

## **REVISED SECTION 3.0 SCOPE OF WORK**

### **3.1 SCOPE OF WORK**

Visual inspections, preventative maintenance and repairs shall be performed the first week of every month for the term of the contract.

### **3.2 INSPECTIONS, PREVENTATIVE MAINTENANCE AND REPAIRS**

Inspections, preventative maintenance and repairs shall include, but not be limited to the following:

- a) Clean and/or replace filters at all locations. Filters must be polyester media or pleated and of correct size and thickness, as required by manufacturer's specifications (see *additional requirements for the Police Department below*).
- b) Grease and lubricate all motors, bearing and all other applicable items.
- c) Check all controls for proper settings and cleanliness (i.e. thermostat, clocks, etc.).
- d) Check all refrigerant pressures to be in the proper operating ranges.
- e) Check all voltages to be in the proper operating ranges.
- f) Check all electrical connections for corrosion and that contacts are secure.
- g) Check for temperature drop across the coils.
- h) Check belt tension and condition of belts; replace when needed.
- i) Check for signs of refrigerant leaks.
- j) Check for proper amperage draws on all compressors and motors.
- k) Clean all drain pans and condensate lines; add chlorine tablets or equivalent, when required.
- l) Check conditions of evaporator and condenser coils for cleanliness.
- m) Where applicable, check oil levels and change oil when required per Manufacturer's specifications.
- n) Remove any / all debris from inside and around the units.
- o) Clean all equipment, especially the evaporator and condenser coils.
- p) Check dampers, damper activators and linkages.
- q) Maintain chiller pumps according to manufacturers' specifications.
- r) Where applicable, prior to winter, check operability of heat strips.
- s) Replacement of any consumable item required for maintenance including, but not limited to, filters, belts and hoses shall be included in monthly costs. (Note: compressors, evaporator coils and condenser coils are not considered consumables).
- t) Replacement parts, relating to preventative maintenance or repairs shall be of new manufacture and of original manufacturer or equal. Upon completion of service or repair, the unit shall operate at maximum efficiency.

### **3.3 POLICE DEPARTMENT FILTER REPLACEMENT REQUIREMENTS**

The Police Department located at 700 NE 124<sup>th</sup> Street requires the following services for filters:

Air Handler Filters Replacement (Rooftop Unit):

- a) Main Filters – Replaced Annually
- b) Secondary Filters – Semi-Annually
- c) Fresh Air Vent Insect Screen – Annually

- VI Box Filter Replacement (Located throughout the interior of the building on all 4 floors):
- VI Box Filters – Replaced twice a year and some are replaced three times a year depending on condition and area.

Please provide rates for the Police Department Administrative Services Bldg as follows:

1. With Filter Replacement (**See REVISED ATTACHMENT “B” FILTER INVENTORY FOR POLICE DEPARTMENT**)
2. Without Filter Replacement

### **3.4 SECURITY (SIGN-IN / CHECKLISTS)**

Sign-in sheets will be located with an “authorized representative” at each location. The Contractor MUST sign-in and sign-out on each visit. If these sheets are not properly filled out, payment will not be processed for the dates the sign-in sheets are not recorded properly. Contractors will be notified, at the time of award, where the sign-in sheets will be located for each facility.

Completed maintenance checklist(s) MUST be submitted with maintenance work order with the designated representative upon completion of the maintenance and / or service at each location.

In the case where no person is available to sign off on the maintenance personnel work order, the work order and checklist are to be faxed to the authorized representative within 24 hours for verification of services rendered.

### **3.5 QUALITY CONTROL PROGRAM**

The Contractor shall establish a complete quality control program to assure the requirements of the contract are provided as specified herein. The City shall monitor the Contractor’s performance under this contract using the quality assurance procedures submitted. **One (1) copy of the Contractor’s basic quality control program shall be submitted with the Bid Form.** The program should include, but not be limited to:

- An inspection system covering all the services as required in Scope of Services.
- A method of identifying deficiencies in the quality of services performed before the level of performance is deemed unacceptable.
- A file of all inspections conducted by the Contractor and the corrective action to be taken. This document shall be made available to the City during the term of the contract.

All questions concerning the quality or acceptability of materials used or the work to be performed and the manner of performance and progress made shall be determined by the City’s Authorized Representative.

### **3.6 RESPONSE TIME**

For on-call repair, response time shall not exceed four (4) hours from the time the call is placed to the Contractor. Failure to respond to a service call within the specified time will result in the Contractor paying for any and all costs incurred by the City in securing a secondary vendor to perform the repairs.

