STATE OF HAWAII

SCOPE OF SERVICES

SPECIFICATIONS AND SCOPE SERVICES FOR FURNISHING GUARANTEED MAINTENANCE SERVICES OF AIR CONDITIONING AND VENTILATING EQUIPMENT
FOR
THE HAWAII DEPARTMENT OF AGRICULTURE
ANIMAL INDUSTRY DIVISION

I. SCOPE

The Contractor shall furnish all labor, tools, equipment, materials, supplies, supervision, refrigerants, and all other items to provide Satisfactory air conditioning maintenance services for the designated equipment at the following Animal Industry Division Locations:

- **Location #1:**
  Animal Industry Division Administration Office
  Kanahoahoa Building, 99-941 Halawa Valley St., Aiea, HI 96701-5602

  Equipment

  1. Carrier a/c pkg. unit, 7 ½ ton, Model #50TJ-08-V521QE, Ser. #2298G30321
  2. PAC-2 Carrier 50TFF006 Rooftop Package Unit
  3. PAC-3 Carrier 50TFFOO8 Rooftop Package Unit
  4. PAC-4 Carrier 50TJ008 Rooftop Package Unit
  5. A/C Controls

- **Location #2:**
  Veterinary Laboratory
  Kanahoahoa Building, 99-941 Halawa Valley St., Aiea, HI 96701-5602

  Equipment

  1. CH-I Carrier 60 Ton Air Cooled Chiller 300TN060
  2. CHWP-I Aurora 344A-BF Chilled Water Pump
  3. PAC-9 Carrier 50TFFOO8 Rooftop Package Unit
  4. AHU-1 McQuay LSL111 Air Handler Unit
  5. AHU-5 Carrier 39THANAB Rooftop Air Handler Unit
  6. AHU-7 Carrier 39THANAB Rooftop Air Handler Unit
  7. AHU-8 Carrier 39THANAB Rooftop Air Handler Unit
  8. EF-1 Loren Cook L80CPV Exhaust Fan
  9. EF-2 Greenheck SP-B110 Exhaust Fan

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10. EF-3 Greenheck SFB-9-5 Exhaust Fan
11. EF-4 Greenheck SFB-15-15 Exhaust Fan
12. EF5 Loren Cook GC-420 Exhaust Fan
13. EF5A Greenheck SWB-216-7 Exhaust Fan
14. EF-6 Loren Cook GN-820 Exhaust Fan
15. EF-6A Greenheck SWB-216-7 Exhaust Fan
16. SF-1 Greenheck BSQ-90-4 Supply Fan
17. SF-2 Greenheck BSQ-180-5 Supply Fan
18. SF-3 Greenheck BSQ-160-5 Supply Fan
19. PRV-1 Loren Cook 120C3B Power Roof Ventilator
20. PRV-2A Greenheck GB-141-4 Power Roof Ventilator
21. PRV-2B Loren Cook 120R3B Power Roof Ventilator
22. PRV-4 Greenheck GB-180-4 Power Roof Ventilator
23. PRV-5 Loren Cook 70C3B Power Roof Ventilator
24. PRV-6A Greenheck GB-121-4 Power Roof Ventilator
25. PRV-6B Loren Cook Power Roof Ventilator
26. PRV-7 Loren Cook Power Roof Ventilator
27. EF-7
28. SF-4
29. A/C Controls

- **Location #3:**
  Animal Quarantine Station Office
  Animal Quarantine Station, 99-951 Halawa Valley St., Aiea, HI 96701-5602

  Equipment

  1. Dispensary: Panasonic Model #CW-2005SU Ser. #1442504921
  2. Day Room: Window unit FRA186 MT2
  3. Upstairs Office: Window Unit FRA296ST2
  4. Computer Room: Panasonic Model #CW Ser. #1463512286
  5. Air Handling Unit Model #40RM008-B611ED Ser. #2404F39018
  6. Goodman Unit Model: GSC100904AC Ser. #1207520443
  7. A/C Controls Debonair Thermostat

II. MAINTENANCE SERVICE

Contractor agrees to provide services to the State in accordance with the best commercial practices governing the maintenance of air conditioning systems. In order to keep the air conditioning systems in continuous operating condition the Contractor must conduct regularly scheduled maintenance tasks and inspections. The maintenance tasks

shall include but not be limited to oiling, greasing, adjusting, painting and servicing all internal and external parts.

Labor and incidentals required to replace minor parts to keep units in continuous operating conditioning shall be included in the contract price.

