

EXHIBIT A

DESCRIPTION OF SERVICES

I. EQUIPMENT LIST

DESCRIPTION	MAKE	MODEL	SERIAL NO.	LOCATION
Air-cooled Reciprocating Unit/70-ton	York	YCAJ77SU6	YCAM870363	Dutcher Hall
Air-cooled Reciprocating Unit/70-ton	York	YCAZ74BB3-17PA	RFEM6685AA	Haviland Hall
Air-cooled Reciprocating Unit/300-ton	York	YCAJ878YX6	YFAM908672	Battell Hall
Air-cooled Reciprocating Unit/300-ton	York	YCAJ878YX6	YFAM903777	Battell Hall
Air-cooled Reciprocating Unit/360-ton	McQuay	ALS360A	56B8131101	Merritt Hall
Air-cooled Reciprocating Unit/360-ton	McQuay	ALS360A	56B8130001	Merritt Hall
Air-cooled Reciprocating Unit/300-ton	Trane	RTAA3004XUB	U01B07987	Page Hall

II. AGENCY REQUIREMENTS

The Contractor will provide three (3) separate service inspections as state below.

- 1) 1st Preventive Maintenance service - Seasonal Startup: Seasonal startup work will be done no later than April 30th of each year. Start-up will include all industry and manufacturers' standards for operational reliability. Oil/refrigerant testing and glycol testing will also be performed as part of the seasonal start-up, with results reported to the CVH Facilities Engineer.
**Note: The Facility Engineer may decide to start the units prior to the scheduled inspection. If so the Contractor will still perform this service according to the manufacturer's specifications.*
- 2) 2nd Preventive Maintenance Service: This second service will be performed no later than June 30th of each year.
- 3) 3rd Preventive Maintenance Service: This third service shall be performed as specified by the Facilities Engineer or designee, and will include seasonal shut-down services.

- 4) Work will be performed only by factory-authorized service personnel. Contractor shall supply supporting documentation upon Agency request.
- 5) Contractor shall possess no less than five (5) years of experience in HVAC service, repair and preventive maintenance on equivalent units.
- 6) Contractor shall submit manufacturer list prices for all chiller manufacturers.
- 7) Price list will include all fundamental replacement parts including all compressor rebuild kits. Repairs will be performed on a time and material basis. Labor charges will be determined as stated in "Exhibit B" of the contract.
- 8) Emergency and Breakdown Service: Contractor is required to provide emergency service. Every activity performed under this contract should be designed to minimize the incidence of emergency situations. However, emergency and breakdown service must be provided 24-hours a day, 365 days a year.

Contractor Response

Normal Repairs: A verbal response from the Contractor is required within four (4) hours. Repair arrangements will be made with the Facility Engineer.

Emergencies: A verbal response from the Contractor is required within two (2) hours. A technician must be on site within four (4) hours in emergency situations, unless directed otherwise by the Facility Engineer.

- 9) Contractor must submit manufacturers recommended preventive maintenance service check lists for all chiller types for agency review and approval prior to April 30.
- 10) Contractor is not responsible for coil cleaning.
- 11) The successful contractor shall meet with the Facility Engineer or designee at CVH within the first (30) days of the award of this contract to schedule dates and times for preventive maintenance, repair and inspection. At the conclusion of each service, a service check list report shall be supplied to the Facility Engineer or designee, to include deficiencies in the following format:
 - Location of repair (department/building)
 - Date
 - Scope of preventive maintenance or repairs
 - Time of arrival and departure
 - Parts and numbers replaced (returning damaged piece to contact person)
 - Authorized signature from hospital contact in maintenance or police staff.
- 12) All repairs will be billed on labor and materials as specified by the contract.

13) The Agency requires that all chiller units operate at or near 100% capacity during the cooling season.

14) LICENSING/CERTIFICATIONS: The contractor shall be fully licensed at the time of bid to do business at the job site, to provide complete service. The contractor shall hold a current S-1 license and all service personnel performing mechanical service must have, as a minimum, an S-2 license.

15) SUBCONTRACTING

The following services may be subcontracted only with prior approval from the CVH Facility Engineer *OR* the DAS Contract Specialist:

- Glycol or Refrigerant Testing
- Use of equipment for unusual circumstances or repair work that is not common in the HVAC industry.

No other subcontracting is allowed. No routine mechanical maintenance or repair work will be subcontracted. Awarded contractor must be trained, qualified and have experience working on the units that are covered under this contract.