

INVITATION FOR BIDS (IFB) NO. 25-1727  
TO  
PROVIDE  
REFRIGERATION AND SPLIT AIR CONDITIONING SYSTEMS  
PREVENTATIVE MAINTENANCE SERVICES  
FOR  
UNIVERSITY OF HAWAII - WEST OAHU  
UNIVERSITY OF HAWAII  
KAPOLEI, HAWAII

JULY, 2024

BOARD OF REGENTS  
UNIVERSITY OF HAWAII  
HONOLULU, HAWAII

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**IT IS THE RESPONSIBILITY OF ALL BIDDERS TO CHECK THE TABLE OF CONTENTS TO CONFIRM THAT ALL PAGES LISTED THEREIN ARE REVIEWED AND THAT THE MANDATORY BID FORM IS SUBMITTED AS PART OF THEIR BID PACKAGE.**

## NOTICE TO BIDDERS

The University of Hawaii IFB No. 25-1727, to Provide Refrigeration and Split Air Conditioning Systems Preventative Maintenance for University of Hawaii – West Oahu, University of Hawaii, Kapolei, Hawaii is issued and will be awarded through the State of Hawaii's electronic procurement system (HlePRO). **All bid responses must be submitted electronically through HlePRO no later than 2:30 p.m., August 6, 2024.** Bids received after the due date and time or received in a form other than electronically through HlePRO will not be considered.

Bidders are advised that they should not wait until the last minute to submit their bid through HlePRO. Bidders are solely responsible for ensuring that their electronic submission through HlePRO is complete and all necessary files (Mandatory Bid Form) are attached to their bid prior to the IFB due date and time. The University shall not be responsible for any delay or failure of any Bidder to submit any materials updated through the IFB process on a timely basis.

**Electronic Procurement**

Bidders interested in responding to this electronic solicitation must be registered on HlePRO. To register, visit the following link: [https://hiepro.ehawaii.gov/videos/video/vendor\\_registration.html](https://hiepro.ehawaii.gov/videos/video/vendor_registration.html). Reference the Vendor Quick Reference Guide for additional information at <https://hiepro.ehawaii.gov/static-resources/VendorQuickReferenceGuide.pdf>.

HlePRO will be the system of record for the issuance of the IFB, to receive the Mandatory Bid Form and other Bid requirements, issue Amendments, and make award for the IFB. Amendments and other information and materials provided through HlePRO, may include additions or changes with respect to the due date and time.

Special instructions in HlePRO related to this solicitation are incorporated herein and made a part of this IFB through reference. Bidders shall review all special instructions located in HlePRO.

**Questions and Clarifications**

All questions and requests for clarifications must be submitted electronically through HlePRO. Questions must be submitted by **July 24, 2024 at 4:00 p.m. (Hawaii Standard Time)**. Responses will be posted on **July 30, 2024**. The University may refuse to answer any questions received outside of HlePRO or after the Questions/Answers deadline.

Kalbert K. Young  
Chief Procurement Officer  
University of Hawaii

Posting Date: **July 17, 2024**

***Vendors are responsible for notifying the Procurement Specialist Kurt Minato (e-mail: [minato@hawaii.edu](mailto:minato@hawaii.edu)) for accessibility concerns related to this IFB***

BID REQUIREMENTS  
REFRIGERATION AND SPLIT AIR CONDITIONING SYSTEMS PREVENTATIVE  
MAINTENANCE SERVICES  
FOR  
UNIVERSITY OF HAWAII – WEST OAHU

By attaching The Mandatory Bid Form to HlePRO, the bidder has carefully examined the INVITATION FOR BIDS (IFB) NO. 25-1727, TO PROVIDE REFRIGERATION AND SPLIT AIR CONDITIONING SYSTEMS PREVENTATIVE MAINTENANCE SERVICES, UNIVERSITY OF HAWAII – WEST OAHU, KAPOLEI, HAWAII, and offers to provide preventative maintenance services, as required by the University for an initial period of ONE (1) year commencing on the Notice to Proceed date. Thereafter, the contract shall be renewable from year to year for TWO (2) additional one year periods for a total of THREE (3) years, in strict accordance with the true intent and meaning of the Invitation for Bids (IFB), as follows:

TAX LIABILITY

Both out-of-state and Hawaii bidders are advised that the amount bid on this solicitation is subject to the general excise tax imposed by Chapter 237, Hawaii Revised Statutes (HRS) and, if tangible property is being imported into the State of Hawaii for resale, the use tax (currently 1/2%) imposed by Chapter 238, HRS. (Refer to Taxes in the General Provisions.) Bidders are therefore cautioned to consider such taxes in formulating their bids since no adjustments to the prices bid shall be allowed.

BASIS FOR AWARD

The award of contract, if awarded, shall be made to the lowest responsive and responsible bidder on the **TOTAL AMOUNT (ITEM NOS 1 – 37)**.

NOTE TO BIDDERS

An acceptable bid must conform in all material respects to this Invitation for Bids. Any of the following may be grounds for disqualification:

1. Taking exception to any of the specifications, terms or conditions contained in the IFB.
2. Placing conditions on the furnishing of solicited goods or services.
3. Inclusion of a quotation or order form containing additional specifications, terms or conditions.

4. Referencing external documents containing additional specifications, terms or conditions.

Bidders are advised that bids are evaluated as submitted and requests by bidders to delete conditions contained in their bids after bid opening cannot be considered.