The Officer-In-Charge shall be notified of all necessary repairs before work begins, even on trouble/emergency calls. Repair work shall not begin until the Officer-In-Charge has provided approval. The Division Administrator, Animal Industry acting either directly or through his authorized representative, is designated Officer-In-Charge for Location #1 Animal Industry Division Administration Office and Location #2 Veterinary Laboratory. The Program Manager, Rabies Quarantine Branch acting either directly or through his authorized representative, is designated Officer-In-Charge for Location #3, Animal Quarantine Station Office.

The State is not responsible for the cost of parts, consumables or refrigerants costing $50.00 or less. These costs are included in the contract price specified in the maintenance schedules. Parts costing more than $50.00 are to be billed separately from the contract price.

Contractor must repair or replace any component damaged by its conduct at its own expense.

Unless otherwise authorized, all maintenance tasks described herein shall be performed between the hours of 7:45 a.m. to 4:30 p.m., Monday through Friday.

III. MAINTENANCE SCHEDULES

Maintenance tasks will be provided on a: monthly, bi-monthly, quarterly, semi-annual and annual basis according to the following schedule (by location):

a) **Location #1:**
Animal Industry Division Administration Office
Kanahoahoa Building, 99-941 Halawa Valley St., Aiea, HI 96701-5602

And

b) **Location #2:**
Veterinary Laboratory
Kanahoahoa Building, 99-941 Halawa Valley St., Aiea, HI 96701-5602

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A. Bi-monthly (every other month) Service

1. Chiller

   a) Check and Log the following:
      - Chilled water temperatures
      - Operating Amps
      - Voltage
      - Refrigerant temperatures and pressures (each circuit)
      - Capacity %
   b) Check for visual signs of oil and refrigerant leaks

2. Chilled Water Pump

   a) Check for water leaks
   b) Check for unusual noise and/or vibration
   c) Check water pressures

3. Air Handling Unit

   a) Clean drain pans and flush drain line. Install algae pan tablet as necessary
   b) Replace disposable pleated, poly and fiber air filters
   c) Lubricate fan & motor bearings as necessary
   d) Check fan belts, adjust and replace as necessary
   e) Check and log chilled water temperatures & pressures (if applicable)

4. Rooftop Package Unit

   a) Clean drain pans and flush drain line. Install algae pan tablet as necessary
   b) Replace disposable pleated, poly and fiber air filters
   c) Lubricate fan & motor bearings as necessary
   d) Check fan belts & adjust and replace as necessary
   e) Check refrigerant pressures and temperatures

5. General

   a) All motors and bearings: Check and lubricate
   b) "V" belts and drives: Check for condition and alignment; adjust if required: Belt included

c) Filters: Check and replace as required. Replacements included in the contract price
d) Unit and associated piping: Check for leaks
e) Controls: Check and adjust as required

f) Drains: Check to assure they are clean and free-flowing
g) Operational tests of the equipment will be made
h) Condenser Coils: check to assure they are clean and in good condition
i) A complete copy of the serviceman's report will be furnished, advising of any deficiencies, and recommending corrective measures

B. Quarterly (every three months) Service

1. Controls

a) Check time schedule settings, make adjustments as necessary
b) Check operation of thermostat controls

2. Ventilation Fans

a) Lubricate fan & motor bearings as necessary
b) Check fan belts, adjust and replace as necessary
c) Replace disposable pleated, poly, and fiber air filters
d) Wash permanent type air filters

C. Semi-Annual (every six months) Service

1. Rooftop Package Unit

a) Clean condenser coil

2. Air Handling Unit

a) Clean strainers as necessary (if applicable)

D. Annual Service

1. Controls

a) Make adjustments for holiday schedules

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a) **Location #3:**
Animal Quarantine Station Office
Animal Quarantine Station, 99-951 Halawa Valley St., Aiea, HI 96701-5602

A. Monthly Service

1. Air Handler Units

a) Check, Clean, lubricate motors and fan bearings, as necessary
b) Replace air filters using pleated filters only
c) Replace refrigerant as needed
d) Lubricate and oil, all fan and motor bearings and connections of dampers and vanes and check controls to ensure proper operation
e) Check all drives for wear; adjust belt tension. Replace belts as required
f) Check supply air temperature
g) Conduct inspection of the A/C unit to assure efficient and effective operation of the A/C unit. Make minor repairs and/or adjustments, if necessary, at no additional
h) Operate equipment to check for proper operation, unusual noise & vibration; adjust or repair all equipment and controls as required; clean-up all equipment
i) Replace parts which cost $50.00 or less as needed, at no additional charge to the State. For repairs for which parts cost more than $50.00, the Contractor must notify the Officer-In-Charge for approval to proceed with the work.

