

SCOPE OF BID

It is the intention of The Housing Authority of the City of Allentown, PA, (AHA), to receive sealed bids to provide **heating and air conditioning preventative maintenance services** at various sites all located within the City of Allentown, PA, for a three (3)-year period from **July 1, 2019, through June 30, 2022**.

Because of ongoing modernization and revitalization projects, the Allentown Housing Authority reserves the right to amend the scope of this bid, remove properties or portions of sites from the service schedule, and prorate the payment schedule accordingly at any time during the term of the Contract.

I. GENERAL CONDITIONS

A. Preparation and Submittal of Bid

Refer to HUD-5369 (10/2002), *Instructions to Bidders for Contracts*, for detailed instructions regarding bid preparation and submission.

1. The Bidder shall at all times observe and comply with all laws, ordinances, and regulations of the Federal, State, and Local Governments which may in any manner affect the preparation of proposals for the performance of the contract.
2. All pages of this solicitation shall be completed and returned with the Bidder's proposal.

B. Bonding Requirements

Refer to HUD-5369 (10/2002), *Instructions to Bidders for Contracts*, for detailed instructions regarding Bid Guarantees and Assurance of Completion.

1. Bid Guarantee

- a. The bidder shall supply a bid security in the amount of not less than **five percent (5%)** of the total of the **Base Contract years only (07/01/19-06/30/22)** along with all other forms necessary to bid. This bid security shall not include the proposed costs of optional contract extension years.
- b. This bid guarantee is mandatory for consideration of award of contract and may be a certified check, bank draft, U.S. Government Bonds at par value, or a bid bond secured by a surety company acceptable to the U.S. Government and authorized to do business in the Commonwealth of Pennsylvania, as identified in the current Department of Treasury Circular No. 570.
- c. If posting a bid bond, the bid bond may be executed and submitted on the forms provided herein **or** on the forms provided by the recognized surety company.

C. Pricing

1. Minimum Bid Acceptance Period. No bid may be withdrawn for a period of **60 days** after the Bid Opening Date.
2. The Housing Authority of the City of Allentown, PA, is exempt from State and Federal taxes.
3. All discounts are to be included in bid prices. Prompt payment discounts will not be considered.
4. All prices shall be based on delivery to the destination indicated, including packaging charges.

**INVITATION TO BID
and PROPOSAL**

Scope of Bid, General Conditions, and
Technical Specifications

**THE HOUSING AUTHORITY
of the City of Allentown**

1339 Allen Street
Allentown, Pennsylvania 18102-2191

Section 4 Page 2

HVAC Preventative Maintenance

Bid No. 2019-003-000-50-4430016

5. Machines, equipment, and vehicles shall be fully assembled, serviced, and ready for use.
6. Construction and any service prices shall include all labor, tools, and materials needed to complete the work.

D. Prevailing Wage Rates.

1. The U. S. Housing Act of 1937, Section 12(a) mandates the payment of HUD-determined prevailing wage rates to all maintenance laborers and mechanics engaged in the operation of Public Housing Authority (PHA) low-income projects. The HUD-approved Maintenance Wage Rate Decision for the **Maintenance Mechanic** work classification is recorded on HUD Form 52158.
2. In accordance with Federal regulations standards for the U. S. Department of Labor, in general, a fringe benefit in this application includes any bona fide benefit provided by the employer that the employer is not obligated to provide by Federal, State, or local law. The most common types of fringe benefits to be included in the HUD-determined prevailing wage rate are as follows:
 - Medical or hospital care
 - Pensions on retirement or death
 - Compensation or insurance to provide for injuries or illness resulting from occupational activity
 - Unemployment benefits
 - Life insurance
 - Disability and sickness insurance or accident insurance
 - Vacation and holiday pay
 - Defrayment of cost of apprenticeship or other similar programs

For more information, please reference 29 CFR part 5.29
http://edocket.access.gpo.gov/cfr_2009/julqtr/pdf/29cfr5.29.pdf

3. The HUD-predetermined prevailing wage rate for the work classification specified herein will remain in effect for the ~~for the~~ first year of the awarded Contract. **This rate may be adjusted annually effective July 1 of each Contract year.** The AHA will provide a minimum of thirty (30) days' notice of any changes to this rate to the awarded contractor. This prevailing wage rate represents the *minimum* hourly wage and fringe benefits that the awarded contractor is required to pay employees in the work classification specified. Contractors may pay employees a higher rate than the prevailing wage rate required by the contract.

