097.23-CWP-001	Circulating Water Pump SCHWP-1	CWP	TA152482 EJA21	Illegible	TACO
9097.23	Corrections - Central Energy Plant CEP 1	9097.23-CWP-002	Circulating Water Pump SCHWP-2	CWP	TA152482 EJA21	Illegible	TACO
9097.23	Corrections - Central Energy Plant CEP 1		Variable Frequency Drive Pump 5	VFD	ACH550-VC-031A-4	2071601551	ABB
9097.23	Corrections - Central Energy Plant CEP 1		Variable Frequency Drive Pump 6	VFD	ACH550-VC-031A-4	2100801001	ABB
9097.23	Corrections - Central Energy Plant CEP 1		Variable Frequency Drive pump 11	VFD	ACH550-UA-03A-4	212520079	ABB
9097.23	Corrections - Central Energy Plant CEP 1		Variable Frequency Drive Pump 12	VFD	ACH550-UH-038-4+B055	2132905301	ABB
9097.23	Corrections - Central Energy Plant CEP 1		Variable Frequency Drive Cooling Tower 1	VFD	ACH550-VDR-059A4		ABB
9097.23	Corrections - Central Energy Plant CEP 1		Variable Frequency Drive Cooling Tower 2	VFD	ACH550-VC-059A-4+F267		ABB
9097.23	Corrections - Central Energy Plant CEP 1		Variable Frequency Drive Cooling Tower 3	VFD	HV9050A GV5MOA OOC	12755157	CUTLER HAMMER
9097.23	Corrections - Central Energy Plant CEP 1		Refrigerant Monitor near chiller 1	RMS	82--038-SHERLOCK -2024-20MA	12F-202--0059D2-10	SHERLOCK
9097.23	Corrections - Central Energy Plant CEP 1		Refrigerant Monitor near chiller 2 AND 3	RMS	82-0375-SHERLOCK--102-	12F-102-100181G1-80	SHERLOCK

					10		
9097.28	Corrections - Central Energy Plant CEP 2 (serves FDC BRC)	9097.28- CHL-001	Chiller CH-1 Trane Centrifugal 640 Tons (Phase 1)	CHL	CVHF640	L02B02684	TRANE
9097.28	Corrections - Central Energy Plant CEP 2 (serves FDC BRC)	9097.28- CHL-002	Chiller CH-1 Trane Centrifugal 650 Tons (Phase 2)	CHL	CVHF650	L04M05408	TRANE
9097.28	Corrections - Central Energy Plant CEP 2 (serves FDC BRC)	9097.28- CHL-003	Chiller CH-2 Trane Centrifugal 650 Tons	CHL	CVHF650	L04M05415	TRANE
9097.28	Corrections - Central Energy Plant CEP 2 (serves FDC BRC)	9097.28- CTR-001	Cooling Tower CT-1 (Phase 1) EX 1	CTR	USS		EVAPCO INC
9097.28	Corrections - Central Energy Plant CEP 2 (serves FDC BRC)	9097.28- CTR-002	Cooling Tower CT-1*(Phase 2)	CTR			330410
9097.28	Corrections - Central Energy Plant CEP 2 (serves FDC BRC)	9097.28- CTR-003	Cooling Tower CT-2*	CTR			330410
9097.28	Corrections - Central Energy Plant CEP 2	9097.28- CWP- 001	Circulating Water Pump PCWP 1 Phase 1	CWP	TA1224	Illegible	TACO
9097.28	Corrections - Central Energy Plant CEP 2	9097.28- CWP- 002	Circulating Water Pump Condenser 1 Phase 1	CWP	TA2524B2 P1B6LO	Illegible	TACO
9097.28	Corrections - Central Energy Plant CEP 2	9097.28- CWP- 006	Circulating Water Pump Condenser 1 Phase 2	CWP	TA2524B2 P1B2L0	Illegible	TACO
9097.28	Corrections - Central Energy Plant CEP 2	9097.28- CWP- 007	Circulating Water Pump Condenser 2 Phase 2	CWP	TA2524B2 P1B2L0	Illegible	TACO



