

Santa Clara County Office of Education

Request for Quotes

Scope of Work – Regular Maintenance

SERVICE TO BE PROVIDED:

- Routine maintenance and inspection 12 times a year at approximately 30-day intervals. Maintenance shall include performing applicable service items on the attached checklist. A written report will be provided at each inspection indicating condition of equipment, recommendations, or repairs as necessary.
- Make authorized repairs or improvements to the equipment during the hours of 7:30 to 3:30 at the contract labor rate. Emergency service outside of regular working hours and weekends will be provided at the overtime rate of time and one half with a two-hour response time. Service on a holiday will be at double time.
- Give preferential service to you as a Preventive Maintenance Service Agreement holder.
- Instruct you in the most efficient use of your system.

EXCLUSIONS:

- Water supply and drainage from and beyond the equipment proper.
- Electrical service except control wiring.
- Repair due to freezing weather-related conditions.
- Cabinets and ductwork not installed and covered under separate warranty.
- Vandalism or negligent operation.
- Refrigerant reclaim and recovery. An additional charge will be applied at our prevailing rate to all service calls.
- Additional work required beyond the scope of the original contract to meet governmental codes or union regulations.

Exhibit “A”

- ✓ Three times per year mechanical inspection

Exhibit “B”

- ✓ One time per year mechanical inspection

Exhibit “C”

- ✓ Monthly controls inspection

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EXHIBIT "A"

The following items will be tested and inspected on a quarterly basis applicable to the equipment:

CONDENSING UNITS (AIR COOLED)

1. Lubricate fan and motor bearings as necessary.
2. Check drive belts and alignment.
3. Check condition of coils.
4. Check operating pressures.

COMPRESSORS

1. Check for general condition and operation
2. Check oil level
3. Check for noise and vibration
4. Check crank case heater
5. Check for proper operation of high- and low-pressure controls
6. Check for refrigerant leaks (visually)
7. Check motor amps with nameplate limits

ELECTRICAL SYSTEM FOR HVAC

1. Check condition of wiring and connectors for tightness from disconnect switch to

air conditioning equipment

FAN/COIL UNITS

1. Lubricate fan and motor bearings as necessary.
2. Check drive belts and drive alignments.
3. Check coil for leaks and general condition.
4. Check for adequate temperature drop across the coil.
5. Check fresh air intake screen.
6. Check condensate drains.

WATER CHILLERS

1. Check for proper water temperature in and out.
2. Check for apparent leaks of both the water system and refrigerant system (visually).
3. Check for operation of freeze control.
4. Check connecting sump or pumps for leaks

5. Check water regulating valves

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EXHIBIT “B”

The following items will be tested and inspected on an annual basis applicable to the equipment:

CONDENSING UNITS (AIR COOLED)

1. Lubricate fan and motor bearings as necessary.
2. Check drive belts and alignment.
3. Check condition of coils.
4. Check operating pressures.

COMPRESSORS

1. Check for general condition and operation
2. Check oil level
3. Check for noise and vibration
4. Check crank case heater
5. Check for proper operation of high- and low-pressure controls
6. Check for refrigerant leaks (visually)
7. Check motor amps with nameplate limits

ELECTRICAL SYSTEM FOR HVAC

1. Check condition of wiring and connectors for tightness from disconnect switch to air conditioning equipment

FAN/COIL UNITS

1. Lubricate fan and motor bearings as necessary.
2. Check drive belts and drive alignments.
3. Check coil for leaks and general condition.
4. Check for adequate temperature drop across the coil.
5. Check fresh air intake screen.
6. Check condensate drains.

WATER CHILLERS

1. Check for proper water temperature in and out.
2. Check for apparent leaks of both the water system and refrigerant system (visually).
3. Check for operation of freeze control.
4. Check connecting sump or pumps for leaks
5. Check water regulating valves

EXHIBIT “B” Cont.

- • Oil Samples
- • Water samples
- • Meg OHM readings
- • Tork electrical connections
- • Clean condensers

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EXHIBIT "C"

Furnish the following technical maintenance services on a monthly basis

1. Monthly remote EMS inspections
2. Advise on any necessary repairs or upgrades
3. Modify control strategy to enhance performance and stability
4. enteliWeb subscription renewal and installation labor each year

This Proposal Includes:

1. Remote technical labor
2. Annual enteliWEB license renewal.

This Proposal Does Not Include:

1. Repair materials or labor
2. Factory training