#### WAGE CERTIFICATE OF COMPLIANCE

The Wage Certificate included in the Mandatory Bid Form is a requirement of Section 103-55, Hawaii Revised Statutes, as specified in Special Provision 5, ELIGIBILITY TO BID. The Wage Certificate must be completed and included in the bid submittal.

## TECHNICAL SPECIFICATIONS

This section indicates the Technical Specifications for the Refrigeration and Split Air Conditioning Systems Preventative Maintenance services required. The Technical Specifications listed herein are the minimum requirements and are mandatory for an accepted bid.

### 1. SCOPE OF SERVICE

- a. Contractor shall furnish all labor, materials, tools, parts, equipment, lubricants, refrigerants, chemicals, transportation, and supervision necessary to perform inspection and preventive maintenance services to the Refrigeration equipment, Split Air Conditioners, and associated equipment listed in Appendix A, located at the University of Hawaii - West Oahu (University), 91-1001 Farrington Highway, Kapolei, Hawaii 96707 (Appendix B).
- b. The inspection and preventative maintenance services shall be performed in accordance Appendix C and manufacturer specifications and instructions.
- c. All parts, supplies, components, and materials used for replacement shall be of the same manufacturer as the existing part being replaced or have the same specifications as the original equipment manufacturer part and be completely compatible and equal or better in grade with that which is being replaced. Contractor shall guarantee materials and workmanship for a minimum of ONE (1) year from acceptance of the service provided. Any defects caused by the materials or workmanship shall be corrected by the Contractor at no additional cost to the University.
- d. Contractor shall abide by all existing laws, codes, ordinances, rules and regulations set forth by all appropriate authorities having jurisdiction in the location where the work is to be performed, specifically including, compliance with the Federal Clean Air Act, Federal Clean Water Act, Federal Resource Conservation and Recovery Act and Hawaii Environmental Response Law.
- e. All handling of contaminated and new refrigerant and oils by the Contractor shall comply with the latest U.S. Environmental Protection Agency and local authority rules and regulations. Contractor shall be responsible for the proper disposal of all contaminated refrigerant and used oils and shall dispose of used refrigerant and oil daily. Contractor shall provide all necessary documentation to the University regarding the handling, disposal and charging of all refrigerants and oils.
- f. Contractor shall dispose of all used materials off-campus. Contractor shall not store materials needed for services in the mechanical rooms or any rooms on the University campus without prior University approval.

## 2. SCHEDULE OF WORK

- a. The University requires air conditioning TWENTY-FOUR (24) hours a day, THREE HUNDRED SIXTY-FIVE (365) days a year. The Contractor will be required to provide a detailed schedule of work, which must be approved by the University prior to the commencement of services. The schedule of work shall be for the entire term of the contract and shall demonstrate the Contractor's compliance with the inspection and preventative maintenance services described in Appendix C. The schedule of work shall indicate any required outages or disruption to the Building occupants. The University reserves the right to modify the schedule of work, if necessary, at no additional cost.
- b. Work shall be scheduled during normal University business hours from 7:30 a.m. to 4:30 p.m., Monday through Friday, excluding State of Hawaii holidays, unless as otherwise instructed.
- c. With prior approval, arrangements can be made with the University for the accommodation of evening and weekend work for emergency work. Any emergency work shall be performed based on the hourly rates as set forth in the contract.

## 3. PERFORMANCE OF SERVICES

- a. The Contractor will be responsible for protecting the existing contents of any Building during performance of services and replace/repair any item damaged during the performance of services at no cost to the University.
- b. The lead personnel conducting the inspection and preventive maintenance services must be a journeyman air conditioning mechanic. The University reserves the right to stop all work not being performed by or under the supervision of a journeyman air conditioning mechanic, at no additional cost to the University.
- c. At any time during the term of the contract, failure by the Contractor to meet the requirements of the inspection and preventative maintenance services described in Appendix C may result in the University's written declaration to the Contractor that the work is considered incomplete, and the work must be duplicated and completed in its entirety at the required periodic intervals to the University's satisfaction and acceptance, at no additional cost to the University.

## 4. SERVICE REPORTS

- a. For every service visit, the Contractor shall complete a service report. The format of the report form shall be approved by the University prior to the commencement of services.

- b. The service report shall document all work performed and be signed by the serviceman who performed the work and countersigned by an authorized University representative. The service report shall describe in detail any recommendations (including estimated cost) for repairs or improvements.
- c. Contractor shall furnish the monthly service report no later than THREE (3) working days after the date of the respective service work. The service will not be considered complete until the report is received.
- d. A monthly meeting, to review the monthly service reports and Contractor performance, shall be conducted at the University Facilities Management Office, under the direction of the Technical Representative or his designee. At every meeting, the Contractor shall provide a summary of all discrepancies found during the service month.

## 5. QUALIFICATIONS OF CONTRACTOR

- a. Contractor shall possess a current, valid and in good standing "C-52" Ventilating and Air Conditioning Contractor license in the State of Hawaii.
- b. Contractor shall have on staff a minimum of TWO (2) journeyman air conditioning mechanics who have successfully completed a manufacturer's course in the maintenance and repair of refrigeration equipment.
- c. Contractor personnel handling chlorofluorocarbons (CFC) refrigerant shall have a valid universal CFC certification by the State of Hawaii.
- d. Contractor shall submit with its bid the qualifications of its personnel for the respective work being performed.
- e. Contractor shall have a local office on the island of Oahu.

