# **THE CITY OF MOBILE**

# **MOBILE, ALABAMA**

#

# PROJECT MANUAL

# FOR

SERVICE CONTRACT

# CHILLER SERVICE AND MAINTENANCE

# VARIOUS CITY OF MOBILE FACILITIES

# FM-190-22

# City of Mobile, AlabamaFacility Maintenance Department850 Owens StreetMobile, AL 36604(251) 208-2810

# September 16, 2022

#

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# **INVITATION TO BID**

# You are invited to submit a sealed bid for the following Service Contract:

#  **PROJECT NAME:** CHILLER SERVICE AND MAINTENANCE

#  **PROJECT LOCATION:** VARIOUS CITY OF MOBILE FACILITIES

#  **PROJECT NUMBER:** FM-190-22

# All as described in the Specifications (Documents) prepared by the City of Mobile, Facility Maintenance Department.

#

# **l. BID DATE**:

#  A. Sealed formal Proposals of a stipulated sum (fixed price) will be received and clocked in until **2:00 P.M., Wednesday, October 26, 2022** in the office of the City Clerk, Government Plaza, 205 Government St., Mobile, Alabama, South Tower, Ninth floor, Room 908.

#  B. All Bids not clocked in at the City Clerk's Office prior to the time specified, or Bids received after the specified time, will be automatically rejected and returned immediately, unopened.

# C. Bids will be publicly opened and read at 2:30 P.M. in the Atrium Lobby of Government Plaza, 205 Government St., Mobile, Alabama.

# **2. BID DOCUMENTS AND SPECIFICATIONS:**

# A. The Project Manual, including all Bid Documents and Specifications, may be obtained from the City of Mobile, Facility Maintenance Department, 850 Owens Street, Mobile, Alabama, 36604, or the City of Mobile’s website: [www.cityofmobile.org](http://www.cityofmobile.org)/bids. No deposit will be required.

#

# **3. BID SECURITY: (Required only if Total Bid is $10,000 or more)**

#  A. Cashier's Check drawn on an Alabama bank and made payable to the City of Mobile or Bid Bond in the amount of 5% of the Bid Amount but in no event more than $10,000, is required to accompany bid.

#  B. Bid Bond shall be valid for a minimum of 60 days from the date of the Bid.

# **4. PRE-BID CONFERENCE**

A. There will be a Pre-Bid Conference held on **Wednesday, October 12, 2022** at 10:00am in the Facility Maintenance Office, 850 Owens Street , Mobile, AL 36604.

# **5. IRREGULARITIES AND REJECTION**:

#  A. The City of Mobile reserves the right to waive irregularities in the Bid and in Bidding, and to reject any or all Bids.

# **END OF SECTION**

# **INSTRUCTIONS TO BIDDERS**

# **THE ATTENTION OF ALL BIDDERS IS CALLED TO THE FOLLOWING INSTRUCTIONS:**

# **1. BIDDING DOCUMENTS:**

#  A. Bidders may obtain complete sets of Bid Documents and Specifications (Project Manual) from the Facilities Maintenance Department as listed in the Invitation to Bid.

#  B. Bidders shall use the complete set of documents in preparing their bid. The City of Mobile assumes no responsibility for errors or misinterpretations resulting from use of an incomplete set of documents.

# **2.** **INTERPRETATION OF BID DOCUMENTS:**

#  A. Bidders shall carefully study and compare the Bidding Documents and compare the Bidding Documents with each other, shall examine the site and local conditions and shall at once report to the Service Contract Administrator errors, inconsistencies or ambiguities discovered.

#  B. Bidders requiring clarification or interpretation of the Bidding Documents shall make a written request to the Service Contract Administrator at least three (3) calendar days prior to the date for receipt of Bids.

#  C. Interpretations, corrections, and changes to the Bidding Documents will be made by a formal, written Addendum. Interpretations, corrections, and changes to the Bidding Documents made in any other manner will not be binding, and Bidders shall not rely on them.

# **3. BIDDING PROCEDURES:**

#  A. No Bid will be considered unless made out and submitted on the Bid Form as set forth herein.

#  B. All blanks on the Bid Form shall be legibly executed in a non-erasable medium. Sums shall be expressed in both words and figures. In case of discrepancy, the amount written in words shall govern.

#  C. Interlineations, alterations, and erasures must be initialed by the signer of the Bid.

#  D. All requested Unit Prices and Allowances shall be bid and the Schedule of Values completely filled in.

#  E. Addenda issued prior to the opening of Bids shall be acknowledged on the Bid Form and any adjustment in cost shall be included in the Contract Sum.

# **4. BID SECURITY:**

#  A Cashier’s Check drawn on an Alabama bank and made payable to the City of Mobile or Bid bond in the amount of 5% of the initial term (one year's) Bid Amount, but in no case more than $10,000, is required to accompany Bid if Total Bid is $10,000 or more. By submitting a Bid Security, the Bidder pledges to enter into a Contract with the City of Mobile on the terms stated in the Bid, and will, if required, furnish bonds covering faithful performance of the Contract and required insurance certificate. Should the Bidder refuse to enter into such Contract or fail to furnish such bonds or insurance, the amount of the Bid security shall be forfeited to the Owner as liquidated damages, not as a penalty.

#  B. Bid Bond shall be valid for a minimum of sixty (60) days from the date of Bid. The

#  Owner reserves the right to retain the security of all Bidders until the successful D. Bidder enters into the Contract or until sixty (60) days after Bid opening, whichever

#  is sooner.

#  C. Bonds must be issued by a Surety licensed to do business in the State of Alabama and must be signed or countersigned by a licensed resident agent of the State of Alabama. If the project cost is more than $50,000.00 the Surety must have a minimum rating of A/Class VI as reported by the latest issue of Best's Key Rating Guide Property-Casualty published by Alfred M. Best Company, Inc.

#  D. Power of Attorney is required for all Bonds.

# **5. EXAMINATION OF DOCUMENTS AND SITE OF THE WORK:**

#  A. Before submitting a Bid, Bidders should carefully examine the Specifications, visit the site of the Work, fully inform themselves as to existing conditions and limitations, and include in the Bid a sum to cover the cost of all items included in the Contract and necessary to perform the Work. The submission of a Bid will be considered as conclusive evidence that the Bidder has made such examination.

# **6. SUBMISSION OF BIDS:**

# A. Bid, Bid Security and other supporting data as specified shall be submitted in a sealed, opaque envelope, approximately 9" x 12" or larger and shall be marked on the outside with the words, ***“Sealed Bid for* FM-190-22 SERVICE CONTRACT – CHILLER SERVICE AND MAINTENANCE”**, along with the Facility Maintenance Department’s project number, the Bid Date, and Service Contractor's name, address, and City of Mobile license number.

#  B. Bids shall be deposited at the designated location prior to the time and date for receipt of Bids. Bids received after the time and date specified in the Invitation to Bid, or as modified by Addendum, will not be considered. Late Bids will be returned to the Bidder unopened.

#  C. The Bidder shall assume full responsibility for timely delivery at the location designated for receipt of Bids.

#  D. Oral, telephonic, facsimile or other electronically transmitted bids will not be considered.

# **7. MODIFICATION OR WITHDRAWAL OF BIDS:**

#  A. A Bid may not be modified, withdrawn, or canceled by the Bidder for a period of sixty (60) days following the time and date designated for receipt of bids, and each Bidder so agrees in submitting a Bid.

# **8. CONSIDERATION AND AWARD OF BIDS:**

#  A. At the discretion of the City, the properly identified Bids received on time will be publicly opened and will be read aloud.

#  B. The City shall have the right to reject any and all Bids. A Bid not accompanied by a required Bid security or by other data required by the Bidding Documents, or a Bid which is in any way incomplete, or irregular is subject to rejection.

#  C. It is the intent of the City to award a Contract to the lowest responsible and responsive Bidder provided the Bid has been submitted in accordance with the requirements of the Bidding Documents and does not exceed the funds available. The City shall have the right to waive informalities and irregularities in a Bid received and to accept the Bid which, in the City’s judgment, is in the City’s best interest.

#  D. The award shall be based on the lowest Total Base Bid as listed on the Bid Form.

# **9. PROOF OF COMPETENCY OF BIDDER:**

#  A. Bidders may be required to furnish evidence satisfactory to the City of Mobile that they have sufficient means and experience in the types of work called for to assure the completion of the Contract in a satisfactory manner.

# **10. SIGNING OF CONTRACT:**

#  A. the Standard Service Contract between City of Mobile and Service Contractor included herein shall serve as the Agreement between the City and Service Contractor.

#  B. The Bidder to whom the Contract is awarded shall, within ten (10) calendar days of receiving the Contract Forms, properly execute and deliver to the Service Contract Administrator, the following items with the signed Agreement:

#  1. Certificate of Insurance (original), along with all required endorsements

#  2. Evidence of enrollment in the E-Verify program.

#  3. Service Contractor’s current company W-9 form and City of Mobile’s Vendor Information Form

#  4. Other documentation as required by the Contract Documents.

#  C. Failure or refusal to sign the Agreement or to provide the Bond, Certificates of Insurance in a form satisfactory to the City of Mobile, E-Verify verification, or other required documentation, shall subject the Bidder to immediate forfeiture of Bid Bond or Bid Check.

# **11. SOCIALLY AND ECONOMICALLY DISADVANTAGED EMPLOYMENT:**

#  A. In Compliance with City of Mobile Ordinance No. 65-020, each bidder shall make every reasonable effort to have at least fifteen (15) percent of the total value of the Contract performed by qualified socially and economically disadvantaged Service Contractors, Professionals, or individuals.

# **12. AMERICANS WITH DISABILITIES ACT (ADA):**

#  A. Bidders shall comply with the provisions of the Americans with Disabilities Act (ADA) of 1990 which prohibits discrimination against individuals with disabilities.

