

STATE OF NEW HAMPSHIRE  
Department of Administrative Services  
Division of Procurement and Support Services  
Bureau of Purchase and Property  
State House Annex  
Concord, New Hampshire 03301

January 1, 2016

NOTICE OF CONTRACT

**COMMODITY:** HVAC Preventative Maintenance, Repair and Emergency Services

**CONTRACT NUMBER:** 8001956

**NIGP CODE:** 941-5500

**CONTRACTOR:** **AAA Energy Service Co.** **Vendor No.:** 210473  
20 Priscilla Lane  
Auburn, NH 03032

**Contact:** Joseph Crinieri or Lynn Schiller  
**Phone:** 603-626-4884  
**Email:** [jcrinieri@AAAEnergy.com](mailto:jcrinieri@AAAEnergy.com)/ [lschiller@AAAEnergy.com](mailto:lschiller@AAAEnergy.com)

**CONTRACT PERIOD:** JANUARY 1, 2016 THROUGH DECEMBER 31, 2018

**INVOICING:** Itemized invoices shall be submitted to the individual agency after the completion of the job/services and shall include a brief description of the work done along with the location of work.

The invoice shall be sent to the address of the using agency under agreement.

**PAYMENTS:** Payments shall be made via P-card upon receipt of properly documented invoice and acceptance of work to the State's satisfaction.

**QUESTIONS:** Danielle Ruest, Purchasing Agent  
(E) [Danielle.Ruest@nh.gov](mailto:Danielle.Ruest@nh.gov)  
(P) 603-271-3290

**SPECIFICATIONS:** AAA Energy shall provide the Department of Safety (Section I) and the Bureau of Facilities and Asset Management (Section II) with preventative maintenance, repair and emergency services for the Heating, Ventilation, and Air Conditioning ("HVAC") equipment and associated devices (see attached equipment lists) owned by the State of New Hampshire, as described herein.

**PRICING:****SECTION I: DEPARTMENT OF SAFETY**

<b>ZONE</b>	<b>FACILITY NAME</b>	<b>ADDRESS</b>	<b>TOWN</b>	<b>SEMI-ANNUAL PRICE (1/1/16-12/31/18)</b>
1	Troop E	1864 White Mnt. Highway	Tamworth	\$620.00
1	Troop F	549 Rte 302	Twin Mtn	\$756.00
1	Fire Standards - North	Trudeau Road	Bethlehem	\$567.50
<b>TOTAL, ZONE 1</b>				<b>\$1,943.50</b>
<b>ANNUAL PRICING</b>				<b>\$3,887.00</b>
<b>CONTRACT PRICE</b>				<b>\$11,661.00</b>

<b>ZONE</b>	<b>FACILITY NAME</b>	<b>ADDRESS</b>	<b>TOWN</b>	<b>SEMI-ANNUAL PRICE (1/1/16-12/31/18)</b>
2	Windham Weigh Station	I-93 N & S	Windham	\$270.00
2	Troop C	15 Ashbrook Court	Keene	\$414.00
2	DMV/EMS - Milford	4 Meadowbrook Road	Milford	\$360.00
<b>TOTAL, ZONE 2</b>				<b>\$1,044.00</b>
<b>ANNUAL PRICING</b>				<b>\$2,088.00</b>
<b>CONTRACT PRICE</b>				<b>\$6,264.00</b>

<b>ZONE</b>	<b>FACILITY NAME</b>	<b>ADDRESS</b>	<b>TOWN</b>	<b>SEMI-ANNUAL PRICE (1/1/16-12/31/18)</b>
3	DMV Warehouse	23 Hazen Drive	Concord	\$174.00
3	Fire Standards Administration	110 Smokey Bear Blvd	Concord	\$894.00
3	Fire Standards Fire House	110 Smokey Bear Blvd	Concord	\$852.00
3	Fire Standards Old Dorm	110 Smokey Bear Blvd	Concord	\$894.00
3	Fire Standards New Dorm	110 Smokey Bear Blvd	Concord	\$894.00
3	Fire Standards ARFF Bldg	110 Smokey Bear Blvd	Concord	\$420.00
3	Fire Standards Storage Bldg	110 Smokey Bear Blvd	Concord	\$192.00
3	DOS Automotive Garage	39 Hazen Drive	Concord	\$426.00
3	DOS Warehouse	41 Hazen Drive	Concord	\$210.00
3	Troop D	125 Iron Works Road	Concord	\$414.00
3	Troop G	91 Airport Road	Concord	\$168.00
<b>TOTAL, ZONE 3</b>				<b>\$5,538.00</b>
<b>ANNUAL PRICING</b>				<b>\$11,076.00</b>
<b>CONTRACT PRICE</b>				<b>\$33,228.00</b>

