

EXHIBIT A

DESCRIPTION OF SERVICES AND ADDITIONAL TERMS & CONDITIONS

1. DESCRIPTION OF GOODS AND SERVICES

- (a) **Scope:** This Contract is for preventive maintenance and emergency repair services for the Heating, Ventilation and Air Conditioning (HVAC) systems, boilers and burners located at the Public Utilities Regulatory Authority ("PURA") at 10 Franklin Square in New Britain. All heating and cooling system components are covered under this contract.

Performance of Work

All mechanical equipment identified on Schedule 1 shall be inspected quarterly throughout the term of the Contract. Variable air volume (VAV) inspection shall be performed once each year commencing in 2018. Contractor's personnel shall wear the company uniform and company identification badges at all times while providing services under the Contract.

- (b) **Quarterly Preventive Maintenance and Inspections:** This work will be performed only during standard office operating hours, which are Monday through Friday, from 8:00AM to 5:00PM. Neither travel expenses nor travel time will be reimbursed for routine preventive maintenance work.
- (c) **Emergency Repair Services:** A repair that is considered an "emergency" will be designated as such by the Facility Manager.
- The Contractor shall have the capability to receive and respond to emergency calls on a 24-hour per day / 7-day per week basis. The Contractor shall provide a phone call response to the Facility Manager within two (2) hours of the emergency phone call being placed.
- The Contractor shall provide a written estimate for all emergency repairs. No repair work may be started without authorization to do so from the Facility Manager.
- Travel expenses will not be reimbursed for emergency repairs. Billable time will be calculated on a portal-to-portal basis.
- (d) **Addition, Removal or Replacement of HVAC Equipment:** During the term of this Contract, PURA reserves the right to add, remove or replace HVAC equipment at the site. A corresponding price adjustment will be made with each addition or subtraction of equipment.
- (e) **Reporting:** At the end of each inspection, the Contractor shall submit a comprehensive report for the entire HVAC system. The report must document all work performed during the quarter. The final quarterly report of each calendar year must include commentary on boiler efficiency.
- A separate service report shall be prepared each time work of any kind is performed.
 - On each report the Contractor's service technician shall indicate his time of arrival and departure.
 - All reports shall be signed by the service technician and the Facility Manager.

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2. SEASONAL ROUTINE PREVENTIVE MAINTENANCE TASKS

(f) Air Conditioning:

Routine preventive maintenance of the air conditioning system components shall include but not be limited to the following items and tasks:

- Inspect electrical connections and compressor contactors.
- Check for proper voltage and phase.
- Check condenser fan blades and check motors for worn bearings.
- Check condenser coils.
- Check suction and liquid line refrigerant pressures.
- Test cooling operation including Delta-T.
- Check compressor amp draw.
- Check air handling units.
- Grease blower motors and bearings.
- Check blower belts, supply fans, evaporator coils, and condensate drains.
- Clean all air filters.
- Check operating controls and calibrate.
- Lubricate all motors where needed and check running amp and volts.
- Check compressor oil and meg test all winding; confirm crankcase heater operation.
- Tighten and clean electrical connections on compressors and control panels.
- Check for refrigeration leaks and for proper charge; keep refrigerant records as required.
- Adjust belts and align sheaves; replace if needed.
- Check pressure and temperature safety controls.
- Inspect conditions of exposed piping and supports.
- Check electrical contacts for excessive wear and spring tension.
- Check and clean air cooled condensers.
- Check manual service valves at the equipment.
- Check interconnecting refrigerant piping, condenser water and chilled water piping.
- Check all insulation on the equipment and cabinet for integrity.
- Check evaporator coils and condensate pans for cleanliness.
- Check fresh air dampers, damper motors and economizer for normal operation.

Contractor shall perform appropriate repairs, adjustments and/or cleaning in those areas where inspections disclose operating deficiencies or unsafe conditions.

(g) Boilers/Burners:

Routine preventive maintenance of the air conditioning system components shall include but not be limited to the following items and tasks:

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i. **Boiler Inspection and Service**

Fireside, waterside, low water cut-offs, etc., will be left open to allow for inspection by the Facility Manager. After inspection and approval, seal all openings with new factory approved gaskets. Test fire for leaks and efficiency per manufacturer's standards. Inspect and test all safety devices for proper operation.