# **13. USE OF DOMESTIC PRODUCTS:**

#  A. Section 39-3-1, Alabama Code, 1975, provides that the Service Contractor agree, in the execution of this Contract, to use materials, supplies and products manufactured, mined, processed or otherwise produced in the United States or its territories, if available at reasonable prices, and that breach of this Agreement by the Service Contractor shall result in the assessment of liquidated damages in an amount not less than $500.00 nor more than twenty (20) percent of gross amount of the Contract Price.

# **14. NON-RESIDENT (OUT OF STATE) SERVICE CONTRACTORS:**

#  A. Preference to Resident Service Contractors: Section 39-3-5, Code of Alabama, 1975, provides that a non-resident (out of State) bidder domiciled in a state which grants a preference to local Service Contractors is to be awarded a public contract on the same basis as the non-resident bidder's state awards contracts to Alabama bidders. Alabama bidders are given a preference to the same extent that a non-resident bidder receives a preference in his home state. A non-resident bidder must include with any written bid documents a written opinion of an attorney licensed to practice in the non-resident bidder's state declaring what preferences, if any, exists in the non- resident's state.

#  B. Certificate of Authority: All non-resident (out of State) corporations must register with the Secretary of State and obtain a Certificate of Authority before doing business in the State of Alabama. Out of state Bidders should register and secure the required Certificate before submitting a Bid. The account number shall be included on the Bid Form.

# **15. LOCAL PREFERENCE AWARDS**

#  A. The City of Mobile awards contracts to the lowest responsible bidders in competitive bidding processes prescribed by Alabama law. Section 41-16-50 of Alabama Code allows the City to establish competitive bid preferences for local businesses and certain other types of Alabama businesses. Here’s how these preferences work:

#  1) The Competitive Bid Law applies to the expenditure of funds for labor, services, work, for the purchase of personal property with a value of $15,000 or more, and for the lease of personal property where the terms of the lease require payment of $15,000 or more.

#  2) State law authorizes local preferences for acquisitions under the Competitive Bid Law.  Local preferences do not apply to contracts for improvements to public property under the Public Works Law.

#  3) Resident Responsible Bidders - The City may award a bid to a responsible bidder with a place of business within the City or its police jurisdiction if the bid is no more than 5% more than the lowest responsible bidder.  The City may apply the 5% preference when the apparent lowest responsible bidder is located anywhere outside the City or its police jurisdiction.

#  4) Foreign Entities - A foreign entity is a business that does not have a place of business within the State.

#  5) Preference for Resident Responsible Bidders against Foreign Entities - The City may award a bid to a responsible bidder with a place of business within the city or its police jurisdiction if the bid is not more than 10% more than the apparent lowest responsible bid submitted by a Foreign Entity.

#  6) Preference for Disadvantaged Businesses - The City may award a bid to a “qualifying” responsible bidder with a place of business anywhere in the State if the bid is not more than 10% more than the apparent lowest responsible bid from a Foreign Entity.  For purposes of this preference, a “qualifying” responsible bidder is: (1)a woman-owned enterprise; (2) an enterprise of small business, as defined in Section 25-10-3; (3) a minority owned business enterprise; (4) a veteran-owned business enterprise; or (5) a disadvantaged-owned business enterprise.

#  B. Summary of Preferences:

#  Local business has a 5% price preference over a lowest bidder that has a place of business in Alabama but not local to the city. Local business has a 10% price preference over a lowest bidder that does not have a place of business anywhere in Alabama. A small, woman-owned; minority-owned; veteran-owned; or disadvantaged owned business, that has a place of business in Alabama, has a 10% preference over a lowest bidder that does not have a place of business in Alabama.

#  C. City Discretion:

#  The City has the sole discretion whether to apply these preferences to a particular bid award, and to determine whether a responsible bidder meets the preference categories described above.

#  D. “Place of Business”:

#  The City considers a “place of business” to be a specific location actually occupied, either continually or on a regular basis, by the owner or someone in the owner’s employment. It should be a place where the public can engage in commercial transactions, or regular, routine operations are conducted by employees in furtherance of the business enterprise. An occasional use or occupation of a place for business purposes is not sufficient to constitute a place of business. Mere unimproved pieces of property used simply for storage, or locations that serve purposes primarily other than that single entity’s “place of business,” such as an individual’s home or residence, or an agent’s or attorney’s office who may represent multiple parties out of that specific location, do not qualify as a “place of business” for these purposes.

# E. “Owned”

# Means 51% or greater active ownership by a person or persons of the designated preference category.

#  F. Questions to be answered by all vendors (regardless of whether intending to claim a preference):

#  1) Do you operate a place of business within the City of Mobile or the City’s police jurisdiction? If so, please describe the nature and location of your business facility here, addressing the factors mentioned above.

#  2) If you do not have a place of business within the City or the City’s police jurisdiction, do you operate a place of business within the State of Alabama? If so please describe.

#  3) Should the City consider your business: woman-owned, a small business, minority- owned, veteran-owned, or disadvantaged-owned? If so, please provide any evidence for why the City should consider your business to be characterized in one or more of these categories. Please submit any current certifications you may have relating to these categories.

# **16. ALABAMA IMMIGRATION ACT**

#  A. The State of Alabama Immigration Law (Act No. 2011-535 as amended by Act No. 2012 - 491), requires that Service Contractors not violate federal immigration law or knowingly employ, hire for employment, or continue to employ an unauthorized alien within the State of Alabama. In addition, Service Contractors are required to enroll in the federal E-Verify program and submit verification of enrollment to the City.

# **17. PUBLIC CONTRACTS WITH ENTITIES ENGAGING IN CERTAIN BOYCOTT ACTIVITIES**

## A. Per State of Alabama Code, Section 41-16-5 (b), (Act No. 2016-312), subject to subsection (c), a governmental entity may not enter into a contract governed by Title 39 or Chapter 16, Title 41, with a business entity unless the contract includes a representation that the business entity is not currently engaged in, and an agreement that the business entity will not engage in, the boycott of a person or an entity based in or doing business with a jurisdiction with which this state can enjoy open trade.

##  B. (c) (1) This section does not apply if a business fails to meet the requirements of

##  subsection (b) but offers to provide the goods or services for at least 20 percent less than the lowest certifying business entity.

##  C. This section does not apply to contracts with a total potential value of less than fifteen thousand dollars ($15,000).

 D Nothing in this section requires a business entity or individual to do business with any other particular business entity or individual in order to enter into a contract with a governmental entity.

# **18. CITY OF MOBILE BUSINESS LICENSE**

#  A. City of Mobile Business License is required and must be current at time of bidding.

# **END OF SECTION**

# **BID FORM**

# **The following Bid Format shall be used. Bids submitted on alternate forms may be rejected. Fill in all blank spaces with an appropriate entry. Bid Form must be signed by an officer of the company and notarized.**

# **TO:** City of Mobile, 205 Government St., P.O. Box l827, Mobile, AL, 36633-1827

# **REF: PROJECT NAME:** SERVICE CONTRACT – CHILLER SERVICE AND MAINTENANCE

#  **PROJECT LOCATION**: VARIOUS CITY OF MOBILE FACILITIES

#

#  **PROJECT NO**.: FM-190-22

# In compliance with the Bid Documents and having carefully and thoroughly examined said documents for the subject Work prepared by the City of Mobile, Facility Maintenance Department and dated September 16, 2022; and all Addenda (before submitting any bid it is the Bidder’s responsibility to check with the Facility Maintenance Department for all Addenda or special instructions that may impact the Bid) thereto, receipt of which is hereby acknowledged, the premises and all conditions affecting the Work prior to making this Proposal, the Undersigned Bidder,

# **COMPANY NAME: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

# **ADDRESS: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_PHONE\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

# **CITY OF MOBILE BUSINESS LICENSE NUMBER: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

# **SECRETARY OF STATE OF ALABAMA ACCOUNT NUMBER: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

#  *(Note: The Secretary of State Account Number shall be filled in only by non-resident bidders)*

# **(Check one) [ ] (A Corporation)**

#  **[ ] (A Partnership)**

#  **[ ] (An Individual Doing Business)**

# hereby proposes to furnish all labor, materials, tools, equipment, and supplies and to sustain all the expenses incurred in performing the Work on the above captioned Project in accordance with the terms of the Contract Documents, and all applicable laws and regulations for the sum listed below. The initial term of the Contract shall extend for one (1) year from the date of the Notice to Proceed with the option to renew for two (2) additional one year terms. Total Bid shall include service for all three (3) years.

# **1. BASE BID** – Base bid shall include the following thirteen (13) City of Mobile Facilities:

* Convention Center
* Gulf Coast Exploreum
* GulfQuest Maritime Museum
* James Seals Jr. Community Center
* Main Ben May Library
* Mobile Civic Center
* Mobile Museum of Art
* Moorer Branch Library
* Museum of Mobile
* Public Safety Complex
* Saenger Theater
* Trinity Gardens Dotch Community Center
* West Regional Library

# **First Year –** Initial Term $ .00

## **Second Year** – First Additional Term $ .00

## **Third Year** – Second Additional Term $ .00

## **Total Base Bid** – Three Year Total $ .00

# TOTAL BASE BID: **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Dollars and 00/100 Cents ($ \_\_\_\_\_\_\_. \_\_ )

 (Amount in words) (Amount in figures)

(Note: Show amount in both words and figures. In case of discrepancy, the amount in words shall govern).

**Bid Includes**:

 Addendum No.\_\_\_\_\_Dated \_\_\_\_\_

 Addendum No.\_\_\_\_\_Dated \_\_\_\_\_

 Addendum No.\_\_\_\_\_Dated \_\_\_\_\_

**3**. **HOURLY RATES:** For work performed outside the basic scope of services (Base

 Bid), the following rates shall apply.