9097.28	Corrections - Central Energy Plant CEP 2	9097.28-CWP-008	Circulating Water Pump PCHWP 1 Phase 2	CWP	TA1524B2 J1A2L0	293221-3	TACO
9097.28	Corrections - Central Energy Plant CEP 2	9097.28-CWP-009	Circulating Water Pump PCHWP 2 Phase 2	CWP	TA1524B2 J1A2L0	293221-4	TACO
9097.28	Corrections - Central Energy Plant CEP 2		Refrigerant Monitor for all chillers	RMS	60-155-SHERLO CK-404	12E-404A-00430EV3-40	SHERLOCK
9097.47	Corrections - Female Detention Center	9097.47-CWP-001	Chilled Water Pump Tertiary TCHWP-1	CWP	EM2515T	893-004	62148
9097.47	Corrections - Female Detention Center	9097.47-CWP-002	Chilled Water Pump Tertiary TCHWP-2	CWP	EM2515T	20202270255	62148
9097.47	Corrections-Female Detention Center		Variable Frequency Drive Pump 1	VFD	VLT 6022 GT4CN1S TRODLF0 0A0OCO	175Z7366 068221H312	DAN FOSS
9097.47	Corrections-Female Detention Center		Variable Frequency Drive Pump 2	VFD	VLT 6022 GT4CN1S TRODLF0 0A0OCO	175Z7366 068421H312	DAN FOSS
9097.32	Corrections - Phoenix Building	9097.32-CHL-001	Chiller 1 Trane Screw Air Cooled 125 Tons	CHL	RTAA 1254 YQ01 A300 NBF	UQ4G07044	TRANE
9097.32	Corrections - Phoenix Building	9097.32-CHL-002	Chiller 2 Trane Screw Air Cooled 125 Tons	CHL	RTAA 1254 YQ01 A300 NBF	U04G07043	TRANE
9097.32	Corrections - Phoenix Building	9097.32-CWP-002	Chilled Water Pump CHP-1	CWP	FE	2510	TACO
9097.32	Corrections - Phoenix Building	9097.32-CWP-002	Chilled Water Pump CHP-2	CWP	FE	2510	TACO
9097.50	Corrections - Booking and Release Center	9097.50-CWP-001	Chilled Water Pump TCHWP-1 1st FL Water	CWP	TA152482 L1A2L0	Illegible	TACO

			Pump Rm				
9097.50	Corrections - Booking and Release Center	9097.50-CWP-002	Chilled Water Pump TCHWP-2 1st FL Water Pump Rm	CWP	TA152482 L1A2L0	Illegible	TACO
9097.50	Corrections-Booking and Release Center		Variable Frequency Drive Pump 1	VFD	ACH550-VCR-4+F267	2141802897	ABB
9097.50	Corrections-Booking and Release Center		Variable Frequency Drive Pump 2	VFD	ACH550-VCR-4+F267	2091802811	ABB
9097.17	Corrections - B Building	9097.17-CHL-001	Chiller Carrier Scroll Air Cooled 100 Tons	CHL	30RBB10 064-50-7C	0311Q75286	189660
9097.17	Corrections "B" building	9097.17-CWP-001	Chilled Water Pump 1	cwp	INSULATED DATA NOT AVAILABLE		TACO
9097.17	Corrections "B" building	9097.17-CWP-002	Chilled Water Pump 2	cwp	INSULATED DATA NOT AVAILABLE		TACO
9093.01	Cassady Building	9093.02-CHL-001	Chiller 1 York Scroll Air Cooled 120 Tons	CHL	YLAA012 0SE46XA ASDTXAT XBLXCXX 44SXXXX XHXXXSA XXXXX7B XXXXXBX XXMX	2FVM003833	YORK
9093.01	CASSADY	9093.01-CWP-001	Chilled Water Pump part of pump package for chiller				