<b>ZONE</b>	<b>FACILITY NAME</b>	<b>ADDRESS</b>	<b>TOWN</b>	<b>SEMI-ANNUAL PRICE (1/1/16-12/31/18)</b>
4	NH Marine Patrol	31 Dock Road	Gilford	\$246.00
4	Marine Patrol - Belmont	3 Higgins Drive	Belmont	\$246.00
<b>TOTAL, ZONE 4</b>				<b>\$492.00</b>
<b>ANNUAL PRICING</b>				<b>\$984.00</b>
<b>CONTRACT PRICE</b>				<b>\$2,952.00</b>

<b>ZONE</b>	<b>FACILITY NAME</b>	<b>ADDRESS</b>	<b>TOWN</b>	<b>SEMI-ANNUAL PRICE (1/1/16-12/31/18)</b>
5	Troop A	315 Calef Hwy	Epping	\$252.00
5	DMV - Dover	50 Boston Harbor Road	Dover	\$474.00
<b>TOTAL, ZONE 5</b>				<b>\$726.00</b>
<b>ANNUAL PRICING</b>				<b>\$1,452.00</b>
<b>CONTRACT PRICE</b>				<b>\$4,356.00</b>

**SECTION II: BUREAU OF FACILITIES AND ASSET MANAGEMENT**

<b>FACILITY NAME</b>	<b>ADDRESS</b>	<b>TOWN</b>	<b>SEMI-ANNUAL PRICE (1/1/16-12/31/18)</b>
Brown Building	129 Pleasant Street	Concord	\$4,680.00
Main Building	105 Pleasant Street	Concord	\$558.00
Annex Building	115 Pleasant Street	Concord	\$714.00
Thayer Building	97 Pleasant Street	Concord	\$714.00
Philbrook Building	121 South Fruit Street	Concord	\$1,212.00
<b>TOTAL, BUREAU OF FACILITIES AND ASSET MANAGEMENT</b>			<b>\$7,878.00</b>
<b>ANNUAL PRICING</b>			<b>\$15,756.00</b>
<b>CONTRACT PRICE</b>			<b>\$47,268.00</b>

**PRICING QUOTATIONS FOR INDIVIDUAL PROJECTS, REPAIRS AND EMERGENCY CALLS (APPLIES TO ALL SECTIONS)**

State will request quotations by providing a SOW describing the services required and the applicable technical qualifications. Contractor must return quotes within three (3) business days. The quoted hourly rates shall not exceed the rates established under this contract.

Monday thru Friday 8:00 AM to 4:30 PM Journeyman Mechanic	<u>\$ 85.00</u> per hour/per person
Monday thru Friday 4:31 PM to 7:59 AM Journeyman Mechanic	<u>\$ 118.00</u> per hour/per person
Saturday Work: Journeyman Mechanic	<u>\$ 118.00</u> per hour/per person
Sunday Work: Journeyman Mechanic	<u>\$ 118.00</u> per hour/per person