1. Regular time (7 a.m. to 5 p.m., Monday through Friday):

 Rate $\_\_\_\_\_\_\_\_\_\_\_\_per hour.

1. Overtime (5 p.m. to 7 a.m., Monday through Friday and weekend):

 Rate $\_\_\_\_\_\_\_\_\_\_\_\_per hour.

1. Overtime (Bidders Standard Company Holiday):

 Rate $\_\_\_\_\_\_\_\_\_\_\_\_per hour.

# **4. SCHEDULE OF VALUES:** (Year One, Two and Three):

 (MONTHLY COST = YEARLY COST DIVIDED BY 12)

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  |  |  |  |  |

**4.1 BASE BID** 1st year 2nd year 3rd year Total

Convention Center

1 South Water Street

Gulf Coast Exploreum

65 Government Street

GulfQuest Maritime Museum

155 South Water Street

James Seals Jr. Community Center

504 Texas Street

Main Ben May Library

701 Government Street

Mobile Civic Center

401 Civic Center Drive

Mobile Museum of Art

4850 Museum Drive

Moorer Branch Library

4 South McGregor Avenue

Museum of Mobile

111 South Royal Street

Public Safety Complex

8080 Airport Boulevard

Saenger Theater

6 South Joachim Street

Trinity Gardens
Dotch Community Center

3100 Bank Avenue

West Regional Library

5555 Grelot Road

**4. BID SECURITY**: The undersigned Bidder agrees that the attached Bid Security, payable to the City of Mobile, in the amount of 5 % of the bid amount, but in no event more than $10,000 as is the proper measure of liquidated damages which the City will sustain by the failure of the undersigned to execute the Contract and to furnish Surety Bonds (if required). Said Bid Security shall become the property of the City of Mobile as liquidated damages as specified in the Contract Documents.

# **5. NON-DISCRIMINATION:** The undersigned Bidder certifies he/she will comply with Federal, State and local laws concerning discrimination including Section 14.1, Code of the City of Mobile, adopted December 10, 1991.

**6. REFERENCES:** Please list a minimum of three (3) professional references, contact information, type of work performed, and date(s) performed. You may add additional references on a separate sheet, if needed.

 A. Reference #1:

 Company Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Company Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Telephone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Type of Work: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Date(s): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 B. Reference #2:

 Company Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Company Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Telephone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Type of Work: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Date(s): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

#

 C. Reference #3:

 Company Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Company Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Telephone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Type of Work: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Date(s): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

# **7. SIGNATURE:** If the undersigned Bidder is incorporated, the entire legal title of the company followed by "a corporation" should be used. If Bidder is an individual, then that individual's full legal name followed by doing business as (d/b/a) and name of firm, if any, should be used. If Bidder is a partnership, then full name of each partner should be listed followed by "d/b/a" and name of firm, if any. Ensure that name and exact arrangement thereof is the same on all forms submitted with this Bid. If a word is abbreviated in the official company name, such as "Co.", then use that abbreviation. If not abbreviated in the official name, spell out. Bidder agrees not to revoke or withdraw this Bid until sixty (60) calendar days following the time and date for receipt of bids. If notified in writing of the acceptance of this Bid within this time period, Bidder agrees to execute a Contract based on this Bid on the proscribed form within ten (10) calendar days of said notification.

# **COMPANY NAME:**

# **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

#  **(Typed)**

# **BY: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

#  **(Signature of Company Officer)**

# **COMPANY OFFICER: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

#  **(Typed)**

# **TITLE\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

#  **(Typed)**

# **DATE\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, 20 \_\_\_**

# **Sworn to and subscribed before me this \_\_\_\_\_\_\_\_\_\_\_ day of 20 \_\_\_\_**

# **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

#  **Notary Public**

# **END OF SECTION**

# **STANDARD SERVICE CONTRACT AGREEMENT BETWEEN**

# **CITY OF MOBILE AND SERVICE CONTRACTOR**

# This **AGREEMENT** made and entered into this \_\_\_\_\_\_\_\_\_\_\_day of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, in the year 20\_\_\_\_,

# by and between **THE** **CITY OF MOBILE**, by its Mayor, duly authorized party of the first part, hereinafter called the "City",

# And the **SERVICE CONTRACTOR**:

# City of Mobile License Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

# for the following PROJECT:

# **PROJECT NAME**: SERVICE CONTRACT – CHILLER SERVICE AND MAINTENANCE

# **PROJECT LOCATION**: VARIOUS CITY OF MOBILE FACILITIES

# **PROJECT NUMBER**: FM-190-22

# County of Mobile

# City of Mobile, Alabama

# WITNESSETH, that this Service Contractor and City, for the considerations stated herein, agree as follows:

# **ARTICLE 1. Statement of Work to be Performed:**

1.1 The Service Contractor shall furnish all labor, materials, tools, equipment, and supplies and to sustain all the expenses incurred in performing the Work on the above captioned Project. In strict accordance with the Contract Documents as listed in Article 6, all of which are made part hereof, as prepared by or under the direction of the Director of Real Estate and Asset Management.

# **ARTICLE 2. Term of Contract:**

2.1 The work shall commence on the date of a written Notice to Proceed issued by the Owner. The Initial Term of the Contract is for a period of one (1) year commencing on the date of the Notice to the Service Contractor to Proceed. The City shall have the right to extend the contract for two (2) additional terms of one (1) year each by notifying the Service Contractor not less than sixty (60) days prior to the expiration date of the preceding term.

**ARTICLE 3. Contract Sum:**

3.1 The City shall pay the Service Contractor for the term of the Contract, for time and material, subject to additions and deductions provided therein, in current funds, the sum as follows:

**First Year (Initial Term):**

# \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_and 00/100 Dollars ($\_\_\_\_\_\_\_\_\_\_\_.00).

#  (In Words) (In Figures)

**Second Year (First Additional Term):**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_and 00/100 Dollars $\_\_\_\_\_\_\_\_\_\_\_.00).

 (In Words) (In Figures)

# **Third Year (First Additional Term):**

# \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_and 00/100 Dollars $\_\_\_\_\_\_\_\_\_\_\_.00).

#  (In Words) (In Figures)

**Total Contract Sum:**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_and 00/100 Dollars $\_\_\_\_\_\_\_\_\_\_\_.00).

 (In Words) (In Figures)

3.2 **Additional Services**

If Additional Services are required due to circumstances beyond the Service Contractor’s control, the Service Contractor shall give written notice to the City and obtain written authorization from the City before commencing such Services. The Service Contractor’s notice shall include a description of the circumstances justifying the “Additional Services” and a proposal to provide the Services.

3.3 **Hourly Rates**

For work performed outside the basic scope of services (Base Bid), the following rates shall apply:

1. Regular time (7:00 a.m. to 5:00 p.m., Monday through Friday):

Rate $ per hour.

1. Overtime (5:00 p.m. to 7:00 a.m., Monday through Friday and weekend):

Rate $ per hour.

1. Overtime (Bidders Standard Company Holiday):

Rate $ per hour.

 Hourly rates listed above include all labor and travel costs and all costs for tools,

equipment, minor parts and materials, and other incidentals necessary for complete services.

3.4 **Schedule of Values** 1st year 2nd year 3rd year Total

Convention Center

1 South Water Street

Gulf Coast Exploreum

65 Government Street

GulfQuest Maritime Museum

155 South Water Street

James Seals Jr. Community Center

504 Texas Street

Main Ben May Library

701 Government Street

Mobile Civic Center

401 Civic Center Drive

Mobile Museum of Art

4850 Museum Drive

Moorer Branch Library

4 South McGregor Avenue

Museum of Mobile

111 South Royal Street

Public Safety Complex

8080 Airport Boulevard

Saenger Theater

6 South Joachim Street

Trinity Gardens
Dotch Community Center

3100 Bank Avenue

West Regional Library

5555 Grelot Road

**TOTAL 1st year 2nd year 3rd year 3 years**

# **ARTICLE 4. Payments:**

# 4.1 The City shall pay the Service Contractor on account of the Contract as follows:

# Payments shall be made five times yearly for completed work as specified.

### Two (2) original invoices shall be delivered to the Service Contract Administrator for review and approval on the first day of the month following scheduled contracted services. Invoices shall list all facilities serviced during the specified period and shall provide unit pricing in accordance with the approved Schedule of Values.

1. Payments shall be made in accordance with the accepted Schedule of Values listed in the Contract Documents.
2. Service reports shall be submitted to the Service Contract Administrator for review and approval along with requests for payment. Service reports shall be legible and shall clearly identify the facility inspected along with actions taken or recommendations made. The reports shall include the date of service along with the names of the Service Contractor’s technician, status of chiller, a list of any deficiencies found and corrective action taken. Upon completion of the service, the work shall be reviewed and approved as evidenced by the signature in the field, by the Service Contract Administrator or other authorized City maintenance personnel.

# **ARTICLE 5. Termination of the Contract:**

# 5.1 The Owner or Service Contractor may terminate the Contract upon thirty (30) days written notice. The Owner shall pay the Service Contractor for work executed and for proven loss with respect to materials, equipment, tools and reasonable overhead.

# 5.2 The Owner shall not make payment to the Service Contractor for profit and damages, as the result of terminating the Contract.

