

City of Hazelwood  
2019 CITY OF HAZELWOOD HVAC MAINTENANCE SERVICES  
AGREEMENT

Opening Date: May 23, 2019 1:30 p.m.

The City of Hazelwood, Missouri is accepting sealed bids for the 2019 CITY OF HAZELWOOD HVAC MAINTENANCE SERVICES AGREEMENT of Municipal Buildings for the City of Hazelwood, Missouri. Instructions to Bidders, Specifications, and Bid Forms will be available on the City's website at [www.hazelwoodmo.org](http://www.hazelwoodmo.org). Sealed bids will be accepted until 1:30 p.m., Thursday, May 23, 2019.



**SPECIFICATIONS and BID DOCUMENTS**  
for the  
**2019 CITY OF HAZELWOOD HVAC MAINTENANCE**  
**SERVICES AGREEMENT**

**City of Hazelwood**  
**415 Elm Grove Lane**  
**Hazelwood, MO 63042**  
**Matthew Robinson, Mayor**  
**Mathew Zimmerman, City Manager**  
**David Stewart, PE Public Works Director/City Engineer**

**Bid Opening: Thursday, May 23, 2019**  
**1:30 p.m.**

# TABLE OF CONTENTS

	<i>Page</i>
Request for Bid	1
Scope	2
Instructions to Bidders	3-4
Specifications	5-19
Bid Forms	20-21
HVAC Maintenance Services Contract	22-24
Affidavit of Compliance	25-26
Non-Collusion Affidavit	27
Equipment Listing	28-37

## REQUEST FOR BID

Bids for the 2019 CITY OF HAZELWOOD HVAC MAINTENANCE SERVICES AGREEMENT of Municipal Buildings for the City of Hazelwood, Missouri will be received by the Public Works Department until 1:30 p.m. on Thursday, May 23, 2019 at City Hall located at 415 Elm Grove Lane, Hazelwood, Missouri 63042 and will be thereafter publicly opened and read.

Bid packages are available online at [www.hazelwoodmo.org](http://www.hazelwoodmo.org). Please direct any inquiries to Nikki Miller, Project Manager, at [mmmiller@hazelwoodmo.org](mailto:mmmiller@hazelwoodmo.org) or (314) 513-5031.

The City of Hazelwood reserves the right to reject any and all bids, to waive any informalities and to accept the bid that is most advantageous, beneficial or expeditious to the City of Hazelwood. No bid may be withdrawn for a period of ninety (90) days after bid opening. Bids may be corrected for clerical or typographical errors at the discretion of the City of Hazelwood, but not because of an error in judgment.

The Bid Documents must be returned in duplicate in a sealed envelope marked “**2019 City of Hazelwood HVAC Maintenance Services Agreement**”.

## SCOPE

The scope of this project is to provide servicing, preventive maintenance, required repair, and adjustment to all mechanical heating, ventilating and air conditioning equipment, as well as all ancillary equipment for a period of three (3) years, with a renewal option of up to two (2) years, within all eleven (11) City owned buildings for the City of Hazelwood, Missouri.

Unless otherwise specifically stated in the Contract documents and technical specifications, the Contractor shall provide and pay for all bonds, insurance, permits, inspections, licenses, materials, labor, tools, equipment, light, power, water, heat, transportation, testing, supervision, utility connection fees and other facilities necessary for the execution and completion of work. If the Contractor, in the course of work, finds any discrepancy between the specifications and physical conditions of the locality, or any error or omission in the specifications, shall immediately inform the Project Manager, in writing, and the Project Manager shall promptly verify the same.

The Contractor shall deliver all improvements embraced in this Contract, complete in every respect, within the specified time.

The Contractor shall at all times carry on the work in such a manner as to minimize the interference with use of interior space, traffic, utility and municipal services, and adjoining property owners' egress, ingress and use of their property.

The work shall be carried out in such a manner that all physical structures and natural features are restored to at least as good of condition as they were in before the work was done. It is understood that where specifications apply, their provisions shall determine the character and manner of restoration of existing structures and features.

The Contractor shall repair any damage, outside of the scope of work, done to private or public property to the satisfaction of the Owner of said property and the Contractor thereof shall absorb the cost.

**The term of this contract shall commence after written notice to proceed and terminate three (3) years after notice to proceed, with a renewal option of up to two (2) years. Anticipated start date shall be July 1, 2019.**

Questions concerning this project shall be directed to Nikki Miller, Project Manager, at [mmmiller@hazelwoodmo.org](mailto:mmmiller@hazelwoodmo.org) or (314) 513-5031.

## INSTRUCTION TO BIDDERS

1. The City of Hazelwood (CITY) will receive bids from qualified contractors (BIDDERS) for the 2019 CITY OF HAZELWOOD HVAC MAINTENANCE SERVICES AGREEMENT of Municipal Buildings for the City of Hazelwood, Missouri. Sealed bids will be accepted until 1:30 p.m., Thursday, May 23, 2019.
2. BIDDERS shall submit their bids on the included “BID FORM” and shall fill in all spaces requiring unit prices. Failure to do so may disqualify the bid. Bids are to be sent in a sealed, opaque envelope clearly marked “**2019 City of Hazelwood HVAC Maintenance Services Agreement**”.
3. BIDDERS shall identify the items that will be furnished by brand or manufacturer’s name and catalog numbers. BIDDERS shall also furnish specifications and descriptive literature.
4. BIDDERS shall exclude Federal Excise Tax and/or Sales and use taxes in their bid prices, as the City is exempt from these taxes by law. Federal tax exemption certificates will be furnished if required. BIDDERS are to exclude sales tax from vendors and material suppliers in their bid prices. The City will provide the Missouri Project Exemption Certificate authorizing purchasing tax exempt project construction materials.
5. The delivery date(s), or when work will start, shall be stated in definite terms, as they will be taken into consideration in making the award.
6. BIDDERS shall include with their bids a signed and notarized NON-COLLUSION AFFIDAVIT, which is part of the bid packet.
7. BIDDERS shall include with their bids a BID BOND, CASHIERS CHECK OR MONEY ORDER in the amount of 5% of the total bid.
8. BIDDERS shall include with their bid a CERTIFICATE OF INSURANCE as outlined in the specifications.
9. All changes in specifications, as herein set forth will be by written addendum only. No oral changes are authorized and any such communications shall be acted upon at the sole risk and responsibility of the BIDDER.
10. BIDDERS will acknowledge receipt of any and all addendum on “BID FORM”.
11. Bids may be withdrawn prior to bid opening, but once opened, bids are to be binding for ninety (90) days following bid opening.

12. BIDDERS shall tour and become familiar with the CITY as it pertains to this bid and shall thoroughly understand the “SPECIFICATIONS”, “BID FORM” and “CONTRACT” prior to the submitting of bids.
13. BIDDERS shall submit their bids in duplicate.
14. BIDDERS shall submit a list of exclusions with their bid.
15. Any questions or clarifications pertaining to this proposal should be directed to Nikki Miller, Project Manager, at (314) 513-5031 or [mmmiller@hazelwoodmo.org](mailto:mmmiller@hazelwoodmo.org) prior to the submitting of bids.
16. BIDDERS shall include with their bids on a separate sheet titled “REFERENCES” a list of all maintenance contracts for entities with contact name and phone numbers for similar work in St. Louis County. If none exist, the bidder must provide at least three (3) references with contact names and phone numbers from the closest municipalities served.
17. The CITY reserves the right to waive any informality in the bidding procedure and the right to refuse any and all bids tendered.

## SPECIFICATIONS

BIDDERS shall provide all necessary equipment, materials and labor to execute work on all required areas of the HVAC Maintenance Services of Municipal Buildings for the City of Hazelwood, Missouri in accordance with any federal, state, county or local laws and ordinances within the City of Hazelwood corporate limits.

1. The servicing, preventive maintenance, required repair, adjustment and annual testing of backflow preventers shall be performed on all municipal HVAC equipment by the Contractor in the following municipal buildings:
  - 1.1. Aquatic Center, 1186 Teson Road
  - 1.2. City Hall/Police Complex, 415 Elm Grove Lane
  - 1.3. Civic Center East, 8969 Dunn Road
  - 1.4. Civic Center East Annex, 8995 Dunn Road
  - 1.5. Community Center, 1186 Teson Road
  - 1.6. Fire Station #1, 6100 N. Lindbergh Boulevard
  - 1.7. Fire Station #2, 6800 Howdershell Road
  - 1.8. Knobbe House, 420 Brookes Drive
  - 1.9. Park Maintenance Facility, 7029 Howdershell Road
  - 1.10. Public Works Maintenance Garage, 115 Ford Lane
  - 1.11. Sports Complex, 4622 Aubuchon Road
2. This contract shall be based on a time period of three (3) years beginning on July 1, 2019 and terminating on June 30, 2022. By mutual agreement, the Contract may be extended for up to two (2) additional years with the maintenance fee adjusted for inflation based on the Consumer Price Index (CPI).
3. Reservation for Award and/or Rejection - The City of Hazelwood will use the following considerations to award the Contract:
  - 3.1. Identified costs for services.
  - 3.2. Level of service to be provided including your exclusions (**attach to bid**).
  - 3.3. Indicated response time.
  - 3.4. Expertise and training of technical personnel.
4. The provisions of regular maintenance services, repair and all required technical operational adjustments shall be supplied by the Contractor. All repair and technical services shall apply to the four (4) systems herein identified within the eleven (11) municipal buildings specified. The four (4) systems covered by this proposal are as follows:



- 4.1. All items and components of the heating and cooling mechanical equipment.
- 4.2. All duct work, piping and ancillary equipment located therein.
- 4.3. All thermostats, switches and control devices regulating and operating said equipment, and any ancillary equipment needed for their operation.
- 4.4. Backflow preventers.