9093.01	CASSADY	9093.01-CWP-002	Chilled Water Pump part of pump package for chiller				
9094.01	Sheriff's Sector 4 Sub Station	9094.01-CHL-001	Chiller York Scroll Air Cooled 100 Tons	CHL	YCA1011 4EC46XC ASBTXLX 445	RGRM015423	YORK
9094.01	Sheriff's Sector 4 Sub Station	9094.01-CWP-001	Chilled Water Pump #1	CWP	2.5K2A	992083	
9094.01	Sheriff's Sector 4 Sub Station	9094.01-CWP-002	Chilled Water Pump #2	CWP	2.5K2A	808724	
9097.51	Corrections Kitchen	9097.51-CHL-001	Chiller York Scroll Air Cooled 120	CHL	YLAA012 0SE	11531K43022991	YORK
9097.51	Corrections Kitchen	9097.51-CWP-001	Chilled Water Pump part of pump package for chiller	CWP			
9097.51	Corrections Kitchen	9097.51-CWP-001	Chilled Water Pump part of pump package for chiller	CWP			
9097.51	Corrections Kitchen	9097.51-CHL-002	Chiller York Scroll Air Cooled 120	CHL	YLAA012 0SE	11531K43022992	YORK
9097.51	Corrections Kitchen	9097.51-CWP-003	Chilled Water Pump part of pump package for chiller	CWP			
9097.51	Corrections Kitchen	9097.51-CWP-004	Chilled Water Pump part of pump package for chiller	CWP			
<b>CENTRAL DISTRICT</b>							
<b>LOCATION #</b>	<b>LOCATION DESCRIPTION</b>	<b>ASSET #</b>	<b>ASSET DESCRIPTION</b>	<b>ACRONYM</b>	<b>MODEL #</b>	<b>SERIAL #</b>	<b>MANUFACTURER</b>

9044.01	Juvenile Justice Center	9044.01-CHL-001	Chiller CH-1 Trane Screw Air Cooled 93 Tons Chiller Yard South Side Of Building	CHL	RTAA100 4YR01A3 D0BFS	U05G03347	TRANE
9044.01	Juvenile Justice Center	9044.01-CHL-002	Chiller CH-1E-R Trane Screw Air Cooled 191 Tons Chiller Yard South Side	CHL	RTAC- 2004 URONUA GN	U08E08942	TRANE
9045.01	HFS Mable Butler Building	9045.01-CHL-001	Chiller York Screw Air Cooled 187 Ton South End Of Bldg.	CHL	YCAV018 7EA46VA CSXT	RCSM017984	YORK
9047.02	Medical Examiner - Morgue Bldg.	9047.02-CHL-001	Chiller CH-1 Trane Screw Air Cooled 140 Tons	CHL	RTAC140 4UROHU AFNN1T WICDLNA 6EA10CN 0ESN	U09A0Z946	TRANE
9047.02	Medical Examiner - Morgue Bldg.	9047.02-CHL-002	Chiller CH-2 Trane Screw Air Cooled 140 Tons	CHL	RTAC140 4UROHU AFNN1T WICDLNA 6EA10CN 0ESN	U09A0Z947	TRANE
9088.01	Health Department - Health Dept. Bldg. 1	9088.01-CHL-001	Chiller 1 Carrier Scroll Air Cooled 95 Tons	CHL	30RRB10 06C- K307L	3511Q76390	CARRIER
9088.01	Health Department - Health Dept. Bldg. 1	9088.01-CHL-002	Chiller 1 Carrier Scroll Air Cooled 95 Tons	CHL	30RRB10 06C- K307L	3511076393	CARRIER
9188.01	Work Release - Building	9188.01-CHL-001	Chiller Carrier Aquasnap Air Cooled Scroll 170 Tons	CHL	30RBA17 064-53-5	1909Q72847	CARRIER
9342.02	Public Works Complex - Building 2 Traffice	9342.02-CHL-001	Chiller 1 York Screw Air Cooled 187 Tons Chiller	CHL	YCAV018 7EA46VA ASXT	RHPM012328	YORK

	Engineering		Yard				
9342.02	Public Works Complex - Building 2 Traffic Engineering	9342.02-CHL-002	Chiller 2 York Screw Air Cooled 187 Tons Chiller Yard	CHL	YCAV018 7EA46VA ASXT	RHPM012329	YORK
0046.01	Sheriff's Central Complex - Sheriff's Operations	0046.01-CTR-001	Cooling Tower Roof 750 ton	CTR	NC8403R AN1BMF	10030135-A1-NC8403BM-10	MARLEY
0046.01	Sheriff's Central Complex - Sheriff's Operations	0046.01-CTR-001	Cooling Tower Roof 750 ton	CTR	NC8403R AN1BMF	10030135-B2-NC8403BM-10	MARLEY