# **ARTICLE 6. Contract Documents:**

# 6.1 The contract documents consist of this Agreement, General Conditions of the Contract, and the Specifications (all of which are bound in the Project Manual), Addenda issued prior to the execution of the Contract, The Service Contractor’s Proposal as accepted by the City, other documents listed in this Agreement, and Modifications issued after the execution of this Agreement, all of which form the Contract, and are as fully a part of the Contract as if attached to this Agreement or repeated herein. An enumeration of the Contract Documents, other than a Modification, appears below:

# 1. General Conditions, dated September 16, 2022 9 pages

# 2. Bid Form, dated September 16, 2022 5 pages

# 3. Specifications, dated September 16, 2022

#  Scope of Work 7 pages

 Exhibit A – Chiller type and location 2 pages

 Exhibit B – Chiller inspection checklist routine operation inspections 2 pages

 Exhibit C – Chiller inspection checklist major shutdown inspection 2 pages

4. This Instrument (Agreement) 8 pages

5 Certificates of Insurance with endorsements and E-Verify Documentation 5 pages

# **ARTICLE 7. Insurance:**

# 7.1 Required coverage:

# 7.1.1 For the term of this Agreement, Service Contractor shall acquire and maintain in full force and effect the following liability and comprehensive insurance issued by a company licensed and qualified to do business in the State of Alabama, which such insurance shall name the City of Mobile as an additional insured, and shall attach to this contract as proof thereof a certificate of insurance issued by an agent licensed and qualified to do business in the State of Alabama:

# A. Comprehensive Liability insurance (occurrence form) including coverage for premises, products and complete operations, and blanket contractual liability, specifically covering the obligations assumed by the Service Contractor.

#  1. Bodily injury liability:

#  $1,000,000 each person

#  $1,000,000 each occurrence

#  2. Property damage liability - $1,000,000 each occurrence.

#  3. Or, in lieu of (1) and (2) above:

#  Bodily injury and property damage combined –$1,000,000 per occurrence

#  4. General Aggregate limit shall apply on a “Per Project” Basis.

# B. Comprehensive – Automobile Liability Insurance to cover any auto, including all owned, non-owned, and hired vehicles.

#  1. Bodily injury liability:

#  $1,000,000 each person

#  $1,000,000 each occurrence

#  2. Property damage liability - $1,000,000 each occurrence.

#  3. Or, in lieu of (1) and (2) above)

#  Bodily injury and property damage combined – $1,000,000 per occurrence

# C. Excess/Umbrella Liability insurance

#  1. $2,000,000 combined single limit of liability each occurrence for bodily injury and/or property damage.

#  2. Providing following form coverage for Employer’s Liability,

#  Comprehensive General Liability and Automotive Liability.

# D. Workers' Compensation insurance - in the amounts required by all applicable laws, rules or regulations of the state of Alabama.

# 7.1.2 If the certificate of insurance referenced in this Agreement does not evidence insurance of owned vehicles, said certificate and this sentence shall evidence the Service Contractor’s covenant that it does not own any vehicles and that it will not purchase or obtain any vehicles during the term of this Agreement.  Said certificate shall require that said insurance coverage will not be altered or terminated unless City shall have been given written notice of such alteration or termination delivered to City not less than thirty (30) days before the effective date of such alteration or termination.

# 7.1.3 Waiver of Subrogation - all policies of insurance shall be endorsed to waive rights of subrogation in favor of City of Mobile.

# 7.1.4 Additional Insured - all policies of insurance, except those referenced under 7.1.1 D, shall be endorsed to name City of Mobile as an Additional Insured

# 7.1.5 Primary Insurance - all policies of insurance, except those referenced under 7.1.1 D, shall be endorsed to provide that all such insurances are primary and non-contributing with any other insurance maintained by City of Mobile.

# 7.1.6 Certificates of Insurance - prior to execution of the Agreement, Service Contractor shall deliver to the City of Mobile certificates of insurance certifying the existence and limits of the insurance coverages, noting applicable endorsements, described above, and shall deliver same and renewals thereof to the City of Mobile. The certificates shall provide that such insurance shall not be subject to cancellation, non-renewal nor material change without 30 days or more (except 10 days for non-payment) prior written notice thereof to the City of Mobile.

# 7.2 General

# 7.2.1 A Surety authorized to do business in the State of Alabama shall execute and furnish all insurance. Insurance produced outside of the State of Alabama must be signed or countersigned by a Resident Agent of the State of Alabama, with resident agent’s name, address and telephone number typed or printed on form.

# **ARTICLE 8. Miscellaneous Provisions**

# 8.1 Breach of Contract: In the event of any breach or apparent breach by Service Contractor of any of its obligations under the terms of this Agreement, and in the further event that City shall engage the services of any attorney to protect or to enforce its rights with respect to said breach or apparent breach, then and in those events, Service Contractor agrees to pay and to reimburse any and all reasonable attorneys’ fees and expenses which City may incur with respect to City’s enforcement of this Agreement; regardless of whether said attorneys’ fees and costs shall be incurred in connection with any litigation or in connection merely with advice and representation provided without litigation.

# 8.2 Indemnification: The Service Contractor shall indemnify, defend and hold harmless City and its officers, elected officials, agents, representatives, and employees in respect of any and all claims, injuries, losses, diminution in value, damages, liabilities, whether or not currently due, and related expenses (including without limitation, settlement costs and any legal or other expenses for investigating or defending any actions or threatened actions) arising from or in connection with the contractor’s performance under this agreement, including but not limited to, environmental laws, regulations, orders and decrees of whatever character or nature and damage or injury to persons or property. Contractor hereby confirms and agrees that Contractor is not a ‘design professional’ as defined in Alabama Act 2021-318, and not required to carry professional liability insurance for the performance or obligations of this contract.

# 8.3 Entire Agreement: This Agreement is the final expression of the agreement between the parties, and the complete and exclusive statement of the terms agreed upon, and shall supersede all prior negotiations, understandings, or agreements. There are no representations, warranties, or stipulations, either oral or written, not contained herein.

# 8.4 Governing Law and Venue: This Agreement shall be governed by the laws of the State of Alabama, and the appropriate venue for any actions arising out of this Agreement shall be a court of proper jurisdiction in Mobile, Alabama.

8.5 Licenses, permits, etc.: Service Contractor shall obtain, at its own expense, all necessary professional licenses, permits, insurance, authorization, and assurances necessary in order to abide by the terms of this Agreement. All work shall be in accordance with National Fire Protection Association (NFPA) Code sections as listed in the Scope of Work, the State of Alabama Fire Code, and all City of Mobile Regulations. Service Contractor shall be certified and hold a valid permit from the State of Alabama Fire Marshall. The work shall be performed by qualified technicians that have met the training requirements established by the State of Alabama Fire Marshall and the City of Mobile Fire Rescue Department.

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# 8.6 No Agency Relationship Created: Service Contractor, in the performance of its operations and obligations hereunder, shall not be deemed to be an agent of the City but shall be deemed to be an independent contractor in every respect and shall take all steps at its own expense, as City may from time-to-time request, to indicate that it is an independent contractor. City does not and will not assume any responsibility for the means by which or the manner in which the services by Service Contractor provided for herein are performed, but on the contrary, Service Contractor shall be wholly responsible, therefore.

# 8.7 Anti-discrimination: Contractor shall comply with all Federal, State and local laws concerning nondiscrimination, including but not limited to City of Mobile Ordinance No. 14-034 which requires, *inter alia*, that all contractors performing work for the City of Mobile not discriminate on the basis of race, creed, color, national origin or disability, require that all subcontractors they engage do the same, and make every reasonable effort to assure that fifteen percent of the work performed under contract be awarded to socially and economically disadvantaged individuals and business entities.

# 8.8 Assertion of Rights: Failure by the City to assert a right or remedy shall not be construed as a waiver of that right or remedy.

8.9 State of Alabama Immigration Law: By signing this contract, the contracting parties affirm, for the duration of the agreement, that they will not violate federal immigration law or knowingly employ, hire for employment, or continue to employ an unauthorized alien within the State of Alabama. Furthermore, a contracting party found to be in violation of this provision shall be deemed in breach of the agreement and shall be responsible for all damages resulting therefrom.

## 8.10 Public contracts with entities engaging in certain boycott activities: By signing this contract, the

## Contractor further represents and agrees that it is not currently engaged in, nor will it engage in, any

## boycott of a person or entity based in or doing business with a jurisdiction with which the State of

## Alabama can enjoy open trade.

# **ARTICLE 9. Signature:**

# IN WITNESS WHEREOF, the parties to these presents have hereunto set their hand and seal; the Mayor of the City of Mobile, acting under and by virtue of such office and with full authority, and the Service Contractor by such duly authorized officers or individuals as may be required by law.

# **OWNER: City of Mobile SERVICE CONTRACTOR:**

# **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

# Signature Signature

# William. S. Stimpson  **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

# Mayor, City of Mobile Printed Name and Title

#  **(Corporate Seal if applicable)**

# **ATTEST:**

# **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

# City Clerk

#

**END OF SECTION**

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**END OF SECTION**

**INSURANCE REQUIREMENTS**

**Insurance –** For the duration of this agreement, the Contractor shall maintain the following minimum amounts for this project:

1. Workers Compensation/Employer’s Liability:
2. Workers Compensation insurance in the amounts required by all applicable laws, rules or regulations of the State of Alabama.
3. Employers Liability with limits of not less than:

Bodily Injury by Accident $1,000,000 each accident

Bodily Injury by Disease $1,000,000 policy limit

Bodily Injury by Disease $1,000,000 each employee

1. Borrowed Servant/Alternate Employer endorsement in favor of City of Mobile.
2. Comprehensive General Liability Insurance:
3. Comprehensive General Liability (occurrence form) including coverage for products/completed operations, independent contractors, blanket contractual liability specifically covering the obligations assumed by Contractor.
4. Limits of Liability: $1,000,000 combined single limit of liability each occurrence bodily injury or property damage.
5. General Aggregate Limit shall apply on a “Per Project” Basis.
6. Automobile Liability Insurance:
7. Automobile Liability Insurance to cover any auto, including all owned, non-owned, and hired vehicles, with a $1,000,000 combined single limit of liability each accident for bodily injury and/or property damage.
8. Excess/ Umbrella Liability Insurance
9. Provide following form coverage for Employer’s Liability, Comprehensive General Liability, and Automobile Liability.
10. Limit of Liability: $2,000,000 combined single limit of liability each occurrence for bodily injury or property damage.