For a listing of equipment and preventative maintenance schedule, see Appendix A.

The City of Hazelwood has upgraded existing HVAC components to buildings listed under this contract as part of an ongoing energy performance contract with Control Technology Solutions (CTS). The purpose of this project was to increase the energy efficiency of these facilities.

What follows is a listing of the major improvements that were included in the project:

1. Digital control system (replaced pneumatic system).
2. Cleaning and refurbishment of heating/cooling distribution systems.
3. Replacement of the air handling unit at the Community Center.
4. Replacement of the gym HVAC unit at Civic Center East.
5. Reconfiguration of the heating/cooling distribution system at Fire Stations #1 and #2.

Manufacturer warranties will be in effect during a portion or the entire length of this contract. For this equipment, the Contractor will coordinate warranty claims with Control Technology Solutions (CTS).

In addition, the City is currently exploring the feasibility of the following projects and may complete pending funding.

1. Firehouse #2, 6800 Howdershell Road – Replacement of cooling unit
  2. Sports Complex, 4622 Aubuchon Road – Replacement of heating/cooling unit
5. The Contractor shall schedule preventive maintenance functions for mechanical equipment systems four (4) times each year to coincide with seasonal weather changes. At that time, any adjustments to operating equipment will be made to provide optimum service for the expected seasonal climate. If maintenance or adjustments are required more often, they shall be so provided by the Contractor. All operational cycles of heating and cooling shut-down and start-ups will be the responsibility of the Contractor.
6. It shall be the responsibility of the Contractor to familiarize themselves with **ALL** buildings and/or locations, including number of units and their overall condition and to have the knowledge, technical capabilities and experience of all the mechanical components of the four (4) identified systems.

7. It shall be the responsibility of the Contractor to keep and maintain all technical pamphlets concerning all repairs and maintenance necessary and required during the period of the Contract.
8. It shall be the responsibility of the Contractor to provide all required warranty maintenance and to keep valid any manufacturer guarantees. Any equipment defects shall be identified and reported to the Project Manager for the proper repair or replacement. For components replaced under the Energy Efficiency Contract, the Contractor shall coordinate warranty claims with CTS.
9. The Contractor shall perform an on-site evaluation of all mechanical equipment and facilities and make any recommendations which may improve the efficiency of the existing facility or contribute to energy conservation.
10. The Contractor shall inform the Project Manager of the quantity and size of all air filters, belts and other items that will require scheduled replacement. The Contractor shall replace all belts annually and filters quarterly unless conditions warrant sooner replacement.
11. Variations of Specifications; for purposes of evaluation, the Contractor shall indicate any variances from the specifications, terms, and/or conditions. If variations are not stated in the proposal, it will be assumed that the services to be provided by the Contractor fully comply with the City's specifications, terms and conditions.

## GENERAL INFORMATION

### 1. ALIEN REGISTRATION, COMPLIANCE AND ENFORCEMENT

1.1. DEFINITIONS. As used in this section, the following terms shall have the following meanings:

1.1.1. Business Entity- Any person or group of persons performing or engaging in any activity, enterprise, profession, or occupation for gain, benefit, advantage, or livelihood. The term "business entity" shall include but not be limited to self-employed individuals, partnerships, corporations, contractors, and subcontractors. The term "business entity" shall include any business entity that possesses a business permit, license, or tax certification issued by the state, any business entity that is exempt by law from obtaining such a business permit, and any business entity that is operating unlawfully without such a business permit. The term "business entity" shall not include a self-employed individual with no employees or entities utilizing the services of direct sellers as defined in subdivision (17) of subsection 12 of section 288.034, RSMo.

- 1.1.2. Contractor- A person, employer, or business entity that enters into an agreement to perform any service or work or to provide a certain product in exchange for valuable consideration. This definition shall include but not be limited to a general contractor, subcontractor, independent contractor, contract employee, project manager, or a recruiting or staffing entity.
- 1.1.3. Employee- Any person performing work or service of any kind or character for hire within the state of Missouri.
- 1.1.4. Employer- Any person or entity employing any person for hire within the state of Missouri, including a public employer. Where there are two or more putative employers, any person or entity taking a business tax deduction for the employee in question shall be considered an employer of that person for purposes of sections 285.525 to 285.550, RSMo.
- 1.1.5. Employment- The act of employing or state of being employed, engaged, or hired to perform work or service of any kind or character within the state of Missouri.
- 1.1.6. Federal Work Authorization Program- Any of the electronic verification of work authorization programs operated by the United States Department of Homeland Security or an equivalent federal work authorization program operated by the United States Department of Homeland Security to verify information of newly hired employees, under the Immigration Reform and Control Act of 1986 (IRCA), P.L.99-603.
- 1.1.7. Knowingly- A person acts knowingly or with knowledge.
  - 1.1.7.1. With respect to the person's conduct or to attendant circumstances when the person is aware of the nature of the person's conduct or that those circumstances exist; or
  - 1.1.7.2. With respect to a result of the person's conduct when the person is aware that the person's conduct is practically certain to cause that result.
- 1.1.8. Municipality- The City of Hazelwood.
- 1.1.9. Public Employer- Every department, agency, or instrumentality of the state or political subdivision of the state.

- 1.1.10. Unauthorized Alien- An alien who does not have the legal right or authorization under federal law to work in the United States, as defined in 8 U.S.C. 1324a(h)(3).
- 1.1.11. Work- Any job, task, employment, labor, personal services, or any other activity for which compensation is provided, expected, or due, including but not limited to all activities conducted by business entities.

## 1.2. ILLEGAL ACTS

- 1.2.1. No business entity or employer shall knowingly employ, hire for employment, or continue to employ an unauthorized alien to perform work within the municipality.
- 1.2.2. As a condition for the award of any contract or grant in excess of five thousand dollars by the municipality the business entity shall, by sworn affidavit and provision of documentation, affirm its enrollment and participation in a federal work authorization program with respect to the employees working in connection with the contracted services. Every such business entity shall also sign an affidavit affirming that it does not knowingly employ any person who is an unauthorized alien in connection with the contracted services.
- 1.2.3. The affidavit shall be approved as to form by the municipal attorney.
- 1.2.4. An employer may enroll and participate in a federal work authorization program and shall verify the employment eligibility of every employee in the employer's hire whose employment commences after the employer enrolls in a federal work authorization program. The employer shall retain a copy of the dated verification report received from the federal government. Any business entity that participates in such program shall have an affirmative defense that such business entity has not violated subsection 1 of this section.
- 1.2.5. A general contractor or subcontractor of any tier shall not be liable under this section when such general contractor or subcontractor contracts with its direct subcontractor and subcontractor affirmatively states that the direct subcontractor is not knowingly in violation of subsection 1 of this section and shall not henceforth be in such violation and the contractor or subcontractor receives a sworn affidavit under the penalty of perjury attesting to the fact that the direct subcontractor's employees are lawfully present in the United States.

### 1.3. ENFORCEMENT

- 1.3.1. The attorney general shall enforce the requirements of sections 285.525 to 285.550.
- 1.3.2. An enforcement action shall be initiated by means of a written, signed complaint under penalty of perjury as defined in section 575.040, RSMo, to the attorney general submitted by any state official, business entity, or state resident. A valid complaint shall include an allegation which describes the alleged violator as well as the actions constituting the violation, and the date and location where such actions occurred. A complaint which alleges a violation solely or primarily on the basis of national origin, ethnicity, or race shall be deemed invalid and shall not be enforced.
- 1.3.3. Upon receipt of a valid complaint, the attorney general shall, within fifteen business days, request identity information from the business entity regarding any persons alleged to be unauthorized aliens. Such request shall be made by certified mail. The attorney general shall direct the municipality to suspend any applicable license, permit, or exemptions of any business entity which fails, within fifteen business days after receipt of the request, to provide such information.
- 1.3.4. The attorney general, after receiving the requested identity information from the business entity, shall submit identity data required by the federal government to verify, under 8 U.S.C. 1373, the immigration status of such persons, and shall provide the business entity with written notice of the results of the verification request:
  - 1.3.4.1. If the federal government notifies the attorney general that an employee is not authorized to work in the United States, the attorney general shall proceed on the complaint as provided in subsection 1.3.5 of this section.
  - 1.3.4.2. If the federal government notifies the attorney general that an employee is not authorized to work in the United States, the attorney general shall proceed on the complaint as provided in subsection 1.3.5 of this section.
  - 1.3.4.3. If the federal government notifies the attorney general that it is unable to verify whether an employee is authorized to work in the United States, the attorney general shall take no further action on the complaint until verification from the federal government concerning the status of the individual is received.

1.3.5.