All questions pertaining to the Technical Specifications must be submitted electronically through HlePRO. Questions must be submitted by **July 24, 2024**. Responses will be posted on **July 30, 2024**.

The University may refuse to answer any questions received outside of HlePRO or after the Questions/Answers deadline.

**Bidders are cautioned to review the Technical Specifications carefully and thoroughly. Objections to or requests for clarification of the specifications shall be made through HlePRO as a Question or in writing in accordance with the General Provisions to the Office of Procurement Management prior to the submittal of a bid. The submittal of a bid shall be considered as acceptance of the specifications as published.**



## SPECIAL PROVISIONS

1. SCOPE

The providing of refrigeration and split air conditioning systems preventative maintenance services for the University of Hawaii - West Oahu shall be in accordance with the terms and conditions of IFB No. 25-1727 and the General Provisions dated September 2013 included by reference. Copies of the General Provisions are available at the Office of Procurement Management, University of Hawaii, 1400 Lower Campus Road, Room 15, Honolulu, Hawaii 96822 or the General Provisions may be viewed at: <https://www.hawaii.edu/procurement/vendor-info/terms-and-conditions/general-provisions-for-goods-and-services/>

2. AUTHORITY

IFB No. 25-1727 is issued under the provisions of Hawaii Revised Statutes, Chapters 103 and 103D. All prospective bidders are charged with presumptive knowledge of all requirements of the cited legal authorities. Submission of a valid executed bid by any prospective bidder shall constitute an affirmation of such knowledge on the part of such prospective bidder.

3. TECHNICAL REPRESENTATIVE OF THE PROCUREMENT OFFICER (TRPO)

The Technical Representative of the Procurement Officer is Joseph Long, Facilities Service Manager, Facilities Department, University of Hawaii – West Oahu, phone: (808) 689-2534, email: [jlong3@hawaii.edu](mailto:jlong3@hawaii.edu).

4. PROJECT LOCATION VISIT

Bidders are strongly encouraged to visit the project location to verify the extent of work, part numbers for replacement components, and be familiarized with all existing conditions and restrictions of the project site. Project location visit is not mandatory; however, submission of a bid shall be evidence that the bidder understands the scope of the project and shall comply with the specifications herein, if awarded. No additional allowance will be granted because of lack of knowledge of such conditions, or failure to perform site inspections prior to submitting a bid. No additional allowance or price adjustment, subsequent to award, shall be allowed by reason of any misunderstanding or error regarding the site conditions or work to be performed. Contact the Technical Representative, Joseph Long, Facilities Service Manager, at (808) 689-2534 or email at [jlong3@hawaii.edu](mailto:jlong3@hawaii.edu) to arrange a project location visit.

5. BIDDER'S QUALIFICATIONS

To qualify to bid on the specified goods and/or services, the bidder must be engaged in a business whose primary and customary interest is to provide the specified goods and/or services. The bidder must also have the requisite experience, appropriate forms

of insurance, and proper licenses. The University reserves the right to disqualify any potential bidder if, in its discretion, the University determines that the bidder does not have the requisite experience or expertise to provide the goods and/or services.

6. ELIGIBILITY TO BID

Each prospective bidder, as a prerequisite to bid on any contract to supply services in excess of \$25,000 shall, at the time of bid submission, assure the University by certification in writing, of compliance with the requirements of Section 103-55, Hawaii Revised Statutes, that:

- a. The services to be rendered shall be performed by employees paid at not less than the wages or salaries paid to public officers and employees for similar work. If, after the initial period, during the life of the contract, the State of Hawaii Salary Schedule is revised, the Contractor shall pay its employees at not less than the revised wages and salaries paid public officers and employees for similar work.
- b. All applicable Federal and State laws relating to workers' compensation, unemployment compensation, payment of wages, and safety will be fully complied with.

7. NOTIFICATION TO CONTRACTOR'S EMPLOYEES OF CURRENT WAGE RATES

Contractor shall be obliged to notify its employees performing work under this contract of the provisions of 103-55, HRS, and the current wage rate for public employees performing similar work. The Contractor may meet this obligation by posting a notice to this effect in the Contractor's place of business accessible to all employees, or the Contractor may include such notice with each paycheck or pay envelope furnished to the employee.

8. STATUTORY REQUIREMENTS OF SECTION 103-55, HRS

To assist the bidder in determining whether the work the employees are to perform under this contract is similar to that performed by public employees, the following are the position, classification, and hourly rate for the positions that perform preventative maintenance services:

<b>Title</b>	<b>Class</b>	<b>Hourly Rate effective 07/01/2024</b>
Air Conditioning Mechanic I	BC10	\$33.88

9. PROTECTION OF PROPERTY AND BUILDINGS

The Contractor shall take all necessary precautions during the progress of the work to protect the buildings as well as adjoining property, roadways, walkways, trees, lawns, landscape, and buildings from damage and injury and shall promptly repair any such damage to the satisfaction of the University, at no cost to the University. If the repair cannot be done immediately, the Contractor shall contact the Technical Representative to work out a time schedule acceptable to the University.

10. REFERENCES

Each bidder shall provide the names, addresses, and phone numbers of THREE (3) agencies, for which refrigeration and AC preventative maintenance services are currently provided who can attest to the reliability of the bidder's service and personnel. The University reserves the right to reject the bid submitted by any bidder whose performance on other jobs has been unsatisfactory.

11. INDEPENDENT CONTRACTOR

It is understood and agreed that the Contractor shall provide said services as an independent contractor and shall not be under the direction or control of the University. The University shall not be responsible for any claims and demands of any kind or nature that may be brought against it on any matter or thing arising out of or in connection with the services provided by the Contractor.