**END OF SECTION**

# **GENERAL CONDITIONS**

# **1. GENERAL REQUIREMENTS:**

#  **A. The Contract Documents:** The Contract Documents are enumerated in the Standard Service Contract Agreement between the City of Mobile and the Service Contractor (hereinafter called the Agreement)and consist of the Bidding and Contract Requirements, Specifications, Addenda issued prior to execution of the Contract, other documents listed in the Agreement and Modifications issued after the execution of the Contract. A Modification is a written amendment to the Contract signed by both parties.

#  **B. The Contract:** The Contract Documents form the Contract for Services. The Contract represents the entire and integrated agreement between the parties hereto and supersedes prior negotiations, representations, or agreements, either written or oral. The Contract may be amended or modified only by a written Modification.

#  **C. The Work:** The term “Work” means the services required by the Contract Documents, whether completed or partially completed, and includes all other labor, materials, equipment and services provided or to be provided by the Service Contractor to fulfill the Service Contractor’s obligations.

#  **D. The Project Manual:** The Project Manual is the comprehensive document containing the Bidding and Contract Requirements, the Specifications and other documents as listed.

#  **E. The Bidding and Contract Requirements:** The Bidding and Contract Requirements are that part of the Contract Documents consisting of the Invitation to Bid, Instructions to bidders, Service Contractor’s Bid, Agreement, Bonds, and General Conditions and other requirements listed in the Agreement.

#  **F. The Specifications:** The Specifications are that part of the Contract Documents consisting of written requirements for Services including materials, equipment, systems, standards and workmanship for the Work, and performance of related services.

#  **G. Correlation and Intent of the Contract Documents**: The intent of the Contract Documents is to include all items necessary for the proper execution and completion of the Work by the Service Contractor. The Contract Documents are complimentary, and what is required by one shall be as binding as if required by all; performance by the Service Contractor shall be required only to the extent consistent with the Contract Documents and reasonably inferable from them as being necessary to produce the indicated results.

# **2. THE OWNER:**

#  **A.** The “Owner” is the City of Mobile, as identified in the Agreement and is referred to throughout the Contract Documents as if singular in number. The Owner’s designated representative is the Facility Maintenance Department, Director.

# **3. THE SERVICE CONTRACTOR:**

#  **A.** The Service Contractor is the person or entity identified as such in the Agreement and is referred throughout the Contract Documents as if singular in number. The Service Contractor shall be lawfully licensed in the City of Mobile and the State of Alabama as required. The Service Contractor shall designate in writing a representative who shall have express authority to bind the Service Contractor with respect to all matters under this Contract. The term “Service Contractor” means the Service Contractor or the Service Contractor’s authorized representative.

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#  **B.** The Service Contractor shall perform the Work in accordance with the Contract Documents.

#  **C.** Execution of the Contract by the Service Contractor is a representation that the Service Contractor has visited the site(s), become generally familiar with local conditions under which the Work is to be performed and correlated personal observations with requirements of the Contract Documents.

#  **D.** The Service Contractor shall be responsible to the Owner for acts and omissions of the Service Contractor’s employees and their agents, and other persons or entities performing portions of the Work for, or on behalf of, the Service Contractor.

#  **E.** Unless otherwise provided in the Contract Documents, the Service Contractor shall provide and pay for labor, materials, equipment, tools, transportation, and other facilities and services necessary for proper execution and completion of the Work.

#  **F.** The Service Contractor shall pay all applicable sales, consumer, use and similar taxes for the Work provided by the Service Contractor that are legally enacted when bids are received or negotiations concluded, whether or not yet effective or merely scheduled to go into effect.

#  **G.** Unless otherwise provided in the Contract Documents, the Service Contractor shall secure and pay for all applicable permits, fees, licenses, and inspections by government agencies necessary for proper execution and completion of the Work that are customarily secured after execution of the Contract and legally required at the time bids are received or negotiations concluded.

#  **H.** The Service Contractor shall perform the Work in accordance with the specified schedules as listed in the Contract Documents.

#  **I.** The Service Contractor shall confine operations at the site to areas permitted by the City of Mobile, facility director or building manager, and shall not unreasonably encumber the site with materials or equipment.

#  **J.** The Service Contractor shall keep the premises and surrounding area free from accumulation of waste materials or rubbish caused by operations under the Contract. At completion of the Work, the Service Contractor shall remove all waste materials, rubbish, tools, equipment and surplus materials from and about the site. If the Service Contractor fails to clean up as provided in the Contract Documents, the Owner may do so and Owner shall be entitled to reimbursement from the Service Contractor.

#  **K.** To the fullest extent permitted by law the Service Contractor shall indemnify and hold harmless the City of Mobile, it’s agents and employees from and against claims, damages, losses and expenses, including but not limited to attorneys’ fees, arising out of or resulting from performance of the Work, provided that such claim, damage, loss or expense is attributable to bodily injury, sickness, disease or death, or to injury to or destruction of tangible property (other than the Work itself), but only to the extent caused by the negligent acts or omissions of the Service Contractor, anyone directly or indirectly employed by him or anyone for whose acts he may be liable, regardless of whether or not such claim, damage, loss or expense is caused in part by a party indemnified hereunder. Such obligation shall not be construed to negate, abridge, or reduce other rights or obligations of indemnity which would otherwise exist as to a party or person described in this Section. In claims against any person or entity indemnified by an employee of the Service Contractor anyone directly or indirectly employed by them or anyone for whose acts they may be liable, the indemnification obligation shall not be limited by a limitation on amount or type of damages, compensation or benefits payable by or for the Service Contractor under workers’ compensation acts, disability benefit acts or other employee benefit acts.

 **L.** Additionally, the City of Mobile reserves the rights to have any of Service Contractor’s employees removed, barred, and/or restricted from the facility and request the immediate replacement as needed during the term of this Agreement.

# **4. CHANGES IN THE WORK:**

#  **A.** Changes in the Work may be accomplished after execution of the Contract, and without invalidating the Contract, by a written modification based upon agreement between the City and the Service Contractor.

#  **B.** Changes in the Work shall be performed under applicable provisions of the Contract Documents, and the Service Contractor shall proceed promptly, unless otherwise directed.

# **5. SCHEDULE:**

#  **A. STARTING WORK**: The date of commencement of the Contract is the date established in a written Notice to Proceed. No Work shall commence, and no materials shall be ordered before the Notice to Proceed has been issued.

#  **B.** The term “day” as used in the Contract Documents shall mean calendar day unless otherwise specifically defined.

# **6. PAYMENTS:**

#  **A. CONTRACT SUM:** The Contract Sum is stated in the Agreement and, including authorized adjustments, is the total amount payable by the City to the Service Contractor for performance of the Work under the Contract Documents.

 **B.** **SCHEDULE OF VALUES:** The Schedule of Values allocating the entire Contract Sum to the various portions of the Work, shall be used as a basis for reviewing the Service Contractor’s Invoices for Payment.

#  **C.** **METHOD OF PAYMENT:** The City shall pay the Service Contractor on the account of the Contract as follows:

#  1) Payments shall be made on a monthly basis, for completed work as specified.

#  2) Invoices for completed Work shall be delivered to the Service Contract Administrator for review and approval upon completion of work as listed in the Scope of Work. Invoices shall list unit pricing in accordance with the approved Schedule of Values.

#  3) Payments shall be made in accordance with the accepted Schedule of Values

#  listed in the Contract Documents.

# **7. SAFETY:**

#  **A.** The Service Contractor shall be responsible for initiating, maintaining and supervising all safety precautions and programs in connection with the performance of the Contract.

#  **B.** The Service Contractor shall comply with all Federal, State and Local law regarding safety including the requirements of the Occupational Safety and Health Act of 1970, Public Law #91-596, latest revision. Service Contractor shall take all other reasonable precautions for safety of, and shall provide reasonable protection to prevent damage, injury or loss to:

# 1) employees on the Work and other persons who may be affected thereby;

#  2) the Work and materials and equipment to be incorporated therein;

#  3)other property at the site or adjacent thereto.

#  **C.** The Service Contractor shall comply with and give notices required by applicable laws, statutes, ordinances, codes, rules and regulations, and lawful orders of public authorities bearing safety of persons or property or their protection from damage, injury or loss.

#  **D.** If either party suffers injury or damage to person or property because of an act or omission of the other party, or of others for whose acts such party is legally responsible, written notice of such injury or damage, whether or not insured, shall be given to the other party within a reasonable time not exceeding 21 days after discovery. The notice shall provide sufficient detail to enable the other party to investigate the matter.

#  **E.** The Service Contractor is responsible for compliance with any requirements included in the Contract Documents regarding hazardous materials. If the Service Contractor encounters a hazardous material or substance not addressed in the Contract Documents and if reasonable precautions will be inadequate to prevent foreseeable bodily injury or death to persons resulting from a material or substance, including but not limited to asbestos or polychlorinated biphenyl (PCB), encountered on the site by the Service Contractor, the Service Contractor shall, upon recognizing the condition, immediately stop Work in the affected area and report the condition to the City in writing.

#  **F.** In an emergency affecting safety of persons or property, the Service Contractor shall act, at the Service Contractor’s discretion, to prevent threatened damage, injury or loss.