1.3.5.1. If the federal government notifies the attorney general that an employee is not authorized to work in the United States, and the employer of the unauthorized alien participates in a federal work authorization program, there shall be a rebuttable presumption that the employer has met the requirements for an affirmative defense under subsection 1.2.4 of section 1.2, and the employer shall comply with subsection 1.3.6 of this section.

1.3.5.2. If the federal government notifies the attorney general that an employee is not authorized to work in the United States, the attorney general shall bring a civil action in Cole County if the attorney general reasonably believes the business entity knowingly violated subsection 1 of section 285.530.

1.3.5.2.1. If the court finds that a business entity did not knowingly violate subsection 1 of this section, the employer shall have fifteen business days to comply with subdivision (1.3.6.1) and paragraph (1.3.6.2.1) of subdivision (1.3.6.2) of subsection 1.3.6 of this section.

1.3.5.2.2. If the court finds that a business entity knowingly violated this section, the court shall direct the municipality to suspend the business permit, if such exists, and any applicable licenses or exemptions of such business entity for fourteen days. Permits, licenses, and exemptions shall be reinstated for entities who comply with subsection 1.3.6 of this section at the end of the fourteen day period.

1.3.6. The correction of a violation with respect to the employment of an unauthorized alien shall include the following actions:

1.3.6.1.

1.3.6.1.1. The business entity terminates the unauthorized alien's employment. If the business entity attempts to terminate the unauthorized alien's employment and such termination is challenged in a court of the state of Missouri, the fifteen-business-day period for providing information to the attorney general referenced in subsection 1.3.3 of this section shall be tolled while the business entity pursues the termination of the unauthorized alien's employment in such forum, or

- 1.3.6.1.2. The business entity, after acquiring additional information from the employee, requests a secondary or additional verification by the federal government of the employee's authorization, under the procedures of a federal work authorization program. While this verification is pending, the fifteen-business-day period for providing information to the attorney general referenced in subsection 1.3.3 of this section shall be tolled, and
- 1.3.6.2. A legal representative of the business entity submits, at an office designated by the attorney general, the following:
  - 1.3.6.2.1. A sworn affidavit stating that the violation has ended that shall include a description of the specific measures and actions taken by the business entity to end the violation, and the name, address, and other adequate identifying information for any unauthorized aliens related to the complaint, and
  - 1.3.6.2.2. Documentation acceptable to the attorney general which confirms that the business entity has enrolled in and is participating in a federal work authorization program.
- 1.3.7. The suspensions of a business license or licenses under subsection 1.3.5 of this section shall terminate one business day after a legal representative of the business entity submits the affidavit and other documentation required under subsection 1.3.6 of this section following any period of restriction required under subsection 1.3.5 of this section.
- 1.3.8. For an entity that violates subsection 1.3.1 of this section for a second time, the court shall direct the municipality to suspend, for one year, the business permit, if such exists, and any applicable license or exemptions of the business entity. For a subsequent violation, the court shall direct the municipality to forever suspend the business permit, if such exists, and any applicable license or exemptions of the business entity.
- 1.3.9. This section shall not be construed to deny and procedural mechanisms or legal defenses included in a federal work authorization program.
- 1.3.10. Any business entity subject to a complaint and subsequent enforcement under this section or any employee of such a business entity may challenge the enforcement of this section with respect to such entity or employee in the courts of the state of Missouri.

- 1.3.11. If the court finds that any complaint is frivolous in nature or finds no probable cause to believe that there has been a violation, the court shall dismiss the case. For purposes of this subsection, “frivolous” shall mean a complaint not shown by clear and convincing evidence to be valid. Any person who submits a frivolous complaint shall be liable for actual, compensatory, and punitive damages to the alleged violator for holding the alleged violator before the public in a false light. If the court finds that a complaint is frivolous or that there is not probable cause to believe there has been a violation, the attorney general shall issue a public report to the complainant and the alleged violator stating with particularity its reasons for dismissal of the complaint. Upon such issuance, the complaint and all materials relating to the complaint shall be a public record as defined in chapter 610, RSMo.
- 1.3.12. The determination of whether a worker is an unauthorized alien shall be made by the federal government. A determination of such status of an individual by the federal government shall create a rebuttable presumption as to that individual’s status in any judicial proceedings brought under this section or section 285.330. The court may take judicial notice of any verification of an individual’s status previously provided by the federal government and may request the federal government to provide automated or testimonial verification.
- 1.3.13. Should the federal government discontinue or fail to authorize or implement any federal work authorization program, the municipality shall review this section for the purpose of determining whether the sections are no longer applicable and should be repealed.

## 2. SAFETY PROGRAMS, COMPLIANCE AND PENALTIES

As used in this section, the following terms shall mean:

- 2.1.1. Construction- Construction, reconstruction, demolition, painting and decorating, or other major repair.
- 2.1.2. Department- The Missouri department of labor and industrial relations.
- 2.1.3. Person- Any natural person, joint venture, partnership, corporation, or other business or legal entity.
- 2.1.4. Municipality- The City of Hazelwood, Missouri.



- 2.1.5. Public Works- All fixed works constructed for public use or benefit or paid for wholly or in part out of public funds.
- 2.2. Any person signing a Contract to work on the construction of public works for the municipality shall provide a ten-hour Occupational Safety and Health Administration (OSHA) construction safety program for their on-site employees which includes a course in construction safety and health approved by OSHA or a similar program approved by the department which is at least as stringent as an approved OSHA program. All employees are required to complete the program within sixty days of beginning work on such construction project.
- 2.3. Any employee found on a worksite subject to this section without documentation of the successful completion of the course required under subsection 2.2 of this section shall be afforded twenty days to produce such documentation before being subject to removal from the project.
- 2.4. The Contractor to whom the Contract is awarded and any Subcontractor under such Contractor shall require all on-site employees to complete the ten-hour training program required under subsection 2.2 of this section. The Contractor shall forfeit as a penalty to the municipality, two thousand five hundred dollars plus one hundred dollars for each employee employed by the Contractor or Subcontractor, for each calendar day, or portion thereof, such employee is employed without the required training. The penalty shall not being to accrue until the time period in subsections 2.2 and 2.3 of this section have elapsed. The municipality shall withhold and retain therefrom, all sums and amounts due and owing as a result of any violation of this section when making payments to the Contractor under the Contract. The Contractor may withhold from any Subcontractor, sufficient sums to cover any penalties the public body has withheld from the Contractor resulting from the Subcontractor's failure to comply with the terms of this section. If the payment has been made to the Subcontractor without withholding, the Contractor may recover the amount of penalty resulting from the fault of the Subcontractor.
- 2.5. In determining whether a violation of this section has occurred, and whether the penalty under subsection 2.4 of this section shall be imposed, the department shall investigate any claim of violation. Upon completing such investigation, the department shall notify the municipality and any party found to be in violation of this section of its finding and whether a penalty shall be assessed. Determinations under this section may be appealed in the Circuit Court of St. Louis County.

2.6. If the Contractor or Subcontractor fails to pay the penalty within forty-five days following notification by the department, the department shall pursue an enforcement action to enforce the monetary penalty provisions of subsection 2.4 of this section against the Contractor or Subcontractor found to be in violation of this section. If the court orders payment of the penalties as prescribed under subsection 2.4 of this section, the department shall be entitled to recover its actual cost of enforcement in addition to such penalty amount.

### 3. CONTRACTOR'S LIABILITY INSURANCE

The Contractor shall purchase and maintain in full force and affect the following insurance coverage with an insurance carrier acceptable to the City:

The policy shall be endorsed to cover the contractual liability of the Contractor under the General Conditions.

The Contractor and his Subcontractors shall procure and maintain during the life of this agreement insurance of the types and minimum amounts as follows:

3.1.1. Workers' Compensation in full compliance with statutory requirements of Federal and State of Missouri law and Employers' Liability coverage in the amount of **\$1,000,000**.

3.1.2. Comprehensive General Liability and Bodily Injury

Including Death: **\$409,123** each person  
Property Damage: **\$2,727,489** each occurrence

3.1.3. Comprehensive Automobile Liability, Bodily Injury

Including Death: **\$409,123** each person  
Property Damage: **\$2,727,489** each occurrence

3.1.4. Owner's Protective Bodily Injury,

Including Death: **\$409,123** each person  
Property Damage: **\$2,727,489** each occurrence

The Owner's Protective Policy shall name the City as the insured. Certificates evidencing such insurance shall be furnished to the City prior to the Contractor commencing the

Work on this project. The certificates must state **“The City of Hazelwood and the Director of Public Works/City Engineer is an additional insured.”**

4. CHANGE OF VENUE

The parties of the Agreement agree that venue shall lie exclusively in the Circuit Court of St. Louis County, State of Missouri, in the event of any litigation between them with regards to the matter encompassed by the Agreement.

5. COMPLIANCE WITH REGULATIONS

The Contractor shall comply with Regulations relative to nondiscrimination in Federally-assisted programs of the Department of Transportation, Title 49, Code of Federal Regulations, Part 21, as they may be amended from time to time (hereinafter referred to as the Regulations), which are herein incorporated by reference and made a part of this Contract.