Fireside Cleaning

- Open all fireside (front and rear) doors of boiler. Power turbine (wire brush for soft scale and soot or clutter heads for hard scale deposits) at 4000 rpm with 125 psi air.
- Wire brush front and rear tube sheets and fire tube. Vacuum all soot and scale deposits and dispose of off premises. Inspect refractory, burner throat tiles, baffles and notify Facility Engineer or designee of any necessary repairs.
- Close all fireside openings with 2" 2500-degree fiber-fax ceramic fiber.

Waterside Cleaning

- Cool boiler and drain. Open all manhole and hand-hole openings and flush loose scale and sediment from waterside surfaces. Every effort is to be made in order to remove scale and sediment from waterside surfaces, particularly along bottom of shell.
- Low water cut-off and level controls are to be opened, inspected and flushed. Check switching for proper operation. Clean and flush all scale and sediment and close with new gasketing. NOTE: Check switching for proper operation.
- Remove plugs from equalizing piping to determine that all piping is clean and free of any obstructions. Replace dirty gauge glass and gaskets. Visually inspect waterside surfaces and inform the Facility Engineer or his designee of deficiencies such as excessive scale deposits, corrosion, etc. Close boiler with new gasketing. Hydrostatically test to 10-12 psi.

ii. **Breeching and Bases of Stacks**

All breeching from boiler/furnace connection, including the chimney, must be cleaned and power vacuumed to remove soot and ash deposits. Base of stack will be accessed through available clean-out door and all soot and ash removed with power vacuum.

iii. **Burner Cleaning**

Cleaning, adjustment or replacement of the burner system components shall include but not be limited to the following items and tasks:

- Fan housing
- Forced draft fan
- Inlet air damper
- Blast tube
- Oil drawer assembly

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- Gas/electric pilot
- Oil filter-replace core, clean strainers and replace gaskets
- Clean nozzles on all #2 burners; replace if necessary
- Clean, lubricate and adjust all linkage
- Scanner
- Diffusers
- Check burner throat refractory
- Test ignition transformer
- Replace worn ignition leads
- Inspect all parts for wear, corrosion; replace as required.
- Inspect thermostatic control systems for proper operation.
- Replace filters, gaskets, fasteners and gauge glass where required.
- Clean oil pump strainer; test for proper pump pressure and vacuum.
- Lubricate burner motors per manufacturer's recommendation.
- Check for proper gas pressure where applicable.
- Inspect and test all safety devices for proper operation.

The boiler exterior and boiler room floors must be left clean and to the satisfaction of the Facility Manager. Old parts must be disposed of properly and where applicable, in accordance with appropriate environmental codes. Contractor shall provide the Facility Manager with a manifest indicating the proper disposal of soot.

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3. ADDITIONAL TERMS AND CONDITIONS:

(a) Contract Separately/Additional Savings Opportunities

DAS reserves the right to either seek additional discounts from the Contractor or to contract separately for a single purchase, if in the judgment of DAS, the quantity required is sufficiently large, to enable the State to realize a cost savings, over and above the prices set forth in Exhibit B, whether or not such a savings actually occurs.

(b) Subcontractors

DAS must approve any and all subcontractors utilized by the Contractor in writing prior to any such subcontractor commencing any work. Contractor acknowledges that any work provided under the Contract to any state entity is work conducted on behalf of the State and that the Commissioner of DAS or his/her designee may communicate directly with any subcontractor as the State deems to be necessary or appropriate. Contractor shall be responsible for all payment or fees charged by the subcontractor(s). A performance evaluation of any subcontractor shall be provided promptly by the Contractor to DAS upon request.

(c) Standard Wages

Contractors shall comply with all provisions of Connecticut General Statutes 31-57f, Standard Wage Rates for Certain Service Workers and shall pay wages in accordance with the current wage rates provided by the Department of Labor. Information regarding this Statute and how and when it applies can be obtained from DOL's web site at <http://www.ctdol.state.ct.us/wgwkstnd/standardwage.htm>. Questions concerning the provisions and implementation of this act should be referred to the Connecticut Department of Labor, Wage and Workplace Standards Division, 200 Folly Brook Blvd., Wethersfield, CT 06109-1114 (860) 263-6790 or his designated representative. A link to the Standard Wages is provided below.

Standard Wages

<http://www.ctdol.state.ct.us/wgwkstnd/prevaling-rates/service/rates-service.htm>

(d) Security and/or Property Entrance Policies and Procedures

Contractor shall adhere to established security or property entrance policies and procedures or both for each requesting Client Agency. It is the responsibility of each Contractor to understand and adhere to those policies and procedures prior to any attempt to enter any Client Agency premises for the purpose of carrying out the scope of work described in this Contract.