12. INSURANCE

Contractor shall, and shall ensure that all Contractor Agents shall, during the entire term of this Agreement, at no cost to UH, procure and maintain, or cause to be procured and maintained, the following insurance described below, issued by an insurance company or companies authorized to do business in the State of Hawai'i with at least an A – VII Financial Rating according to the current edition of Best's Key Rating Guide:

a. Required Insurance Coverage.

- (1) Commercial General Liability Insurance. Commercial general liability insurance written on occurrence basis covering claims with respect to injuries or damages to persons or property sustained as a result of the activities of the Contractor and/or the Contractor Agents, within, on, or about the Premises and/or the UH Campus, with limits not less than the following:

Bodily Injury and Property Damage Combined Single Limit	
\$1,000,000.00 Each occurrence	
\$2,000,000.00 General Aggregate per policy year	
\$2,000,000.00 Products and Completed Operations Aggregate per policy year	
Medical Expenses -- Any one person	\$5,000.00

Such limits may be achieved through the use of umbrella/excess liability insurance sufficient to meet the requirements of this Special Provision 12, Insurance covering the Contractor's conduct of the services on or within the Premises and/or the UH Campus and all of the activities and operations of the Contractor and the Contractor Agents in connection therewith.

- (2) Automobile Insurance. Automobile Liability Insurance to include coverage for any owned, non-owned, leased, or hired automobiles with limits of not less than the following:

Bodily Injury – Per Person	\$1,000,000.00
Bodily Injury – Per Accident	\$1,000,000.00
Property Damage – Each Accident	\$1,000,000.00
Basic No-Fault Insurance	As required by Hawai'i law

In the event there is a change in Hawai'i law regarding financial responsibility and insurance requirements of automobile owners or users which make this requirement obsolete, UH shall have the right to impose a new requirement consistent with the then Applicable Laws.

- (3) Workers' Compensation Insurance. Workers' Compensation insurance with respect to work by employees of the Contractor and the Contractor Agents on or about the Premises and/or the UH Campus, with coverage, amounts, and limits as required by law.
- (4) Employers Liability Insurance: Employers Liability Insurance with limits not less than:

Bodily Injury – Each Accident	\$1,000,000.00
Bodily Injury by Disease – Policy Limit	\$1,000,000.00
Bodily Injury by Disease – Each Employee	\$1,000,000.00

The Contractor shall ensure that the Contractor Agents (if any) obtain workers compensation and employer's liability insurance with the limits described herein to cover the work performed.

- (5) Pollution Liability Insurance:

As disposal of refrigerant and oils will be conducted, the Contractor shall provide pollution liability insurance coverage of at least \$1,000,000.00 per occurrence.

- b. Common provisions. Each insurance policy that Contractor and/or any of the Contractor Agents are obligated to obtain under this Agreement shall be subject to the following:

- (1) Notice of changes. Contractor will be required to notify UH of any cancellation, limitation in scope, material change, or non-renewal of any insurance coverage

right away (but no later than five (5) business days of receiving notice from the insurer).

- (2) UH insurance not primary. Insurance obtained by Contractor and/or any Contractor Agents pursuant to this Agreement will be primary and any UH insurance will apply only in excess of and not contribute with such insurance obtained by Contractor and/or any Contractor Agents.
  - (3) Name UH as an additional insured. UH shall be named as an additional insured on all insurance coverage that Contractor and/or any Contractor Agent is required to obtain under this Agreement except for workers compensation and employers liability insurance.
  - (4) Waiver of subrogation. All insurance obtained by Contractor will contain a waiver of subrogation endorsement in favor of UH.
  - (5) UH not required to pay premiums. Contractor and Contractor Agents will be responsible for paying all costs associated with obtaining the required insurance coverage described in this Agreement, including all premiums. UH will not be responsible for paying any such costs.
  - (6) Acceptable deductibles. The terms and amounts of any deductibles for the required insurance coverage under this Agreement must be reasonable and acceptable to UH based upon the type of insurance involved and the conduct of the Services.
- c. Deposit insurance certificates. Contractor will timely deposit and keep on deposit with UH, certificates of insurance necessary to satisfy UH that the insurance requirements of this Agreement have been and continue to be satisfied during the term of the Agreement.
  - d. UH may cure failure to obtain/maintain insurance. If Contractor fails to provide and maintain the insurance required by this Agreement after written notice to comply from UH, UH may, but shall not be required to, procure such insurance at the sole cost and expense of Contractor, who shall be obligated to immediately reimburse UH for the cost thereof plus ten percent (10%) to cover UH's administrative overhead.
  - e. Lapse in insurance constitutes a breach. Any lapse in, or failure by Contractor or any Contractor Agents to procure and maintain the insurance coverage required under this Agreement, at any time during and throughout the term of this Agreement, shall be a breach of this Agreement and UH may terminate the rights of Contractor and all Contractor Agents to conduct the Services.
  - f. Insurance shall not limit Contractor liability. Obtaining the required insurance coverage will not be construed to limit Contractor's liability hereunder or to fulfill Contractor's indemnification, defense, and hold harmless obligations under this Agreement. Notwithstanding the required insurance coverage, Contractor shall be obligated for the full and total amount of any damage, injury, or loss arising from acts or omissions of Contractor and/or the Contractor Agents.

