



**4201 N. DALE MABRY HIGHWAY
TAMPA, FLORIDA 33607**

BID #16-14

**MECHANICAL SERVICES, CHILLER PLANT,
RAYMOND JAMES STADIUM**

MANDATORY PRE-BID CONFERENCE:

THURSDAY, APRIL 13, 2017 @ 10:00AM

BID DUE DATE:

THURSDAY, APRIL 27, 2017 NOT LATER THAN 10:00 AM

**DELTECIA JONES
PROCUREMENT DEPARTMENT**

MARCH 16, 2017

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INVITATION TO BID

BID #16-14

SPECIFICATION FOR: Mechanical Services, Chiller Plant, Raymond James Stadium

MANDATORY PRE-BID
CONFERENCE: Thursday, April 13, 2017 at 10:00am

BID DUE DATE: Thursday, April 27, 2017 at 10:00am

PLACE OF BID OPENING: Tampa Sports Authority Office

GENERAL TERMS AND PROVISIONS:

1. BIDS:

Prices must be quoted on the sheet furnished by this department, no other will be accepted. All prices quoted F.O.B. Tampa, Florida.

The responsibility for getting the bid to the Authority on or before the stated time and date will be solely and strictly the responsibility of the bidder. The Authority will in no way be responsible for delays caused by the United States Postal Service or a delay caused by any other occurrence.

The bidder shall be responsible for reading and completely understanding the requirements and specifications of the item(s) being bid. Bid time will be and must be scrupulously observed. Under no circumstances will bids delivered after the time specified be considered. Such bids shall be returned to the vendor unopened with the notation, "THIS BID WAS RECEIVED AFTER THE TIME DESIGNATED FOR THE RECEIPT AND OPENING OF BIDS".

2. EXCEPTIONS TO BID:

The bidder will list on a separate sheet of paper any exceptions to the conditions of this bid. This sheet will be labeled "EXCEPTIONS TO BID CONDITIONS," and will be attached to the bid proposal. If no exceptions are stated, it will be understood that all general and specific conditions will be complied with, without exception.

3. MODIFICATION OR WITHDRAWAL OF BID:

Bidders may request withdrawal of a posted sealed proposal prior to the scheduled bid opening time provided the request withdrawal is submitted to the Purchasing Department, in writing.

Withdrawn bids may be resubmitted up to the time designated for the receipt of bids provided that they are then fully in conformance with the Information/Instruction for Bidders.

Bid security, if any is required, shall be in an amount sufficient for the bid as modified or resubmitted.

4. RIGHT TO REJECT BIDS:

The Tampa Sports Authority reserves the right to reject any and all bids, to waive any informalities or minor irregularities in the bids received, and to accept that bid which in its judgment, best serves the interest of the Authority. The Authority hereby fully retains full discretion to determine the responsiveness of the bid and Bidder's responsibility, character, fitness and experience to perform the Work.

Bidders may be disqualified and rejection of proposals may be recommended to the Authority for any of but not limited to the following causes:

- (A) Failure to use the proposal form furnished by the Authority;
- (B) Lack of signature by an authorized representative on the proposal form;
- (C) Failure to properly complete proposal;
- (D) Evidence of collusion among proposers. Any evidence of agreement or collusion among bidders and prospective bidders acting to illegally restrain freedom of competition by agreement to bid a fixed price, or otherwise, will render the bids of such bidders void;
- (E) Advance disclosures of any information to any particular bidder which gives that particular bidder any advantage over any other interested bidder, in advance of the opening of bids, whether in response to advertising or an informal request for bids, made or permitted by a member of the governing body of an employee or representative thereof, will operate to void all proposals of that particular bid solicitation or request;
- (F) Omission of proposal guarantee;
- (G) Unauthorized alteration of bid form. Authority reserves the right to waive any minor informality or irregularity;
- (H) Failure to sign and return any addenda;
- (I) Faxed, e-mailed and/or unsealed bids will be rejected.

5. INCONSISTENCIES ON CONDITIONS:

In the event there are inconsistencies between the General Provisions and other bid terms or conditions contained herein, the former will take precedence.

6. QUESTIONS, ADDENDA AND INTERPRETATIONS:

- A. If it becomes necessary to revise any part of this bid, a written addendum will be provided to all bidders. The Authority is not bound by any oral representations, clarifications, or changes made in the written specifications by Authority's employees, unless such clarification or change is provided to bidders in written addendum form from the Purchasing Manager.

Bidders shall promptly notify the Authority, prior to submission of their Bid Proposal, of any ambiguity, inconsistency or error they may discover upon examination of the Bidding and Contract Documents or of the site and local conditions.

- B. No interpretation of the meaning of drawings, specifications or other contract documents will be made to any Bidder orally, nor may the Bidder rely on any such pre-bid statements in completing his/her bid.
- C. All questions concerning the project shall be submitted on or before **1:00 p.m., Thursday, April 20, 2017**, in writing with date, company name and contact via e-mail, fax, or mail to:

Tampa Sports Authority, 4201 North Dale Mabry Highway, Tampa, Florida 33607;
Fax: (813) 350-6611 OR;
Email: djones@tampasportsauthority.com
- D. Any and all such interpretations and any supplemental instructions will be in the form of written addenda to the Bid documents which, if issued, will be mailed and/or emailed to all prospective Bidders (at the respective addresses furnished for such purposes or as listed on the Mandatory Pre-Bid Conference Sign-in Sheets (if applicable) prior to the date or time fixed for the opening of bids. The Authority will not be responsible for any other explanations or interpretations of the proposal documents. Failure of any Bidder to receive any such addendum or interpretation shall not relieve any bidder from any obligation under his bid as submitted. All addenda so issued shall become a part of the Contract Documents.
- E. Each Bidder shall ascertain prior to submitting his/her bid that he/she has received all Addenda issued, and he/she shall acknowledge receipt and inclusion in his/her proposal of all Addenda.

7. **AWARD OF CONTRACT:**

The Contract will be awarded to the lowest responsible and responsive Bidder, and whose bid is considered to be in the best interest of the Authority. The determination of the lowest responsive and responsible bidder may involve all or some of the following factors: price, conformity to specifications, financial ability to meet the contract, previous performance, facilities and equipment, availability of repair parts, experience, delivery promise, terms of payments, compatibility as required, other costs and other objectives and accountable factors which are reasonable. This determination will be in the sole discretion of the Authority and based upon the character, fitness, experience, history and financial status of the Bidder.

- A. The Lowest Bidder is determined by the aggregate amount of the prices set forth in the form of bid or the aggregate amount of the Base Bid, plus any Alternates selected by the Authority.
- B. A Responsive Bidder shall mean a Bidder who has submitted a bid which conforms, in all material respects, to the Bidding Documents.
- C. A Responsible Bidder shall mean a Bidder who has the capability, in all respects, to perform fully the contract requirements and the moral and business integrity and reliability

which will assure good faith performance. In determining responsibility, the following criteria will be considered:

1. The ability, capacity and skill of the Bidder to perform the contract or provide the service required;
2. Whether the Bidder can perform the contract or provide the service promptly, or within the time specified, without delay or interference;
3. The character, integrity, reputation, judgment, experience and efficiency of the Bidder;
4. The quality of performance of previous contracts or services. For example, the following information will be considered:
 - a. The administrative and consultant cost overruns incurred by Authority on previous contracts with Bidder,
 - b. The Bidder's compliance record with contract general conditions on other projects,
 - c. The submittal by the Bidder of excessive and/or unsubstantiated extra cost proposals and claims on other projects,
 - d. The Bidder's record for completion of the work within the Contract Time or within Contract Milestones and Bidder's compliance with scheduling and coordination requirements on other projects,
 - e. The Bidder's demonstrated cooperation with the Authority and/or other contractors on previous contracts,
 - f. Whether the work performed and materials furnished on previous contracts were in accordance with the Contract Documents.
5. The previous and existing compliance by the Bidder with the laws and ordinances relating to contracts or services;
6. The sufficiency of the financial resources and ability of the Bidder to perform the contract or provide the service;
7. The quality, availability and adaptability of the goods or services to the particular use required;
8. The ability of the Bidder to provide future maintenance and service for the warranty period of the contract;
9. Whether the Bidder is in arrears to any Owner on debt or contract, or is a defaulter on surety to any Owner;

10. Such other information as may be security by the Authority having bearing on the decision to award the contract, to include, but not limited to:
 - a. The ability, experience and commitment of the Bidder to properly and reasonably plan, schedule, coordinate and execute the Work,
 - b. Whether the Bidder has ever been debarred from bidding by any other public or private owner or found ineligible for bidding on any other projects,
 - c. Bidder's litigation history and reputation with owners for whom Bidder has previously worked,
 - d. Whether Bidder's contract on other projects has ever been terminated.

D. The purpose of the above is to enable the Authority to select the bid which is in the best interest of the Authority. The ability of the low Bidder to provide the required bonds (if applicable) will not of itself demonstrate responsibility of the Bidder.

E. The Authority reserves the right to defer award of this contract for a period of forty-five (45) days after the due date of bids. During this period of time, the Bidder shall guarantee the prices quoted in his/her bid.

8. BRAND NAMES "OR EQUAL":

Whenever in this Invitation, any particular materials, process and/or equipment are indicated or specified by patent, proprietary or brand name, or by name of manufacturer, such wording will be deemed to be followed by the words "or equal". Proof satisfactory to Authority must be provided by bidder to show that the alternative product is, in fact, equal to the product required in the specifications.

9. DISCOUNTS:

Discounts for prompt payment offered may be taken into consideration during bid evaluation. Terms of payment offered will be reflected in the space provided on the Bid Proposal forms.