**EAST DISTRICT**

LOCATION #	LOCATION DESCRIPTION	ASSET #	ASSET DESCRIPTION	ACRONYM	MODEL #	SERIAL #	MANUFACTURER
0019.01	Bithlo Community Center - Office	0019.01-CHL-001	Chiller CHL-1 Carrier Scroll Air Cooled 45 Tons	CHL	30RAN04 5-K6158T	0809Q57240	CARRIER
9202.02	Goldenrod Magic Gym	9202.02-CHL-001	Chiller 1 Trane Scroll Air Cooled 52 Tons	CHL	CGAM052 A2A02	U09L13168	TRANE
9202.02	Goldenrod Magic Gym	9202.02-CHL-002	Chiller 2 Trane Scroll Air Cooled 40 Tons	CHL	CGAM040 A2A02	U09L13020	TRANE
9558.02	South Econ Magic gym	9558.02-CHL-001	Chiller 1 Carrier Scroll Air Cooled Aquasnap 43 Tons	CHL	30RAP04 55DAD2F 04	4909Q38873	CARRIER
9558.02	South Econ Magic gym	9558.02-CHL-002	Chiller 2 Carrier Scroll Air Cooled Aquasnap 43 Tons	CHL	30RAP04 55DAD2F 04	4909Q38874	CARRIER
9559.01	Renaissance Center East Orange - Senior Center	9559.01-CHL-001	Chiller CHL-1 Carrier Screw Air Cooled 94 Tons	CHL	30XAB10 04V-JC3	2516Q94999	CARRIER
9569.02	Meadow Woods Magic Gym	9569.02-CHL-001	Chiller 1 Carrier Scroll Air Cooled	CHL	30RAP04 55DAD2F	5109Q38899	CARRIER

			Aquasnap 43 Tons		04		
9569.02	Meadow Woods Magic Gym	9569.02-CHL-002	Chiller 2 Carrier Scroll Air Cooled Aquasnap 43 Tons	CHL	30RAP0455DAD2F04	5109Q38905	CARRIER
9596.01	Sheriff's Sector 2 - Office	9596.01-CHL-001	Chiller CH-1 Trane Air Cooled 45 Ton Mech Yard	CHL	CGAM040A2B02AXD2	U10C15041	TRANE
<b>WEST DISTRICT</b>							
<b>LOCATION #</b>	<b>LOCATION DESCRIPTION</b>	<b>ASSET #</b>	<b>ASSET DESCRIPTION</b>	<b>ACRONYM</b>	<b>MODEL #</b>	<b>SERIAL #</b>	<b>MANUFACTURER</b>
0029.02	West Orange Recreation Center Magic Gym	0029.02-CHL-001	Chiller 1 Carrier Scroll Air Cooled Aquasnap 43 Tons	CHL	30RAP0455DAD2F04	2210Q39651	CARRIER
0029.02	West Orange Recreation Center Magic Gym	0029.02-CHL-002	Chiller 2 Carrier Scroll Air Cooled Aquasnap 43 Tons	CHL	30RAP0455DAD2F04	2210Q39654	CARRIER
9003.01	Apopka Service Center - Office	9003.01-CHL-002	Chiller Carrier Air Cooled 100 Tons	CHL	30RBB10064-50-7C	4010Q74946	CARRIER
9006.01	Ocoee Service Center - Office	9006.01-CHL-002	Chiller Carrier Air Cooled 100 Tons West Side	CHL	30RBB10064-50-7C	3910Q74906	CARRIER
9219.12	Barnett Park Magic Gym	9219.12-CHL-001	Chiller C-1 Trane Screw Air Cooled 155 Tons Rear of Gym - Chiller Yard	CHL	RTAC155AURONVAFNNYTY2DDCNAON-NIONROEXSN	U10A06020	TRANE
9408.01	Hal Marston Complex - Headstart/Community Center	9408.01-CHL-001	Chiller 1 Trane Screw Air Cooled 70 Tons Chiller Yard	CHL	RTTAA0704XT01A300KBF	U07L06523	TRANE
9592.01	Silver Star Community Magic	9592.01-CHL-001	Chiller 1 Trane Scroll Air Cooled	CHL	CGAM052A2A02	U10B14219	TRANE