E. Specifications/Product Description

1. When brand names, trade names, model numbers, catalog numbers, etc. are listed, they are included for the purpose of furnishing Bidders with information concerning the style, type, or kind of article desired. A Bidder may offer an article which he certifies to be equal in quality, performance, and other kinds of essential characteristics. Any printed or written material or literature which describes the product being offered for sale must be included with the bid.
2. The Housing Authority shall be the sole judge of suitability of substitutes offered. When a formal numbered specification is referred to in this invitation, NO DEVIATION will be permitted. The Bidder will be required to furnish articles in conformity with that specification as stated.

3. Supplies, materials, equipment, and packaging must meet or exceed all OSHA requirements.

F. Guarantee and Warranty

1. The Bidder guarantees that all articles offered for sale comply fully or are fully equal to the item as required and specified.
2. All expenses covering return or replacement of defective or improper merchandise will be assumed by the vendor.
3. In no instance shall the vendor refer the Housing Authority to any distributor or manufacturer for settlement of any claim arising from defective or improper merchandise.
4. If the vendor shall fail to fix or replace any defective or improper article within 30 days from date of notice, the Housing Authority may make the necessary corrective arrangements and charge the cost to the money due the vendor or bill the vendor. The vendor agrees to reimburse the Housing Authority in such instance.
5. Samples or any warranties or guarantees which will apply to the goods being offered for sale shall be part of the bid.

G. Protest Policy and Procedure

In accordance with HUD-5369, Instructions to Bidders for Contracts, all protests to this solicitation or to a proposed or actual award of contract pursuant to this solicitation shall be resolved as follows:

1. Any actual or prospective contractor may protest the solicitation or award of a contract for serious violations of the principles of this Policy. Any protest against a solicitation must be received before the due date for the receipt of bids or proposals, and any protest against the award of a contract must be received within ten (10) calendar days after the contractor receives notice of the contract award, or the protest will not be considered.
2. All bid protests shall be in writing, submitted to the Contracting Officer or designee, who shall issue a written decision on the matter. The Contracting Officer may, at his/her discretion, suspend the procurement pending resolution of the protest if the facts presented so warrant.

H. Eligibility for Consideration of Bid Submittal.

Eligibility requirements are defined in HUD 5369, *Instructions to Bidders for Contracts* and HUD 5369-A, *Representations, Certifications, and Other Statements of Bidders*. Additionally, the following bidders shall **not** be eligible to participate in Bid No. 1900-003-000-50-4430016:

1. Bidders who have contracted previously with the Allentown Housing Authority and whose contract has been terminated.
2. Bidders who appear on the most current List of Parties Excluded from Federal Procurement and Non-procurement Programs which may be sourced at <https://www.sam.gov/SAM/>.

I. Qualifications

1. The bidder must realize the importance of maintaining the HVAC equipment in a safe and satisfactory condition which demands that the services are performed by preventative maintenance mechanics and technicians who have satisfactorily been trained to perform services on computerized, high-efficiency equipment and who can demonstrate that they have available under their direct employment and supervision, the necessary organization and facilities located within a reasonable distance from the sites to properly fulfill all of the services and conditions required under these specifications.
2. The awarded Contractor certifies that they are licensed in the Commonwealth of

Pennsylvania to perform the services specified herein and that the license will be maintained current and valid throughout the term of this Contract.