Any and all work completed by the Contractor that is considered unsatisfactory to the City’s authorized representative, shall be reported to the Purchasing Department. The Purchasing Agent shall address these issues, in writing, to the Contractor. All required

corrections shall be completed within twenty-four (24) hours after notice has been given to the Contractor.

### 3.7 **MONTHLY CHECKLISTS AND REPORTS**

Awarded Contractor must complete a monthly maintenance checklist and report per air conditioning unit. (Sample of checklist that is to be submitted is included as **Attachment A**).

Upon completion of maintenance, the completed check lists, which shall accompany Contractors work ticket, must be submitted to City authorized location representative for verification and approval.

If at any time, the Contractor finds any conditions that require immediate attention, the Contractor shall immediately notify the City's authorized representative

All parts or consumable items that are replaced should be itemized on the report and priced according to hourly rate and percentage over vendor invoice for replacement parts as identified on the **Revised Price Proposal Form – Items 24 and 25**.

Sign-in and sign-out method for tracking work performed is applicable to all non-maintenance repairs or replacements.

Should any repairs or replacement work exceed an estimated amount of \$1,000.00, work must be approved through either a PO separate from the contract or written authorization from a City representative before work can commence.

**A company supervisor must inspect field service maintenance work every 3 months minimum and provide a supervisory work inspection report to be submitted with invoice or payment shall be withheld until report is received and verified by City representative.**

### 3.8 **HOURLY RATES**

Due to the nature of operations of many of the facilities of the City, there will be numerous times that work cannot be performed, or emergencies will occur at times which are not considered normal business hours, Monday through Friday, 7:30a.m – 5:00p.m. When work is scheduled in advance by the City of North Miami at hours other than normal business hours, no overtime will be permitted, as the contractor is expected to shift his work schedule accordingly.

- **Hourly Rate #1** is defined as normally scheduled service, Monday-Friday, 7:30a.m -5:00 p.m. Hourly rate shall include all labor and travel charges.
- **Hourly Rate #2** is defined as Overtime, Emergency Service, Weekends and Holidays. **Emergency Service calls require a minimum four (4) hour response time.** When emergencies occur after 4:00 p.m. on normal workdays and service is requested and the work goes beyond 6:00 p.m., all work performed after 6:00 p.m. will be at the overtime rate. Similar emergency work before and up to 7:30 a.m. will be at the overtime rate.

If the contractor fails to provide the emergency service within four hours from the time of receiving the call, the contractor will be required to perform the service and credit the City

for the labor cost equal to the number of hours the contractor delayed the installation and /or service.

**3.9 MARK-UP FROM VERIFIED INVOICE**

Bidders shall state in their Bid, a percentage over cost (Contractor’s Invoice) for non-consumable replacement parts, such as compressors, evaporators, that are NOT included under the maintenance requirements. The replacement of compressors and evaporators will be included in the resulting contract, but shall not be included in the monthly maintenance charges. The City reserves the right to seek individual pricing for the replacement of compressors and evaporators. The awarded Bidder shall be responsible for submitting a copy of their invoice for each individual repair item exceeding \$100.00. (Consumable items, that are to be covered under the maintenance contract such as filters, etc., are excluded.)

**3.10 ADDITIONAL SERVICES**

- The Contractor shall provide professional assistance to the City pertinent to operational aspects of the units in terms of viability, etc.
- The Contractor must adhere to the set monthly maintenance schedule.
- Duct work is not included in this Scope of Services and therefore, should not be included in the monthly costs.
- If the use of a crane is required at any time, for any repairs, it shall be at the expense of the Contractor. This cost should NOT be included in the monthly costs herein.

**3.11 EQUIPMENT INVENTORY / LOCATION**

Facility, Location, City Representative	Manufacturer / Model No. & Type
<b>City Hall – 776 NE 125<sup>th</sup> Street, North Miami, FL</b>	
1.	BASEMENT-2 <sup>ND</sup> FL. BALCONY RHEEM CONDENSER RA1436AJINA
2.	BASEMENT TRANE AIR HANDLER TWE 120C300AB
3.	BASEMENT (LUNCH ROOM AREA) RHEEM AIR HANDLER MODEL NO. RH1P36175TANJA
4.	2 <sup>ND</sup> FLOOR RHEEM AIR HANDLER MODEL NO. RMGL 240ZL
5.	2 <sup>ND</sup> FLOOR RHEEM AIR HANDLER MODEL NO. RHGL 2402L
6.	2 <sup>ND</sup> FLOOR BALCONY TRANE CONDENSER MODEL NO. TT120 E300AA
7.	2 <sup>ND</sup> FLOOR BALCONY RHEEM CONDENSER MODEL NO. RAWL 120CAZ
8.	2 <sup>ND</sup> FLOOR BALCONY RHEEM CONDENSER MODEL NO. RAWL 120CAZ
9.	2 <sup>nd</sup> FLOOR BALCONY RHEEM CONDENSER MODEL NO. RAWL 121CAZ