- g. UH may adjust insurance requirements. UH may, upon reasonable notice and reasonable grounds, increase or change the form, type, coverage, or coverage limits of the insurance required hereunder, in which event Contractor shall, and shall cause the Contractor Agents to, obtain insurance, as modified. UH's requirements shall be reasonable and shall be designed to provide protection against the kind and extent of risks that exist at the time a change in insurance is required. Contractor shall satisfy all UH risk management requirements that are in effect as of the Effective Date and as may be amended from time to time.

13. REJECTION OF CONTRACTOR'S EMPLOYEES

The University reserves the right to reject any of the Contractor's employees that the University deems incompetent, uncooperative, negligent, insubordinate, or otherwise objectionable.

14. SUBCONTRACTING

General Provision 5.3, Subcontracting and Assigning, shall be deleted in its entirety and replaced with the following:

The Contractor may subcontract or assign **only the water treatment for the chilled water system and condenser water system** to be performed under its contract with the University. Otherwise, the Contractor shall not subcontract, convey, transfer or assign any of the work to be performed under its contract with the University, nor shall the Contractor assign the contract to any other person or firm without written permission from the Procurement Officer, and no subcontract or assignment made without such permission will be recognized. No subcontract shall, under any circumstances, relieve the Contractor of its obligation and liability under its contract with the University, and all persons engaged in performing the work covered by the contract shall be considered employees of the Contractor.

15. LAWS, ORDINANCES, STATUTES, AND REGULATIONS

The Contractor shall comply with all laws, ordinances, statutes, and regulations pertaining to the handling, transportation, and disposal of refrigerant and oils and shall obtain such permits, licenses or other authorization as may be required.

16. COORDINATION OF WORK

Upon award of the contract, Contractor shall contact the Technical Representative to establish operational and administrative procedures including coordination and scheduling of work. The Contractor shall not be permitted to interfere with University operations, and work schedules shall be coordinated with the Technical Representative prior to commencing work.

## 17. ESCALATION CLAUSE

The Contractor shall be allowed to request adjustments to the contracted bid price per item, provided the request is made in writing to the University. The University will consider requests for price adjustments based on the following:

### a. Wage Increases

If after July 1, 2024, the prevailing wage rates for State Civil Service workers performing similar work is increased, the University shall allow the Contractor to adjust the percentage of the contract prices that represents labor costs, not more than the percentage increase granted to State Civil Service workers performing similar work. Price adjustments shall be made through modifications to the contract for the increase upon request of the Contractor, provided that, prior to or concurrent with such request the Contractor documents to the satisfaction of the University that he/she has paid his/her employees' wages not less than that paid to public employees doing similar work during the period of the contract. However, in the event Section 103-55, Hawai'i Revised Statutes, is repealed or modified so that this section of the statute is no longer applicable to this contract, this clause will be voided.

### b. Non-Wage Increases

The Contractor shall be allowed to request adjustments to the percentage of the contract prices that do not represent labor costs, for each contract renewal period, NINETY (90) days prior to contract renewal date, provided that the non-labor portion cost portion of the contract prices for each renewal period shall not increase more than FIVE (5)% (or) more than the Consumer Price Index for Pacific Cities and U. S. City Average based on All Urban Consumers, U. S. City Average, in effect ONE HUNDRED TWENTY (120) days prior to the renewal date, whichever is less, and provided, further, that the request is made in writing to the University.

## 18. TERM OF CONTRACT

The Contractor shall enter into a contract with the University for the period of ONE (1) year commencing on the date designated in the Notice to Proceed. Thereafter, the contract shall be renewable from year to year for TWO (2) additional years, for a total of THREE (3) years, without the necessity of bidding, upon mutual agreement in writing, NINETY (90) days prior to the annual renewal date. The contract price for each renewal period shall remain the same or lower than the initial bid price or may be adjusted in accordance with SPECIAL PROVISION 18, ESCALATION CLAUSE, of the contract, upon written request NINETY (90) days prior to the annual renewal date. Further, the University may terminate the contract at any time, after the first year, upon NINETY (90) days prior written notice