# **8. INSURANCE:**

#  **A.** The Service Contractor shall purchase from and maintain in a company or companies lawfully authorized to do business in the jurisdiction in which the Work is located such insurance as will protect the Service Contractor from claims set forth below which may arise out of or result from the Service Contractor’s operations and completed operations under the Contract and for which the Service Contractor may be legally liable, whether such operations be by the Service Contractor or by anyone directly or indirectly employed by any of them, or by anyone for whose acts any of them may be liable:

#  1) Claims under workers’ compensation, disability benefit and other

#  similar employee benefit acts that are applicable to the Work to be performed

#  2) Claims for damages because of bodily injury, occupational sickness or disease, or

#  death of any person other than the Service Contractor’s employees; 3) Claims for damages because of bodily injury, sickness or disease, or death of any

#  person other than the Service Contractor’s employees;

#  4) Claims for damages insured by usual personal injury liability coverage;

#  5) Claims for damages, because of injury to or destruction of tangible

#  property, including loss of use resulting therefrom;

#  6) Claims for damages because of bodily injury, death of a person or

#  property damage arising out of ownership, maintenance or use of a motor vehicle;

#  7) Claims for bodily injury or property damage arising out of completed

#  operations; and

#  8) Claims involving contractual liability insurance applicable to the Service

#  Contractor’s obligations.

#  **B.** The ServiceContractor shall take out and maintain during the life of the Contract not less than the following minimum amounts of insurance.

#

#  1) Worker's Compensation and Employer's Liability:

#  Statutory - amount and coverage as required by law of place in which the

#  work is performed.

#

# 2) Comprehensive General Liability:

#  The Service Contractor shall provide Broad Form (commonly termed Comprehensive) General Liability Insurance (including premises product- completed operations) for limits of liability not less than:

#  a) Bodily Injury $1,000,000 each person

#  $1,000,000 each occurrence

#  b) Property Damage $1,000,000 each occurrence

#  c) Or Bodily Injury $1,000,000 combined single limit and

#  Property Damage

#

#  Such comprehensive policy shall include the following:

#  a) All liability of the Service Contractor, for the Service

#  Contractor's Direct Operations.

#  b) Completed Operations Coverage, thereby meaning any loss which shall occur after the Contract has been

#  completed, but which can be traced back to the Contract.

#  c) Contractual Liability, meaning thereby, any risk assumed by the Service Contractor under Hold Harmless Agreements

#  or any other assumption of liability, but specifically item (6).

#  d) Broad Form Property Damage Coverage, including Completed Operations.

#  e) Personal Injury Liability, with employee’s exclusions removed.

#  f) The Service Contractor shall indemnify and save harmless the Owner against all loss, cost, or damage on account of injuries to persons or property occurring in the performance of the Contract, including all reasonable attorney's fees incurred by the Owner, on account thereof.

#  g) Care, custody, and control for property in the care, custody and control of the Service Contractor.

# 3)Comprehensive Automobile Liability:

#  The Service Contractor shall carry for himself and shall require that all owners of automobile or trucks rented or hired on the Contract carry until the Contract is completed, Comprehensive Automobile Liability Coverage for Bodily Injury and Property Damage in amounts not less than the minimum amounts as indicated. The Service Contractor shall also carry for himself insurance for all non-owned and hired automobile at the limits of liability as indicated below:

#  a) Bodily Injury $1,000,000 each person

#  $1,000,000 each occurrence

#  b) Property Damage $1,000,000 each occurrence

#  c) Or Bodily Injury and $1,000,000 combined single limit

#  Property Damage

# 4) Excess/Umbrella Liability:

#  a) $2,000,000 combined single limit of liability each occurrence for bodily injury and/or property damage.

#  **C.** Certificates of insurance acceptable to the Owner shall be filed with the Owner at the time of signing of the Contract, and thereafter upon renewal or replacement of each required policy of insurance. These certificates and the insurance policies required by this Section shall contain a provision that coverage afforded under the policies will not be canceled or allowed to expire until at least 30 days’ prior written notice has been given to the Owner.

#  Such certificates of insurance shall state that thirty (30) days advance written notice will be given in the event of cancellation or material change in the coverage.

#  **D.** Surety Qualifications: All insurance must be furnished by a Surety licensed to do business in the State of Alabama, must be signed or countersigned by a Licensed Resident Agent of the State of Alabama, and if bid price exceeds $50,000 have a minimum rating of A/Class VI as reported in the latest issue of Best's key Rating Guide Property-Casualty.

#  **E.** The insurance required by Section 2 shall be written for not less than limits of liability specified or required by law, whichever coverage is greater. Coverage, whether written on an occurrence or claims-made basis, shall be maintained without interruption from the date of commencement of the Work until completion of the Contract.

#  F. The Service Contractor shall cause the commercial liability coverage required by the Contract Documents to include (1) the Owner, as an additional insured for claims caused in whole or in part by the Service Contractor’s negligent acts or omissions during the Service Contractor’s operations; and (2) the Owner as an additional insured for claims caused in whole or in part by the Service Contractor’s negligent acts or omissions during the Service Contractor’s completed operations.

# **9. MISCELLANEOUS PROVISIONS:**

#  **A**. The Contract shall be governed by the laws of the State of Alabama.

#  **B.** The Owner and Service Contractor respectively bind themselves, their partners, successors, assigns and legal representatives to covenants, agreements and obligations contained in the Contract Documents. Neither party to the Contract shall assign the Contract as a whole without written consent of the other. If either party attempts to make such an assignment without such consent, that party shall nevertheless remain legally responsible for all obligations under the Contract.

#  C. No assignment of the Contract shall be made without the written permission of Surety providing bonding and the City of Mobile.

#  **D.** Duties and obligations imposed by the Contract Documents and rights and remedies available thereunder shall be in addition to and not a limitation of duties, obligations, rights and remedies otherwise imposed or available by law.

#  E. No action or failure to act by the Owner or Service Contractor shall constitute a waiver of a right or duty afforded them under the Contract, nor shall such action or failure to act constitute approval of or acquiescence in a breach there under, except as may be specifically agreed in writing.

#  **F.** Inspections and approvals of portions of the Work shall be made as

#  required by the Contract Documents. The Service Contractor shall give the Owner timely notice of when and where Inspections are to be made so that the Service Contract Administrator or other City personnel may be present for such procedures.

#

#  **G.** Required inspection reports along with approvals shall, unless

#  otherwise required by the Contract Documents, be delivered to the Owner with Invoices for Payment.

#

#  **H.** On all jobs with the City of Mobile, A City License is required. Bidders may obtain

#  information on licensing by writing the City Revenue Department, Post Office Box

#  1827, Mobile, AL 36633-1827 or calling 208-7454. Successful Bidder must have City

#  License at the time of Bidding.

#  **I.** Service Contractors shall abide by provisions of Ordinance #02-050, 1968, prohibiting discrimination in employment by Service Contractors and Subcontractors performing Work for the City of Mobile. A copy of said Ordinance is on file in the office of the Service Contract Administrator.

#  **J.** The Service Contractor shall secure and pay all required fees and permits and shall pay all taxes on materials, supplies, fixtures and equipment purchased by him (including the city of Mobile sales tax), and shall comply with all laws, regulations and codes applicable to the site on which the Work is to be performed.

#  **K.** All work performed shall be in conformance with the appropriate codes of the City of Mobile.

# **10. TERMINATION OR SUSPENSION OF THE CONTRACT:**

#  **A**.The Owner may terminate the Contract for cause if the Service Contractor

#  1) fails to perform service in a satisfactory manner; or

#  2) repeatedly refuses or fails to supply properly skilled workers or proper equipment or materials; or

#  3) repeatedly disregards applicable laws, statutes, ordinances, codes, rules and regulations, or lawful orders of a public authority; or

#  4) otherwise is guilty of substantial breach of a provision of the Contract Documents.

#  B. When any of the above reasons exist, the Owner, upon determination that sufficient cause exists to justify such action, may without prejudice to any other rights or remedies of the Owner and after giving the Service Contractor and the Service Contractor’s surety, if any, seven (7) days’ written notice, withhold payments and terminate the Contract.

#

#  **C.** The Owner may, at any time, terminate the Contract for the Owner’s convenience and without cause upon thirty (30) days written notice.

#  **D.** In case of such termination for cause or for the Owner’s convenience, the Service Contractor shall be entitled to receive payment for Work executed, and costs incurred. The Owner shall not make payment for profit or damages as a result of such termination.

# **11. CLAIMS AND DISPUTES**

#  **A.** Claim is a demand or assertion by one of the parties seeking, as a matter of right, payment of money, or other relief with respect to the terms of the Contract. The term "Claim" also includes other disputes and matters in question between the Owner and Service Contractor arising out of or relating to the Contract. The responsibility to substantiate Claims shall rest with the party making the Claim.

#  **B.** Claims by either the Owner or Service Contractor must be initiated within 21 days after occurrence of the event giving rise to such Claim or within 21 days after the claimant acting with due diligence, reasonable should have first recognized the condition giving rise to the Claim, whichever is later. Claims must be initiated by written notice to the Service Contractor and the other party.

#  **C.** In the event of a Claim against the Service Contractor, the Owner may, but is not obligated to, notify the surety, if any, of the nature and amount of the Claim. If the Claim relates to a possibility of a Service Contractor’s default, the Owner may, but is not obligated to, notify the surety and request the surety’s assistance in resolving the controversy.

#  **D.** Claims, disputes, or other matters in controversy arising out of or related to the Contract shall be subject to litigation.