Further, on any federal assisted Contract, the Contractor and Subcontractor agree to comply with the Equal Employment Opportunity provisions cited in CFR 23, Subpart D - Construction Contract Equal Employment Opportunity Compliance Procedures, CFR 49 – Non-Discrimination in Federally-assisted Programs of the Department of Transportation – Effectuation of Title VI of the Civil Rights Act of 1964, E.E. 11246 and Title VII of the Civil Rights Act of 1964.

6. NONDISCRIMINATION

The Contractor, with regard to the work performed by it during the Contract, shall not discriminate on the grounds of race, color, sex, or national origin in the selection, retention, and treatment of Subcontractors, including procurements of materials in the discrimination prohibited by Section 21.5 of the Regulations, including employment practices when the Contractor covers a program set for in Appendix B of the Regulations.

7. SOLICITATION FOR SUBCONTRACTS, INCLUDING PROCUREMENTS OF MATERIALS AND EQUIPMENT

In all solicitations either by competitive bidding or negotiation made by the Contractor for work to be performed under a Subcontract, including procurements of materials or leases of equipment, each potential Subcontractor or supplier shall be notified by the Contractor of the Contractor’s obligations under the Contract and the Regulations relative to nondiscrimination on the grounds of race, color, or national origin.

## 8. INFORMATION AND REPORTS

The Contractor shall provide all information and reports by the Regulations, or directives issues pursuant thereto, and shall permit access to its books, records, accounts, other sources of information, and its facilities as may be determined by the State Highway Department of the Federal Highway Administration to be pertinent to ascertain compliance with such Regulations or directives. Where any information required of a Contractor is in the exclusive possession of another who fails or refuses to furnish this information, the Contractor shall so certify to the State Highway Department or the Federal Highway Administration, as appropriate, and shall set forth what efforts it has made to obtain the information.

## 9. SANCTIONS FOR NONCOMPLIANCE

In the event the Contractor's noncompliance with the nondiscrimination provisions of this Contract, the State Highway Department shall impose such Contract sanctions as it or the Federal Highway Administration may determine to be appropriate, including but not limited to:

- 9.1. Withholding payments to the Contractor under the Contract until the Contractor complies and/or
- 9.2. Cancellation, termination or suspension of the Contract, in whole or in part.

## 10. INCORPORATION OF PROVISIONS

The Contractor shall include provisions of paragraphs (5) through (9) in every Subcontract, including procurement of material and leases of equipment, unless exempt by the Regulations, or directives issued pursuant thereto. The Contractor shall take such action with respect to any Subcontract or procurement as the State Highway Department or the Federal Highway Administration may direct as a means of enforcing such provisions including sanctions for noncompliance: Provided, however, that, in the event a Contractor becomes involved in, or is threatened with, litigation with a Subcontractor or supplier as a result of such direction, the Contractor may request the State Highway Department to enter into such litigation to protect the interests of the State, and, in addition, the Contractor may request the United States to enter into such litigation to protect the interests of the United States.

## 11. CONTRACT SUM AND PAYMENTS

Based upon Applications for Payment submitted by the Contractor on or before the twentieth day of the month for work performed, in accordance with the General Conditions, the City

shall pay the Contractor for the performance of the work, the sum of the Request for Proposal form price as follows:

11.1. Preferably E-Payables (Commercial Credit Card) Acceptable? Yes No (circle one)

11.2. Final payment within 30 days after the work is fully completed and accepted by the City and the Contract is fully performed.

#### ADDITIONAL REQUIREMENTS

1. The Contractor shall have adequate stock (parts, devices and replacements) to make immediate repairs thereby preventing any long periods of system shutdown for equipment.
2. All regular repair, maintenance and adjustment service work under this Contract shall be performed during the regular working hours of the normal working day (Monday through Friday, 8:00 a.m. to 4:30 p.m.), but may include after-hours service if needed.
3. The Contractor shall include response times for service calls during normal working hours, as well as emergency service calls, and shall maintain live operators that can be reached 24 hours a day, seven (7) days a week.
4. All maintenance and repairs shall be performed by qualified technicians licensed by St. Louis County. All technicians shall be certified by the EPA for refrigerant procedures.
5. Payments and billing shall be done on a monthly basis.

#### ADDITIONAL INFORMATION

##### 1. WARRANTIES

The Contractor makes the following warranties to the City and the users of the items that are within this Contract scope:

- 1.1. It shall, at the date of delivery, have good title to any and all items supplied hereunder, and said items shall be free and clear of any and all liens and encumbrances.
- 1.2. All items supplied hereunder shall be factory original and not of previous ownership for the particular use intended. Said items shall be free from defects in material or workmanship. The Contractor agrees that the foregoing warranties shall be in tandem with any warranties given to the City by all equipment manufacturers.

NOTE: The Contractor may wish to add specialized equipment to assist them in determining the condition of the operating systems. Such equipment shall be installed at the Contractor's cost and shall remain the property of the Contractor. Once the Contractor ceases to service the City, such specialized equipment shall be removed and the system restored to its original condition.

**BID FORM**

The undersigned hereby certifies that he has received and reviewed all pages pertaining to the bid 2019 CITY OF HAZELWOOD HVAC MAINTENANCE SERVICES AGREEMENT, as listed in the "INSTRUCTIONS TO BIDDERS AND SPECIFICATIONS".

NOTE TO BIDDERS:

The CITY intends to hold the successful BIDDER to the letter of the specifications and contract. It is recommended that bidders review these documents and resolve any conflict or ambiguity as to intent PRIOR to signing this bid form.

Name of Bidder: \_\_\_\_\_

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

\_\_\_\_\_

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

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

E-Mail Address: \_\_\_\_\_

**Year 1: \$** \_\_\_\_\_

**Year 2: \$** \_\_\_\_\_

**Year 3: \$** \_\_\_\_\_

**Total Lump Sum Price: \$** \_\_\_\_\_

\_\_\_\_\_  
Signature

Corporate Seal

Attest to Seal

\_\_\_\_\_  
Title

Subscribed and sworn to before me this \_\_\_\_\_ day \_\_\_\_\_, 2019

\_\_\_\_\_  
Notary Public

**Checklist of items to be included with bid:**

- \_\_\_\_\_ Non-collusion affidavit
- \_\_\_\_\_ Affidavit of compliance
- \_\_\_\_\_ Bid bond (bid bond, cashier's check or money order)
- \_\_\_\_\_ Certificate of insurance
- \_\_\_\_\_ Indicate here acknowledgement of all addendums received
- \_\_\_\_\_ Description of references
- \_\_\_\_\_ Bid Form completed with all unit prices filled in
- \_\_\_\_\_ List of exclusions



CITY OF HAZELWOOD

2019 CITY OF HAZELWOOD HVAC MAINTENANCE SERVICES AGREEMENT

This agreement, made and entered into on this \_\_\_\_\_ day of \_\_\_\_\_ 2019, by and between the City of Hazelwood, Missouri, hereinafter called "CITY", and \_\_\_\_\_ hereinafter called "CONTRACTOR".

WITNESSETH THAT:

In consideration of the premises and of the mutual promises, covenants and agreements herein contained, the adequacy and sufficiency of which are hereby acknowledged and confessed, the parties hereto do mutually promise, covenant and agree as follows:

1. That the "Instructions to Bidders", "Specifications", and "Bid Form" which are attached hereto, are hereby incorporated in this contract as if they were more fully set forth herein.
2. **That the term of this contract shall commence after written notice to proceed and terminate three (3) years after notice to proceed, with a renewal option of up to two (2) years. Anticipated start date shall be July 1, 2019.**
3. That the "CONTRACTOR" shall furnish all labor, vehicles, tools, equipment and any other necessary facilities to provide the required services as outlined in the "Instructions to Bidders" and "Specifications"
4. That it is the "CONTRACTOR'S" responsibility to directly invoice and collect the fees for services rendered to all such units as receive his service.
5. **That the "CONTRACTOR" shall furnish and maintain with the "CITY" a performance bond prior to the beginning of each fiscal year, July 1, in an amount equal to 100% of that years' service cost.**
6. That the "CONTRACTOR" shall furnish and maintain with the "CITY" certificates of insurance as outlined in the "Specifications".
7. That the "CONTRACTOR" shall indemnify and hold harmless the "CITY" from any liability, claim, damage, or cause of action which may be sustained or asserted against the "CITY" as the result, directly or indirectly, or in any manner, of the performance or failure of performance on the part of the "CONTRACTOR".
8. **That if the "CONTRACTOR" fails to perform any of the terms of this contract, the "CITY", at its option, may cancel this contract, and if it desires, it may also claim a default and utilize the performance bond for such non-performance.**

9. The parties of this agreement agree that venue shall lie exclusively in the Circuit Court of St. Louis County, State of Missouri, in the event of any litigation between them with regards to the matter encompassed by the agreement.

Name and phone number of person to contact during working hours:

Name \_\_\_\_\_ Title \_\_\_\_\_

Email Address \_\_\_\_\_ Phone \_\_\_\_\_

Address \_\_\_\_\_

Name and phone number of person to contact in case of emergency and after working hours:

Name \_\_\_\_\_ Phone \_\_\_\_\_

NOTE: This contract shall not be assigned or transferred by “CONTRACTOR”, nor shall any services be performed by any sub-contractor for “CONTRACTOR” without written consent from the “CITY”.

In witness whereof, the parties hereto have executed this agreement the day and year first written.