3. The services performed will be in acceptance with the recognized standard of the trade and will meet with the minimum safety and inspection requirements of the Bureau of Inspection, Department of Labor and Industry, Commonwealth of Pennsylvania.
4. All mechanics employed by the Contractor for work included in this specification will be supervised by said Contractor and will be paid wages consistent with or above the prevailing rate for this class of labor in the territory where this equipment is located. These mechanics will be qualified to keep the equipment properly adjusted and repaired and will use all reasonable care to maintain the equipment in proper and safe operation condition.
5. **References.** Each bidder must submit a list of not less than four (4) professional references for services that are currently contracted *and* contracts completed within the past three (3) years. The company name, name of contact person, and telephone number must be included in the information provided. Refer to **Statement of Bidder's Qualifications**, Items 6 and 12.

J. Responsibilities and Liabilities

1. The Authority reserves the right to inspect or have an authorized representative conduct inspections and tests to ascertain that the requirements of the Contract are fulfilled and preventative maintenance is performed according to specifications.
2. The Contractor will hold the Allentown Housing Authority harmless from liability of any nature or kind including cost and expense for or on account of any patented or non-patented invention, article, or appliance manufactured or used in the performance of services required by this specification. The Contractor shall not be held responsible or liable for any loss, damage, detention, or delay caused by negligence, misuse, vandalism, Act of God, or any cause beyond reasonable control.

K. Section 3

1. This Contract is subject to the requirements of Section 3 of the Housing and Urban Development Act of 1968, as amended, which provides that training, employment and other economic opportunities generated by HUD assistance or HUD-assisted projects covered by Section 3, shall, to the greatest extent feasible, be directed to low, and very low, income persons, particularly persons who are recipients of HUD assistance for housing.
2. **Section 3 Resident** A Section 3 resident is:
 - a. A public housing resident; or
 - b. A low, or very low, income person residing in the metropolitan area where the Section 3 covered assistance is expended.
3. **Section 3 Business Concerns** are businesses that can provide evidence that they meet one of the following criteria:
 - a. Fifty One (51) percent or more owned by Section 3 residents; or
 - b. At least Thirty (30) percent of its full time employees include persons that are currently Section 3 residents, or were Section 3 residents within three (3) years of the date of first hire; or
 - c. Provides evidence, as required, of a commitment to subcontract in excess of 25 percent of the dollar award of all subcontracts to business concerns that meet one of the first two (2) qualifications above.

L. Term of Contract

1. It is the Housing Authority's intention that the base term of this contract shall be for a period of three (3) years, **beginning July 1, 2019, and ending June 30, 2022.**
2. Each optional extension year shall be exercised at the sole discretion of the Housing Authority. There will be no renegotiation of the proposed prices offered on the **Form of Bid** for either of the two (2) extension years. The AHA shall notify the awarded Contractor, in writing, by **April 1** if the contract will be extended for an optional year beginning the following July 1.

M. Award of Contract

1. The decision to award the Contract shall be awarded to the lowest responsible Bidder.
2. The proposed costs for the optional extension periods will not be considered for the award of the contract. However, if a bidder offers a bid for the base contract period, the bidder must offer proposed costs for each of the two (2) optional extension years associated with that bid in order to be considered for award of contract.
3. In submitting a bid, it is agreed that all parts of Bid No. 1900-003-000-50-4430016 become part of the Contract.
4. The successful vendor after receiving the contract documents has fourteen (14) calendar days in which to sign them and return them with the necessary performance bond and all other required documents as specified.
5. Should the selected vendor fail to deliver a suitable item within the time limits specified, the Housing Authority may choose to re-advertise for bids-or, if time is critical, after negotiation select one of the Bidders ranked second or third in the original bid opening and tabulation. Upon re-advertising or selection of an alternate vendor, the Purchasing Agent will retain said bid bond or certified check of the original successful Bidder due to his inability to comply with all agreements to which he is bound.