## **SECTION I: DEPARTMENT OF SAFETY, ZONES 1 – 5**

1. The term “preventative maintenance” as used above shall include providing all supervision, materials, equipment, labor and transportation necessary for the successful completion of the work under the terms and conditions contained herein. The equipment covered by this agreement, their respective locations and manufacturers are listed and attached as part of this contract in Appendix A, Section I.
2. The Contractor shall provide an annual fall maintenance inspection of the unit heaters as described herein. The maintenance inspection shall include the following services:
  - Brush or vacuum grilles, coils, fan, etc.
  - Lubricate fan and motor bearings where applicable
  - Check belts and sheaves where applicable
  - Check/clean drains, pans, condenser pumps
  - Check/clean strainers where applicable
  - Check steam traps, valves, etc. where applicable
  - Check and tighten all electrical connections
  - Check all control operations
  - Lubricate and adjust dampers and linkages
  - Check unit-operating conditions
  - Check heat exchanger for leaks where applicable
  - Check gas valve and controls where applicable
  - Check oil burner and controls where applicable
  - Check and tighten electric heater connections
  - Check amps/volts where applicable
  - Check filters
  - Check fan assembly
  - Lubricate fan and motor bearings as required
  - Check motor volts/amps
  - Check/adjust belts and sheaves
  - Check burner interlock controls
  - Check and tighten all mounting hardware
  - Check overall operation
  - Check and tighten electrical connections
  - Check operating controls
  - Check thermometer accuracy
  - Check hardware and gaskets
  - Check overall operation
  - Any other maintenance or component replacement or repair necessary to maintain equipment in accordance with manufacturer’s specifications
3. The Contractor shall provide an annual inspection in the spring (March – May) of the air handler systems. Inspections shall include the following:
  - Check bearings for wear
  - Check fans and fan shafts for proper balance
  - Check all belts for proper tension, alignment and wear
  - Check all air handling systems for proper flow, operation and control sequence (All related controls are included)
  - Clean all heating and cooling coils
  - Clean and scrub all condensation pans and check to ensure that pans are pitched correctly for proper drainage
  - Biocide tablets will be used in the condensation pans so that the pans are clean and in good working order
  - Check all sheaves for proper alignment
  - Check and tighten all electrical terminations
  - Check contacts for wear
  - Check and record motor current against nameplate
  - Check all safety controls
  - Lubricate motors/bearings where applicable

- Check fan wheels - clean as required
- Check fan scrolls - clean as required
- Check fan bearing supports
- Check motor supports
- Check damper operation
- Check damper linkages
- Check motor damper operation
- Inspect and clean condensate pumps where applicable
- Replace air filters (the State shall supply the filters and the Contractor shall install the filters)
- Check humidifier strainer where applicable
- Check and clean humidifier float assembly
- Check humidifier level controls
- Check and clean humidifier drain/pan
- Check humidifier heating elements
- Check all humidifier controls
- Check and clean outside air intakes
- Check for any unusual noises or vibrations
- Check structural integrity of the unit
- Any other maintenance or component replacement or repair necessary to maintain the air handlers in accordance with manufacturer's specifications

4. The Contractor shall inspect and complete preventative maintenance on all air conditioning systems annually in the spring (March- May) as required to maintain them in proper operating condition by providing, at a minimum the following services:

- Check and record volts/amps of compressors
- Check and record volts/amps of condenser fan motor where applicable
- Check starter and contact surfaces
- Check and record operating temperatures
- Check refrigerant charge (Contractor shall be responsible for the removal and disposal of any used refrigerant)
- Check moisture indicators and sight glasses
- Check oil level
- Check oil contamination
- Check all belts where applicable
- Check all safety controls
- Check superheat and adjustment
- Check hot gas by-pass controls where applicable
- Check head pressure controls where applicable
- Check unloader operation where applicable
- Check all operating controls
- Check and tighten all electrical connections
- Lubricate motors/bearings where applicable
- Inspect and clean condenser coil
- Clean and paint rusted areas
- Check water cooled condenser coil where applicable
- Check water regulating valve where applicable
- Check cap tubes/piping for chafing
- Check crankcase heaters
- Visually check for oil refrigerant leaks (Contractor shall be responsible for the removal and disposal of any used refrigerant)
- Check fan wheels - clean as required
- Check fan scrolls - clean as required
- Check fan sheave wear
- Check fan sheave alignment
- Check fan bearing supports
- Check motor supports
- Check damper operation
- Check damper linkages