2. Chillers and Pumps

a) Check and record suction, discharge, oil pressure
b) Check and record chill water temperature supply and return
c) Check and record condenser water temperature supply and return
d) Check and record chill water and condenser water pressure
e) Check for undue noise
f) Check system for oil and refrigerant leaks

3. General

a) Check and change filters

b) Oil fan motors
c) Tighten belts
d) Check oil level
e) Check drip pan
f) Check control operation
g) Check safety devices
h) Clean up equipment
i) Visual check of refrigerant charge
j) Visual check for leaks
k) Grease and oil bearings
l) Check thermostat, verify room temperature reading, and check operation of thermostat controls
m) A complete copy of the serviceman's report will be furnished, advising of any deficiencies, and recommending corrective measures

4. Window Units

a) Clean filter, change filter if necessary
b) Clean any dirt and debris blockage from the condenser
c) Check the discharge air temperature for proper parameters
d) Clean the drain pan
e) Perform an overall inspection of system components

B. Bi-monthly (every other month) Service

1. Air Handler Units

a) Clean and clear all drip pans and flush all related condensate drain lines with nitrogen and other applicable means. (Contractor may be liable for water damage due to clogged drains.) Install pan tables if necessary to control algae
b) Lubricate fan motors and bearings
c) Check belt wear and tension, adjust as needed
d) Check fan collar, bearings and shaft wear

C. Quarterly Service

1. Chillers

a) Review past log readings
b) Check for unusual vibrations

c) Check for response of chiller at various load conditions for proper operations and calibration of capacity control system

D. Semi-Annual Service

1. Air Handlers

a) Window units shall be removed from its mounting frame for a complete and thorough cleaning. After cleaning, the Contractor shall re-install the unit
b) Clean cooling coils of dirt accumulation using water washer, steam of surfactant chemical coil cleaner as necessary
c) Remove and wash all supply and return grills, registers and diffusers and fresh air intake grilles and dampers
d) The Contractor shall clean all condensers, evaporators, fans, drip pans, drain pipes and fan housings

2. Chiller

a) Check safety controls and record settings
b) Check purge controls and record settings

3. Window Units

a) Clean evaporator

The Contractor shall completely guarantee the satisfactory operation of all air conditioning and ventilating systems within the scope of this contract.

In addition to providing maintenance service, the Contractor shall provide trouble call/emergency service as authorized by the Officer-In-Charge. Such services are not included in the contract price, but shall be billed separately. Refer to Section IV herein for details on emergency service.

Parts, repair and replacement costs exceeding $50.00 are not included in the maintenance contract and must have prior approval from the Officer-In-Charge before work can begin. Replacement parts that cost less than $50.00 are to be included in the contract and shall not be chargeable to the State. In addition, procurement of any additional service will follow standard state procurement procedures for quote solicitation on HEPS for amounts of $15,000 to less than $100,000. The minimum number

of quotes solicited and method used for amounts less than $5,000 will be determined by the Division. Refer to Section V Repairs of Equipment and Parts and Materials for Repairs.

Period of maintenance service shall be from November 1, 2017 to October 31, 2018 with option to extend at the same price if mutually agreed upon.

IV. TROUBLE CALL/EMERGENCY SERVICE

Trouble Call/Emergency Service is defined as service which is required at a time other than regularly scheduled maintenance service calls.

Trouble Call/Emergency Service provided outside the scope of the regularly scheduled maintenance service shall be done after authorization by the Officer-In-Charge and billed separately from the contract price.

V. REPAIRS OF EQUIPMENT AND PARTS/MATERIALS FOR REPAIRS

A. Authorization for Repairs

The State will not be held responsible to pay for repairs, unless the Contractor is given authorization to proceed with the work from the Officer-In-Charge. The Officer-In-Charge has the option to have repairs done by someone other than the CONTRACTOR if the STATE deems it to be in its best interest.

B. Trouble Call/Emergency Service

The Contractor shall present trouble call/emergency service invoices to the Officer-In-Charge, or authorized representative, for certification at the end of the job or each day, whichever is earlier. The trouble call/emergency service ticket shall include all chargeable time, material, parts and equipment used.

C. Parts and Materials

The Contractor shall maintain a supply of parts and materials required for normal repairs to the air conditioning system.

Filters, refrigerant, lubricants, and all parts costing $50.00 or less and materials required in the performance of this contract shall be at the expense of the Contractor. Prior to installation of new parts the Contractor shall advise the Officer-In-Charge as to what parts or material the Contractor recommends to be replaced or repaired and provide an estimated cost for repair or replacement.