10. TAXES:

The Authority is tax exempt, therefore all applicable Federal, State and Local Taxes, unless otherwise instructed by the Authority shall be excluded in the Bidder's Proposal. Authority reserves the right to direct purchase materials at Contractor's negotiated prices with material providers and thereby generate a tax savings to itself. Authority may also provide Contractor with Tax Exempt Certification number so that Contractor may purchase Authority Designated items tax free.

11. COLLUSION CLAUSE:

Any evidence of agreement or collusion among bidders and prospective Bidders acting to illegally restrain freedom of competition by agreement to bid a fixed price, or otherwise, will render the bids of such bidders void.

Advance disclosures of any information to any particular bidder which gives that particular bidder any advantage over any other interested bidder, in advance of the opening of bids, whether in response to advertising or an informal request for bids, made or permitted by a member of the governing body of an employee or representative thereof, will operate to void all proposals of that particular bid solicitation or request.

12. EEOC/WMBE/DM/DWBE/SBE/S-DV:

The Authority is an equal employment opportunity employer and encourages the firms and contractors with whom it does business to likewise follow these principles. WMBE/DM/DWBE/SBE businesses will be afforded full opportunity to submit bids in response to this Bid and will not be discriminated against on the grounds of race, color, creed, sex or natural origin in consideration for an award.

13. ASSIGNMENT OF CONTRACTUAL RIGHTS:

It is agreed that the successful bidder will not assign, transfer, convey or otherwise dispose of the contract or its right, title or interest in or to the same, or any part thereof, without previous written consent of the Authority and any sureties.

14. TIMELY DELIVERY:

Time will be of the essence for any orders placed as a result of this bid. The Authority reserves the right to cancel such orders, or any part thereof, without obligation, if delivery is not made within the time(s) specified on the proposal form.

15. DEFAULT OF CONTRACT:

In case of default by the bidder or contractor, the Authority may procure the items or services from other sources and hold the bidder or contractor responsible for any excess costs occasioned or incurred thereby.

16. ACCEPTANCE OF MATERIAL:

The material delivered under this proposal shall remain the property of the seller until a physical inspection and actual usage of this material and/or service is made, and thereafter is accepted to the satisfaction of the Authority. It must comply with the terms herein, and be fully in accord with specifications and of the highest quality. In the event the material and/or services supplied to the Authority is found to be defective or does not conform to specifications, the Authority reserves the right to cancel the order upon written notice to the bidder and return product to bidder at the bidder's expense.

17. IDENTICAL TIE BID:

Preference shall be given to businesses with drug-free workplace programs. Whenever two or more bids which are equal with respect to price, quality and services are received by the Authority for the procurement of commodities or contractual services, a bid received from a business that certifies that it has implemented a drug-free workplace program shall be given

preference in the award process. In order to have a drug-free workplace program, a business shall abide by the policies outlined below:

- A. Publish a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the workplace and specifying the actions that will be taken against employees for violations of such prohibition.
- B. Inform employees about the dangers of drug abuse in the workplace, the business's policy of maintaining a drug-free workplace, any available drug counseling, rehabilitation and employee assistance programs and the penalties that may be imposed upon employees for drug abuse violations.
- C. Give each employee engaged in providing the commodities or contractual services that are under bid a copy of the statement specified in Subsection 1.
- D. In the statement specified in Subsection 1, notify the employees that, as a condition of working on the commodities or contractual services that are under bid, the employee will abide by the terms of the statement and will notify the employer of any conviction of, or plea of guilty or nolo contendere to any violation of Chapter 893 or any controlled substance law of the United States or any state for a violation occurring in the workplace no later than five (5) days after such conviction.
- E. Impose a sanction on, or require the satisfactory participation in a drug abuse assistance or rehabilitation program if such is available in the employee's community by any employee who is so convicted.
- F. Make a good faith effort to continue to maintain a drug-free workplace through implementation of this section.

18. DAMAGE:

In the event any materials, equipment or other property of the Authority shall be damage or destroyed by personnel furnished by Contractor, Contractor shall, at its own expense, promptly repair or replace same to the complete satisfaction of Authority.

19. FEES, LICENSES AND PERMITS:

In the performance of these services, Contractor will fully comply with all the laws and regulations of all Federal, State, County, City and of other governmental authorities or agencies as required by reason of these services or duties to be performed hereunder. Contractor will hold Authority harmless from any liability which may be imposed upon Authority by reason of any alleged violation of the law by contractor, or for failure to pay taxes or secure necessary licenses or permits.

20. EMPLOYEE CONFLICT:

The Tampa Sports Authority will not contract with persons, firms or corporations where an Authority officer or employee's spouse or child is an officer, partner, director, or proprietor or in which such officer or employee or the officer's or employee's spouse or child, or any combination of them, has a material interest.

21. CONVICTED VENDOR LIST:

In accordance with s.287.133(3)(a), Florida Statutes, prospective Bidders are hereby advised as follows:

- A. A person or affiliate who has been placed on the convicted vendor list following a conviction for a public entity crime may not submit a bid on a contract to provide any goods and services to a public entity, may not submit a bid on a contract with a public entity for the construction or repair of a public building or public work, may not submit bids on leases of real property to a public entity, may not be awarded or perform work as a contractor, supplier, subcontractor, or consultant under a contract with any public entity, and may not transact business with any public entity in excess of the threshold amount provided in s. 287.017 for CATEGORY TWO for a period of 36 months from the date of being placed on the convicted vendor list.
- B. A public entity may not accept any bid, proposal, or reply from, award any contract to, or transact any business in excess of the threshold amount provided in s.287.017 for CATEGORY TWO with any person or affiliate on the convicted vendor list for a period of 36 months following the date that person or affiliate was placed on the convicted vendor list unless that person or affiliate has been removed from the list pursuant to paragraph (3)(f). A public entity that was transacting business with a person at the time of the commission of public entity crime resulting in that person being placed on the convicted vendor list may not accept any bid, proposal, or reply from, award any contract to, or transact any business with any other person who is under the same, or substantially the same, control as the person whose name appears on the convicted vendor list so long as that person's name appears on the convicted vendor list.

22. PARTIAL BID:

Bidders may submit partial bids for one or more items. Tampa Sports Authority reserves the right to award to multiple vendors.

23. OTHER AGENCIES:

All Bidders awarded contracts from this Proposal may, upon mutual agreement, permit any municipality or other governmental agency to participate in the contract under the same prices, terms and conditions, if agreed to by both parties.

It is understood that at no time will any city, county, municipality or other agency be obligated for placing an order for any other city, county, municipality or agency; nor will any city, county municipality or agency be obligated for any bills incurred by any other city, county, municipality or agency. Further, it is understood that each agency will issue its own purchase order to the awarded Bidder(s).

24. BID SECURITY (If Applicable):

A. Each bid must Bidder, made provided herein purposes of this shall be issued the approved U Guide and which

B. Said bid security awarded the work security shall be but the three lot security will be have executed notified of the the Bidder may Authority's request specified 45 days Bid prices are opening.

N/A

ier's or Certified Check of the s bond on the Bid Bond Form than 5% of his/her bid. For the Base Bid. The bidders bond business in Florida, which is on ting by the latest Best Insurance

er will enter into a contract if o so enter into said contract, the h security shall be returned to all pening of bids and the remaining ority and the successful Bidder arded or the bidder has not been e (45) days of the bid opening, h of his bid security. If, at the maintain his/her bid beyond the d. Bidder hereby agrees that all y accept up to 45 days from Bid

25. LIQUIDATED DAMAGES:

The Successful Bidder, days after he has received security deposited with

26. SECURITY FOR FAILURE TO PERFORM:

The Successful bidder project is located a Percentage (100%) of the Contract Payment Bond in an amount security for the payment Contract. Both the Performance Documents (if applicable)

N/A

e the Contract within Seven (7) shall forfeit to the Authority the sure or refusal.

records of the County where the nt equal to one hundred percent ance of the Contract and also a (100%) of the Contract Sum, as furnishing materials under this e forms set forth in the Contract are licensed to do business in the

State of Florida, which are currently on the approved U.S. Treasury List of Sureties, which maintain an A- rating with Best Insurance Guide, and are otherwise acceptable to the Authority. The Performance and Payment Bond shall be in separate instruments and shall be delivered to the Authority not later than the date of execution of the Contract. No work or mobilization may proceed until both bonds are executed and delivered to the Authority.

27. CONTRACT TERMINATION:

The contract may be terminated at any time by the Authority giving written notice to the Contractor sixty (60) days prior to the desired termination date.

28. DUE DILIGENCE:

Due care and diligence has been used in preparing these specifications and related information. However, no warranties are made as to the accuracy and completeness of the required information. It is the responsibility of the Proposer to ensure that they have all the information necessary to affect their proposal. The Authority will not be responsible for the failure on the part of the Proposer to determine the full extent of the risk exposure and Scope of Work required to effectively perform under Contract. Proposers are expected to examine the conditions, Score of Work, Special Conditions, Technical Specifications, and all instructions pertaining to services involved. Failure to do so will be at the Proposer's risk.

29. PUBLIC RECORDS LAW:

Proposer shall treat all documents concerning its contractual obligations under the Agreement as public records and abide by the Florida Laws governing public records (i.e. Sunshine Law). All Public records requests must be directed to: **JANICE HOSEY, EXECUTIVE ASSISTANT TO THE CEO/PRESIDENT, TAMPA SPORTS AUTHORITY, 4201 N. DALE MABRY HWY., TAMPA, FL 33607; EMAIL: JHOSEY@TAMPASPORTSAUTHORITY.COM; PHONE (813) 350-6515 OR FAX (813) 350-6615.**

30. ATTORNEY'S FEES:

In the event of a dispute arising under this Agreement, whether or not a lawsuit or other proceeding is filed the prevailing party shall be entitled to recover its reasonable attorneys' fees and costs, including attorneys' fees and costs incurred in litigation entitlement to attorneys' fees and costs, as well as in determining or quantifying the amount of recoverable attorneys' fees and costs. The reasonable costs to which the prevailing party is entitled shall include any costs that are taxable under any applicable statute, rule or guideline, as well as any non-taxable costs reasonably incurred in connection with the dispute, including, but not limited to, costs of investigation, copying, electronic discovery, information technology charges, telephone and mailing costs, consultant and expert witness fees, travel expenses, court reporter fees and transcript charges, and mediator fees, regardless of whether such costs would be otherwise taxable.