N. Public Liability Insurance

1. Before commencing work, the Contractor and each Subcontractor shall furnish the Housing Authority with an **original** Certificate of Insurance showing that the following insurance is in force and will insure all operations under the Contract:
 - a. **Worker's Compensation**, in accordance with State or Territorial Worker's Compensation laws. The Contractor will file with the Allentown Housing Authority proof of compliance with the Worker's Compensation Laws of the Commonwealth of Pennsylvania and protect the Housing Authority against suits, liens, or damages due to injury or loss of life of the Contractor's employees while working on the premises.
 - b. **Commercial General Liability** with a combined single limit for bodily injury and property damage of not less than \$1,000,000 per occurrence to protect the Contractor and each Subcontractor against claims for bodily injury or death and damage to the property of others. This Certificate shall name the Authority as **Additional Insured**. This insurance shall cover the use of all equipment, hoists, and vehicles on the site(s) not covered by Automobile Liability under Item c below. If the Contractor has a "claims-made" policy, then the following additional requirements apply: the policy must provide a "retroactive date" which must be on or before the execution date of the Contract; and the extended reporting period may not be less than five years following the completion date of the Contract.
 - c. **Automobile Liability** on owned motor vehicles used on the site(s) or in connection therewith.
2. This coverage shall remain in full force for the duration of the Contract and any awarded

Contract extensions. As coverage is renewed or revised, an updated **original** Certificate shall be forwarded to the Purchasing Office prior to the expiration of the existing Certificate. In order for the awarded Contractor or Sub-Contractor to perform services on Housing Authority property, this document must remain current at all times.

- O. **Business License.** Within fourteen (14) calendar days of notification of award of Contract, the awarded Contractor will be required to submit a business license for the City of Allentown for the current calendar year. This license is renewable at the beginning of each calendar year; a copy of the Contractor's business license must be submitted to the Purchasing Office at the beginning of each calendar year of the Contract term and **must remain current** at all times.
- P. **Sales Tax License – Commonwealth of Pennsylvania.** All bidders are required to submit a current copy of their Certificate of Registration Sales Tax License issued by the Commonwealth of Pennsylvania Department of Revenue with their bid proposal. This license must remain current at all times for the duration of the Contract. Upon renewal, the awarded Contractor must submit a copy to the Purchasing Office.
- Q. **Invoices and Payment Terms.**
1. Invoices shall be submitted at the **end of the month** in which services are performed and shall include the following information:
 - a. Contract number
 - b. Month of services rendered
 - c. Monthly cost of service itemized by cost center/location
 2. The monthly fee shall be the total Base Contract amount divided by 36. For accounting purposes only, the monthly cost shall be itemized by site (Refer to Form of Bid). If applicable, for each subsequent extension year awarded, the monthly fee shall be the proposed annual cost divided by 12.
 3. Payment is conditional upon satisfactory performance, receipt of service reports and test results performed during the service period, and acceptance of services by AHA.
 4. Invoices shall be e-mailed to accouting@allentownhousing.org or mailed to the following address:

The Housing Authority of the City of Allentown, PA
Administrative Office
1339 West Allen Street
Allentown, PA 18102-2191
 5. Payment shall be made with 30 calendar days of the receipt of invoice contingent upon satisfactory completion and the acceptance by AHA of the services rendered.
 6. The determination of unsatisfactory performance shall be documented and forwarded to the Contractor no later than the following day during which the service was rendered. Repeated notifications of unsatisfactory performance shall result in delayed payments and, ultimately, cancellation of the Contract.
- R. **Cancellation of Contract.** The Housing Authority reserves the right or option to cancel the unexpired term of this agreement, with cause, by providing at least thirty (30) days' prior *written* notice to the Contractor. However, in the event of repeated delay, non-performance, or non-compliance by the Contractor, the Authority may terminate the Contract upon two (2) days *written* notice without penalty to the Authority.