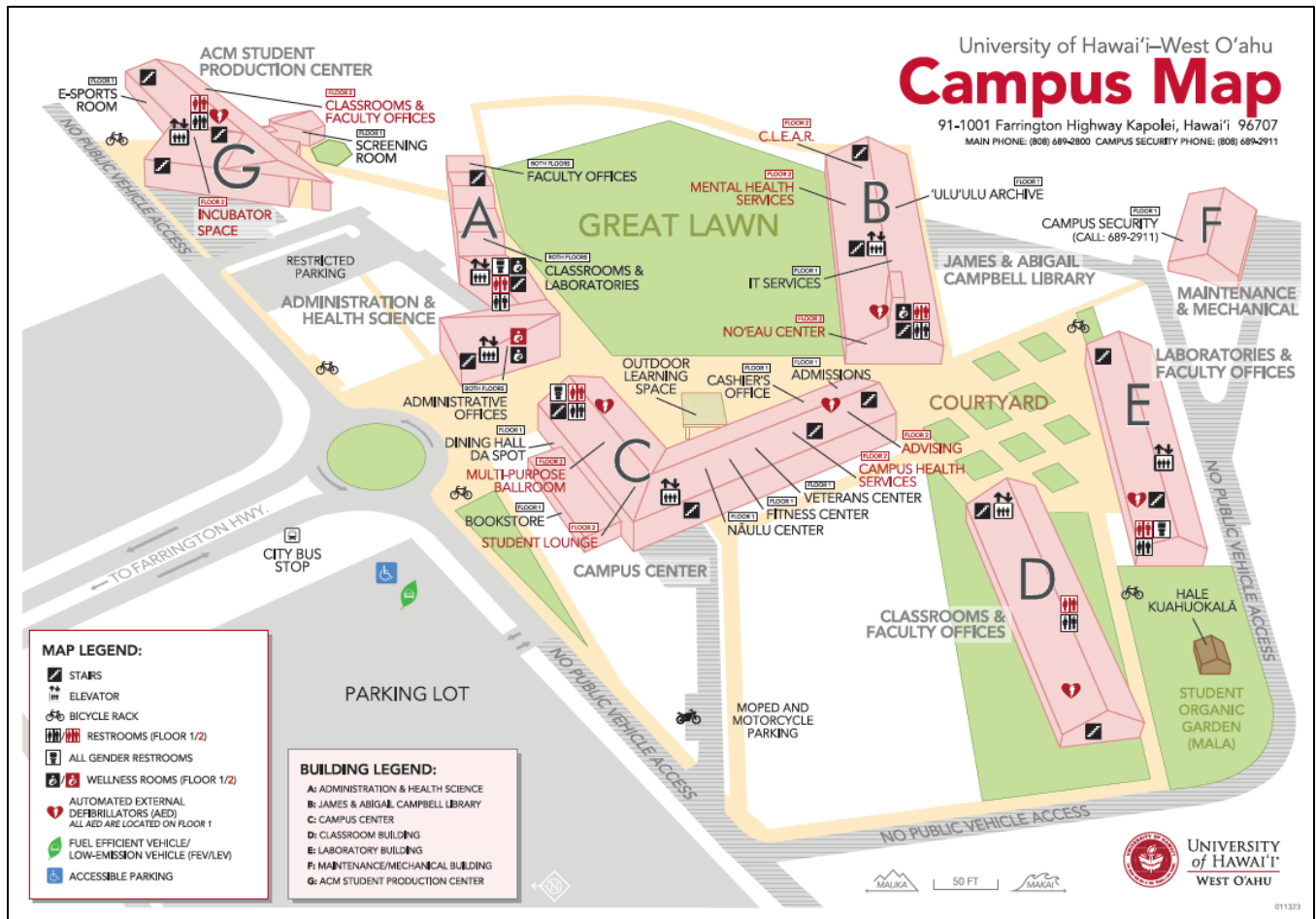
19. PAYMENT

The Contractor shall be remunerated upon submission of a properly executed original invoice indicating the contract number, to University of Hawaii - West Oahu, Business Office, 91-1001 Farrington Highway, Kapolei, Hawaii 96707, no later than THIRTY (30) calendar days following submission of invoice and acceptance of services



Location	Manufacturer Equipment	Qty	Model No.	Serial No.	Filter
Campus Center, Roof Well	Heat Transfer Products Group Condensing Units	1	ETHN-3	E12D006081650010 01	
	Heat Transfer Products Group Condensing Units	1	ETHN-1	E12D006081670010 01	
Campus Center, Lower Level, Main Kitchen	Follett Ice Machine	1	ITS1350SG-60	048199-03012	
	Heat Transfer Products Group Walk-In Freezer	1	AA28-1228-AE	N/A	
	Heat Transfer Products Group Walk-In Refrigerator	1	AA28-122B-AE	E12D608165004001	
	Heat Transfer Products Group Walk-In Refrigerator	1	AA28-122B-AE	E12D007081650040 02	
	Traulsen Reach-In	1	AHT132W-FHS	T179718B12	
	Traulsen Reach-In	1	ARI232H-FHS	T179616B12	
	Traulsen Reach-In	1	ARI132L-FHS	T179649B12	
	Omni Team Under Counter Cooler	1	OTM-13D	60310	
	Omni Team Under Counter Cooler	1	05M13D	60312	
	Traulsen Reach-In	1	ALT132W-FHS	T179578B12	
	Infinity Under Counter Cooler	1	IRRH-2-2D-M	1231205133	
	Montague Under Counter Cool	4	N8630	1202150000080 1202150000081 N/A N/A	
	Turbo Coil Under Counter Cool	3	TC 1200	2900, 2903, 2398	
	Self-Serve Display Case-Counter Top	1	VR06	65411010265	
Self-Contained Bin Cooler	3	N/A	N/A		
Campus Center, Upper Level, Catering Kitchen	Ice-O-Matic Ice Machine	1	CIM0636IW	SN 18011280012010	
	Traulsen Reach-In Refrigerator	1	N/A	N/A	
	Traulsen Reach-In	1	ARI232L-FHS	T179621B12	
Campus Center,	Manitowoc Ice Machine	1	IDT0500W-	1120337793	