EXECUTED BY AUTHORIZED REPRESENTATIVES

CITY OF HAZELWOOD

\_\_\_\_\_  
Matt Zimmerman  
City Manager

By: \_\_\_\_\_  
Print Name:  
Title:

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

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

ATTEST:

WITNESS:

\_\_\_\_\_  
Christine Thomas  
City Clerk

By: \_\_\_\_\_  
Print Name:

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

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

APPROVED AS TO FORM:

\_\_\_\_\_  
Kevin M. O'Keefe  
City Attorney

CONTRACT AUTHORIZED BY CITY OF HAZELWOOD ORDINANCE: \_\_\_\_\_

City of Hazelwood Contract: 2019 CITY OF HAZELWOOD HVAC MAINTENANCE SERVICES AGREEMENT.

**AFFIDAVIT OF COMPLIANCE**

STATE OF \_\_\_\_\_

COUNTY OF \_\_\_\_\_

Now this \_\_\_\_ day of \_\_\_\_\_, 2019, the undersigned, being first duly sworn, deposes and says:

- 1. I am more than 18 years of age.
- 2. I make this affidavit from my personal knowledge of the facts stated herein or upon information and facts available to me as a duly authorized owner, partner, corporate, or LLC officer or Human Relations Director of \_\_\_\_\_  
(name of corporation, LLC, sole proprietorship or partnership)

3. I am authorized to make this affidavit on behalf of \_\_\_\_\_  
(name of business entity, same as above)

4. I state and affirm that \_\_\_\_\_ is enrolled and is  
(name of business entity, same as above)  
currently participating in E-Verify, a federal work authorization program or another equivalent electronic verification of work authorization program operated by the United States Department of Homeland Security under the Immigration Reform and Control Act of 1986.

5. Further, \_\_\_\_\_ does not knowingly employ any person  
(name of business entity, same as above)  
who is an unauthorized alien.

6. Further, \_\_\_\_\_ has performed an electronic  
(name of business entity, same as above)  
verification check as described above on all workers hired since January 1, 2009 or obtained documents required for completion of a federal I-9 form before it began participating in e-verify.

I certify under penalty of perjury that the statements above are complete, true and accurate to the best of my knowledge and belief.

\_\_\_\_\_  
(Authorized Agent, Partner, Owner or Officer) Printed Name

If business has a Human Relations Director or equivalent that person must sign as an affiant as well.

I certify under penalty of perjury that the statements above are complete, true and accurate to the best of my knowledge and belief.

\_\_\_\_\_  
(Human Relations Director) Printed Name

This form is promulgated to 15CSR 60-15.020. The Attorney General has deemed this affidavit sufficient in form to satisfy the requirements of section 285.540, RSMo., Supp. 2008.

FURTHER THE AFFIANT SAYETH NOT

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

On this \_\_\_\_\_ day of \_\_\_\_\_, in the year 2019, before me \_\_\_\_\_, a Notary Public in and for said state, personally appeared \_\_\_\_\_, known to me to be the person who executed the within affidavit, and acknowledged to me that he/she executed the same for the purposes therein stated.

IN WITNESS WHEREOF, I have herunto set my hand and affixed my official seal in the county and state aforesaid, the day and year first above written.

\_\_\_\_\_  
Notary Public

My Commission Expires:

SEAL



CITY OF HAZELWOOD NON-COLLUSION AFFIDAVIT

STATE OF MISSOURI     )  
                                   ) SS  
County of St. Louis)

\_\_\_\_\_ being first duly sworn on oath deposes and states:

I.           That in connection with this procurement:

- a.           the prices in this bid have been arrived at independently, without consultation, 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.           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 bidder or to any competitor; and
- c.           no attempt has been made or will be made by the bidder to induce any other person or firm to submit or not submit a bid for the purpose of restricting competition.

II.           The undersigned further states:

- a.           he is the person in the bidder’s organization responsible within that organization for the decision as to the prices being bid herein and that he has not participated, and will not participate, in any action contrary to (I)(a) through (I)(c) above; or
- b.           he is not the person on the bidder’s organization responsible within that organization for the decision as to the prices being bid herein but that he has been authorized in writing to act as agent for the person responsible for such decision in certifying that such persons have not participated, and will not participate, in any action contrary to (I)(a) through (I)(c) above.

III.          It is expressly understood that the foregoing statements, representations, and promises are made as a condition to the right of the bidder to receive payment under any award made hereunder.

FOR CORPORATIONS:

(Corporate Seals)

Name of Firm \_\_\_\_\_

- Please check:
- Corporation
  - Partnership or
  - Sole Proprietor

ATTEST TO SEAL:

\_\_\_\_\_

Signature and Title of Bidder

\_\_\_\_\_

\_\_\_\_\_

SUBSCRIBED AND SWORN TO before me this

\_\_\_\_\_ day of \_\_\_\_\_, 2019

\_\_\_\_\_ Notary Public

City of Hazelwood Contract:   2019 CITY OF HAZELWOOD HVAC MAINTENANCE SERVICES AGREEMENT.

**Aquatic Center  
1186 Teson Road**

Equipment covered:

- Three (3) 5 Ton Trane Condensing Units Model # 2TTA0060A, Serial #'s. 80225AF3F, 7381TFF3F, 734150A3F
- Two (2) 4 Ton Trane Condensing Units Model # 2TTA0048A, Serial #'s. 6505T013F, 6505T0M3F
- Two (2) 4 Ton Trane Condensing Units Model # 2TTA0048A3, Serial #'s. 8112129P3F, 7302MP83F
- Three (3) Trane Air Handling Units Model # TUX1D120A, Serial #'s. 8162SPX7G, 8163KRC7G, 8163KRB7G
- Four (4) Trane Air Handling Units Model # TUX1C100A
- Two (2) Greenheck Exhaust Fans Model # GB101-3
- One (1) Greenheck Exhaust Fan Model # CWB-161-10

AUG	comp	NOV	comp	FEB	comp	MAY	comp	
X		X		X		X		<b>AIR HANDLING UNITS</b>
						X		Lubricate all motors and bearings as required
						X		Replace belts annually
X		X		X		X		Adjust the drive and motor assembly for proper tension and alignment
X		X		X		X		Replace air filters four (4) times per year (using 20% efficient pleated filter media)
X						X		Open and check condensate drains
X		X		X		X		Inspect starters, tighten electrical connections
X		X		X		X		Inspect, adjust and calibrate all safety and operating controls
<b>AUG</b>	<b>comp</b>	<b>NOV</b>	<b>comp</b>	<b>FEB</b>	<b>comp</b>	<b>MAY</b>	<b>comp</b>	<b>CONDENSING UNITS</b>
X						X		Inspect units for oil and refrigerant leaks
						X		Adjust the refrigerant charge annually (refrigerant not included)
						X		Clean the condenser coils annually
X						X		Inspect and tighten electrical connections
X						X		Check crankcase oil level
X						X		Inspect, adjust and calibrate all safety and operating controls
X						X		Check and record all applicable pressures and temperatures
<b>AUG</b>	<b>comp</b>	<b>NOV</b>	<b>comp</b>	<b>FEB</b>	<b>comp</b>	<b>MAY</b>	<b>comp</b>	<b>EXHAUST FANS</b>
X		X		X		X		Lubricate all motors and bearings as required
						X		Replace belts annually
X		X		X		X		Align and adjust belts for proper tension

**City Hall/Police Complex  
415 Elm Grove Lane**

Equipment covered:

- One (1) Carrier AC Unit Model # 48TECAO5A2A3AOAOAO, Serial # 2112C72484 BTO 45000
- One (1) McQuay Air Handling Unit Model # SL108CV, Serial # 3NK108CV
- One (1) Taco 19100 Close Coupled Vertical Inline Pump Model # 1911E1E1
- One (1) Lochinvar Copper-Fin Boiler Model # CBN0747, Serial # 1650104248936
- One (1) 1/12 HP Bell & Gossett Circulating Pump Model # 118844

- One (1) 13 Ton Carrier Gas Fired Packaged Rooftop Unit Model # 48TFE014-A-511, Serial # 4506G11438
- One (1) NCP Ductless Mini Split System Model # 115A-13K10-0
- Two (2) Engineered Air Packaged Rooftop Units Model # FWB35410, Serial #'s DK47461, DK4746
- Five (5) Exhaust Fans
- One (1) 3 Ton Lennox Packaged Rooftop Unit
- Twenty four (24) VAV Boxes with reheat coils, twenty two (22) RAV Boxes, fifty five (55) radiant heating panels