- Check motor damper operation
  - Inspect and clean evaporator coils
  - Inspect and clean condensate pans
  - Inspect and clean condensate pumps where applicable
  - Replace air filters (the State shall supply the filters and the Contractor shall install the filters)
  - Check humidifier strainer where applicable
  - Check and clean humidifier float assembly
  - Check humidifier level controls
  - Check and clean humidifier drain/pan
  - Check humidifier heating elements
  - Check all humidifier controls
  - Check and clean outside air intakes
  - Check for any unusual noises or vibrations
  - Check structural integrity of the unit
  - Check glycol level if applicable
5. The Contractor shall provide annual fall cleaning and inspections of all heating systems including boilers, furnaces and domestic hot water tanks as described below:
- Remove all cleaning access panels
  - Wire brush and vacuum all fireside surfaces free of soot
  - Wash coat all refractory; perform patching of refractory as required
  - Replace all gasket(s) as required
  - Reseal boiler access panels
  - Inspect all burners; Adjust spark gap and test pilots
  - Test fire all burners
  - Test all safety devices including but not limited to fire eye controls, pressure relief valves and low water cut offs
  - Test and ensure that all operating controls for the respective heating systems are working properly
  - Collect and properly dispose of all waste products that result from the cleaning or repairs to the above mentioned boilers
  - Any other maintenance or component replacement or repair necessary to maintain the boilers, burners, domestic hot water systems and associated controls in proper working order in accordance with manufacturer's specifications
6. The Contractor shall provide semi-annual inspections of all applicable control systems including all components as described below. These inspections will take place in the spring and fall. The automatic temperature control system services shall consist of, at a minimum, the following services:
- Calibrate all transmitter receiver gauges and controllers
  - Check all PE switches, solenoid air valves and limit controls
  - Check all control valves and pilot positioners
  - Check operation of all auxiliary devices
  - Review HVAC system sequence of operation
  - Check all dampers and lubricate
  - Check operational sequence of all VAV's, single duct terminal units, CAV's and related preheat, reheat and radiation valves and motors, if equipment is not working notify maintenance mechanics
  - Check operational sequence of all cabinet heaters, unit heaters and electric strip heaters
  - Check all room thermostats
  - Check time clock operation and settings
  - Check particle filters and oil filters (change as required)
  - Check pressure reducing valve settings
  - Check low-pressure safety valve
  - Check air dryer refrigerant pressure/temperatures
  - Check air dryer drain tap and by pass valves
  - Drain air compressor tank and check traps
  - Check air compressor oil pressure
  - Check air compressor belt and sheaves (change as required); Change air compressor suction filter as required
  - Check air compressor unloaders and check valve
  - Check air compressor operating controls including PE switch, starter and alternator

- Check air compressor high-pressure safety valve
  - Perform any software changes, upgrades and backups as required
  - Repair or replace all defective components
  - Any other maintenance, or component replacement or repair necessary to maintain the control systems in accordance with manufacturer's specifications
7. The annual preventative maintenance inspections shall be scheduled and completed prior to the heating/cooling season, subject to the approval of the agency contact as listed in Appendix A.
  8. The Contractor shall, in performing the services as described herein, utilize mechanics skilled in the service of large water chillers and air conditioning systems that have, at a minimum, obtained a "journeyman" level of competence.
  9. The Contractor shall make service available twenty-four (24) hours per day, seven (7) days per week. The Contractor shall employ a sufficient number of trained mechanics so that calls of any emergency nature can be answered promptly with the mechanic arriving at the job site no later than three hours after the call is entered. If overtime is necessary as a result of late arrival, the State may deduct the additional time, over three hours from any overtime payment.
  10. Request to repair and/or replace parts shall be approved by the Administrator, Department of Safety or his/her designated representative(s). Materials shall be invoiced not to exceed 10% above Contractor's cost. All replacement parts shall be new and of the same quality and brand name as that being replaced. All supplies such as oils and refrigerants shall be as specified by the equipment manufacturer. Substitutions will be permitted only with prior authorization of the Administrator, Department of Safety or his/her designated representative(s).
  11. The Contractor shall, after each scheduled or emergency call and before leaving the job site, present a written summary of the work performed and obtain signature thereon from the Administrator, Department of Safety or his/her designated representative(s).
  12. The Contractor shall present two copies of a Final Report of work done the previous calendar year. The report may be in a narrative during each month of the contract year. The report shall be submitted to the Agency Contact/Administrator listed in Appendix A or his/her designated representative(s), on or before January 15 of the following year.
  13. The Agency, shall:
    - a. Provide the Contractor with all pertinent information regarding the requirements for this contract within two working days of receiving a request for information from the Contractor.
    - b. Examine any documents submitted by the Contractor and rendering decisions pertaining thereto promptly to avoid delay in the progress of the contractor's work.
  14. The Contractor shall warranty all of the parts supplied for a period of not less than the manufacturer's standard period of time, from the date the items are received, inspected and accepted by the State. The warranty shall cover 100% of all supplies, parts, shipping, labor, travel, lodging and expenses.