10.	2 <sup>nd</sup> FLOOR BALCONY	CONDENSER MODEL NO. 38AUZA08085A0A0A0
11.	2 <sup>nd</sup> FLOOR BALCONY	CONDENSER MODEL NO. 38AUZA08A05A0A0A0
12.	2 <sup>nd</sup> FLOOR BALCONY	RHEEM CONDENSER MODEL NO. 121CAZ
13.	4 <sup>TH</sup> FLOOR ROOF	TRANE CONDENSER MODEL NO. TTA150B300EA
14.	4 <sup>TH</sup> FLOOR ROOF	TRANE CONDENSER MODEL NO. TTA150B300EA
15.	CITY CLERK	AIR HANDLER MODEL NO. TAMA4A0A0C60515A
16.	2 <sup>ND</sup> FLOOR	CONDENSER MODEL NO. 4TTB3060D1000CA
17.	4 <sup>TH</sup> FLOOR	TRANE AIR HANDLER MODEL NO. TWE180B300EL
18.	4 <sup>TH</sup> FLOOR	TRANE AIR HANDLER MODEL NO. TWE180B300EL
19.	3 <sup>RD</sup> FLOOR	CARRIER AIR HANDLER MODEL NO. 38AUZA080A85A0A0A0
20.	4 <sup>TH</sup> FLOOR	MTSUBISHI ELECTRIC AIR HANDLER/CONDENSER MODEL NO. MS2Y A15NA
21.	4 <sup>TH</sup> FLOOR	MTSUBISHI ELECTRIC AIR HANDLER/CONDENSER MODEL NO. MSY A15NA
<b>Building &amp; Zoning Modular Building – 12340 NE 8<sup>th</sup> Ave.</b>		
22.	NORTH SIDE OF BLDG.	TRANE AIR HANDLER MODEL NO. TWE060P13FBO  AMERICAN STANDARD CONDENSER MODEL NO. 7C3060A
<b>Community Planning &amp; Development Modular Building –12400 NE 8<sup>th</sup> Ave.</b>		
20.	NORTH SIDE OF BLDG.	RHEEM CONDENSER MODEL NO. 13AJN30A01
21.	NORTH SIDE OF BLDG.	RHEEM AIR HANDLER MODEL NO. HM2417JA
22.	NORTH SIDE OF BLDG.	RHEEM AIR HANDLER MODEL NO. RRHP21J07SH2

23.	SOUTH SIDE OF BLDG.	RHEEM AIR HANDLER MODEL NO. RRHP17J06SH1
24.	SOUTH SIDE OF BLDG.	RHEEM CONDENSER NO. 13AJN24A01
25.	SOUTH SIDE OF BLDG.	RHEEM CONDENSER NO. 13AJN24A01
<b>North Miami Public Library – 835 NE 132<sup>nd</sup> Street</b>		
26.	LEFT SIDE LOBBY	RHEEM AIR HANDLER MODEL NO. RHGL180ZL
27.	LEFT SIDE LOBBY	RHEEM AIR HANDLER MODEL NO. RHGL180ZL
28.	RIGHT SIDE LOBBY	TRANE AIR HANDLER MODEL NO. WB2408300
29.	ASSEMBLY ROOM	TRANE AIR HANDLER MODEL NO. CCDE06APCM
30.	SOUTH SIDE OF BLDG.	RHEEM CONDENSER MODEL NO. RAWL – 180CAZ
31.	SOUTH SIDE OF BLDG.	RHEEM CONDENSER MODEL NO. RAWL – 180CAZ
32.	SOUTH SIDE OF BLDG.	TRANE CONDENSER MODEL NO. TTA12043AAA00AE00
33.	SOUTH SIDE OF BLDG.	TRANE CONDENSER MODEL NO. TTA120D300AA
34.	SOUTH SIDE OF BLDG.	AMERICAN STANDARD CONDENSER MODEL NO. TTA180E300AA
35.	SOUTH SIDE OF BLDG.	LG AIR HANDLER MODEL NO. LSN240HGV1
36.	SOUTH SIDE OF BLDG.	LG AIR HANDLER MODEL NO. LSN120HGV1
37.	SOUTH SIDE OF BLDG.	LG CONDENSER MODEL NO. LSU120HZE1
38.	SOUTH SIDE OF BLDG.	LG CONDENSER MODEL NO. LSU120HZE1
<b>Museum of Contemporary Art—770 NE 125<sup>th</sup> St.</b>		
39.	REAR OF BUILDING	YORK CHILLER MODEL NO. YCAL0080EC17XCASDTXL
40.	REAR OF BUILDING	YORK AIR HANDLER 1 MODEL NO. CSI565VFC18X13
41.	REAR OF GALLERY	YORK AIR HANDLER 2 MODEL NO. CSI565VFC18X13