FEB	comp	MAY	comp	AUG	comp	NOV	comp	
X				X				<b>AIR COMPRESSORS</b>
						X		Lubricate all motors and bearings as required
							X	Adjust and replace belts as required
X		X		X		X		Test the pressure relief valve
							X	Change oil annually
<b>FEB</b>	<b>comp</b>	<b>MAY</b>	<b>comp</b>	<b>AUG</b>	<b>comp</b>	<b>NOV</b>	<b>comp</b>	<b>AIR DRYER</b>
X				X				Lubricate all motors and bearings as required
				X				Clean the condenser coil as required
		X				X		Check and adjust the refrigerant charge
X		X		X		X		Check trap for proper operation
<b>FEB</b>	<b>comp</b>	<b>MAY</b>	<b>comp</b>	<b>AUG</b>	<b>comp</b>	<b>NOV</b>	<b>comp</b>	<b>CIRCULATING PUMPS</b>
X				X				Lubricate all motors and bearings as required
X		X		X		X		Check and align as required
<b>FEB</b>	<b>comp</b>	<b>MAY</b>	<b>comp</b>	<b>AUG</b>	<b>comp</b>	<b>NOV</b>	<b>comp</b>	<b>EXHAUST FANS</b>
X				X				Lubricate all motors and bearings as required
						X		Adjust and replace belts annually
X		X		X		X		Align and adjust belts for proper tension
<b>FEB</b>	<b>comp</b>	<b>MAY</b>	<b>comp</b>	<b>AUG</b>	<b>comp</b>	<b>NOV</b>	<b>comp</b>	<b>HOT WATER BOILER</b>
						X		Inspect, dismantle and clean the pilot and burner assemblies annually
X						X		Adjust, inspect and calibrate all safety and operating controls
						X		Perform a combustion analysis annually
X						X		Test the pressure relief valve
						X		Dismantle and clean the low water cutoff
						X		Inspect the condition of the tubes and refractory
						X		Adjust the fuel/air mix ratio
<b>FEB</b>	<b>comp</b>	<b>MAY</b>	<b>comp</b>	<b>AUG</b>	<b>comp</b>	<b>NOV</b>	<b>comp</b>	<b>ROOFTOP UNITS</b>
X				X				Lubricate all motors and bearings as required
						X		Replace belts annually
X		X		X		X		Replace air filters four (4) times per year (using 20% efficient pleated filter media)
				X				Clean condenser coils annually
		X		X				Inspect for refrigerant and oil leaks
		X						Adjust the compressor oil level
		X		X				Open and inspect condensate drains
		X						Check and record all applicable temperatures and pressures
		X						Adjust the refrigerant charge annually (refrigerant not included)
X		X		X		X		Adjust, inspect and calibrate all safety and operating controls
X		X		X		X		Inspect and tighten electrical connections
X						X		Check operation of heating element
X		X		X		X		Align and adjust belts for proper tension
<b>FEB</b>	<b>comp</b>	<b>MAY</b>	<b>comp</b>	<b>AUG</b>	<b>comp</b>	<b>NOV</b>	<b>comp</b>	<b>AIR HANDLING UNIT</b>
X				X				Lubricate all motors and bearings as required
						X		Replace belts annually
X		X		X		X		Adjust the drive and motor assembly for proper tension and alignment
X		X		X		X		Replace air filters four (4) times per year (using 20% efficient pleated filter media)



		X		X				Open and inspect condensate drains
X		X		X		X		Inspect starters, tighten electrical connections
X		X		X		X		Adjust, inspect and calibrate all safety and operating controls
<b>FEB</b>	<b>comp</b>	<b>MAY</b>	<b>comp</b>	<b>AUG</b>	<b>comp</b>	<b>NOV</b>	<b>comp</b>	<b>CONDENSING UNIT</b>
		X		X				Inspect units for oil and refrigerant leaks
		X						Adjust the refrigerant charge annually (refrigerant not included)
				X				Clean the condenser coil annually
		X		X				Inspect and tighten electrical connections
		X		X				Check crankcase oil level
		X		X				Adjust, inspect and calibrate all safety and operating controls
		X						Check and record all applicable temperatures and pressures
<b>FEB</b>	<b>comp</b>	<b>MAY</b>	<b>comp</b>	<b>AUG</b>	<b>comp</b>	<b>NOV</b>	<b>comp</b>	<b>TERMINAL UNITS</b>
								Inspect and test terminal units - reheat coils and VAV boxes annually

**Civic Center East**  
**8969 Dunn Road**

Equipment covered:

- One (1) 5 Ton Carrier Gas Fired Rooftop Unit Model # 48TFF006, Serial # 2301G23543
- One (1) 11 Ton Carrier Gas Fired Rooftop Unit Model # 48TFD012, Serial # 4101G31246
- One (1) Trane Rooftop Unit Model # YCD240E3HCBD, Serial # 104110683D
- One (1) Carrier Gas Fired Rooftop Unit Model # 48TCED20A2A5A0F0Au, Serial # 4516P20418
- Two (2) McQuay PTACs

<b>FEB</b>	<b>comp</b>	<b>MAY</b>	<b>comp</b>	<b>AUG</b>	<b>comp</b>	<b>NOV</b>	<b>comp</b>	<b>CONDENSING UNITS</b>
		X		X				Inspect units for oil and refrigerant leaks
		X						Adjust the refrigerant charge annually (refrigerant not included)
				X				Clean the condenser coils annually
		X		X				Inspect and tighten electrical connections
		X		X				Check crankcase oil level
		X		X				Inspect, adjust and calibrate all safety and operating controls
		X						Check and record all applicable pressures and temperatures
<b>FEB</b>	<b>comp</b>	<b>MAY</b>	<b>comp</b>	<b>AUG</b>	<b>comp</b>	<b>NOV</b>	<b>comp</b>	<b>ROOFTOP UNITS (GAS HEAT)</b>
X				X				Lubricate all motors and bearing as required
X		X		X		X		Replace filters four (4) times per year (using 20% efficient pleated filter media)
						X		Replace belts annually
				X				Clean condenser coils annually
		X		X				Inspect for refrigerant and oil leaks
		X						Adjust the compressor oil level
		X		X				Open and inspect condensate drains
		X						Check and record all applicable pressures and temperatures
		X						Adjust the refrigerant charge annually (refrigerant not included)
X		X		X		X		Inspect, adjust and calibrate all safety and operating controls
X		X		X		X		Inspect and tighten electrical connections
X						X		Check heat exchanger
X						X		Check gas pressure
X		X		X		X		Align and adjust belts for proper tension
<b>FEB</b>	<b>comp</b>	<b>MAY</b>	<b>comp</b>	<b>AUG</b>	<b>comp</b>	<b>NOV</b>	<b>comp</b>	<b>MAKE UP AIR UNIT</b>
X						X		Inspect the pilot and burner assemblies
						X		Adjust the gas/air mixture for proper combustion
X				X				Lubricate all motors and bearing as required
						X		Replace belts as required
X		X		X		X		Check the condition of pulleys and drive assemblies
X		X		X		X		Replace all filters four (4) times per year

X		X		X		X		Tighten and inspect electrical connections
X		X		X		X		Inspect, adjust and calibrate all safety and operating controls
<b>FEB</b>	comp	<b>MAY</b>	comp	<b>AUG</b>	comp	<b>NOV</b>	comp	<b>DUCT FURNACE</b>
						X		Inspect, dismantle and clean the pilot and burner assembly
						X		Adjust the fuel/air mix ratio
X						X		Inspect, adjust and calibrate all safety and operating controls
X						X		Inspect the head exchanger
<b>FEB</b>	comp	<b>MAY</b>	comp	<b>AUG</b>	comp	<b>NOV</b>	comp	<b>WINDOW UNITS</b>
		X		X				Clean filters
		X		X				Lubricate motor as required
		X		X				Clean condensate pan
				X				Clean condenser coils annually
		X		X				Check temperature drop across evaporator coil

**Civic Center East Annex**  
**8995 Dunn Road**

Equipment covered:

- One (1) Carrier Rooftop Unit Model # 50TC-A06A2A5A0A0A0, Serial # 1611C03076

<b>FEB</b>	comp	<b>MAY</b>	comp	<b>AUG</b>	comp	<b>NOV</b>	comp	<b>ROOFTOP UNITS</b>
X				X				Lubricate all motors and bearings as required
						X		Replace belts annually
X		X		X		X		Replace filters four (4) times per year (using 20% efficient pleated filter media)
				X				Clean condenser coils as required
		X		X				Inspect for refrigerant and oil leaks
		X						Adjust the compressor oil level
		X		X				Open and inspect condensate drains
		X						Check and record all applicable pressures and temperatures
		X						Adjust the refrigerant charge annually (refrigerant not included)
X		X		X		X		Adjust, inspect and calibrate all safety and operating controls
X		X		X		X		Inspect and tighten electrical connections
X						X		Check operation of heating element
X		X		X		X		Align and adjust belts for proper tension

**Community Center**  
**1186 Teson Road**

Equipment covered:

- One (1) Lochinvar Power Fin Boiler (backflow preventer) Model # PBN1000-A, Serial # 894280
- One (1) Carrier Custom Builtup AHU-39 MN Central Station
- One (1) Greenheck Return Air Fan Model # SOB3020, Serial # 309858
- One (1) Greenheck Exhaust Fan Model # SOB18-5, Serial # 309861
- One (1) McQuay Air Handling Unit Model # LHD214CH, Serial # 978916020
- One (1) Carrier Condensing Unit Model # 38AH054621, Serial # 2906Q07531
- One (1) 5 Ton Goodman Split System
- One (1) Engineered Air Packaged Rooftop Unit Model # WB453DJE100, Serial # DK47451
- Four (4) Pressure Relief Fans
- Twelve (12) VAV Boxes

