

ADVERTISEMENT FOR BIDS  
COBB COUNTY PURCHASING DEPARTMENT

**BID OPENING DATE: MAY 13, 2010**

Sealed bids from qualified contractors will be received before 12:00 NOON, May 13, 2010 in the Cobb County Purchasing Department, 1772 County Services Parkway, Marietta, GA 30008 for furnishing all labor, materials, equipment, appliances, etc. pursuant to the plans, specifications, condition and addenda for:

**SEALED BID # 10 -5486  
HVAC FULL SERVICE MONTHLY MAINTENANCE CONTRACT FOR  
EIGHT (8) COBB COUNTY ADULT DETENTION BUILDINGS  
COBB COUNTY SHERIFFS OFFICE**

**PRE-BID/PROPOSAL MEETING: APRIL 27, 2010 @ 9:00A.M. (EST)**  
COBB COUNTY ADULT DETENTION FACILITY ADMINISTRATION BUILDING #200  
1825 COUNTY SERVICES PARKWAY  
MARIETTA, GEORGIA 30008

**No bids will be accepted after the 12:00 noon deadline.**

Bids are opened at 2:00 p.m. at Cobb County Purchasing Department, 1772 County Services Parkway, 2nd Floor, Bid/Meeting Room, Marietta, GA 30008.

Proposals must be accompanied by bid security in the amount not less than five percent (5%) of the base bid. Performance Bond and Labor and Material Payment Bond, or other security instruments as allowed by law each in the amount equal to 100% of the contract sum will be required of the successful bidder. Bonds must be written by a surety company licensed to do business in the State of Georgia, have a "Best's" rating of "A" or better, appear on the current U.S. Treasury Department list of sureties that are acceptable on bonds for the federal government (circular 570), and have recommended bonds limits equal to or in excess of those required for this project; otherwise acceptable to the owner.

No proposal may be withdrawn for a period of sixty (60) days after date of bid opening, unless otherwise specified in the bid documents. Cobb County will consider the competency and responsibility of bidders in making the award. Cobb County reserves the right to reject any and all bids, to waive informalities and technicalities, to reject portions of the bids, and to award contracts in a manner consistent with the County and the laws governing the State of Georgia.

This solicitation and any addenda are available for download in PDF format on the Cobb County purchasing website. [www.purchasing.cobbcountyga.gov](http://www.purchasing.cobbcountyga.gov)

To request a copy of the proposal documents, **FAX** the following information to the Purchasing Department @ 770-528-1154 or **e-mail** requests to [purchasing@cobbcounty.org](mailto:purchasing@cobbcounty.org):

Company name, contact name, company address, phone number and fax number.

Please reference the proposal number and the title of the proposal in the request

Advertise: APRIL 16, 23, 30, 2010  
MAY 7, 2010

## BIDDING INSTRUCTIONS – TERMS AND CONDITIONS

### 1. PREPARATION OF BID:

- (A) Bidders are expected to examine the drawings, specifications, schedules, and all instructions. Failure to do so will be at the bidder's risk.
- (B) Each bidder shall furnish the information required by the bid form. The bidder shall sign and print or type his/her name where designated. The person signing the bid must initial erasures or other changes.
- (C) Unit price for each quotation shall be shown and such price shall include packing unless otherwise specified, along with a total and grand total where applicable. In case of discrepancy between a unit price and extended price, the unit price will be presumed correct.
- (D) Where not otherwise specified, bidders must definitely state DATE OF DELIVERY.

### 2. EXPLANATION TO BIDDERS:

Any explanation desired by a bidder regarding the meaning or interpretation of Invitation to Bids, Request for Proposals or Qualifications, drawings, specifications, etc., must be in writing. All questions must be received within seven (7) business days prior to the bid opening date for a response to be generated by the County to all bidders in the form of an addendum. If any statement in the bidding documents, specifications, etc., appears ambiguous to the bidder, the bidder is specifically instructed to make a written request to the Purchasing Department, unless otherwise outlined in the specifications. Any information given to a prospective bidder concerning an Invitation for Bid will be furnished to all prospective bidders, as an addendum to the invitation, if such information is necessary to bidders in submitting bids on the invitation or if the lack of such information would be prejudicial to uninformed bidders. Receipt of the addendum by a bidder must be acknowledged on the bid or by letter received before the date and time specified for the bid opening. **ORAL EXPLANATION OR INSTRUCTIONS GIVEN BEFORE THE AWARD OF THE CONTRACT WILL NOT BE BINDING.**