S. Pre-bid Conference.

1. Each Bidder must completely satisfy himself as to the exact nature and existing conditions of the bid and locations as well as the requirements of the specifications for extent and quality of work to be performed. Failure to do so will not relieve the successful Contractor of their obligation to carry out the provisions of the Contract.
2. Furthermore, submission of a bid shall be deemed conclusive evidence that the Bidder has satisfied himself as to the scope, general conditions, and specifications of this bid and, therefore, shall constitute a waiver by each of all claims of error in bid, withdrawal of bid, or payment of extras, or combination thereof, under the executed contract.
3. A pre-bid conference will be held on **Thursday, April 18, 2019**, beginning at **9:00 AM** at the Gross Towers Administrative Office, 1339 W. Allen Street, Allentown, PA. Please note that this is the **only** conference to be held. Attendance is **not mandatory** for submitting a bid, but bidders are encouraged to attend. An informational session will be followed immediately by site visitations to view equipment included in this bid.
4. Parking is available in the visitors' lot at the front of the building or on the street; all other lots are reserved parking. Attendees shall provide their own transportation to other sites.
5. In order to facilitate meeting preparation, bidders interested in attending this conference are asked to confirm their attendance by contacting the Purchasing Office at 610-439-1575 no later than **Tuesday, April 16, 2019**.
6. It is recommended that all attendees bring a copy of the bid package to this meeting.

II. GENERAL SPECIFICATIONS

A. Service Periods

1. **FALL SERVICE** shall be completed between **September 1st and November 15th**. Equipment serviced in this time frame will be any boilers/furnaces for heat, domestic water, and heat/ventilation units.
2. **SPRING SERVICE** shall be completed between **April 15th and June 15th**. Equipment serviced in this time frame will be air conditioners, including units marked as a "Combo", which are units for cooling and heating, and heat/ventilation units.
3. Selected equipment shall be serviced in both the Fall and Spring Periods as identified in Appendix I, Mechanical Systems Roster and Site Locations.

B. Additional Services. Service(s) beyond the scope of the Contract will be completed upon issuance of a purchase order. At the sole discretion of AHA, this additional work may be awarded to the successful Contractor *or* may be issued to another contractor.

1. **Emergency Services.** The successful Contractor must be able to provide the Housing Authority with 24-hour emergency service in the event of any equipment failure. This service shall be considered an additional service beyond the basic service contract.
2. **Mechanic's Hourly Rates for Additional Services.**
 - a. Bidders shall indicate on the **Form of Bid** a mechanic's hourly labor rate for which the Housing Authority will be charged for services not covered by this Contract and performed on a time-and-material basis for the Base Contract period as well as each of the two (2) Optional Extension Year periods: 1) Straight time 2) Overtime 3) Holiday.
 - b. Bidders shall also explain the following charges, if applicable, on the Form of Bid: 1) Parts Markup and 2) Travel or service visit 3) Vehicle charge.

C. Scheduling.

1. The scheduling of Fall and Spring services shall be coordinated with the Director of Maintenance Operations and the Property Manager of the respective cost center(s). A *written* schedule shall be submitted to the Director of Maintenance Operations Office for preliminary review **no later than three (3) weeks prior to the beginning of each service period**. Then, this schedule will be forwarded to the Property Manager(s) for final review and approval.
2. This schedule shall include the following information:
 - **Date of service**
 - **Building name and/or site address (es)** to be serviced on each day. In the case of AMP 600 Scattered Sites and AMPs 411, 412, and 413 (Cumberland Gardens) and AMP 500 (Little Lehigh) dwelling units, these locations shall appear on the schedule by the address of each dwelling unit.
 - **Number of Contractor personnel** that will be dispatched on each service day to facilitate the scheduling of adjoining AHA personnel.

3. The Property Manager(s) shall assign AHA staff to accompany Contractor personnel to all locations.
 - a. AHA staff shall provide access to equipment and supervise services but *shall not assist* the Contractor's technician in performing services.
 - b. Regarding the Overlook Park Community Building, AHA will provide access to the property. However, the awarded contractor is responsible to provide a ladder (6 ft. minimum) and be prepared to remove ceiling tiles in order to access the second floor hatch leading to the units located on the roof of the building.
4. Contact information will be provided to the successful bidder at the time of contract signing.