All services performed under this Contract(s) shall be performed between the hours of 7:30 A.M. and 4:00 P.M. unless other arrangements are made in advance with the State, or other hours are required by the State. Any deviation in work hours shall be pre-approved by the respective agency. The State requires ten-day advance knowledge of said work schedules to provide security and access to respective work areas. No premium charges will be paid for any off-hour work.

The Contractor shall not commence work until a conference is held with each agency, at which representatives of the Contractor and the State are present. The conference will be arranged by the requesting agency (State).

The State shall require correction of defective work or damages to any part of a building or its appurtenances when caused by the Contractor's employees, equipment or supplies. The Contractor shall replace in satisfactory condition all defective work and damages rendered thereby or any other damages incurred. Upon failure of the Contractor to proceed promptly with the necessary corrections, the State may withhold any amount necessary to correct all defective work or damages from payments to the Contractor.

The work staff shall consist of qualified persons completely familiar with the products and equipment they shall use. The Contracting Officer may require the Contractor to dismiss from the work such employees as deems incompetent, careless, insubordinate, or otherwise objectionable, or whose continued employment on the work is deemed to be contrary to the public interest or inconsistent with the best interest of security and the State.

The Contractor or their personnel shall not represent themselves as employees or agents of the State.

While on State property, employees shall be subject to the control of the State, but under no circumstances shall such persons be deemed to be employees of the State.

All personnel shall observe all regulations or special restrictions in effect at the State Agency.

The Contractor's personnel shall be allowed only in areas where services are being performed. The use of State telephones is prohibited.

## SECTION II: BUREAU OF FACILITIES AND ASSET MANAGEMENT

1. The term "preventative maintenance" as used above shall include providing all supervision, materials, equipment, labor and transportation necessary for the successful completion of the work under the terms and conditions contained herein. The equipment covered by this agreement, their respective locations and manufacturers are listed and attached as part of this contract in Appendix A, Section II. Seasons are defined as:
  - Cooling Season (on or before April 30)
  - Heating season (on or before September 30)
  
2. The Contractor shall provide an annual fall maintenance inspection of the unit heaters, radiant heat panels, baseboards, make-up air units, infrared heaters and cabinet heaters as described herein. The maintenance inspection shall include the following services:
  - Brush or vacuum grilles, coils, fan, etc.
  - Lubricate fan and motor bearings where applicable
  - Check belts and sheaves where applicable
  - Check steam traps, valves, etc. where applicable
  - Check and tighten all electrical connections
  - Check all control operations
  - Lubricate and adjust dampers and linkages
  - Check heat exchanger for leaks where applicable
  - Check gas valve and controls where applicable
  - Check oil burner and controls where applicable
  - Check and tighten electric heater connections
  - Check amps/volts where applicable
  - Check filters (**See #9 Air Filters**)
  - Check fan assembly
  - Check and tighten all mounting hardware
  - Check overall operation
  - Check hardware and gaskets
  
3. Contractor shall inspect and complete preventative maintenance on all air conditioning systems and chiller systems annually in the spring (March – May) as required to maintain them in proper operating condition by providing, at a minimum, the following services:
  - Check and record volts/amps of compressors
  - Check and record volts/amps of condenser fan motor where applicable
  - Check starter and contact surfaces
  - Check and record operating temperatures
  - Check refrigerant charge (Contractor shall be responsible for the removal and disposal of any used refrigerant)
  - Check moisture indicators and sight glasses
  - Check oil level
  - Check oil contamination
  - Check all belts where applicable
  - Check all safety controls
  - Check superheat and adjustment
  - Check hot gas by-pass controls where applicable
  - Check head pressure controls where applicable
  - Check unloader operation where applicable
  - Check all operating controls
  - Check and tighten all electrical connections
  - Lubricate motors/bearings where applicable
  - Inspect and clean condenser coil
  - Clean and paint rusted areas
  - Check water cooled condenser coil where applicable
  - Check water regulating valve where applicable
  - Check cap tubes/piping for chafing
  - Check crankcase heaters