	Gym		52 Tons				
9592.01	Silver Star Community Magic Gym	9592.01- CHL-002	Chiller 2 Trane Scroll Air Cooled 40 Tons	CHL	CGAM040 A2A02	U10B14218	TRANE
9410.01	Maxey Center Community Center	9410.01- CHL-001	1 55 ton Carrier air cooled chiller with one closed loop		30RAP05 5FAF3F	2615Q54124	CARRIER
008.01	Willow Street Community Center	0008.01- CHL-001	1 25 ton Carrier air cooled chiller with one closed loop.		30RAP02 55JADOF 14	0716Q55861	CARRIER

**PLEASE NOTE: This listing is intended to be used as a guide during the bidding process and is subject to change throughout the life of the contract.**

**ATTACHMENT #2  
Y18-139-KB HVAC PREVENTATIVE MAINTENANCE AND REPAIRS  
SCHEDULE OF WORK**

LOT A: DOWNTOWN DISTRICT						
BUILDING	EQUIPMENT QUANTITY	EQUIPMENT TYPE	PM TYPE	BID SHEET ITEM #	SERVICE DURING NORMAL WORKING HOURS	ANNUAL PM DATE
INTERNAL OPERATIONS CENTRE I (1001.01)	1	CHILLER SCREW AIR COOLED	A	1	NO	JAN
			Q	2	YES	APR, JUL, OCT
	4	PUMP	A	3	YES	JAN
			Q	4	YES	APR, JUL, OCT
	6	AIR HANDLERS	A	5	NO	JAN
	8	VARIABLE FREQUENCY DRIVE	A	6	YES	JAN
			Q	7		APR, JUL, OCT
	1	CLOSED LOOP WATER TREATMENT	Q	8	YES	
INTERNAL OPERATIONS CENTRE II. (1001.02)	1	CHILLER SCREW AIR COOLED	A	9	NO	JAN
			Q	10	YES	APR, JUL, OCT
	4	PUMP	A	11	YES	JAN
			Q	12	YES	APR, JUL, OCT
	2	AIR HANDLERS	A	13	NO	JAN
	4	VARIABLE FREQUENCY DRIVE	A	14	YES	JAN
			Q	15		APR, JUL, OCT
	1	CLOSED LOOP WATER TREATMENT	Q	16	YES	
ORANGE COUNTY ADMINISTRATION CENTER	2	CHILLER - SCREW WATER COOLED	EVERY 3 YEARS	17	NO	JAN
			A	18	YES	JAN



(9001.02)			Q	19	YES	APR, JUL, OCT	
	1	CHILLER - RECIPROCATING WATER COOLED	EVERY 3 YEARS	20	NO	JAN	
			A	21	YES	JAN	
			Q	22	YES	APR, JUL, OCT	
	2 (1 TOWER - 2 CELLS)	COOLING TOWER	A	23	NO	JAN	
			Q	24	NO	APR, JUL, OCT	
	10	PUMP	A	25	YES	JAN	
			Q	26	YES	APR, JUL, OCT	
	ORANGE COUNTY ADMINISTRATION CENTER (CONTINUES)	17	AIR HANDLERS	A	27	NO	JAN
		17	VARIABLE FREQUENCY DRIVE	A	28	YES	JAN
Q				29	APR, JUL, OCT		
1		REFRIGERANT MONITOR	A	30	YES	JAN	
2		CLOSED LOOP WATER TREATMENT	Q	31	YES		
1		OPEN LOOP WATER TREATMENT	A	32	YES	JAN	
			M	33	YES		
ORANGE COUNTY REGIONAL HISTORY CENTER (9027.01)		1	CHILLER- CENTRIFUGAL	EVERY 3 YEARS	34	NO	JAN
				A	35	NO	JAN
	Q			36	YES	APR, JUL, OCT	
	1	CHILLER- SCROLL AIR COOLED	A	37	YES	JAN	
			Q	38	YES	APR, JUL, OCT	
	1	COOLING TOWER	A	39	NO	JAN	
			Q	40	NO	APR, JUL, OCT	
	6	PUMP	A	41	YES	JAN	
			Q	42	YES	APR, JUL, OCT	
	8	AIR HANDLERS	A	43	NO	JAN	
	10	COMPUTER ROOM UNIT	A	44	NO	APRIL	
	7	VARIABLE FREQUENCY	A	45	YES	JAN	