31. FORCE MAJEURE:

In the event that either party hereto shall be delayed or hindered in or prevented from the performance required hereunder by reason of strikes, lockouts, labor troubles, failure of power, riots, insurrection, war, acts of God, or other reason of like nature not the fault of the party delayed in performing work or doing acts ("Permitted Delay"), such party shall be excused for the period of time equivalent to the delay caused by such Permitted Delay. Notwithstanding the foregoing, any extension of time for a Permitted Delay shall be conditioned upon the party seeking an extension of time delivering written notice of such Permitted Delay to the other party within ten (10) days of the event causing the Permitted Delay.

32. INCURRED COSTS:

Tampa Sports Authority is not responsible for expenses incurred in attending any Pre-Proposal Conferences, preparation of proposal documents and submitting a proposal; therefore such costs shall not be included in submitted proposals.

33. EX PARTE COMMUNICATION:

In order to ensure fair evaluation of proposals/bids, ex parte communication initiated by offerors is prohibited from the time the responses are opened until the final decision has been made. No offeror may initiate communication with any City Council Member, County Commissioner or any Tampa Sports Authority director, board member, official, staff, consultant, or employee who is participating in the evaluation process. Any and all communication initiated by an offeror after the responses are opened must be in writing to:

Purchasing Department
4201 N. Dale Mabry Highway
Tampa, FL 33607
813-350-6611 (Fax)

The Evaluation Committee/Staff member may, however, initiate communication with any offeror in order to obtain additional information or clarification necessary for fair evaluation of their bid proposal. Ex parte communication initiated by an offeror may disqualify that offeror from consideration for this or future Invitations to Bid.

34. PUBLIC DISCLOSURE (Pursuant to Florida's Public Records Act, Chapter 119 F.S.):

- a) Sealed bids or replies to competitive solicitations (RFB, RFP, ITB, etc. are NOT subject to public disclosure until the Authority either 1) issues notice of its intended decision or 2) thirty (30) days have passed after opening of the bids or replies; whichever is earlier;
- b) If the Authority rejects all bids and issues notice of an intent to rebid or reissue the competitive solicitation, the bids, replies, etc. submitted to the first (rejected) solicitation are NOT subject to public disclosure until the matter is rebid and TSA issues notice of its intended decision on the reissued bid or until the reissued bid or solicitation is also withdrawn by the Authority. However, this exemption from public disclosure can last no longer in any event more than 12 months from date of the initial rejection of all bids.

35. SUNSHINE MEETING LAW EXEMPTIONS (Pursuant to section 286.113, F.S.):

The following meetings are closed to the public; however the Authority will make recordings of these meetings available to the public 30 days after opening of bids or replies, whichever occurs first;

- a) Meetings where vendors make oral presentations or answer questions as part of a competitive solicitation;
- b) Meetings of a TSA evaluation, grading or negotiating team to discuss negotiation strategy;
- c) Negotiation sessions with vendors.

36. AUTHORIZATION TO DO BUSINESS IN STATE OF FLORIDA:

The Authority requires all companies who are awarded a bid/proposal to provide proof of "active/current" registration with the Florida Department of State; Division of Corporations prior to any start of work or providing of any commodity/good to the Authority.

37. CHANGE ORDERS/ADJUSTMENTS:

The Authority may, at any time, by written order designated or indicated to be a Change Order, make any change or modification in the Work or add to the Work within the general scope of the Contract specifications in order to complete the said work.

38. NON-EXCLUSIVE CONTRACT:

This is a non-exclusive Contract. The Authority reserves the option to purchase any service(s), materials or equipment from an alternate source.

39. CONTRACT TERMS:

The term of this contract shall be a 3-year period from the effective date of the Authority's Notice To Proceed. At the sole option of the Authority, this contract may be renewed for two additional one-year periods, at the same terms and conditions, except for any adjustment in hourly rates pursuant to Section 35 below.

- A. Prices must be valid and remain the same for the initial term and any extensions requested by the Authority.
- B. **ADJUSTMENT TO HOURLY RATES:** In the event the Authority elects to renew the during the extended term shall be increased by an amount equal to the Agreements' fixed cost and hourly rates during the initial term multiplied by a fraction, the numerator of which shall be the level of the CPI for the month ending six (6) months prior to the effective date of the renewal term and the denominator of which shall be the level of the CPI for the month ending eighteen (18) months prior to the effective date of the renewal term. In the event the CPI has decreased during such period; the Agreements' fixed price

and hourly rates shall be decreased by the percentage of such decrease. As used herein, "CPI" shall mean the Consumer Price Index for the South Urban Region, All Items - All Urban Wage Earners and Clerical Workers published by the United States Department of Labor, Department of Labor Statistics. Notwithstanding the foregoing, in no event shall the increase or decrease in hourly wages exceed six (6) percent.

- C. Unless otherwise amended in writing and endorsed by both parties prior to the beginning of each respective renewal period all covenants and agreements of the contract shall remain in full force and effect with the only change being in the contract term.

As the person authorized to sign the statement, I certify that this firm complies fully with the above requirements.

Proposer's Signature

INFORMATION/INSTRUCTION TO BIDDERS

1. **PRE-BID CONFERENCE/SUBMISSION OF BIDS/BID OPENING:**

- A. The final day for asking questions regarding this Bid is **Thursday, April 20, 2017 not later than 1:00 p.m.** All questions must be submitted in writing and via email to djones@tampasportsauthority.com or via fax to 813-350-6611.
- B. Bids will be received by the Tampa Sports Authority and will be opened and read aloud on **Thursday, April 27, 2017 at 10:00 a.m.** at the Tampa Sports Authority offices. Bidders, or their representatives, and other interested persons may be present at the opening of proposals.
- C. Bidders shall present a sealed opaque envelope, identified with the project name, Bid number and contractor's name. Bids must be delivered to the TSA office, as listed within this bid document, on or before the due date and time specified and must be addressed to:

**Tampa Sports Authority
Raymond James Stadium
Attn: Deltecia Jones, Purchasing Dept.
4201 N. Dale Mabry Highway
Tampa, FL 33607**

- D. Bids shall be signed in ink by an official of the firm submitting the bid. The bid submitted by a partnership shall list the name of all partners and shall be signed in the partnership name by one of the members of the partnership.
- E. Prices must be quoted on the sheet furnished by the Authority. No other will be accepted. All prices shall be quoted F.O.B. Tampa, Florida.
- F. Bids which have been submitted may not be modified or withdrawn after submission. Negligence on the part of the bidder in the preparation of his bid shall not be grounds for the modification or withdrawal of a bid after the time set for bid opening.
- G. The Bidders shall assume full responsibility for timely delivery at the location designated for receipt of Bids. The responsibility for getting the bid to the Authority on or before the stated time and date will be solely and strictly the responsibility of the Bidder. The Authority will in no way be responsible for delays caused by any express or standard delivery company, courier service and/or the United States Postal Service or a delay caused by any other occurrence or circumstance.
- H. The Bidder shall be responsible for reading and completely understanding the requirements and specifications of the item(s) being bid. Bid time will be and must be scrupulously observed. Under no circumstances will bids delivered after the time specified be considered. Such bids shall be returned to the vendor unopened with the notation, "THIS BID WAS RECEIVED AFTER THE TIME DESIGNATED FOR THE RECEIPT AND OPENING OF BIDS".

2. DEFINITIONS:

A. THE BID:

A Bid is a complete and properly signed proposal to do the work or designated portion thereof for the sums stipulated therein, submitted in accordance with the Bidding Documents.

B. BASE BID:

The Base Bid is the sum stated in the Bid for which the Bidder offers to perform the Work described in the Bidding Documents as the base, to which work may be added or from which work may be deleted for sums stated in Alternate Bids, if any.

C. ALTERNATES:

An Alternate Bid (or Alternate) is an amount stated in the Bid to be added to or deducted from the amount of the Base Bid if the corresponding change in the Work, as described in the Bidding Documents, is accepted. Alternates and associated prices are to be considered as independent of each other and may be selected by the Authority in any combination or not at all.

3. PREPARATION AND SUBMITTAL OF BID FORM(S):

- A. Bids shall be submitted utilizing the Bid Form as bound herein, or otherwise provided with the Contract Documents, and shall be complete in every respect. The total bid amount shall be entered in words and figures (if required) in the space provided. Where applicable, the unit price or lump sum items, and their extensions, shall be entered in figures in the respective columns provided for each bid item. All entries shall be typewritten or printed in ink. The signatures of all persons shall be in longhand. Any entry of amount that appears on the face of the bid to have involved an erasure, deletion, white-out and/or substitution or other such change or alteration, shall show by them the initials of the person signing the bid and the date of the change or alteration. Failure to comply with this requirement may be cause for disqualification or rejection of the bid.
- B. For Unit Price bids, in the event of any discrepancies between the unit prices and the extensions thereof or the total bid amount, the unit prices shall govern. For Lump Sum bids, in the event of a discrepancy between the bid amount in writing (if applicable) and that in figures, the written value shall govern.
- C. Bids shall not contain any conditions, restatement or qualifications of work to be done, and alternate bids will not be considered unless called for. No oral bids or modifications will be considered.