D. Equipment Roster Changes and Invoice Adjustments.

The Director of Maintenance Operations or the Purchasing Office shall notify the Contractor of any changes in the equipment roster prior to the start of each service period.

1. **Cost Center.** The Housing Authority reserves the option to **delete a cost center** from a service period(s). In this instance, the Contract payment for that period(s) shall be adjusted according to the rate schedule offered on the **Form of Bid, Item 1, Response C and, if applicable, Response D.**
2. **Individual Units.**
 - a. No Contract cost adjustments shall be required for deletion of *individual* pieces of equipment from the service schedule for any given service period a) if the equipment was replaced during the Contract period and is under warranty with another Contractor or b) if the equipment is temporarily out of service during the service period.
 - b. Equipment that is replaced and is under warranty with another contractor shall not be serviced during the warranty period. Equipment that is exempt from service for any given service period will be identified before services begin. After the end of the warranty period, the new equipment shall be included in all subsequent service periods with no cost adjustments.

E. Service Reports.

1. The awarded Contractor shall submit a sample copy of the field service report form to the Director of Maintenance Operations Office for approval at the time of Contract signing. This form shall include, but is not limited to, the following data:
 - a. Building location
 - b. Equipment location (Specified by applicable room name or number or dwelling unit address)
 - c. Equipment manufacturer, model, and serial number. Please note that the technician shall **field-verify** the information that is listed on the Contract equipment roster.
 - d. Checklist of specified services relative to the appropriate service period (i.e. Fall or Spring)
 - e. If applicable, additional comments and/or recommendations for remedial service.

- f. AHA Work Order Number (to be provided by adjoining AHA personnel at the time of service)
 - g. Signature and date of service technician.
 - h. Signature and date of adjoining AHA personnel.
2. **Format and Submission.** The awarded Contractor may choose to present paper or electronic Individual field service reports. However, all service reports must be completed **at the job site for each piece of equipment.**
- a. Service reports must be submitted to adjoining AHA personnel prior to leaving the job site. A copy of the completed field service report shall be forwarded to the respective 1) Property Manager and to the 2) Director of Maintenance Operations Office on a **daily** basis.
 - b. **Electronic** service reports must be completed at the job site and e-mailed from the job site or by the end of the same business day in which the service was completed to lday@allentownhousing.org and accounting@allentownhousing.org.

III. TECHNICAL SPECIFICATIONS FOR HVAC SERVICES

The following task lists reflect the **minimum** requirements for the Scope of Work for the equipment listed in Appendix I entitled *Mechanical Systems and Site Locations*. These lists are categorized as follows:

- A. **General Maintenance Requirements.** These task lists are categorized by type of equipment: 1) Heating/Boiler and 2) Air Conditioning as shown in *Appendix II: General Maintenance Specifications*.
- B. **Manufacturers' Minimum Maintenance Requirements.** The General Maintenance Specifications task lists mentioned above shall be *augmented* by the manufacturers' minimum requirements for **selected** pieces of equipment highlighted in yellow in the equipment rosters in Appendix I. Additionally, to provide comprehensive maintenance services, the Manufacturers' Minimum Requirements shown in *Appendix III: Manufacturers Minimum Maintenance Requirements* will include service items that have been performed previously but may not be specified by the manufacturer.
- C. **Building Automation System (BAS).** Bidders shall note that selected equipment is monitored electronically by a BAS at Towers East (AMP 200), Gross Towers (AMP 300), the 700 Building (AMP 700), and Walnut Manor (AMP 800). This equipment is identified in Appendix I on the Mechanical Systems and Site Locations roster. As equipment is added to the monitoring system, AHA shall notify the awarded contractor of these changes prior to the start of the respective service period.

**APPENDIX I:
MECHANICAL SYSTEMS ROSTER
AND SITE LOCATIONS:
BASE CONTRACT
&
*OPTIONAL EXTENSION YEAR(S)***

**APPENDIX II:
GENERAL MAINTENANCE
SPECIFICATIONS**

GENERAL MAINTENANCE SPECIFICATIONS

HEATING/BOILER Maintenance Services shall consist of the following services where applicable.