42.	REAR OF GALLERY	YORK AIR HANDLER 3 MODEL NO. CS1565VFC18X13
43.	PAVILION GALLERY	YORK AIR HANDLER 4 MODEL NO. CS5325VFC9X6
44.	PAVILION GALLERY	YORK AIR HANDLER 5 MODEL NO. C5325VFC9X6
45.	MOCA GIFT SHOP	TBA / AIR HANDLER 6
46.	ADMIN. ROOFTOP	YORK AIR HANDLER 7 MODEL NO. P125FC100460
<b>Public Works / Motor Pool – 1855 NE 142<sup>nd</sup> Street</b>		
47.	ROOF	TRANE-PACKAGE MODEL NO. TCD090C300
<b>Public Works / Norman Winson Water Plant – 12098 NW 11<sup>th</sup> Ave</b>		
48.	OFFICE	RHEEM AIR HANDLER MODEL NO. RHSL- HM-3617JA
49.	OFFICE	RHEEM CONDENSER MODEL NO. 13AJN36A01
50.	OFFICE	BARD CONDENSER & AIR HANDLER COMBO UNIT MODEL NO. W30A1AXH
<b>Public Works / Utility Ops Center-1815 NE 150<sup>th</sup> St.</b>		
51.	CARPENTER SHOP	RUUD CONDENSER MODEL NO. UAM060JAZ
52.	CARPENTER SHOP	RUUD AIR HANDLER MODEL NO. UBEA24J10
53.	TELEMETRY CLOSET	CLASSIC AIR HANDLER MODEL NO. MRHENCC12ASA
54.	ELECTRIC SHOP	RHEEM CONDENSER MODEL NO. RAKA060JAZ
55.	ELECTRIC SHOP	RHEEM AIR HANDLER MODEL NO. RBHC- 24J11NFB
56.	LUNCH ROOM	RHEEM CONDENSER MODEL NO. RAKA- 060JAZ
57.	LUNCH ROOM	RHEEM AIR HANDLER MODEL NO. 13AJA60C01757
58.	METER ROOM	RHEEM CONDENSER MODEL NO. RA1480AJINA

59.	METER ROOM	RHEEM CONDENSER MODEL NO. RA1360ACINB
60.	METER ROOM	RHEEM AIR HANDLER MODEL NO. RHLA- HM6024JA
61.	METER ROOM	RHEEM AIR HANDLER MODEL NO. RBHC- 24J11SH7
<b>Parks &amp; Recreation / Administrative Office – 12300 NE 8<sup>th</sup> Avenue</b>		
62.		(2) BARD – W36A2-A10
63.		(2) BARD – W36A2-10
<b>Parks &amp; Recreation / Parks Operation Center – 12181 NE 13<sup>th</sup> Avenue</b>		
64.	OFFICE	RHEEM AIR HANDLER MODEL NO. RHIP4821STANJA
65.	OFFICE	RHEEM CONDENSER MODEL NO. RA1448ACING
66.	BUTLER BUILDING	RHEEM CONDENSER MODEL NO. RGHP- 25J11HS7
67.	BUTLER BUILDING	RHEEM AIR HANDLER MODEL NO. RANL060CAZ
<b>Parks &amp; Recreation / Joe Celestin Center – 1525 NW 135 Street</b>		
68.	GYMNASIUM	FC-3 - MODEL# 40MVC009-101
69.	GYMNASIUM	AHU-1 - MODEL# 39MN21D020YWZ11XFS
70.	GYMNASIUM	MICRO METL - MODEL# EVEGEEA490KFOB
71.	(2) UNITS - ROOF	(2) MICRO METL - MODEL# EVDDCCB490KFOB
72.	(2) UNITS - ROOF	(2) CARRIER - MODEL# 38AUZA08A0B6A0A0A0A0
73.	ROOF	CARRIER – MODEL #50PG-C12-AK60T-H
74.	ROOF	CARRIER – MODEL #50PG-C12-AK60S-H
75.	ROOF	CARRIER – MODEL #39MW12D020YX11FS
76.	ROOF	CARRIER – MODEL # 38MVC009---101
<b>Parks &amp; Recreation / Sunkist Grove Community Center – 12500 NW 13<sup>th</sup> Ave.</b>		
77.	ROOF	GOODMAN PACKAGE UNIT MODEL NO. PCO36-3B
78.	INSIDE	YORK AIR HANDLER MODEL NO. K3EV12QA33B