Lower Level, Café Kitchen (Naulu)			161		
	Heat Transfer Products Group Walk-In Refrigerator	1	AA28-106B-AE	E12D00608167003001	
	Heat Transfer Products Group Walk-In Freezer	1	AA28-106BAE	E12D00608167004001	
	Traulsen Reach-In	1	HPWW 5 DS 50 4DW	083111-10238	
Library, Lower Level, Ulu'ulu Archives	Liebert Self-Contained AC Unit	1	MMD12A-P0E70	Y11FBI2182	16X20 X2
Admin/Health Sci, IDF Rooms	Daikin Split AC Indoor Unit	4	FTXS18LVJU	E053019, E053021, E053018, E053014	
Admin/Health Sci, Roof Well	Daikin Split AC Condenser Unit	2	N/A	N/A	
Creative Media, Server Room	Data Aire Split AC Indoor Unit	1	DALA-13 3 4-CO-D	2019.1485-8	
Creative Media, Outdoor	Data Aire Split AC Condenser Unit	1	DARC 1534	N/A	
Creative Media, UPS Room	Daikin Split AC Indoor Unit	2	FTX30NVJU	E004523 E004538	
Creative Media, Outdoor	Daikin Split AC Condenser Unit	2	RK30NMVJU	G001515 G001512	
Maintenance, Main Server Room	Mitsubishi Split AC Indoor Unit	8	TPMFYP015B M140F	9ZA0011177MJ64 9ZA0010977MJ64 9ZA0011377MJ64 9ZA0012277MJ64 9ZA0010277MJ64 9ZA0011777MJ64 9ZA0010077MJ64 9ZA0012577MJ64	
Maintenance, Main Server Room	Mitsubishi Split AC Indoor Unit, Ceiling Mtd	2	TPCFYP030K M140B	02M0002265TKC2 03M0005165TKC2	
Maintenance, Main Server Rm, Outdoor	Mitsubishi Split AC Condenser Unit	2	TUHYE0963A N40AN	07P0003350T83E 07P0003250T83E	
Maintenance, Vendor Server Rm	Stulz Split AC Indoor Floor Mtd Unit	2	CRS-084-AR	10316870 10316869	
Maintenance, Vendor Server Rm	Stulz Split AC Condenser Unit	2	SCS-120-SEC	10316875 10316876	
Maintenance Storage Room	Scotsman Ice Machine	1	CUD415MA-1A	21011320014255	



Bi-monthly service (every other month) shall be scheduled TWO (2) weeks in advance. Semi-annual service (every 6 months) shall be scheduled ONE (1) month in advance.

## EQUIPMENT

### A. Condensing Units

#### Bi-Monthly Service

- Check operation of condensing units and report any signs of oil or refrigerant leaks.
- Read and record refrigerant pressures.
- Check defrost cycle timer for each box and verify proper defrost operation.
- Read and record compressor motor voltages and amperages for each leg.
- Check compressor oil level. Charge oil per manufacturer's recommendation. (Contractor provided.)
- Check refrigerant sight glass for moisture and refrigerant charge. Report if charge is short.
- Check the compressor crankcase heater operation.
- Check condensing units for any unusual noise and vibrations.
- Check operation of the controls and the condenser fan operation.
- Check controller for any failures and record last failures on log sheet. Check possible cause of failure. Check safeties operations. Review quarterly operating logs for abnormal conditions. Report any discrepancies.
- Certify that the equipment has received bi-monthly service. Report all discrepancies immediately to the university representative.

#### Semi-annual Service

- Perform bi-monthly service.
- Operate all loads on refrigerant circuit and verify proper charge.
- Test and calibrate all sensors, safeties, and controls to manufacturer's recommended settings.
- Wash condenser coils with water. Clean condensing unit roof landing area.
- Check for leaks. Repair minor leaks (tightening of loose connections). Report major leaks immediately to the university representative. Record all leaks on the service ticket.
- Tighten all electrical connections in the electrical panel and disconnects. Check the compressor contacts and clean with contact cleaner.
- Chip and paint rust spots on condensing units and stands.
- Certify that the equipment has received semi-annual service. Report all discrepancies immediately to the university representative.

**B. Refrigerators, Freezers, Self-Serve and Under Counter Coolers****Bi-monthly Service**

- Check general condition and operation of refrigeration equipment.
- Record suction and discharge pressures.
- Check and record box temperature.
- Check evaporator fan, solenoid valve, and TXC operation. Lubricate fan motor in applicable.
- Check door gaskets for leaks.
- Check and adjust door closers and latches if needed.
- Remove any debris from condensate drip pan, clear drain line, and check drain line heat if applicable.
- Check drain line heater if applicable.  
Check door heater operation if applicable.
- Brush evaporator coil to remove dirt and debris.
- Certify that the equipment has received bi-monthly service. Report all discrepancies immediately to the university representative.

**Semi-annual Service**

- Perform bi-monthly service.
- Tighten all electrical connections in the electrical panel and service disconnect.
- Check and adjust controls per manufacturers recommendations
- Certify that the equipment has received semi-annual service. Report all discrepancies immediately to the university representative.

**C. Ice Machines****Bi-monthly Service**

- Inspect general condition and operation of ice machine.
- Wipe away any signs of dust, algae, or slime on the exterior and on the internal wet sections of the machine.
- Check ice bridge thickness. Adjust if necessary.
- Check trough water level, Adjust if necessary.
- Check for leaks: water, refrigerant, oil, etc.
- Check bin controls switch for proper adjustment.
- Inspect the evaporator water distribution to ensure even distribution of water across the face of the evaporator.
- Verify proper refrigerant charge.
- Operate the equipment to check for proper orientation, unusual noise, and vibrations, and make minor adjustments as required.
- Certify that the equipment has received bi-monthly service. Report all discrepancies immediately to the university representative.

**Semi-annual Service**

- Perform bi-monthly service.

- Check water/pressure regulating valve and adjust if necessary.
- Clean evaporator with a nickel safe ice machine cleaning solution. Circulate cleaning solution for at least 15 minutes.
- After cleaning, prepare a sodium hypochlorite food equipment sanitizer solution and circulate for 10 minutes.
  - Replace incoming water filter
  - Tighten all electrical connections in the electrical panels and service disconnects.
- Certify that the equipment has received semi-annual service. Report all discrepancies immediately to the university representative.