		DRIVE	Q	46		APR, JUL, OCT
	7	HUMIDIFIERS	A	47	YES	JAN
	1	REFRIGERANT MONITOR	A	48	YES	JAN
	1	CLOSED LOOP WATER TREATMENT	Q	49	YES	
	1	OPEN LOOP WATER TREATMENT	A	50	YES	JAN
			M	51	YES	
BUILDING	EQUIPMENT QUANTITY	EQUIPMENT TYPE	PM TYPE	BID SHEET ITEM #	SERVICE DURING NORMAL WORKING HOURS	ANNUAL PM DATE
ORANGE COUNTY COURTHOUSE COMPLEX	3	CHILLER-CENTRIFUGAL	EVERY 3 YEARS	52	NO	JAN
			A	53	YES	JAN
			Q	54	YES	APR, JUL, OCT
	2	COOLING TOWER	A	55	YES	JAN
			Q	56	YES	APR, JUL, OCT
	9	PUMP	A	57	YES	JAN
			Q	58	YES	APR, JUL, OCT
	78	AIR HANDLERS	A	59	NO	JAN
	9	COMPUTER ROOM UNIT	A	60	NO	JAN
	62	VARIABLE FREQUENCY DRIVE	A	61	YES	JAN
			Q	62		APR, JUL, OCT
	1	REFRIGERANT MONITOR	A	63	YES	JAN
	1	CLOSED LOOP WATER TREATMENT	Q	64	YES	APR, JUL, OCT
	1	OPEN LOOP WATER TREATMENT	A	65	YES	JAN
M			66	YES		
<b>LOT B: 33<sup>RD</sup> ST DISTRICT</b>						
CEP 1	3		EVERY 3	67	YES	NOV 2017

		CHILLER-CENTRIFUGAL	YEARS			
			A	68	YES	NOV
	13	PUMP	Q	69	YES	FEB,MAY,AUG
			A	70	YES	NOV
	7	VARIABLE FREQUENCY DRIVE	Q	71		
			A	72	YES	NOV
			Q	73		
CEP 1	2	REFRIGERANT MONITOR SYSTEM	A	74	YES	NOV
	3	COOLING TOWERS	A	75	YES	NOV
			Q	76		FEB,MAY,AUG
	1	WATER SOFTNER	Q	77	YES	NOV, FEB, MAY, AUG
	1	CLOSED LOOP WATER TREATMENT	Q	78	YES	NOV,JUNE
	3	OPEN LOOP WATER TREATMENT	A	79	YES	
M			80	YES		
CEP 2	3	CHILLER-CENTRIFUGAL	EVERY 3 YEARS	81	YES	NOV 2017
			A	82	YES	NOV
			Q	83	YES	FEB,MAY,AUG
	6	PUMP	A	84	YES	NOV
			Q	85		
	1	REFRIGERANT MONITOR SYSTEM	A	86	YES	NOV
	3	COOLING TOWERS	A	87	YES	NOV
			Q	88		FEB,MAY,AUG
1	WATER SOFTNER	Q	89	YES	NOV, FEB, MAY, AUG	