**END OF SECTION**

# **SCOPE OF WORK**

**SERVICE CONTRACT – CHILLER SERVICE AND MAINTENANCE**

**FM-190-22**

1. **GENERAL REQUIREMENTS:**
	1. **Description of Scope of Work**
		1. The "Work" of this Contract includes, but is not limited to the following: The furnishing of all labor, materials, tools and equipment including all necessary parts, supplies and refrigerant, as set forth herein to maintain the chillers of the specified facilities in good and proper operating conditions at all times. A list of the facilities and their location along with the type of chiller to be serviced is attached as Exhibit A.
		2. The Base Bid shall be for work as specified herein, except as specifically excluded. The Service Contractor shall execute the work in accordance with the true intent of the Contract Documents, which is to effectively complete a first­ class job without additional cost to the City, whether or not each and every item is specifically mentioned.
	2. **Coordination**

# Coordinate all work with the City of Mobile, Facility Maintenance Department, Service Contract Administrator or other Facility Maintenance authorized representative (hereafter referred to as Service Contract Administrator). A minimum of forty-eight (48) hours advance notice of service shall be given.

* + 1. All Work shall be scheduled to minimize the disturbance and interruption of the individual department and general public where chillers are located.
		2. Prior to each scheduled service, the Service Contractor shall contact the Service Contract Administrator, to confirm the date and time for each service. The Service Contract Administrator will advise the Service Contractor if the service will need to be rescheduled for any reason.
		3. The Service Contract Administrator or his designated representative shall be present during all inspections and service.

# **Quality Assurance**

1.3.1. For all work performed under this Section, use only factory trained mechanics/service technicians with adequate supervision who are thoroughly trained and experienced in maintaining the type of equipment listed in Exhibit A.

1.3.2 Use products produced by manufacturers regularly engaged in the business of manufacturing, installing, and servicing chillers and equipment, listed in this Section of these specifications, and with a history of successful production acceptable to the Service Contract Administrator.

* + 1. Service Contractor shall have a branch office located within the Mobile, Alabama metropolitan area (Mobile or Baldwin Counties), staffed by a technician or technicians with the ability to respond to an emergency call within four (4) hours notice from the Service Contract Administrator.
		2. Service Contractor shall have at least 3 years experience in maintaining the type of equipment listed.

# **Submittals**

1.4.1. Bid Submittals: In addition to other bidding requirements, submit name of independent firm performing Eddy Current and other required testing along with required ASNT certifications, as specified.

1.4.2. Service Reports:

A. A detailed report of all inspection; testing and maintenance activities performed along with findings and follow-up actions shall be provided for each scheduled inspection and all follow-up visits. Reports shall clearly identify all deficiencies found during the inspection/testing and actions taken to cure each deficiency.

# **Scheduling:**

* + 1. Regular hours of operation for most of the locations listed are from 8:00 a.m. until 5:00 p.m., Monday through Friday. If access is needed at other times, the Contractor may arrange a time agreeable with the Service Contract Administrator.

# **Work Days and Holidays**

All services regular inspections, diagnostics and maintenance services shall be performed during regular business hours, 8 a.m. to 5 p.m., Monday through Friday. The following is a list of the City of Mobile holidays for the fiscal year.

Veterans Day Mardi Gras

Thanksgiving Memorial Day

Christmas Independence Day

New Year’s Juneteenth

Dr. Martin Luther King, Jr's, Birthday Labor Day

# **Initial Chiller Inspection and Diagnostics -Pre-Existing Conditions**

1.7.l Service Contractor will have thirty (30) days from date of written Notice to Proceed to perform initial inspections and predictive diagnostics on the existing chillers to determine preexisting conditions (if any) that would affect full maintenance coverage under the Contract. Upon completion of the initial inspection and diagnostics, a complete list of chillers with pre-existing conditions, with all deficiencies clearly noted, shall be presented to the City for review and verification. The City will then have the option to; a) accept the list of pre-existing conditions and make the necessary repairs with the City's own forces or by separate repair contract whereby Service Contractor accepts full responsibility for chiller service and maintenance, b) accept the list of pre-existing conditions with exclusions noted, whereby Service Contractor is not responsible for chiller service and maintenance on the items listed, or c) cancel the Contract under the terms of the Agreement, reimbursing the Service Contractor only for the actual cost of the initial inspections and predictive diagnostics.

# **Scheduled Inspection and Diagnostics**

1.8.1 Service Contractor shall perform a minimum of five (5) inspections (with diagnostics as required) per year. Four (4) regular inspections, one each in **February, May, August and October,** and one (1) annual shut down in **December** of each year, in accordance with Service and Maintenance Requirements specified herein.

* + 1. Vibration Analysis: In addition to the regular Service and Maintenance requirements, a standard Vibration Analysis shall be performed on each centrifugal chiller semi-annually during the regular **February** and **October** service visits.
1. The vibration analysis must be performed by an independent agency certified to perform vibration analysis. The vibration analysis report on centrifugal chillers will compare actual readings to most currently published ASHRAE recommendations and be based on:
	* + 1. Amplitude-measure of severity in terms of inches per second of velocity (IPS) or Gravity of acceleration.
			2. Modulations-shown as a group of spikes around a specific frequency.
			3. Harmonic Content-vibrations occurring at 2X, 3X, etc. The frequency of interest.
		1. Oil Analysis: In addition to the regular Service and Maintenance requirements, a standard Oil Analysis shall be performed on each chiller semi­ annually during the regular **February and October** service visits.
		2. Eddy Current Analysis: There shall be an eddy current Analysis performed on each chiller one (1) time during the 3 year term of this contract. This analysis & subsequent report shall be performed during the first scheduled inspection.

A. Eddy current analysis shall be performed by an independent agency specializing in the service of eddy current testing of chiller tubing. Testing personnel shall be certified as Level II or Level III in Eddy current testing as outlined in the American Society for Non-destructive Testing (ASNT), Recommended Practices, SNT-TC-l A, latest edition. They shall have a minimum of 1500 hours documented experience in conducting eddy current examinations of installed chiller (air conditioning) tubing including finned, skip fin, and surface tubing of various alloys such as CU, CuNi, and Admiralty Brass. The required 1500 hours of testing shall be obtained under the direct supervision of an ASNT certified Level III examiner. One of the test personnel or their immediate supervisor shall be ASNT certified as Level II in Eddy current testing. A copy of the National Level III ASNT certification shall be submitted with the bid. The ANST certification is required in addition to the inspecting company's Level III certification as outlined in the aforementioned SNTTC-lA. Additionally, a copy of the testing agency's "Written Practice" shall be submitted with the bid.

* + 1. No inspection or work shall be performed without a City representative present.
		2. The Service Contractor shall immediately notify the Service Contract Administrator if any deficiency is observed, whether covered under this Contract or not, that could endanger life or result in a malfunction of equipment.

# **Service and Maintenance Requirements**

1.9.1. General:

1. Sample Inspection Forms: Refer to Exhibit B, Chiller Inspection Checklist, Routine Operational Inspections, and Exhibit C, Chiller Inspection Checklist, Major Shutdown Inspection, for required format.
2. Refer to manufacturer's maintenance procedures prior to performing work of this section.
	* 1. Scheduled Inspections: Service Contractor shall provide qualified service technician(s), all tools and diagnostic equipment, and independent testing agencies as required to perform scheduled inspections. Service Contractor's responsibilities include, but shall not be limited to:
3. Four (4) Routine Operational Inspections each year (February, May, August,

 and October); perform the following:

1. Report to Customer upon arrival.
2. Check General machine operation.
3. Check control, power and piping.
4. Check Safety Operating Controls.
5. Check refrigerant charge.
6. Check starter wiring and contacts.
7. Check gauges/indicator lights.
8. Check water flow.
9. Log CHW/Brine in temperature.
10. Log CHW/Brine out temperature.
11. Log CHW/Brine flow Delta P.
12. Log CHW/Brine Pump Delta P.
13. Log cooler refrigerant temperature.
14. Log cooler refrigerant pressure.
15. Log cooler LTD.
16. Log condenser water temp-in.
17. Log condenser water temp-out.
18. Log condenser water pump Delta P.
19. Log condenser water pump Delta P.
20. Log condenser refrigerant temperature.
21. Log condenser refrigerant pressure.
22. Log condenser LTD.
23. Log oil level and color.
24. Log oil pump current.
25. Log oil supply pressure.
26. Log oil pump temperature.
27. Check approaches through calculation.
28. Check for leaks.
29. Lubricate as needed.
30. Make equipment adjustments as required.
31. Make operation/control adjustments air.
32. Clean up work area.
33. Report to customer - advise & obtain signature.
34. Vibration Analysis during February & October.
35. Oil Analysis during February & October.
36. One (1) Annual Major Shutdown Inspection per year (December); perform the following:
37. Report to customer upon arrival.
38. Lubricate equipment as needed.
39. Leak test entire unit.
40. Calibrate operating controls.
41. Check gauges/indicator lights.
42. Inspect contractors.
43. Tighten electrical connections.
44. Check starter wiring and controls.
45. Calibrate motor amps & volts.
46. Record/verify configurations.
47. Record software versions.
48. Calibrate controls and voltage.
49. Calibrate flow switches/devices.
50. Review and evaluate log readings.
51. Replace oil filter.
52. Calibrate control.
53. Replace oil reclaim filter/strainer.
54. Replace drier core.
55. Lubricate equipment as required.
56. Brush condenser tubes.
57. Check VFD.
58. Remove oil samples for analysis.
59. Change purge filters, clean and check purge.
60. Clean up work area.
61. Report to customer - advise and obtain signature.
62. One (1) Eddy Current analysis during the 3-year term of this contract.
	* 1. Maintenance Requirements: Service Contractor shall provide qualified service technician(s), and all tools, diagnostic equipment, replacement parts, refrigerant, and other materials as required to maintain chillers in good and operating condition for the term of the Contract. Service Contractor's responsibilities include, but shall not be limited to:
63. Repairs and Replacement Parts:
	1. Repairs all deficient conditions discovered as a result of scheduled inspections or required due to unexpected failure of equipment.
	2. Furnish and install new replacement parts including motor controllers, motor starters, motor rotors, controls, oil, oil filters, oil pumps, refrigerant, bearings, gaskets, insulation required to be removed for access to parts or equipment, and other components as required for repairs.
	3. Repair and replacement of parts shall include both condenser and evaporator tubes on both the refrigerant and water side.