<b>FEB</b>	<b>comp</b>	<b>MAY</b>	<b>comp</b>	<b>AUG</b>	<b>comp</b>	<b>NOV</b>	<b>comp</b>	
X				X				<b>AIR COMPRESSORS</b>
						X		Lubricate all motors and bearings as required
							X	Adjust and replace belts as required
X		X		X		X		Test the pressure relief valve
							X	Change oil annually
<b>FEB</b>	<b>comp</b>	<b>MAY</b>	<b>comp</b>	<b>AUG</b>	<b>comp</b>	<b>NOV</b>	<b>comp</b>	<b>AIR DRYER</b>
X				X				Lubricate all motors and bearings as required
				X				Clean the condenser coil as required
		X						Check and adjust the refrigerant charge
		X		X				Check trap for proper operation
<b>FEB</b>	<b>comp</b>	<b>MAY</b>	<b>comp</b>	<b>AUG</b>	<b>comp</b>	<b>NOV</b>	<b>comp</b>	<b>AIR HANDLING UNIT</b>
X				X				Lubricate all motors and bearings as required
						X		Replace belts annually
X		X		X		X		Adjust the drive and motor assembly for proper tension and alignment
X		X		X		X		Replace filters four (4) times per year (using 20% efficient pleated filter media)
		X		X				Check condensate drains
X		X		X		X		Inspect starters, tighten electrical connections
X		X		X		X		Inspect, adjust and calibrate all safety and operating controls
<b>FEB</b>	<b>comp</b>	<b>MAY</b>	<b>comp</b>	<b>AUG</b>	<b>comp</b>	<b>NOV</b>	<b>comp</b>	<b>CONDENSING UNITS</b>
		X		X				Inspect units for oil and refrigerant leaks
		X						Adjust the refrigerant charge annually (refrigerant not included)
				X				Clean the condense coils annually
		X		X				Inspect and tighten electrical connections
		X		X				Check crankcase oil level
		X		X				Inspect, adjust and calibrate all safety and operating controls
		X						Check and record all applicable pressures and temperatures
<b>FEB</b>	<b>comp</b>	<b>MAY</b>	<b>comp</b>	<b>AUG</b>	<b>comp</b>	<b>NOV</b>	<b>comp</b>	<b>EXHAUST FANS</b>
X				X				Lubricate all motors and bearings as required
						X		Replace belts annually
X		X		X		X		Align and adjust belts for proper tension
X						X		Test the pressure relief valve
						X		Dismantle and clean the low water cutoff
						X		Inspect the condition of the tubes and refractory
						X		Adjust the fuel/air mix ratio
<b>FEB</b>	<b>comp</b>	<b>MAY</b>	<b>comp</b>	<b>AUG</b>	<b>comp</b>	<b>NOV</b>	<b>comp</b>	<b>ROOFTOP UNITS</b>
X				X				Lubricate all motors and bearings as required
						X		Replace belts annually
X		X		X		X		Replace filters four (4) times per year (using 20% efficient pleated filter media)
				X				Clean condenser coils as required
		X		X				Inspect for refrigerant and oil leaks
		X						Adjust the compressor oil level
		X		X				Open and inspect condensate drains
		X						Check and record all applicable pressures and temperatures
		X						Adjust the refrigerant charge annually (refrigerant not included)
X		X		X		X		Adjust, inspect and calibrate all safety and operating controls
X		X		X		X		Inspect and tighten electrical connections
X						X		Check operation of heating element
X		X		X		X		Align and adjust belts for proper tension
<b>FEB</b>	<b>comp</b>	<b>MAY</b>	<b>comp</b>	<b>AUG</b>	<b>comp</b>	<b>NOV</b>	<b>comp</b>	<b>STEAM BOILER</b>
X						X		Inspect the pilot and burner assembly
						X		Adjust the fuel/air mix ratio
X						X		Visually inspect the flame pattern
						X		Inspect the condition of the tubes
						X		Remove the handhole covers for inspection
						X		Flush the mud drums
						X		Dismantle and clean the low water cutoffs
X						X		Check the condition of the gauges and thermometers
X						X		Check the pressure relief valve

X						X		Clean the gauge glass assembly
						X		Perform a combustion analysis annually
X						X		Adjust, inspect and calibrate all safety and operating controls
X						X		Inspect the refractory
<b>FEB</b>	comp	<b>MAY</b>	comp	<b>AUG</b>	comp	<b>NOV</b>	comp	<b>SUPPLY FANS (Return air fan and pressure relief fan)</b>
X				X				Lubricate all motors and bearings as required
						X		Adjust and replace belts as required
<b>FEB</b>	comp	<b>MAY</b>	comp	<b>AUG</b>	comp	<b>NOV</b>	comp	<b>TERMINAL UNITS</b>
								Inspect and test terminal units - reheat coils and VAV Boxes

**Firehouse #1**  
**6100 N. Lindbergh Boulevard**

Equipment covered:

- One (1) Trane Gas Upflow Furnace Model # TUD100C960K0, Serial # Z345USM61G
- One (1) Trane Gas Furnace Model # TUD100C972KD, Serial # Z805YGL1G
- One (1) Lennox Gas Unit Heater
- One (1) Trane Condensing Unit Model # TTA072D300AO, Serial # Z341TEN2F
- One (1) Trane Condensing Unit Model # TTB048D100AO, Serial # 23223G1BF

<b>FEB</b>	comp	<b>MAY</b>	comp	<b>AUG</b>	comp	<b>NOV</b>	comp	<b>GAS FURNACE</b>
X						X		Inspect pilot and burner assembly
X						X		Check heat exchanger
X						X		Check flue and breeching
X		X		X		X		Inspect fan and motor assembly
X		X		X		X		Inspect, adjust and calibrate all safety and operating controls
X						X		Check gas pressure
		X		X				Open and check condensate drain
X				X				Lubricate motor and bearings as required
X		X		X		X		Replace filters four (4) times per year (using 20% efficient pleated filter media)
<b>FEB</b>	comp	<b>MAY</b>	comp	<b>AUG</b>	comp	<b>NOV</b>	comp	<b>GAS UNIT HEATER</b>
X						X		Lubricate motor and bearings as required
						X		Inspect, dismantle and clean the pilot burner assemblies
X						X		Inspect the heat exchanger
X						X		Inspect, adjust and calibrate all safety and operating controls
<b>FEB</b>	comp	<b>MAY</b>	comp	<b>AUG</b>	comp	<b>NOV</b>	comp	<b>CONDENSING UNITS</b>
		X		X				Inspect units for oil and refrigerant leaks
		X						Adjust the refrigerant charge annually (refrigerant not included)
				X				Clean the condenser coils annually
		X		X				Inspect and tighten electrical connections
		X		X				Check crankcase oil level
		X		X				Inspect, adjust and calibrate all safety and operating controls
		X						Check and record all applicable pressures and temperatures

**Firehouse #2**  
**6800 Howdershell Road**

Equipment covered:

- One (1) Weil McLain Boiler (backflow preventer)
- One (1) 1/3 HP Taco Hot Water Pump
- One (1) Trane Air Handling Unit Model # CCBB088, Serial # K81M40211

- One (1) April Aire Humidifier Model # 700
- One (1) Trane Air Handling Unit
- One (1) Cambridge Make Up Air Unit
- Four (4) Panelblock Heaters
- Two (2) Horizontal Gas Furnaces
- One (1) Nortec Humidifier
- Four (4) Exhaust Fans
- One (1) Trane Condensing Unit Model # 2TTA0072A3000AA, Serial # 44046WG2F
- One (1) Trane Condensing Unit Model # RAUC106A, Serial #C81J12005
- One (1) Trane Condensing Unit Model # 2TTB2024AA1000AA, Serial # 44046WG2F
- One (1) Trane Condensing Unit Model # 2TTA2042B3000AB, Serial # 4401PKP3F