4. INDEMNIFICATION:

- A. Contractor shall defend at its expense, pay on behalf of, hold harmless and indemnify the Authority, its officers, employees, agents, elected and appointed officials and volunteers (collectively, "Indemnified Parties") from and against any and all claims, demands, liens, liabilities, penalties, fines, fees, judgments, losses and damages, whether or not a lawsuit is filed, including, but not limited to, costs, expenses and attorneys and experts fees at trial and on appeal (collectively, "Claims") for damage to property or bodily or personal injuries, including death at any time resulting therefrom, sustained by any persons or entities, which damage or injuries are alleged or claimed to have arisen out of or in connection with, in whole or in part, directly or indirectly:
- 1) The performance of this Agreement (including any amendments thereto) by Contractor, its employees, agents, representatives or subcontractors; or
 - 2) The failure of Contractor, its employees, agents, representatives or subcontractors to comply and conform with applicable Laws, as hereinafter defined; or
 - 3) Any negligent act or omission of the Contractor, its employees, agents, representatives, or subcontractors, whether or not such negligence is claimed to be either solely that of the Contractor, its employees, agents, representatives or subcontractors, or to be in conjunction with the claimed negligence of others, including that of any of the Indemnified Parties; or
 - 4) Any reckless or intentional wrongful act or omission of the Contractor, its employees, agents, representatives, or subcontractors.
- B. The provisions of this paragraph are independent of, and will not be limited by, any insurance required to be obtained by Contractor pursuant to this Agreement or otherwise obtained by Contractor, and shall survive the expiration or earlier termination of this Agreement with respect to any claims or liability arising in connection with any event occurring prior to such expiration or termination.

INSURANCE REQUIREMENTS

During the life of this Agreement, the Licensee shall provide, pay for, and maintain with companies satisfactory to the Authority, the types of insurance described herein. All insurance shall be from responsible insurance companies eligible to do business in the State of Florida. **All Liability Policies shall provide that the Authority, the City of Tampa, and Hillsborough County are additional insureds** but solely in accordance with and subject to the indemnification provisions set forth in paragraph 4 above as to the operations of the Licensee under this Agreement and shall also provide the Severability of Interest Provision. The insurance coverage and limits required must be evidenced by properly executed Certificates of Insurance on forms which are to be approved by Licensor and furnished by the Authorized Representative of the insurance company shown in the Certificate with proof that he/she is an authorized representative thereof. In addition, certified, true and exact copies of all insurance policies required shall be provided the Authority if requested on a timely basis.

Thirty (30) days prior written notice by registered or certified mail shall be given the Authority of any cancellation or reduction in the policies' coverage except in the application of the Aggregate Limits Provisions. In the event of a reduction in any Aggregate Limit, the Licensee shall take immediate steps to have it reinstated. If at any time the Authority requests a written statement from the insurance company as to any impairment(s) to the Aggregate Limit, the Licensee shall promptly authorize and have delivered such statement to the Authority. Licensee shall make up any impairment when known to it. The Licensee authorizes the Authority and its Insurance Consultant to confirm all information furnished the Authority, as to its compliance with its insurance carriers. As to the operations of the Licensee, all insurance coverage of the Licensee shall be primary to any insurance of self-insurance program carried by the Authority.

The acceptance of delivery to the Authority of any Certificate of Insurance evidencing the insurance coverage and limits required in the Agreement does not constitute approval or agreement by the Authority that the insurance requirements in the Agreement have been met or that the insurance policies shown in the Certificate of Insurance are in compliance with the Agreement requirements.

No operations under this Agreement shall commence at the site until the required Certificate of Insurance is received and has been approved by the Authority. Evidence of such insurance approval will be provided to Licensee by the Authority in a Notice to Proceed.

If any General Liability Insurance required herein is to be issued or renewed on a "claims made" form as opposed to the "occurrence" form, the retroactive date for coverage shall be no later than the commencement date of this Agreement and shall provide that in the event of cancellation or non-renewal the discovery period for insurance claims (Tail Coverage) shall be unlimited.

All of the required insurance coverage shall be issued as required by law and shall be endorsed, where necessary, to comply with the minimum requirements contained herein. Thirty (30) days prior written notice by certified or registered mail shall also be given to:

**Ms. Janice Hosey, Executive Administrative Assistant
Tampa Sports Authority
4201 N. Dale Mabry Hwy.
Tampa, Florida 33607**

as to cancellation of any policy and any change that will reduce the insurance coverage required in this Agreement except for the application of the Aggregate Limits Provisions.

Should at any time the Licensee not, in the opinion of the Authority, provide or maintain the insurance coverage required in this Agreement, the Authority may terminate or suspend this Agreement.

The amounts and types of insurance shall conform to the following minimum requirements with the use of Insurance Service Office (ISO) policies, forms, and endorsements or broader where applicable. Notwithstanding the foregoing, the wording of all policies, forms, and endorsements must be acceptable to the Authority.

INSURANCE COVERAGE AND LIMITS

- A. **Workers' Compensation and Employers' Liability Insurance** shall be maintained in force during the term of this agreement for all employees of Licensee engaged in this Work under this Agreement, in accordance with the laws of the State of Florida. The amount of the Employers' Liability Insurance shall not be less than:

Workers' Compensation	Florida Statutory Requirements
Employers' Liability:	\$100,000 Limit Each Accident \$500,000 Limit Disease Aggregate \$100,000 Limit Disease Each Employee

- B. **Commercial General Liability Insurance** shall be maintained by the Licensee. Coverage shall include, but not be limited to, Premises and Operations, Personal Injury, Contractual for the Agreement, Independent Contractors, Broad Form Property Damage including Completed Operations, and Products & Completed Operations Coverage and shall not exclude coverage for the "X" (explosion), "C" (collapse) and "U" (underground) Property Damage Liability exposures.

Limits of Coverage shall not be less than:

Bodily Injury, Personal Injury, & Property Damage Liability:

\$1,000,000	Combined Single Limit Each Occurrence and Aggregate
\$1,000,000	Each occurrence and Aggregate for Liability under this Specific Agreement. The Aggregate limits shall be separately applicable to this specific event.

Should the Licensee's General Liability Insurance be written or renewed on the Comprehensive General Liability Form, then the limits of coverage required shall not be less than:

Bodily Injury, Personal Injury & Property Damage Liability:

\$1,000,000	Combined Single Limit Each Occurrence
--------------------	--

- C. **Automobile Liability Insurance** shall be maintained by the Licensee as to the Ownership, maintenance, and use of all owned, non-owned, leased or hired vehicles to be used for the event with limits of not less than:

Bodily Injury & Property Damage Liability:

\$1,000,000 Combined Single Limit Each Occurrence

SPECIFICATIONS / SCOPE OF SERVICES

I. PURPOSE:

- A. The purpose of this specification is to describe the requirements of the Tampa Sports Authority and Raymond James Stadium for mechanical and water treatment services related to chillers, pumps, cooling towers, water treatment, event support and other mechanical services.

II. CONTRACTOR'S MINIMUM QUALIFICATIONS:

Companies interested in submitting a proposal shall meet the following and provide the required documentation as requested as part of this Bid marked as **Exhibit "A"**:

- A. **Major Facility Experience:** Company, management level staff and technicians must be able to demonstrate that they have provided mechanical service and operations for a major facility or large public venue such as stadiums, arenas, large government buildings or large hospitals. Major facility or large public venue would be identified as a continuous building or campus 350,000 square feet and above; and a large hospital would be identified as a continuous medical facility or campus of 350 beds or higher. Provide supporting documentation as it relates to the facilities serviced, scope of services provided, role of management staff and assigned technicians as it relates to the execution and performance of this agreement.
- B. Contractor or their Sub who will be performing the water treatment services must have a minimum of 10 years' Major Facility experience servicing central water cooled chiller plants greater than 2800 tons. Provide supporting documentation as it relates to the facilities serviced with scope of services provided.
- C. Contractor must possess the manufacturer certifications necessary and the appropriate personnel to perform the services throughout the Agreement period.
- D. Contractor must have a staffed 24/7/365 telephone service to receive emergency calls and return calls within thirty minutes by the responding service technician to the designated Authority representative.
- E. Contractor must directly employ Chiller and HVAC/R technicians; subcontracted Chiller and HVAC/R technicians are not acceptable.
- F. Journeyman technicians working on Chillers must be factory trained and certified on Centrifugal Chillers, Magnetic Bearing Chillers and Starters with a minimum of 8 years' chiller experience with 5 years HVAC experience on the listed equipment in **Schedule 1 "Equipment List"**. Contractor shall assign a primary and secondary Journeyman technician who will be performing the Chiller maintenance and repairs on the chillers and Starters listed in **Schedule 1 "Equipment List"**. In addition to assigning the primary and secondary technicians a proposed back-up shall be assigned.
- G. Journeyman technicians working on HVAC/R must have at least 5 years of journeyman level experience in the maintenance and repair of listed equipment in **Schedule 1**

“Equipment List” as well as a minimum of 3 years HVAC experience and or schooling from a technical training program.

- H. Apprentice (3 to 5 year) must have the ability to perform maintenance and repairs on equipment 60 tons or less. Must have a minimum of 3 years HVAC/R experience as well as 2 years HVAC/R experience and or schooling from a technical training program.
- I. Helper must have a minimum 1 year HVAC/R experience and work under the direct supervision of a Journeyman technician.
- J. Provide a Stadium Team organizational chart (including all hourly positions listed on the **Bid Form**) to execute this agreement. Provide a resume and job description for each member of your proposed Stadium Team including their qualifications, education, training, certifications, and the role each team member will be performing.