	1	CLOSED LOOP WATER TREATMENT	Q	90	YES	NOV,JUNE
	3	OPEN LOOP WATER TREATMENT	A	91	YES	
			M	92	YES	
BUILDING	EQUIPMENT QUANTITY	EQUIPMENT OR SERVICE TYPE	PM TYPE	BID SHEET ITEM #	SERVICE DURING NORMAL WORKING HOURS	ANNUAL PM DATE
FEMALE DETENTION CENTER	2	PUMP	A	93	YES	NOV
			Q	94	YES	FEB,MAY,AUG
	2	VARIABLE FREQUENCY DRIVE	A	95	YES	NOV
			Q	96		FEB,MAY,AUG
PHOENIX	2	CHILLER- SCREW AIR COOLED	A	97	YES	DEC
			Q	98		MAR, JUNE, SEPT
	2	PUMP	A	99	YES	NOV
			Q	100	YES	FEB,MAY,AUG
	1	CLOSED LOOP WATER TREATMENT	Q	101	YES	NOV,JUNE
BOOKING AND RELEASE CENTER	2	PUMP	A	102	YES	NOV
			Q	103	YES	FEB,MAY,AUG
	2	VARIABLE FREQUENCY DRIVE	A	104	YES	NOV
			Q	105		FEB,MAY,AUG
B BUILDING	1	CHILLER- SCROLL AIR COOLED	A	106	YES	DEC
			Q	107		MAR, JUNE, SEPT
	2	PUMPS	A	108	YES	DEC
			Q	109	YES	MAR, JUNE, SEPT
	1	CLOSED LOOP WATER TREATMENT	Q	110	YES	NOV

BUILDING	EQUIPMENT QUANTITY	EQUIPMENT OR SERVICE TYPE	PM TYPE	BID SHEET ITEM #	SERVICE DURING NORMAL WORKING HOURS	ANNUAL PM DATE
CASSADY	1	CHILLER- SCROLL AIR COOLED	A	111	YES	DEC
			Q	112		MAR, JUNE, SEPT
	2	PUMPS	A	113	YES	DEC
			Q	114	YES	MAR, JUNE, SEPT
	1	CLOSED LOOP WATER TREATMENT	Q	115	YES	NOV
	<b>LOT C: CENTRAL DISTRICT</b>					
BUILDING	EQUIPMENT QUANTITY	EQUIPMENT TYPE	PM TYPE	BID SHEET ITEM #	SERVICE DURING NORMAL WORKING HOURS	ANNUAL PM DATE
PUBLIC WORKS 2 (9342.02)	2	CHILLER- SCREW AIR COOLED	A	126	NO	NOV
			Q	127	YES	FEB,MAY, AUG
	2	CLOSED LOOP WATER TREATMENT	Q	128	YES	N/A

WORK RELEASE (9188.01)	1	CHILLER- SCROLL AIR COOLED	A	129	NO	NOV
			Q	130	YES	FEB,MAY, AUG
	1	CLOSED LOOP WATER TREATMENT	Q	131	YES	
<b>BUILDING</b>	<b>EQUIPMENT QUANTITY</b>	<b>EQUIPMENT OR SERVICE TYPE</b>	<b>PM TYPE</b>	<b>BID SHEET ITEM #</b>	<b>SERVICE DURING NORMAL WORKING HOURS</b>	<b>ANNUAL PM DATE</b>
MEDICAL EXAMINER (9047.02)	2	CHILLER- SCREW AIR COOLED	A	132	NO	DEC
			Q	133	YES	MAR, JUN, SEPT
	2	CLOSED LOOP WATER TREATMENT	Q	134	YES	
MABLE BUTLER (9045.01)	1	CHILLER- SCREW AIR COOLED	A	135	NO	DEC
			Q	136	YES	MAR, JUN, SEPT
	1	CLOSED LOOP WATER TREATMENT	Q	137	YES	
JJC (9044.01)	2	CHILLER- SCREW AIR COOLED	A	138	NO	DEC
			Q	139	YES	MAR, JUN, SEPT
	2	CLOSED LOOP WATER TREATMENT	Q	140	YES	
HEALTH DEPT 1 (9088.01)	2	CHILLER- SCROLL AIR COOLED	A	141	NO	DEC
			Q	142	YES	N/A
	2	CLOSED LOOP WATER TREATMENT	Q	143	YES	N/A
SHERIFF'S CENTRAL COMPLEX (0046.01)	2	COOLING TOWERS	A	144	NO	
			Q	145	YES	
	2	OPEN LOOP WATER	A	146	YES	