#### **D. Walk-In Refrigerators and Freezers**

##### **Bi-monthly Service**

- Check operation of system and report any signs of oil, water, or refrigerant leaks.
- Check and replace box light bulbs if burnt out.
- Check and record box temperatures.
- Record suction and discharge pressures.
- Check refrigerant sight glass for moisture and refrigerant charge. Check and clean the door gasket. Check door and threshold seal and operation.
- Remove any debris from condensate drop pan, clear drain line and check heater, if applicable.
- Check evaporator fans, solenoid valve, and TXC operation. Lubricate fans if applicable.
- Check door closers and adjust if necessary to close doors completely.
- Check operation of freezer door switch to cut off evaporator fans.
- Brush off evaporator coil surface of dirt and debris.
- Certify that the equipment has received bi-monthly service. Report all discrepancies immediately to the university representative.

##### **Semi-annual Service**

- Perform bi-monthly service.
- Tighten all electrical connections within unit and service disconnect.
- Check and adjust controls per manufacturer's recommendations.
- Certify that the equipment has received semi-annual service. Report all discrepancies immediately to the university representative.

#### **E. Heat Pump**

##### **Bi-monthly Service**

- Operate both compressors, drain hot water from system if necessary.
- Check and record head and suction refrigerant pressures on both circuits.
- Check refrigerant charge.
- Check and record unit voltage and amperage.
- Check and record refrigerant sight glass condition. (Clear/bubbling).
- Check and record oil sight glass and level on each compressor.
- Check and record leaving liquid temperature out of condensers.

- Check condenser and evaporator circulating pumps to ensure proper flow.
- Certify that the equipment has received bi-monthly service with a report stating completion of all above requirement. Report all discrepancies immediately to the university representative.

**Semi-annual Service**

- Perform bi-monthly service
- Isolate condenser and evaporator, remove and clean strainer.
- Check all electrical wiring terminals (high and low voltage) tighten as necessary.
- Inspect contacts in all contactors and starters.
- Certify that the equipment has received semi-annual service. Report all discrepancies immediately to the university representative.

**F. Self-Contained Air-Conditioning Unit****Bi-monthly Service**

- Record supply and return air temperatures.
- Check unit for signs of oil, refrigerant leaks.
- Replace evaporator air filter. Replacement filter shall be MERV 9, pleated type.
- Clean condenser air washable filter.
- Clean and clear drip pan and flush drain line with nitrogen. (Note: Contractor may be liable for water damage due to clogged drains.) Install pan tablets or equivalent to control algae growth.
- Check fan motor bearings for abnormal noise or vibration.
- Energize reheat coil by raising room temperature set point, and lowering relative humidity set point. Record both heater amperages and check operation.
- Operate the equipment to check for proper operation, unusual noise and vibrations. Make minor adjustments as required.
- Check ductwork, associated piping and insulation for leakage, loose connections, damage, corrosion, noise, and vibrations.
- Certify that the equipment has received bi-monthly service and report all discrepancies immediately to the university representative.

**Semi-annual Service**

- Perform bi-monthly service.
- Replace evaporator air filters.
- Replace condenser air filter. (Washable type)
- Clean fan wheels and wash air-cooled condenser coil with pressurized water.
- Clean evaporator coil of dirt accumulation using pressurized water and chemical coil cleaning solution.
- Check condition of condenser and evaporator fan wheels.
- Wipe down equipment. Remove all associated debris from room.
- Check and clean the starter contacts with contact cleaner and tighten all electrical connections in unit control panel and disconnect. Clean and remove all dust and foreign matter in unit control panels.
- Check operation of all relays and safety devices.
- Certify that the equipment has received semi-annual service and report all discrepancies immediately to the university representative.

### **G. Split Air-Conditioning Unit Bi-monthly Service**

- Record supply and return air temperatures.
- Check unit for signs of oil, refrigerant leaks.
- Replace air filter. Replacement filter shall be MERV 9, pleated type.
- Clean condenser air washable filter and coils.
- Clean and clear drip pan and flush drain line with nitrogen. (Note: Contractor may be liable for water damage due to clogged drains.) Install pan tablets or equivalent to control algae growth.
- Check fan motor bearings for abnormal noise or vibration. Check electrical connections.
- Energize reheat coil by raising room temperature set point, and lowering relative humidity set point. Record both heater amperages and check operation.
- Operate the equipment to check for proper operation, unusual noise and vibrations. Make minor adjustments as required. Clear piping.
- Check ductwork, associated piping and insulation for leakage, loose connections, damage, corrosion, noise, and vibrations.
- Certify that the equipment has received bi-monthly service and report all discrepancies immediately to the university representative.

### **Semi-annual Service**

- Perform bi-monthly service.
- Replace evaporator air filters.
- Replace condenser air filter. (Washable type)
- Clean fan wheels and wash air-cooled condenser coil with pressurized water.
- Clean evaporator coil of dirt accumulation using pressurized water and chemical coil cleaning solution.
- Check condition of condenser and evaporator fan wheels.
- Wipe down equipment. Remove all debris from room,
- Check and clean the starter contacts with contact cleaner and tighten all electrical connections in unit control panel and disconnect. Clean and remove all dust and foreign matter in unit control panels.
- Check operation of all relays and safety devices
- Certify that the equipment has received semi-annual service and report all discrepancies immediately to the university representative.