III. **PRE-EXISTING CONDITIONS:**

- A. The Contactor shall complete a comprehensive survey and inspection of all equipment covered under this Agreement within 14 calendar days of approval of the Agreement and provide the Director of Facilities a Pre-Existing Deficiency List. This pre-existing condition survey shall list all equipment identified as having non-operating components (deficiencies) identified at the time of the survey and identify the nature of the deficiencies for each piece of equipment along with a price to bring the equipment into adequate operating condition. The price shall be in accordance with the rates defined in the Agreement. The Authority shall have the right to either repair the non-operational components by Authority personnel; hire this Contractor to repair such deficiencies; or, hire an independent Contractor to bring the non-operational equipment up to adequate operating conditions. Any equipment not listed on the Pre- Existing Deficiency List shall be deemed to be sufficiently operational at the time of the survey and will become the service responsibility of the Contractor under the terms of this Full-Service Agreement.

IV. **SCOPE OF SERVICES:**

- A. Contractor shall provide 100% full coverage 24 / 7 labor when necessary and material including replacement parts, equipment, tools, water treatment, supervision, transportation including travel expenses, emergency services and diagnostic services to keep the equipment listed in **Schedule 1 “Equipment List”** in proper and continuous operation through preventative maintenance and repair services at a Fixed Monthly Price ("Price").
- B. Replacement parts must be Original Equipment Manufacturer (OEM), new and not refurbished and as per manufacturer recommendation or specification. Substitute parts (non-OEM) shall not be used without prior written authorization from the Tampa Sports Authority.
- C. Perform preventative maintenance in accordance with the attached **Schedule 2 “Maintenance Schedule”** and **Schedule 3 “Tasking”** developed by the Tampa Sports Authority. Preventative maintenance responsibilities shall include component

replacement as required to minimize malfunction, breakdown, deterioration of equipment; and the identification and performance of any repairs required to bring the equipment up to the manufacturer's operating standards”.

- D. Perform comprehensive predictive maintenance on mechanical systems which will include at a minimum oil analysis and megger testing per manufacturer's recommendations per **“Schedule 1 “Equipment List”**.
- E. Contractor shall provide electronic service tickets upon completion of services detailing all work performed, parts replaced, services recommended, and deficiencies found with the equipment.
- F. Contractor will provide a water treatment program and may sub-contract this service for the equipment on **Schedule 1 “Equipment List”** and **Schedule 3 “Tasking”**. Water treatment shall be a stainless steel, drum-less chemical feed system that will have secondary containment of up to 110% of the container's capacity as the installed system. Water Treatment shall provide real time online chemical monitoring and provide direct accessibility to the Authority. Contractor must provide and maintain all water treatment equipment. The Contractor is responsible for the reliability and effectiveness of the chilled and condenser water loops and systems.
- G. Contractor shall provide to the Authority's the preventative maintenance schedule 30 days in advance showing the dates that the preventative maintenance will be performed. Schedule will require approval from the Authority's designated representative.
- H. Contractor must be on-site to make repairs within two hours from the initial call for emergency service requests. Responding technician is to respond to the designated Authority's representative within 30 minutes of the initial call.
- I. Contractor shall be on-site to make repairs within four normal working hours for non-emergency services if deemed necessary by the Authority's representative.
- J. A dedicated account manager shall be assigned as part of this agreement who will meet monthly with the Director of Facilities and shall be available during normal business hours.
- K. Maintenance and repairs on chillers will be performed by the assigned primary and or secondary certified technicians only unless otherwise approved by the Authority.
- L. Maintenance and repairs on cooling towers and pumps will be performed by the assigned primary or secondary chiller technicians or assigned HVAC/R technicians only unless otherwise approved by the Authority.
- M. General housekeeping of work spaces, cooling tower cleanings, tube brushing, head removals are duties that do not require a journeyman to perform and may be performed by a helper under supervision or by apprentices.
- N. Respond to customer service requests as follows:

1. Compliance with codes and regulations.
 2. Compliance with safety and security programs.
 3. Critical PM work orders completed as planned.
 4. Non-critical PM work orders completed as planned.
 5. Service requests addressed consistent with service response goals.
 6. Work completed consistent with scope.
- O. Contractor must have the ability as requested by the Authority to provide other mechanical HVAC/R services and event support listed on the **Bid Form**.

V. QUALIFICATIONS OF KEY PERSONNEL:

- A. Individuals whose qualifications are presented will be committed to the project for its duration unless otherwise accepted by the Authority. Authority has the right to remove contractor's personnel with reasonable cause.

VI. EXCLUSIONS FOR FULL COVERAGE:

- A. Service calls due to failures resulting from acts of God, electrical power fluctuations, abuse or misuse of equipment.
- B. The repair or replacement of tower fill / slats / basin, structural supports, hydronic and pneumatic piping, insulation, and piping not normally replaced or maintained on a scheduled basis.
- C. Service calls resulting from the effects of erosion or corrosion.
- D. All Building Automation Controls.

VII. HOURS OF SERVICE:

- A. The Contractor will be prepared to provide 24 hour / 7-day support to Authority which will primarily be provided by the Stadium Team as needed. Primary shift coverage is 8:00 a.m. – 5:00 p.m. local time Monday through Friday except observed Authority Holidays.

VIII. OTHER MATERIALS:

- A. Other materials may be authorized by the owner when such materials are deemed necessary to perform work outside the scope of this agreement. Materials purchased by the Authority outside the scope of this agreement shall be provided by the Contractor at the actual cost of the material plus 10%. This factor is firm and shall not be changed by the Bidder. An estimated amount, not to exceed ten thousand dollars (\$10,000.00) is projected for this cost, per incident and/or project.

IV. LABOR RATES:

- A. The labor rates listed in the Bid Proposal are to include, but not limited to: wages, fringe benefits, travel, overhead, cost of equipment, tools, and vehicles required for the performance of the work (trucks, personnel trucks, etc.).

BID PROPOSAL – BID #16-14 (MECHANICAL SERVICES, CHILLER PLANT)

By signing this bid, the bidder agrees that this bid is made without any understanding, agreement or connection with any other person, firm or corporation making a bid for the same purpose and that this bid is in all respects fair and without collusion or fraud. Unsigned bids will be considered incomplete and subject to rejection.

It is agreed by the undersigned bidder that the signing and delivery of the bid represents the bidder's acceptance of the terms and conditions of the foregoing specifications and provisions, and if awarded the bid by Authority, will represent the agreement between the parties.

Base Bid items are to include all completed work as described in the specifications/scope of work.

The undersigned has attended the mandatory pre-bid conference, if applicable to this bid, examined all documents within this bid for the above titled project and agrees to furnish all materials and services required under the specifications/requirements of this bid.

The Proposer, in submitting this bid, guarantees the following pricing for forty-five (45) days unless an extension of time agreement is reached between the Proposer and the Authority:

The following are submitted by the bidder for the purpose of:

1. Arriving at an estimated total bid price.
2. Establishing price factors to be utilized in adjusting the estimated total price resulting from modification.

COMPANY NAME: _____

Bid Form 1 of 2

I ITEM	II DESCRIPTION	III UNIT OF MEASURE	IV Annual Cost	V	VI EXTENDED ANNUAL COST (Multiply Annual Cost (Xs) 3 Annual Cost)
1	Schedule 1 "Equipment List" 1 through 22 (Full Coverage)	Schedule 1 "Equipment List" 1 through 22 (Full Coverage)			
2	Schedule 1 "Equipment List" 23 through 32 (Full Coverage)	Schedule 1 "Equipment List" 23 through 32 (Full Coverage)			
I	II	III	IV	V	VI
ITEM	DESCRIPTION	UNIT OF MEASURE	COST	3 YEAR ESTIMATED QUANTITY	EXTENDED RATE (Multiply Cost (Xs) Estimated Quantity)
3	Perform EDDY Current Condenser Barrels on Chillers #1 & #2	EACH		1	
4	Perform EDDY Current Evaporator Barrels on Chillers #1 & #2	EACH		1	
5	Perform EDDY Current Condenser Barrels on Chillers #1 & #2	EACH		1	
6	Perform EDDY Current Evaporator Barrels on Chillers #1 & #2	EACH		1	

Bid Form 2 of 2

I	II	III	IV	V	VI
ITEM	DESCRIPTION	UNIT OF MEASURE	HOURLY RATE	3 YEAR ESTIMATED QUANTITY	EXTENDED RATE (Multiply Hourly Rate(Xs) Estimated Quantity)
7	<u>General Labor Rate</u> Journeyman Chiller Technician Monday-Friday (8 am - 5 pm)	Hourly		60	
8	<u>General Labor Rate</u> Journeyman Chiller Technician (After hours)	Hourly		24	
9	<u>Event Day Labor Rate</u> Journeyman Chiller Technician EVENT COVERAGE	Hourly		200	
10	<u>General Labor Rate</u> Journeyman HVAC/R Technician Monday-Friday (8 am - 5 pm)	Hourly		100	
11	<u>General Labor Rate</u> Journeyman HVAC/R Technician (After hours)	Hourly		24	
12	<u>Event Day Labor Rate</u> Journeyman HVAC/R Technician EVENT COVERAGE	Hourly		24	
13	<u>General Labor Rate</u> 3 to 5 year Apprentice Monday-Friday (8 am - 5 pm)	Hourly		24	
14	<u>General Labor Rate</u> 3 to 5 year Apprentice (After hours)	Hourly		24	
15	<u>General Labor Rate</u> Helper Monday-Friday (8 am - 5 pm)	Hourly		24	
16	<u>General Labor Rate</u> Helper (After hours)	Hourly		24	
			3 YEAR TOTAL		
			(Add columns 1-16 above) \$		

The Contractor will be prepared to provide 24 hour / 7-day support to Authority which will primarily be provided by the Stadium Team as needed. Primary shift coverage is 8:00 a.m. – 5:00 p.m. local time Monday through Friday except observed Authority Holidays.