		TREATMENT	M	147	YES	VARIES
<b>LOT D: EAST DISTRICT</b>						
BUILDING	EQUIPMENT QUANTITY	EQUIPMENT OR SERVICE TYPE	PM TYPE	BID SHEET ITEM #	SERVICE DURING NORMAL WORKING HOURS	ANNUAL PM DATE
RENAISSANCE SENIOR CENTER (9559.01)	1	CHILLER- SCREW AIR COOLED	A	148	YES	JAN.
			Q	149	YES	APR. JULY, OCT
	1	CLOSED LOOP WATER TREATMENT	Q	150	YES	N/A
BITHLO COMMUNITY CENTER (0019.01)	1	CHILLER- SCROLL AIR COOLED	A	151	YES	JAN.
			Q	152	YES	APR. JULY, OCT
	1	CLOSED LOOP WATER TREATMENT	Q	153	YES	N/A
MEADOW WOODS MAGIC GYM	2	CHILLER- SCROLL AIR COOLED	A	154	YES	JAN.
			Q	155	YES	APR. JULY, OCT
	1	CLOSED LOOP WATER TREATMENT	Q	156	YES	N/A
SOUTH ECON MAGIC GYM	2	CHILLER- SCROLL AIR COOLED	A	157	YES	JAN.
			Q	158	YES	APR. JULY, OCT
	1	CLOSED LOOP WATER TREATMENT	Q	159	YES	N/A
GOLDENROD GYM	2	CHILLER- SCROLL AIR COOLED	A	160	YES	JAN.
			Q	161	YES	APR. JULY, OCT
	1	CLOSED LOOP WATER TREATMENT	Q	162	YES	N/A
SHERIFF SECTOR II	1	CHILLER- SCROLL AIR COOLED	A	163	YES	JAN.
			Q	164	YES	APR. JULY, OCT
	1	CLOSED LOOP WATER TREATMENT	Q	165	YES	N/A
<b>LOT E: WEST DISTRICT</b>						
BUILDING	EQUIPMENT QUANTITY	EQUIPMENT OR SERVICE TYPE	PM TYPE	BID SHEET ITEM #	SERVICE DURING NORMAL WORKING HOURS	ANNUAL PM DATE

APOPKA SERVICE CENTER	1	CHILLER- SCROLL AIR COOLED	A	166	NO	OCT.
			Q	167	YES	JAN. APR. JULY
	1	CLOSED LOOP WATER TREATMENT	Q	168	YES	N/A
OCOEE SERVICE CENTER	1	CHILLER- SCROLL AIR COOLED	A	169	NO	OCT.
			Q	170	YES	JAN. APR. JULY
	1	CLOSED LOOP	Q	171	YES	N/A
WEST ORANGE MAGIC GYM	2	CHILLER- SCROLL AIR COOLED	A	172	NO	OCT.
			Q	173	YES	JAN. APR. JULY
	1	CLOSED LOOP WATER TREATMENT	Q	174	YES	N/A
BARNET PARK	1	CHILLER- SCREW AIR COOLED	A	175	NO	OCT
			Q	176	YES	JAN, APR. JULY
	1	CLOSED LOOP WATER TREATMENT	Q	177	YES	N/A
HAL MARSTON	1	CHILLER- SCREW AIR COOLED	A	178	NO	OCT
			Q	179	YES	JAN, APR, JULY
	1	CLOSED LOOP WATER TREATMENT	Q	180	YES	N/A
SILVER STAR MAGIC GYM	2	CHILLER- SCROLL AIR COOLED	A	181	NO	OCT
			Q	182	YES	JAN, APR, JULY
	1	CLOSED LOOP WATER TREATMENT	Q	183	YES	N/A
MAXEY COMMUNITY CENTER	1	CHILLER- SCROLL AIR COOLED	A	184	NO	OCT
			Q	185	YES	JAN, APR, JULY
	1	CLOSED LOOP WATER TREATMENT	Q	186	YES	N/A
WILLOW ST. COMMUNITY CENTER	1	CHILLER- SCROLL AIR COOLED	A	187	NO	OCT
			Q	188	YES	JAN, APR, JULY
	1	CLOSED LOOP WATER TREATMENT	Q	189	YES	N/A