<b>FEB</b>	<b>comp</b>	<b>MAY</b>	<b>comp</b>	<b>AUG</b>	<b>comp</b>	<b>NOV</b>	<b>comp</b>	
X				X				<b>AIR HANDLING UNIT</b>
						X		Lubricate all motors and bearings as required
							X	Replace belts annually
X		X		X		X		Adjust the drive and motor assembly for proper tension and alignment
X		X		X		X		Replace filters four (4) times per year (using 20% efficient pleated filter media)
		X		X				Open and check condensate drains
X		X		X		X		Inspect starters, tighten electrical connections
X		X		X		X		Inspect, adjust and calibrate all safety and operating controls
<b>FEB</b>	<b>comp</b>	<b>MAY</b>	<b>comp</b>	<b>AUG</b>	<b>comp</b>	<b>NOV</b>	<b>comp</b>	<b>CONDENSING UNIT</b>
		X		X				Inspect units for oil and refrigerant leaks
		X						Adjust the refrigerant charge annually (refrigerant not included)
				X				Clean the condenser coils annually
		X		X				Inspect and tighten electrical connections
		X		X				Check crankcase oil level
		X		X				Inspect, adjust and calibrate all safety and operating controls
		X						Check and record all applicable pressures and temperatures
<b>FEB</b>	<b>comp</b>	<b>MAY</b>	<b>comp</b>	<b>AUG</b>	<b>comp</b>	<b>NOV</b>	<b>comp</b>	<b>EXHAUST FAN</b>
X				X				Lubricate all motors and bearings as required
						X		Replace belts annually
X		X		X		X		Align and adjust belts for proper tension
<b>FEB</b>	<b>comp</b>	<b>MAY</b>	<b>comp</b>	<b>AUG</b>	<b>comp</b>	<b>NOV</b>	<b>comp</b>	<b>HUMIDIFIER</b>
X		X		X		X		Check and tighten all electrical connections
X		X		X		X		Inspect relays, contactors, operating and safety controls
						X		Dismantle and clean heaters, probe rods, skimmer ports and tank annually
<b>FEB</b>	<b>comp</b>	<b>MAY</b>	<b>comp</b>	<b>AUG</b>	<b>comp</b>	<b>NOV</b>	<b>comp</b>	<b>HOT WATER PUMP</b>
X		X		X		X		Check condition of coupler assemblies
X		X		X		X		Check and align as required
X				X				Check pressure drop across suction diffuser/strainers
X		X				X		Check the condition of starters and disconnects
<b>FEB</b>	<b>comp</b>	<b>MAY</b>	<b>comp</b>	<b>AUG</b>	<b>comp</b>	<b>NOV</b>	<b>comp</b>	<b>MAKE UP AIR UNIT</b>
X						X		Inspect the pilot and burner assemblies
						X		Adjust the gas/air mixture for proper combustion
X				X				Lubricate all motors and bearings as required
						X		Replace belts as required
X		X		X		X		Check the condition of pulleys and drive assemblies
X		X		X		X		Replace all filters four (4) times per year
X		X		X		X		Tighten and inspect electrical connections
X		X		X		X		Inspect, adjust and calibrate all safety and operating controls
<b>FEB</b>	<b>comp</b>	<b>MAY</b>	<b>comp</b>	<b>AUG</b>	<b>comp</b>	<b>NOV</b>	<b>comp</b>	<b>UNIT HEATER</b>
						X		Clean the burner assembly annually
						X		Inspect the pilot and burner assembly annually

						X		Adjust the fuel/air mix ratio annually
X						X		Inspect, adjust and calibrate all safety and operating controls
						X		Visually inspect the flue annually
<b>FEB</b>	comp	<b>MAY</b>	comp	<b>AUG</b>	comp	<b>NOV</b>	comp	<b>GAS FURNACE</b>
						X		Inspect pilot and burner assembly
X						X		Check heat exchanger
						X		Check flue and breeching
X		X		X		X		Inspect fan and motor assembly
X		X		X		X		Inspect, adjust and calibrate all safety and operating controls
						X		Check gas pressure
		X		X				Open and check condensate drain
X				X				Lubricate all motors and bearings as required
X		X		X		X		Replace filters four (4) times per year (using 20% efficient pleated filter media)
<b>FEB</b>	comp	<b>MAY</b>	comp	<b>AUG</b>	comp	<b>NOV</b>	comp	<b>HOT WATER BOILER</b>
						X		Inspect, dismantle and clean the pilot and burner assemblies annually
X						X		Inspect, adjust and calibrate all safety and operating controls
						X		Perform a combustion analysis annually
X						X		Test the pressure relief valve
						X		Dismantle and clean the low water cutoff
						X		Inspect the condition of the tubes and refractory
						X		Adjust the fuel/air mix ratio annually

**Knobbe House**  
**420 Brookes Drive**

Equipment covered:

- One (1) Unico System Water Sourced Heat Pump Model # MC3642HX, Serial # 0606A192128
- One (1) Geo Comfort Water Sourced Heat Pump Model # EZ040510ANBSSA, Serial # XC1021

<b>FEB</b>	comp	<b>MAY</b>	comp	<b>AUG</b>	comp	<b>NOV</b>	comp	<b>WATER SOURCE HEAT PUMP</b>
X				X				Lubricate the fan motor as required
X		X		X		X		Replace filters four (4) times per year
		X		X				Check condensate pan and drain
		X				X		Check and record water temperatures
X				X				Check and record volts and amps
X		X		X		X		Backflush the strainer quarterly
X		X		X		X		Visually inspect the overall appearance and condition of the unit

**Park Maintenance Facility**  
**7029 Howdershell Road**

Equipment covered:

- One (1) REZNOR Model # XL300-3 300.000 BTU, Serial # AKL31H1N78579
- One (1) REZNOR Model # FE75 7500BTU, Serial # AYK66W7N17060
- One (1) REZNOR Model # FE75 7500BTU, Serial # AYK66W7NO5678X
- One (1) REZNOR Model # FE75 7500BTU, Serial # AYK66W7N05691X

FEB	comp	MAY	comp	AUG	comp	NOV	comp	GAS UNIT HEATER
X						X		Lubricate motor and bearings as required
						X		Inspect, dismantle and clean the pilot burner assemblies
X						X		Inspect the heat exchanger
X						X		Inspect, adjust and calibrate all safety and operating controls

**Public Works Maintenance Garage**  
**115 Ford Lane**

Equipment covered:

- One (1) Carrier Gas Furnace Model # 58STA155-20, Serial # 2307A14737
- Ten (10) Panelbloc Unit Heaters
- One (1) Cambridge Make Up Air Unit Model # M115G, Serial # 3198
- One (1) Weather King Gas Fired Furnace Model # 80PJ10ECR01, Serial # GE50302
- One (1) Curtis Air Compressor
- One (1) Carrier Condensing Unit Model # 24ABR360A330, Serial # 1507E45778

FEB	comp	MAY	comp	AUG	comp	NOV	comp	AIR COMPRESSOR
X				X				Lubricate all motors and bearings as required
						X		Adjust and replace belts as required
X		X		X		X		Test the pressure relief valve
						X		Change oil annually
FEB	comp	MAY	comp	AUG	comp	NOV	comp	CONDENSING UNIT
		X		X				Inspect units for oil and refrigerant leaks
		X						Adjust the refrigerant charge annually (refrigerant not included)
				X				Clean the condenser coils annually
		X		X				Inspect and tighten electrical connections
		X		X				Check crankcase oil level
		X		X				Inspect, adjust and calibrate all safety and operating controls
		X						Check and record all applicable pressures and temperatures
FEB	comp	MAY	comp	AUG	comp	NOV	comp	MAKE UP AIR UNIT
X						X		Inspect the pilot and burner assemblies
X						X		Adjust the gas/air mixtures for proper combustion
X				X				Lubricate all motors and bearings as required
						X		Replace belts as required
X		X		X		X		Check the condition of pulleys and drive assemblies
X		X		X		X		Replace all filters four (4) times per year
X		X		X		X		Tighten and inspect electrical connections
X		X		X		X		Inspect, adjust and calibrate all safety and operating controls
FEB	comp	MAY	comp	AUG	comp	NOV	comp	GAS FURNACE
X						X		Inspect pilot and burner assembly
X						X		Check heat exchanger
X						X		Check flue and breeching
X		X		X		X		Inspect fan and motor assembly
X		X		X		X		Inspect, adjust and calibrate all safety and operating controls
X						X		Check gas pressure
		X		X				Open and check condensate drain
X				X				Lubricate all motors and bearings as required
X		X		X		X		Replace filters four (4) times per year (using 20% efficient pleated filter media)
FEB	comp	MAY	comp	AUG	comp	NOV	comp	UNIT HEATER
						X		Clean the burner assembly annually
						X		Inspect the pilot and burner assembly annually

						X		Adjust the fuel/air mix ratio
						X		Inspect, adjust and calibrate all safety and operating controls annually
						X		Visually inspect the flue annually

**Sports Complex**  
**4622 Aubuchon Road**

Equipment covered:

- One (1) 5 Ton Bryant Condensing Unit
- One (1) Gas Furnace
- One (1) Exhaust Fan

<b>FEB</b>	<b>comp</b>	<b>MAY</b>	<b>comp</b>	<b>AUG</b>	<b>comp</b>	<b>NOV</b>	<b>comp</b>	
		X		X				<b>CONDENSING UNITS</b>
		X						Inspect units for oil and refrigerant leaks
		X						Adjust the refrigerant charge annually (refrigerant not included)
				X				Clean the condenser coils as required
		X		X				Inspect and tighten electrical connections
		X		X				Check crankcase oil level
		X		X				Inspect, adjust and calibrate all safety and operating controls
		X						Check and record all applicable pressures and temperatures
		X						
<b>FEB</b>	<b>comp</b>	<b>MAY</b>	<b>comp</b>	<b>AUG</b>	<b>comp</b>	<b>NOV</b>	<b>comp</b>	<b>EXHAUST FAN</b>
X				X				Lubricate all motors and bearings as required
						X		Replace belts annually
X		X		X		X		Align and adjust belts for proper tension
<b>FEB</b>	<b>comp</b>	<b>MAY</b>	<b>comp</b>	<b>AUG</b>	<b>comp</b>	<b>NOV</b>	<b>comp</b>	<b>GAS FURNACE</b>
X						X		Inspect pilot and burner assembly
X						X		Check heat exchanger
X						X		Check flue and breeching
X		X		X		X		Inspect fan and motor assembly
X		X		X		X		Inspect, adjust and calibrate all safety and operating controls
X						X		Check gas pressure
		X		X				Open and check condensate drain
X				X				Lubricate all motors and bearings as required
X		X		X		X		Replace filters four (4) times per year (using 20% efficient pleated filter media)