GUARANTEE OF BID PROPOSAL

Name of Firm: _____

Street Address: _____

City State Zip
Mailing Address: _____

Phone #: _____ Fax #: _____

E-Mail Address: _____

Business is licensed (unless exempt by applicable law), permitted and certified to do business in the State of Florida: Yes No If yes, License #: _____

State of Florida Corporation ID # (From Secretary of State): _____

Federal Employer Identification Number (FEIN): _____

IN WITNESS WHEREOF, this Bid Proposal is hereby signed and sealed as of the date indicated.

Witness

(Authorized Signature in Ink)

Witness

(Printed Name of Above Signer)

Corporate Seal (Where appropriate)

(Printed Title of Above Signer)

(Date Signed)

By signing above, I attest that all the information listed herein is correct, to the best of my knowledge, and agree to be bound by the terms, conditions and my company's submitted pricing with regards to this bid agreement.

ACKNOWLEDGMENT OF ADDENDA (If applicable)

I, _____, on this _____, day of _____, 20__ hereby
acknowledge receipt of any and all Addenda Notices hereby issued in regards to this Bid #16-14 for
Mechanical Services, Chiller Plant, Raymond James Stadium.

Addenda Numbers Received:

AUTHORIZED SIGNATURE: _____

PRINTED NAME OF ABOVE: _____

TITLE OF ABOVE: _____

COMPANY NAME: _____

ACKNOWLEDGMENT OF PRINCIPAL, IF CORPORATION

(STATE OF FLORIDA)

(COUNTY OF _____)

(CITY OF _____)

The foregoing instrument was acknowledged before me this ____ day of _____, 20____,

by _____ of _____
(Name and Title of Officer) (Name of Principal)

_____ corporation, on behalf of said corporation. He/She is
(State of Corporation)

personally known to me or has produced _____ as identification.
(Type of Identification)

He/She warrants that he/she is authorized by the Board of Directors of said corporation to execute the foregoing instrument.

NOTARY PUBLIC:

Sign: _____

Print/Type: _____

SEAL

LEGAL STATUS OF BIDDER

This Proposal is submitted in the name of:

(Print) _____

The undersigned hereby designated below his business address to which all notices, directions or other communications may be served or mailed:

Street _____

City _____ State _____ Zip Code _____

The undersigned hereby declares that he/she has legal status checked below:

- INDIVIDUAL
- INDIVIDUAL DOING BUSINESS UNDER AN ASSUMED NAME
- CO-PARTNERSHIP

The Assumed Name of the Co-Partnership is registered in the County of _____, Florida

- CORPORATION INCORPORATED UNDER THE LAW OF THE STATE OF _____. The Corporation is:
- LICENSED TO DO BUSINESS IN FLORIDA
- NOT NOW LICENSED TO DO BUSINESS IN FLORIDA

The name, titles, and home address of all persons who are officers or Partners in the organization are as follows:

NAME AND TITLE

HOME ADDRESS

Signed and Sealed this _____ day of _____, 20

By: _____

Printed Name: _____

Title: _____

BIDDER REFERENCE/QUALIFICATION FORM

The bidder shall submit the following minimum information as reference for three (3) similar construction projects that have been completed successfully by the bidder in the Southeastern United States within the last five (5) years. Three projects are required to qualify the firm to bid.

References will be contacted; projects will be reviewed for quality of workmanship. Information supplied will be considered in the award of this contract.

REFERENCES

BIDDER NAME: _____

1. PROJECT: _____ **DATE:** _____

LOCATION: _____

OWNER REPRESENTATIVE: **Name:** _____
 Title: _____

Phone: _____

2. PROJECT: _____ **DATE:** _____

LOCATION: _____

OWNER REPRESENTATIVE: **Name:** _____
 Title: _____

Phone: _____

3. PROJECT: _____ **DATE:** _____

LOCATION: _____

OWNER REPRESENTATIVE: **Name:** _____
 Title: _____

Phone: _____

STATEMENT OF NO BID
TAMPA SPORTS AUTHORITY – PROCUREMENT DEPARTMENT
4201 North Dale Mabry, Tampa, FL 33607

Bid Number: 16-14
Title: Mechanical Services, Chiller Plant, RJS

IMPORTANT NOTICE TO VENDORS: If you do not intend to submit a bid/proposal and wish to continue to receive notice of Tampa Sports Authority procurements, please return this "Statement of No Bid" via fax, email or U.S. Mail on the day of or prior to the bid opening.

If you elect not to submit a bid/proposal, please indicate the reason below and either
Email this form to: djones@tampasportsauthority.com OR
Fax this form to: 813-350-6611 OR
Mail this for to the address above.

- We do not offer this product/service or an equivalent
- Our schedule would not permit us to perform
- Insufficient time to respond to solicitation
- Unable to meet specifications
- Specifications not clear
- Unable to meet bond and/or insurance requirements
- Specifications "too tight"/restrictive (i.e. geared to a specific brand or manufacturer)
- Sub-Contractor (submitted bid to General Contractor)
- Other (please explain below):

REMARKS: _____

We understand that if the "No Bid" letter is not executed and returned, our name may be deleted from the list of qualified bidders for the Tampa Sports Authority.

SIGNATURE: _____ DATE: _____
NAME (PRINTED): _____
COMPANY: _____
ADDRESS: _____
FEDERAL TAX ID#: _____
PHONE NUMBER: _____ EMAIL: _____

BID CHECKLIST

Please use this Bid Checklist form to mark off all forms within this bid package as signed and/or acknowledged.

- General Terms and Provisions Acknowledgment “Proposer’s Signature” – Page 15
- Bid Proposal – Page 27-29
- Guarantee of Bid Proposal – Page 30
- Acknowledgment of Addenda (If applicable) – Page 31
- Acknowledgment of Bidder (If a Corporation, Partnership or Individual) – Page 32
- Acknowledgment of Principal, If Corporation – Page 33
- Legal Status of Bidder – Page 34
- Bidder Reference/Qualification Form – Page 35
- Statement of No Bid (Complete this form only if not submitting a bid) – Page 36
- Bid Checklist (Not a mandatory form) – Page 37

*I acknowledge by my signature above that all the above forms
(if applicable) have been included in my bid to the Authority.*

Date

SCHEDULE 1

Schedule 1 - Equipment List

TAMPA SPORTS AUTHORITY MAINTENANCE SCHEDULE

Number	Area	Manufacturer	Special Notes
1	COOLING TOWER # 1 / 1070 Tons	The Cooling Tower Company	Tower replaced and installed 8/1/2011
2	COOLING TOWER # 2 / 1070 Tons	The Cooling Tower Company	Tower replaced and installed 8/1/2011
3	ANNUAL OIL ANALYSIS COOLING TOWER # 1		
4	ANNUAL OIL ANALYSIS COOLING TOWER # 2		
5	CHILLER # 1 / 1500 Tons Mag - dual compressor	Daikin	New - 6/1/2017, 1 year full maintenance / 5 year full labor & repair warranty
6	CHILLER # 2 / 970 Tons Centrifugal	Daikin	Overhauled - 6/1/2017 / 1 year full labor & repair warranty
7	STARTERS CHILLER # 1 / 1500 Tons	Daikin	New - 6/1/2017, 1 year full maintenance / 5 year full labor & repair warranty
8	STARTER CHILLER # 2 / 970 Tons		Existing 1998
9	ANNUAL OIL ANALYSIS CHILLER # 1		
10	ANNUAL OIL ANALYSIS CHILLER # 2		
11	WATER TREATMENT CONDENSER LOOP		Based on Towers 1 & 2 and Chillers 1 & 2. Currently performed by NALCO.
12	WATER TREATMENT CLOSED CHILLED LOOP		Single chilled water building loop with single pot feeder. Currently performed by NALCO.
13	PRIMARY CHW PUMP # 1 / 40 H.P	Armstrong	Existing 1998
14	PRIMARY CHW PUMP # 2 / 40 H.P	Armstrong	Existing 1998
15	PRIMARY CHW PUMP # 3 / 40 H.P	Armstrong	Existing 1998
16	SECONDARY CHWP # 1 / 75 H.P	Armstrong	Existing 1998
17	SECONDARY CHWP # 2 / 75 H.P	Armstrong	Existing 1998
18	SECONDARY CHWP # 3 / 75 H.P	Armstrong	Existing 1998
19	SECONDARY CHWP # 4 / 75 H.P	Bell & Gossett	Redundant pump installed 8/1/2011
20	CONDENSER WATER PUMP # 1 / 150 H.P	TACO	New - 6/1/2017 1 year full labor and repair warranty / 5 year Motor & Pump warranty
21	CONDENSER WATER PUMP # 2 / 150 H.P	TACO	New - 6/1/2017 1 year full labor and repair warranty / 5 year Motor & Pump warranty
22	CONDENSER WATER PUMP # 5 / 5 H.P	Armstrong	Existing 1998
23	COOLING TOWER # 3 / 1500 Tons	The Cooling Tower Company	NEW 6/1/2017, 1 year full labor and repair warranty / 5 year gear box & Motor warranty
24	ANNUAL OIL ANALYSIS COOLING TOWER # 3		
25	CHILLER # 3 / 350 Tons Centrifugal	Daikin	Overhauled 6/1/2017 / 1 year full repair warranty
26	STARTER CHILLER # 3 / 350 Tons		Existing 2000
27	ANNUAL OIL ANALYSIS CHILLER # 3		
28	WATER TREATMENT		Based on Tower 3 and Chiller 3. Currently performed by NALCO.
29	PRIMARY CHW PUMP # 4 / 40 H.P	TACO	New - 6/1/2017 1 year full labor and repair warranty / 5 year Motor & Pump warranty
30	SECONDARY PUMP # 5 / 75 H.P	TACO	New - 6/1/2017 1 year full labor and repair warranty / 5 year Motor & Pump warranty
31	CONDENSER WATER PUMP # 3 / 150 H.P	TACO	New - 6/1/2017 1 year full labor and repair warranty / 5 year Motor & Pump warranty
32	CONDENSER WATER PUMP # 4 / 150 H.P	TACO	New - 6/1/2017 1 year full labor and repair warranty / 5 year Motor & Pump warranty