- Visually check for oil refrigerant leaks (Contractor shall be responsible for the removal and disposal of used refrigerant)
  - Check fan wheels - clean as required
  - Check fan scrolls - clean as required
  - Check fan sheave wear
  - Check fan sheave alignment
  - Check fan bearing supports
  - Check motor supports
  - Check damper operation
  - Check damper linkages
  - Check motor damper operation
  - Inspect and clean evaporator coils
  - Inspect and clean condensate pans
  - Inspect and clean condensate pumps where applicable
  - Replace air filters (**See #9 Air Filters**)
  - Check and clean outside air intakes
  - Check for any unusual noises or vibrations
  - Check structural integrity of the unit
  - Check glycol level if applicable
  - Check humidifier strainer where applicable
  - Check and clean humidifier drain/pan
  - Check and clean humidifier float assembly
  - Check humidifier level controls
  - Check humidifier heating elements
  - Check all humidifier controls
  - Check and clean outside air intakes,
  - Check for any unusual noises or vibrations,
  - Check structural integrity of the unit,
  - Check glycol level if applicable.
4. The Contractor shall maintain all digital control systems and associated devices on a semi-annual basis; spring (March – May) and fall (September – November) as required to maintain them in proper operating condition by providing, at a minimum, the following services:
- Review system for proper operation, verify that all associated devices start and stop properly, check that set points are maintained, and verify scheduling
  - Check operational sequence of all VAV's, and related preheat, reheat and radiation valves and motors
  - Check operational sequence of all cabinet heaters, unit heaters and electric strip heaters
  - Test and calibrate all devices including but not limited to thermostats, actuators, controls, dampers, valves, variable air volume devices
  - Make back-up copies of software configurations and operating system. Provide customer with access to most recent copy
  - Check and record any system abnormalities or deficiencies
5. The Contractor shall inspect all condenser water, and chilled water pumps as well as any glycol pumps annually in the spring (March- May). In addition the Contractor shall inspect all forced hot water pumps and circulators in the fall (September - November) as required to maintain them in proper operating condition by providing, at a minimum, the following services:
- Inspect electrical connections and contactors
  - Check couplings for alignment and wear and realign or replace when necessary
  - Lubricate all bearings
  - Check packing and adjust if necessary
  - Clean strainers
  - Check impeller and wearing rings
  - Check for any bearing wear
  - Check gaskets
  - Check for proper operation
  - Check for any improper vibration or noise
  - Tighten all nuts and bolts

- Check and tighten all electrical terminations
  - Check contacts for wear
  - Check and record motor current against nameplate
  - Check motor mounts and vibrator pads
6. The Contractor shall perform annual fall cleaning and inspections of all heating systems including boilers, furnaces and domestic hot water tanks as described below:
- Remove all cleaning access panels
  - Wire brush and vacuum all fireside surfaces free of soot
  - Wash coat all refractory; perform patching of refractory as required
  - Replace all gasketing as required
  - Reseal boiler access panels
  - Inspect all burners; Adjust spark gap and test pilots
  - Test fire all burners
  - Test all safety devices including but not limited to fire eye controls, pressure relief valves and low water cut offs
  - Test and ensure that all operating controls for the respective heating systems are working properly
  - Collect and properly dispose of all waste products that result from the cleaning or repairs to the above mentioned boilers
7. The Contractor shall provide semi-annual inspections in the spring (March – May) and fall (September – November) of the air handler systems. Inspections shall include the following:
- Check bearings for wear
  - Check fans and fan shafts for proper balance
  - Check all belts for proper tension, alignment and wear
  - Checking all air handling systems for proper flow, operation and control sequence (All related controls are included)
  - Clean all heating and cooling coils
  - Clean and scrub all condensation pans and check to ensure that pans are pitched correctly for proper drainage
  - Biocide tablets will be used in the condensation pans so that the pans are clean and in good working order
  - Check all sheaves for proper alignment
  - Check and tighten all electrical terminations
  - Check contacts for wear
  - Check and record motor current against nameplate
  - Check all safety controls
  - Lubricate motors/bearings where applicable
  - Check fan wheels - clean as required
  - Check fan scrolls - clean as required
  - Check fan bearing supports
  - Check motor supports
  - Check damper operation
  - Check damper linkages
  - Check motor damper operation
  - Inspect and clean condensate pumps where applicable
  - Replace air filters (**See #9 Air Filters**)
  - Check humidifier strainer where applicable
  - Check and clean humidifier float assembly
  - Check humidifier level controls
  - Check and clean humidifier drain/pan
  - Check humidifier heating elements
  - Check all humidifier controls
  - Check and clean outside air intakes
  - Check for any unusual noises or vibrations
  - Check structural integrity of the unit