# **Work Not Covered Under Contract**

* + 1. Service Contractor shall advise, immediately upon discovery, of necessary repairs and/or replacement of parts not covered under this Contract. The Owner shall, at his option, 1) direct the Service Contractor to make the repairs, 2) complete the work with owner's in-house forces or, 3) contract for the work under a separate repair contract.
		2. Additional work by Service Contractor:
1. Additional work by Service Contractor shall be performed only as directed in writing by Service Contract Administrator.
2. All additional work by Service Contractor shall be based on hourly rates set forth in the Agreement and Service Contractor's cost-plus reasonable mark-up for parts. Additional mileage or trip charges shall not be allowed. Cost of service or repairs shall be for one mechanic/technician only. If an additional worker or workers are required to complete the repairs, Service Contractor shall provide justification to Service Contract Administrator prior to starting work. Work shall proceed only after Owner's authorization.
	1. **Service Reports**
		1. At the completion of each scheduled inspection/maintenance visit or any follow-up or emergency visit, the Service Contractor shall complete a service report indicating the facility name and chiller number/manufacturer, the time and date of service, name of technician/mechanic performing the service, all items inspected, and services performed, and items requiring a follow up inspection or repair. A list of the specific equipment repaired, parts replaced, and amount of refrigerant added shall also be included in these reports.
		2. Service reports shall also be provided for the following:
			1. A report shall be provided each year reporting the annual refrigerant usage for each chiller.

B. A report shall be provided for each diagnostic service performed, i.e., vibration analysis, Eddy current testing, oil analysis, etc.

* + 1. All inspection and service reports shall be signed by the Service Contract Administrator or an authorized representative of the City Mechanical Department.
		2. Three (3) copies of each report shall be furnished to the Service Contract Administrator after completion of the service call. All invoices for payment shall also include a copy of all Service Reports covered under that invoice.
	1. **Miscellaneous**
		1. All inquiries should be directed to:

Gregg Blaize
City of Mobile

205 Government Street

Mobile, AL 36604

251.490.5534

**END OF SECTION**

**EXHIBIT A**

**SERVICE CONTRACT – CHILLER SERVICE AND MAINTENANCE**

**FM-190-22**

**CHILLER TYPE AND LOCATION**

1. Convention Center – 1 South Water Street

 a. Two (2) York Chillers Model #YT K7 L6 F2-CWF

 Serial #00641-G-1091

 Serial #00834-H-1091

b. One (1) Trane Chiller Model #TR- 200N200T4E54H2GC7XX5099XAXBXCXXXXDX

P/N #134X1038

 Serial #009303H048

2. Gulf Coast Exploreum – 65 Government Street

 a. One (1) Trane 500-ton chiller

3. Gulf Quest Maritime Museum- 155 S. Water St.

 a. Three (3) York Chillers Model 187-ton 2 compressor R-134A refrigerant

4. James Seals Jr. Community Center – 504 Texas Street

 a. One (1) Carrier Chiller Screw 40+ ton chiller

5. Main Ben May Library – 701 Government Street

 a. One (1) Trane Chiller-Model

 Serial #491G04931

6. Mobile Civic Center – 401 Civic Center Drive

 a. Two (2) Trane Chillers (CVHE0500 Water Cooled Centrifugal Chiller)

 Serial #L97F04522.

1. One (1) Carrier (19 X R Water-Cooled Centrifugal Chiller)

Serial #2099j57902

7. Mobile Museum of Art – 4850 Museum Drive

 a. Two (2) Carrier Chillers-Model #23XL-11

Serial #2101Q65631

 Serial #2101Q65630

8. Moore Branch Library – 4 McGregor Avenue

 a. One (1) Trane 40-ton chiller

9. Museum of Mobile- 111 South Royal Street

 a. Two (2) Trane Air Cooled Helical Rotary Screw Chillers Model-RTAA100

Serial #U99H01277 East

 Serial #U00M05891 West

10. Public Safety Complex – 8080 Airport Boulevard

 a. One (1) York 30-ton chiller

 Serial #2MVM004656

11. Saenger Theater – 6 Joachim Street

 a. One (1) Carrier Chiller Model

 Serial #310QF20936

12. Trinity Gardens Dotch Community Center – 3100 Bank Avenue

 a. One (1) Trane Chiller Screw 40+ ton chiller

13. West Regional Library – 5555 Grelot Road

 a. Two (2) Trane Chillers-Model #RTAA1004XM01A3DDBP

 Serial #U01J502000

 Serial #U01K02001

**END OF SECTION**

**EXHIBIT B**

**SERVICE CONTRACT – CHILLER SERVICE AND MAINTENANCE**

**FM-190-22**

**CHILLER INSPECTION CHECK LIST ROUTINE OPERATIONAL INSPECTIONS**

LOCATION\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ MACHINE MODEL\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

INSPECTION NO.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ SERIAL NO.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 (4 Required)

ROUTINE OPERATIONAL INSPECTION

 NORMAL ABNORMAL REFERENCE

|  |  |  |  |
| --- | --- | --- | --- |
| I. Review Operation Log |   |  |  |
| II. Check, test, and make proper andnecessary adjustments on the following: |  |  |  |
| 1. Report to Customer upon arrival |  |  |  |
| 2. Check General machine operation |  |  |  |
| 3. Check control, power and piping |  |  |  |
| 4. Check Safety Operating control |  |  |  |
| 5. Check Refrigerant Charge |  |  |  |
| 6. Check starter wiring and contacts |  |  |  |
| 7. Check gauges/indicator lights |  |  |  |
| 8. Check water flow. |  |  |  |
| 9. Log CHW/Brine in temperature |  |  |  |
| 10. Log CHW/Brine out temperature |  |  |  |
| 11. Log CHW/Brine flow Delta P |  |  |  |
| 12. Log CHW/Brine Pump Delta P |  |  |  |
| 13. Log cooler refrigerant temperature |  |  |  |
| 14. Log cooler refrigerant pressure |  |  |  |
| 15. Log cooler LTD |  |  |  |
| 16. Log condense water temp-in |  |  |  |
| 17. Log condense water temp-out |  |  |  |
| 18. Log condense water pump Delta P |  |  |  |
| 19. Log condenser water pump Delta P |  |  |  |
| 20. Log condenser refrigerant temperature |  |  |  |
| 21. Log condenser refrigerant pressure |  |  |  |
| 22. Log condenser LTD |  |  |  |
| 23. Log oil level and color |  |  |  |
| 24. Log oil pump current |  |  |  |
| 25. Log oil supply pressure |  |  |  |
| 26. Log oil pump temperature |  |  |  |
| 27. Check approaches through calculation |  |  |  |
| **EXHIBIT B** **SERVICE CONTRACT – CHILLER SERVICE AND MAINTENANCE** **FM-190-22****CHILLER INSPECTION CHECK LIST ROUTINE OPERATIONAL INSPECTIONS** NORMAL ABNORMAL REFERENCE |
| 28. Check for leaks |  |  |  |
| 29. Lubricate as needed |  |  |  |
| 30. Make equipment adjustments asrequired |  |  |  |
| 31. Make operation/control adjustments air |  |  |  |
| 32, Clean up work station |  |  |  |
| 33. Report to customer advise & obtain signature |  |  |  |
| 34. Vibration Analysis during May & October Inspections |  |  |  |
| 35. Oil Analysis during May & October |  |  |  |

**END OF SECTION**

**EXHIBIT C**

**SERVICE CONTRACT – CHILLER SERVICE AND MAINTENANCE**

**FM-190-22**

**CHILLER INSPECTION CHECK LIST MAJOR SHUTDOWN INSPECTION**

LOCATION\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ MACHINE MODEL\_\_\_\_\_\_\_\_\_\_\_\_\_

INSPECTION NO.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ SERIAL NO. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 (One Required)

ROUTINE OPERATIONAL INSPECTION

 NORMAL ABNORMAL REFERENCE

|  |  |  |  |
| --- | --- | --- | --- |
| I. Review Operation Log |  |  |  |
| II. Check, test, and make proper and |  |  |  |
| 1. Report to Customer upon arrival |  |  |  |
| 2. Lubricate equipment upon arrival |  |  |  |
| 3. Leak test entire unit |  |  |  |
| 4. Calibrate operating controls |  |  |  |
| 5. Check gauges/indicator lights |  |  |  |
| 6. Inspect contractors |  |  |  |
| 7. Tighten electrical connections |  |  |  |
| 8. Check starter wiring and controls |  |  |  |
| 9. Calibrate motor amps & volts |  |  |  |
| 10. Record/verify configurations |  |  |  |
| 11. Record software versions |  |  |  |
| 12. Calibrate controls and voltage |  |  |  |
| 13. Calibrate flow switches/devices |  |  |  |
| 14. Review and evaluate log readings |  |  |  |
| 15. Replace oil filters |  |  |  |
| 16. Calibrate control |  |  |  |
| 17. Replace oil reclaim filter/strainer |  |  |  |
| 18. Replace drier core |  |  |  |
| 19. Lubricate equipment as required |  |  |  |
| 20. Brush condenser tubes |  |  |  |
| 21. Check VFD |  |  |  |
| 22. Remove oil samples for analysis |  |  |  |
| 23. Change purge filters, clean and check purge. |  |  |  |
| 24. Vibration analysis report |  |  |  |
| 25. Clean up work station |  |  |  |
| 26. Report to customer on departure, advise |  |  |  |

**END OF SECTION**