SCHEDULE 2

Schedule 2 - Maintenance Schedule

TAMPA SPORTS AUTHORITY MAINTENANCE SCHEDULE													
Number	Area	FEB	MAR	APR	MAY	JUNE	JULY	AUG	SEP	OCT	NOV	DEC	JAN
1	COOLING TOWER # 1 / 1070 Tons	O			A			O			O		
2	COOLING TOWER # 2 / 1070 Tons	O			A			O			O		
3	ANNUAL OIL ANALYSIS COOLING TOWER # 1									A			
4	ANNUAL OIL ANALYSIS COOLING TOWER # 2									A			
5	CHILLER # 1 / 1500 Tons Mag - dual compressor			A			O			O			O
6	CHILLER # 2 / 970 Tons			A			O			O			O
7	STARTERS CHILLER # 1 / 1500 Tons			A			O			O			O
8	STARTER CHILLER # 2 / 970 Tons			A			O			O			O
9	ANNUAL OIL ANALYSIS CHILLER # 1			X									
10	ANNUAL OIL ANALYSIS CHILLER TOWER # 2			X									
11	WATER TREATMENT CONDENSER LOOP	X	X	X	X	X	X	X	X	X	X	X	X
12	WATER TREATMENT CLOSED CHILLED LOOP	X	X	X	X	X	X	X	X	X	X	X	X
13	PRIMARY CHW PUMP # 1 / 40 H.P	O					A			O			O
14	PRIMARY CHW PUMP # 2 / 40 H.P	O					A			O			O
15	PRIMARY CHW PUMP # 3 / 40 H.P	O					A			O			O
16	SECONDARY CHWP # 1 / 75 H.P	O					A			O			O
17	SECONDARY CHWP # 2 / 75 H.P	O					A			O			O
18	SECONDARY CHWP # 3 / 75 H.P	O					A			O			O
19	SECONDARY CHWP # 4 / 75 H.P	O					A			O			O
20	CONDENSER WATER PUMP # 1 / 150 H.P	O					A			O			O
21	CONDENSER WATER PUMP # 2 / 150 H.P	O					A			O			O
22	CONDENSER WATER PUMP # 5 /	O					A			O			O
23	COOLING TOWER # 3 / 1500 Tons	O			A			O					
24	ANNUAL OIL ANALYSIS COOLING TOWER # 3				X								
25	CHILLER # 3 / 350 Tons			A			O		O				O
26	STARTER CHILLER # 3 / 350 Tons			A			O		O				O
27	ANNUAL OIL ANALYSIS CHILLER # 3			X									
28	WATER TREATMENT	X	X	X	X	X	X	X	X	X	X	X	X
29	PRIMARY CHW PUMP # 4 / 40 H.P	O					A			O			O
30	SECONDARY PUMP # 5 / 75 H.P	O					A			O			O
31	CONDENSER WATER PUMP # 3 / 150 H.P	O					A			O			O
32	CONDENSER WATER PUMP # 4 / 150 H.P	O					A			O			O

Note: "A" represents Annual Maintenance. Annual Maintenance shall be performed as per manufacturer's recommendations and industry standards.

Note: "O" represents Operational Inspection. Operational Inspection shall be performed as per manufacturer's recommendations and industry standards.

Note: "X" Represents listed item is to be performed in the month identified.

SCHEDULE 3

Schedule 3 - Operational Inspection Pump

Report in with Customer Representative.

___ Record, report, and document all abnormal conditions, measurements taken, etc.

___ Clean area around equipment.

___ Inspect surrounding area and equipment for any unsafe conditions *(if present list in Comments below)*.

Provide all chemicals and deliver them to the point of use.

Provide written monthly treated water analysis reports.

Provide written raw treated water analysis reports.

Adjust chemical treatment as a result of the provided monthly reports.

Maintain the chemical feed and bleed equipment. Provide the customer with written repair and/or replacement requirements. *

Guarantee the condenser will remain free and clean of scale.

Instruct the Customer of treatment application, analytical testing, test results interpretation, and treatment program adjustments.

**where applicable*

Repairs required? **No** or **Yes** *(list in Comments below)*

Comments:

Name:

Date:

Unit #

Ticket #

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Schedule 3 - Water Treatment Services Closed Loop

- Report in with Customer Representative.
- Record, report, and document all abnormal conditions, measurements taken, etc.
- Clean area around equipment.
- Inspect surrounding area and equipment for any unsafe conditions *(if present list in Comments below)*.

Treatment

- Provide all chemicals and deliver them to the point of use.
- Provide written monthly treated water analysis reports.
- Provide written raw treated water analysis reports.
- Instruct the Customer of treatment application, analytical testing, test results interpretation, and treatment program adjustments.
- Adjust chemical treatment as a result of the provided monthly reports.
- Maintain the chemical feed and bleed equipment.

- Provide the customer with written repair and/or replacement requirements.
- Maintain PH between 9.0 and 10.5.
- Maintain total Nitrite between 400ppm and 800ppm.
- Maintain Biological activity below 1,000 colony forming units.
- Maintain mild steel corrosion rates less than mils per year.
- Maintain copper corrosion rates below .1 mils per year.
- Maintain mild steel corrosion rates less than mils per year.
- Maintain copper corrosion rates below .1 mils per year.
- Maintain pot feeder. and side stream sock filters
- Clean side stream sock filter and replace as needed.

**where applicable*

Repairs required? No or Yes (list in Comments below)

Comments:

Name:

Date:

Unit #

Ticket #

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Schedule 3 - Water Treatment Services Condenser

- Report in with Customer Representative.
- Record, report, and document all abnormal conditions, measurements taken, etc.
- Clean area around equipment.
- Inspect surrounding area and equipment for any unsafe conditions (*if present list in Comments below*).

Treatment

- Provide all chemicals and deliver them to the point of use.
- Provide written monthly treated water analysis reports.
- Provide written raw treated water analysis reports.
- Instruct the Customer of treatment application, analytical testing, test results interpretation, and treatment program adjustments.
- Adjust chemical treatment as a result of the provided monthly reports.
- Maintain the chemical feed and bleed equipment.
- Provide the customer with written repair and/or replacement requirements.
- Maintain PH between 8.4 and 9.0.

- Maintain total Alkalinity between 300ppm and 500ppm.
- Maintain calcium hardness between 500ppm and 800ppm.
- Maximize cycles of concentrations.
- Maintain Biological activity below 10,000 colony forming units..
- Perform annual legionella testing and provide written results.
- Maintain mild steel corrosion rates below 5.mils per year.
- Maintain copper corrosion rates below .2 mils per year.

Analysis

- Guarantee the condenser will remain free and clean mineral deposits and fouling.

**where applicable*

Repairs required? **No** or **Yes** (*list in Comments below*)

Comments:

Name:

Date:

Unit #

Ticket #

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Schedule 3 - Comprehensive Annual Inspection Cooling Tower

- Report in with Customer Representative.
- Record, report, and document all abnormal conditions, measurements taken, etc.
- Inspect system pipes, flanges, basin, etc for leaks.
- Clean area around equipment.
- Test for secureness of guards, doors and panels.
- Inspect surrounding area and equipment for any unsafe conditions (*if present list in Comments below*).

System

- Verify operation of dump valve and drain system.
- Test Mounting points for secureness and tighten if necessary.
- Inspect all structural elements for corrosion and damage.
- Test secureness of mounting points, and tighten all major points.
- Pressure wash louvers and basin of scale and organic buildup.
- Clean basin and condenser strainers.
- Verify operation of water make-up valve, adjust float if necessary.
- Exercise valves and grease gears. *

- Verify operation of bypass valve and check linkage.

Starter

- Tighten terminal connections.
- Inspect wiring and contacts for signs of wear, arcing, overheating, etc.

- Measure operating voltage.
- Megger motor and record.
- Clean enclosure.

Cooling Tower Fan Motor

- Inspect wiring for secureness and damage.
- Inspect wiring in motor pecker head for signs of wear.
- Lubricate motor bearings.
- Remove loose dirt and oil buildup from windings.

Fan and Gearbox

- Inspect all structural elements for corrosion and damage.
- Inspect fans for vibrations, tightness, and unusual noises.
- Test secureness of mounting points, and tighten all major points.
- Inspect gearbox seal for leaks.
- Drain, flush, and refill gearbox.
- Inspect drive shaft, couplings, and bearings for wear, alignment, and secureness.
- Inspect fan blade locking device and screen for secureness.

Operational Test

- Verify oil level.
- Inspect for vibrations and unusual noises in bearings, motors, etc.

**where applicable*

Record motor amperage.

Measure operating voltage and record readings.

All panels secure **yes** or **no** (list in comment)

All valves to original positions **yes** or **no** (list in comment)

Record motor Megged readings

Repairs required? **No** or **Yes** (list in Comments below)

Comments:

Name:

Date:

Unit #

Ticket #

Page **of**

Schedule 3 - Operational Inspection Cooling Tower

Report in with Customer Representative.

- Record, report, and document all abnormal conditions, measurements taken, etc.
- Inspect system pipes, flanges, basin, etc for leaks.
- Clean area around equipment.
- Test for secureness of guards, doors and panels.
- Inspect surrounding area and equipment for any unsafe conditions (*If present list in Comments below*).