1. Inspect boiler and burner externally.
2. Inspect exterior ductwork for integrity.
3. Open fireside; thoroughly brush and vacuum. Close fireside using new gasketing where necessary.
4. Open waterside; thoroughly flush with water. Close waterside with all new gaskets.
5. Inspect heating surfaces.
6. Inspect refractory and boiler tubes.
7. Clean water column sight glass.
8. Open, clean, and inspect low water cutoff controls.
9. Clean all combustion sights.
10. Check all blowdown valves.
11. Test safety valves.
12. Furnish and replace fuel filters annually.
13. Furnish and replace fuel nozzles as needed.
14. Furnish and replace air filters and belts as needed.
15. Clean air register blower wheel and air dampers.
16. Clean flame safeguard scanner.
17. Clean and adjust ignition or pilot assembly.
18. Inspect oil gun assembly; clean and adjust burner for maximum efficiency.
19. Inspect, lubricate, and tighten all burner linkage.
20. Inspect and lubricate all burner motors.
21. Inspect gas valves for leakage where test cocks are provided.
22. Check programmer operation.
23. Check modulating motor operation.
24. Check operation of all limit and safety controls.
25. Lubricate all heat circulator motors and inspect couplings.
26. Check and record amp draws on pump motors.
27. Test feedwater controls.
28. Lubricate all valve stems & check packing glands.
29. Inspect fuel station & transfer pumps.
30. Test combustion for CO₂, O₂, smoke, draft, and stack temperature. Record this information on service report.
31. Drain and cushion boiler expansion tank where applicable.
32. Remove, inspect, clean, and vacuum boiler breeching up to the point of exiting the boiler room into the vertical stack/chimney. While breech piping is removed from the base of the chimney stack, the base of the chimney shall be inspected and cleaned of all debris. Special note shall be made on service reports of any significant signs of deterioration (e.g. crumbling mortar, fallen bricks).
33. Vacuum and wipe top surface of boiler.
34. Provide individual field service reports for each mechanical unit listed in the contract specifications. Reports must be complete, legible, and include all information as requested in the Contract Specifications *plus* any recommendations or appraisals the contractor deems appropriate for each particular mechanical system.

AIR CONDITIONING Maintenance Services to be provided:

1. Inspect A/C unit and compressor externally.
2. Inspect exterior ductwork for integrity.
3. Inspect all cooling surfaces.
4. Inspect and clean all coils; remove through-the-wall heat/AC combo units from casing to clean coils.
5. Inspect all electrical connections and controls.
6. Check unit for leaks.
7. Furnish and replace air filters or wash permanent filters where present.
8. Check refrigerant charge on all units equipped for measuring refrigerant levels. Systems requiring up to and including ten (10) pounds of refrigerant shall be recharged in order to correct minor fluctuations in refrigerant levels and ultimately return the system to proper operating levels.

Units requiring *more* than ten (10) pounds of refrigerant shall be reported to the respective Property Manager on the *day of service*. Repair and/or recharging of such units shall be considered an additional service outside the scope of the Contract.

9. Check expansion valve operation.
10. Clean and inspect blower assembly.
11. Furnish and replace drive belts as needed.
12. Check thermostat control.
13. Check damper assembly.
14. Check operation of all limits and safety controls.
15. Check running smoothness and vibration levels. Correct if necessary.
16. Check/record operating pressures.
17. Check/record voltage and amperage of motors.
18. Check/record evaporator superheat temperature.
19. Lubricate air blower and motor bearings.
20. Provide individual field service reports for each unit listed in contract specifications. Reports must be complete, legible, and include all information as requested in the Contract Specifications *plus* any recommendations or appraisals the contractor deems appropriate for each particular system.

**APPENDIX III:
MANUFACTURERS' MINIMUM
MAINTENANCE REQUIREMENTS**