79.	INSIDE	TRANE CONDENSER MODEL NO. TTAIZOA300FA
<b>Parks &amp; Recreation / Keystone Community Center –13050 Ixora Court</b>		
80.	CEILING	(2) TRANE AIR HANDLERS MODEL NO. 7054LKTIV
81.	WEST	TRANE CONDENSER MODEL NO. 7062MFC5F
82.	WEST	TRANE CONDENSER MODEL NO. 7062LT25F
<b>Parks &amp; Recreation / Enchanted Forest Community Center - 1725 NE 135<sup>th</sup> Street</b>		
83.	INSIDE	(2) JANITROL AIR HANDLERS MODEL NO. A42-08C
84.	NORTH SIDE	GOODMAN CONDENSER MODEL NO. 130361 CA
85.	NORTH SIDE	GOODMAN CONDENSER MODEL NO. GSC 130361 DE
<b>Parks &amp; Recreation / Gwen Margolis Community Center - 1590 NE 123<sup>rd</sup> Street</b>		
86.		TRANE CONDENSER MODEL NO. TTA090A300FA
87.		RHEEM CONDENSER MODEL NO. RAWE- 091CAZ
88.		(2) YORK CONDENSER MODEL NO. YC090C00AZAAA4
89.		(2) YORK AIR HANDLERS MODEL NO. KEIU180A33A
90.		(2) YORK AIR HANDLERS MODEL NO. ND180C00E6AAAZ
<b>Parks &amp; Recreation / Sans Souci Tennis Center – 1795 Sans Souci Blvd</b>		
91.	SOUTH	TRANE AIR HANDLER MODEL NO. 2TEC3F36B1000AA
92.	SOUTH	TRANE CONDENSER MODEL NO. 2TTB3O36A1000AA
<b>Parks &amp; Recreation / Griffing Adult Center –12220 Griffing Blvd., FL</b>		
93.		(2) TRANE AIR HANDLER MODEL NO. TWE060A300BB
94.		(2) TRANE CONDENSER MODEL NO. 2TTA0060A300AA
<b>Parks &amp; Recreation / Judson Community Center – 12100 NW 16 Avenue</b>		

95.		RHEEM AIR HANDLER MODEL NO. RBHP-25RCHL
96.		RHEEM CONDENSER MODEL NO. 13AJN60A01
<b>Police Department / Administration Building 700 NE 124<sup>th</sup> Street</b>		
97.	HVAC AIR HANDLER (ROOF)	TEMTRO – MODEL NO. FRD502PG RTU-1 / SERIAL NO. 60973
98.	HVAC CHILLERS (PARKING LOT)	(2) TRANE 90-TON AIR COOL CHILLERS – MODEL NO. CGAM090F2 / SERIAL NOS. U14H44401 & U14H44402
99.	HVAC AUTOMATED LOGIC CONTROLLERS (4 <sup>TH</sup> FLOOR)	METASYS BY JOHNSON CONTROL MODEL NO. FEC 2611
<b>Police Department / Crime Scene Modular Building 740 NW 124<sup>th</sup> Street</b>		
100.		(2) BARD – MODEL NO. WA302-A10 / SERIAL NOS. 255N092667960-01 & 255N092667964-01
<b>Police Department / 7<sup>th</sup> Avenue Workstation 13753 NW 7<sup>th</sup> Avenue</b>		
101.		TRANE – MODEL NO. TWE048C14FCO / SERIAL NO. 2434J8UIV
<b>Code Enforcement Modular Building -12330 NE 8<sup>th</sup> Ave.</b>		
102.		BARD Package Unit W36A1-A10
103.		BARD Package Unit W36A1-A10
<b>Code Enforcement - 809 NE 125 Street</b>		
104.		US ALUMACOIL MANUFACTURING COMPANY AIR HANDLER MODEL NO. A8PT49C14AC (3yr Lease 2018-2021)
105.		RHEEM CONDENSER MODEL NO. GSX140481KD
<b>Customer Service Center - 811 NE 125 Street</b>		
106.		GOODMAN AIR HANDLER MODEL NO. ARUF364216CA
107.		GOODMAN CONDENSER MODEL NO. VSX130421BA

**END OF SECTION**