System

- Test Mounting points for secureness and tighten if necessary.
- Inspect all structural elements for corrosion and damage.
- Test secureness of mounting points, and tighten all major points.
- Inspect louvers and basin for scale and organic buildup.
- Inspect basin and condenser strainers.
- Verify operation of water make-up valve, adjust float if necessary.
- Verify operation of bypass valve and check linkage.

Starter

- Tighten terminal connections.
- Inspect wiring and contacts for signs of wear, arcing, overheating, etc.
- Measure operating voltage.

Clean enclosure.

Cooling Tower Fan Motor

- Inspect wiring for secureness and damage.
- Inspect wiring in motor pecker head for signs of wear.
- Lubricate motor bearings.
- Inspect motor windings for cleanliness.

Fan and Gearbox

- Inspect all structural elements for corrosion and damage.
- Inspect fans for vibrations, tightness, and unusual noises.
- Test secureness of mounting points, and tighten all major points.
- Inspect gearbox seal for leaks.
- Inspect drive shaft, couplings, and bearings for wear, alignment, and secureness.
- Inspect fan blade locking device and screen for secureness.

Operational Test

- Verify oil level add if necessary.
- Inspect for vibrations and unusual noises in bearings, motors, etc.

**where applicable*

Record motor amperage. _____

Measure operating voltage and record readings. _____

All panels secure **yes** or **no** (list in comment)

All valves to original positions **yes** or **no** (list in comment)

Repairs required? **No** or **Yes** (*list in Comments below*)

Comments:

Name:

Date:

Unit #

Ticket #

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Schedule 3 - Comprehensive Annual Inspection Expansion Tank

- Report in with Customer Representative.
 - Record, report, and document all abnormal conditions, measurements taken, etc.
 - Check air pressure and record.
 - Inspect connecting piping for leaks.
 - Confirm proper water level indication at sight glass
 - Inspect overflow drain function.
- Test operation of automatic fill system.
 - Inspect surrounding area and equipment for any unsafe conditions (*if present list in Comments below*).
 - Clean area around equipment.

**where applicable*

Measure air pressure. ____

Repairs required? No or Yes (*list in Comments below*)

Comments:

Name:

Date:

Unit #

Ticket #

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Schedule 3 - Comprehensive Annual Inspection

McQuay/Westinghouse Centrifugal / Magnetic Bearing Chillers

- Report in with Customer Representative.
- Record and report abnormal conditions, measurements taken, etc.
- Review customer logs with customer for operational problems and trends.

Lube System

- Megger oil pump motor and record readings.
- Measure and record oil pump voltage and amperage.
- Verify operation of oil cooling system. *
- Tighten terminal connections on the oil pump motor.
- Verify operation of the oil heater.
- Change the compressor oil and filter.

Motor and Starter (Less than 600 Volts)

- Clean starter cabinet.
- Inspect the power components for signs of overheating, arcing, burns, etc
- Inspect starter and starter components for signs of discoloration, burns, moisture, etc.
- Check and tighten unit electrical components.
- Inspect wires for discoloration and burns.
- Test accuracy of motor current (amp meter).
- Test tightness of terminal connections.
- Check dash pot oil and add as necessary.
- Megger motor at the starter terminals; record readings.
- Check for proper settings.

Micro Tech E Controls*

- Inspect the control panel for cleanliness, etc.
- Verify transducers and sensors for accuracy.
- Perform Micro Tech E Check, log, and last fault analysis.

Controls and Safeties

- Inspect the control panel for cleanliness, control air leaks, etc.
- Inspect wiring and connections for signs of overheating, burns.
- Check and tighten unit electrical components

- Verify operation of the vane control system:
- Check for free and smooth operation.
- Check mechanical linkages for wear and secureness.
- Report accuracy of all gauges and thermometers (use masters).
- Verify operation of start, stop, and anti-recycle timers.
- Test all flow switch cutouts (cw, chw).
- Verify transducers and sensors for accuracy.
- Clean flow sensors and ports.
- Verify operation of oil temperature and pressure controller(s).
- Test high oil temperature switch.
- Test high compressor discharge switch.
- Test high suction temperature switch.
- Test high discharge temperature switch.
- Test low suction pressure switch.
- Verify operation of automatic and manual capacity control.
- Test the operation of all pump auxiliary contacts (chw, cw, oil, etc.). *

Compressor and Vessels

- Test for refrigerant leaks and report results.
- Check refrigerant charge.
- Analyze Chiller fault log.
- Check IGV operation*
- Replace filter/dryer in motor cooling line. *
- Check and tighten compressor electrical connections.
- Test the secureness of mounting points; tighten all major points.
- Record refrigerant level.
- Confirm correct water flow and pressure drop.
- Log machine at departure.
- Run complete interlocking circuit where possible.
- Report machine condition and repair requirements (if any).

*where applicable

Repairs required? No or Yes (list in Comments below)

Comments:

Schedule 3 - Comprehensive Operational Inspection McQuay/Westinghouse Centrifugal / Magnetic Bearing Chillers

- Report in with Customer Representative.
- Record and report abnormal conditions, measurements taken, etc.
- Review customer logs with customer for operational problems and trends.

Lube System

- Measure and record oil pump voltage and amperage.
- Verify operation of oil cooling system. *
- Inspect terminal connections on the oil pump motor.
- Verify operation of the oil heater.

Motor and Starter (Less than 600 Volts)

- Clean starter cabinet.
- Inspect the power components for signs of overheating, arcing, burns, etc
- Inspect starter and starter components for signs of discoloration, burns, moisture, etc.
- Inspect wires for discoloration and burns.
- Test accuracy of motor current (amp meter).
- Check dash pot oil and add as necessary.
- Check for proper settings.

Micro Tech E Controls*

- Inspect the control panel for cleanliness, control air leaks, etc.
- Verify transducers and sensors for accuracy.
- Perform Micro Tech E Check, log, and last fault analysis.

Controls and Safeties

- Inspect the control panel for cleanliness, etc.
- Inspect wiring and connections for signs of overheating, burns.
- Verify operation of the vane control system:
- Check for free and smooth operation.
- Check mechanical linkages for wear and secureness.
- Report accuracy of all gauges and thermometers (use masters).
- Verify operation of start, stop, and anti-recycle timers.
- Test all flow switch cutouts (cw, chw).
- Verify transducers and sensors for accuracy.
- Clean flow sensors and ports.
- Verify operation of oil temperature and pressure controller(s).
- Test the operation of all pump auxiliary contacts (chw, cw, oil, etc.). *

Compressor and Vessels

- Test for refrigerant leaks and report results.
- Check refrigerant charge.
- Analyze Chiller fault log.
- Check IGV operation*
- Test the secureness of mounting points;
- Record refrigerant level.
- Confirm correct water flow and pressure drop.
- Log machine at departure.
- Run complete interlocking circuit where possible.
- Report machine condition and repair requirements (if any).

**where applicable*

Repairs required? No or Yes (list in Comments below)

Comments:

Schedule 3 - Spectro chemical Oil Analysis

Sampling Procedure

Report in with Customer Representative.

- Run machine to circulate oil in sump.
- Oil should be warm, not hot, from operation so as to obtain a sample.
- Provide an appropriate and clean container for the sample.
- Provide a label indicating: machine manufacture, model, oil type, and run hours.

Analysis and Report

- Provide laboratory analysis to identify twenty metallic elements which are measured by a direct reading spectrometer.
 - Provide water content which will be reported in ppm, detectable to less than 1 ppm.
 - Measure the viscosity of the sample at 40 degree Celsius and report in centistokes.
 - Measure total acid number and report.
 - Provide a written report of all conditions and contents, to include:
 - Unit / oil condition (normal, abnormal, critical).
 - Suitability of oil for continued use.
 - Recommendations for corrective action (if required).
 - Inspect surrounding area and equipment for any unsafe conditions (*if present list in Comments below*).
-

Comments:

Name:

Date:

Unit #

Ticket #

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Schedule 3 - Comprehensive Annual Inspection Pump

- Report in with Customer Representative.
- Record, report, and document all abnormal conditions, measurements taken, etc.
- Clean area around equipment.
- Test for secureness of guards.
- Inspect surrounding area and equipment for any unsafe conditions (*if present list in Comments below*).

Pump and Motor

- Wipe down motor(s) to remove loose dirt and oil buildup.
- Inspect pump and motor mounts for vibrations, tightness, and unusual noises.
- Inspect wiring and connections for signs of wear, overheating, burns, etc.
- Inspect wiring in motor weather head for signs of wear.
- Inspect coupling for signs of wear. (change if necessary)
- Lubricate motor bearings.
- Inspect motor and pump for free rotation.
- Lubricate pump bearings.
- Remove, inspect, and clean if necessary sealing / flushing line.
- Inspect packing; adjust to a slow drip if necessary.
- Inspect all structural elements for corrosion and damage.

- Inspect strainer. (clean if necessary)

Starter or Contactor

- Inspect wire insulation for signs of overheating, burns, etc.
- Tighten and inspect terminal connections at starter.
- Clean enclosure.
- Megger motor (at starter) and record.
- Measure operating voltage.
- Measure operating amperage.

Operational Test

- Inspect for vibrations and unusual noises in bearings, motor, pump, etc.
- Verify readings of gauges (calibrate if necessary).
- Record suction and discharge pressures.
- Inspect system for leaks in piping, flange connections, etc.
- Exercise valves and grease gears.

**where applicable*

Measure operating voltage readings. _____

Record operating amperage on pump. _____

Record motor Megged readings. _____

Record suction pressure. _____

Record discharge pressure. _____

Repairs required? **No** or **Yes** (*list in Comments below*)

Comments:

Name:

Date:

Unit #

Ticket #

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