8. AIR FILTERS: Contractor(s) is responsible for providing and replacing all air filters (including anti-microbial filters). The list below contains air filters used in these facilities.

Manufacturer	Description
Sanyo	apatite filter STKFDXB
Sanyo	Air Filter Assembly 2 852-0-2307-34002
Mitsubishi	Outlander Particulate Type Filter
Trane	1" (cm) TA and Pl. Media Model 02 87/8 x 191/8
Trane	1" (cm) TA and Pl. Media, Model 04 87/8 x 241/8
Trane	1" Fresh Air Filter (only on cabinet styles D, E, and H with bottom return and fresh air opening) Model 02 51/2 x 191/8
Trane	1" Fresh Air Filter (only on cabinet styles D, E, and H with bottom return and fresh air opening) Model 04 51/2 x 241/8
Trane (roof top)	20 – 30 ton take 20 x 20 x 2; 40 ton 20 x 25 x 2

**Filters shall meet or exceed existing filters for efficiency and quality**

9. The annual preventative maintenance inspections shall be scheduled and completed prior to the heating/cooling season, subject to the approval of the Administrator, or his/her designated representative.
10. The Contractor shall, in performing the services as described herein, utilize mechanics skilled in the service of large water chillers and air conditioning systems that have obtained a "journeyman" level of competence.
11. The Contractor shall make service available twenty-four (24) hours per day, seven (7) days per week. The Contractor shall employ a sufficient number of trained mechanics so that calls of any emergency nature can be answered promptly with the mechanic arriving at the job site no later than three (3) hours after the call is entered. Contractor shall provide a "not to exceed" estimate before starting any work. If overtime is necessary as a result of late arrival, the State may deduct the additional time, over three hours from any overtime payment.
12. Request to repair and/or replace parts shall be approved in advance by the Administrator Bureau of Facilities and Assets Management, or his designated representative. Materials shall be invoiced not to exceed 10% above Contractor's cost. All replacement parts shall be new and of the same quality and brand name as that being replaced. All supplies such as oils and refrigerants shall be as specified by the equipment manufacturer. Substitutions will be permitted only with prior authorization of the Administrator, or his designated representative.
13. The Contractor shall, after each scheduled or emergency call and before leaving the job site, present a written summary of the work performed and obtain signature thereon from the Administrator, or his designated representative.
14. The Contractor shall present two copies of a Final Report of work done the previous fiscal year. The report may be in a narrative during each month of the contract year. The reports shall be submitted to the Administrator or his/her designated representative on or before January 15 of the following year.
15. The Administrator Bureau of Facilities and Assets Management, or his designated representative, shall:
- Provide the Contractor with all pertinent information regarding the requirements for this contract within two working days of receiving a request for information from the Contractor.
  - Examine any documents submitted by the Contractor and rendering decisions pertaining thereto promptly to avoid delay in the progress of the contractor's work.
16. The Contractor shall warranty all of the parts supplied for a period of not less than the manufacturer's standard period of time, from the date the items are received, inspected and accepted by the State. The warranty shall cover 100% of all supplies, parts, shipping, labor, travel, lodging and expenses.