### 3. SUBMISSION OF BIDS: FACSIMILE BIDS WILL NOT BE CONSIDERED.

- (A) Any Bid Package and modifications thereof shall be enclosed in a sealed envelope, addressed to the office specified in the Invitation to Bid, with the name and address of the bidder, the date and hour of bid opening, and name of bid. A bid reply label will be included in most bid packages stating the above referenced information. Any bid package NOT having bid information on outside of package could be opened as regular mail, and bid could be disqualified.
- (B) Samples of items, when required, must be submitted within the time specified, unless otherwise specified by the County, and at no expense to the County
- (C) An item offered must at least meet specifications called for and must be of quality which will adequately service the purpose and use for which it was intended.
- (D) Full identification of each item bid upon, including brand name, make, model, and catalog number, must be furnished according to the bid specifications if requested to identify exactly what the bidder is proposing. Supporting literature may be furnished to further substantiate the proposal.
- (E) The bidder represents that the article(s) to be furnished under this Invitation to Bid is (are) new and that the quality has not deteriorated so as to impair its usefulness.
- (F) Bids cannot be withdrawn or corrected after the bid opening (except reductions or changes by the successful bidder which would be beneficial or advantageous to the County). The County as deemed necessary may reject changes.
- (G) Cobb County is exempt from Federal Excise Tax and Georgia Sales Tax.
- (H) Cobb County does not accept conditional bids.

### 4. DEFAULT:

The Award as a result of bids received under this invitation may be in part based on the delivery factor. Accordingly, should delivery fail to be performed within the time specified by the bidder, the bid may then be declared in default of the contract. In such event, the County may then proceed to purchase in the open market the items from another source.

### 5. F.O.B. POINT:

Unless otherwise stated in the Invitation to Bid and any resulting contract, all articles will be F.O.B. Destination. This means delivered, unloaded, and placed in the designated place.

### 6. AWARD OF CONTRACT:

The Contract will be awarded to the responsible bidder whose bid will be the most advantageous to the County, price, and other factors considered. The County will make the determination. The County reserves the right at any time to reject any and all bids, to waive informalities and technicalities, to award portions of the bid, and to award contracts consistent with the County and the laws governing the State of Georgia. Normal payment terms are net thirty (30) days after receipt of invoice by the Finance Department.



SUBMIT BID/PROPOSAL TO:  
**COBB COUNTY PURCHASING DEPARTMENT**  
**1772 COUNTY SERVICES PARKWAY**  
**MARIETTA, GA 30008-4012**

**BID/PROJECT NUMBER: 10-5486**  
**HVAC FULL SERVICE MONTHLY MAINTENANCE CONTRACT FOR**  
**EIGHT (8) COBB COUNTY ADULT DETENTION BUILDINGS**  
**COBB COUNTY SHERIFFS OFFICE**

**DELIVERY DEADLINE: MAY 13, 2010 BEFORE 12:00 (NOON) EST**  
**(NO BIDS/PROPOSALS WILL BE ACCEPTED AFTER THIS DEADLINE).**

BID OPENING DATE: MAY 13, 2010 @ 2:00 P.M. IN THE PURCHASING DEPARTMENT BID ROOM.

BUSINESS NAME AND ADDRESS INFORMATION:

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

**CONTACT NAME:** \_\_\_\_\_

**COMPANY ADDRESS:** \_\_\_\_\_

**E-MAIL ADDRESS:** \_\_\_\_\_

**PHONE NUMBER:** \_\_\_\_\_

**FAX NUMBER:** \_\_\_\_\_

NAME AND OFFICIAL TITLE OF OFFICER GUARANTEEING THIS QUOTATION:

\_\_\_\_\_  
(PLEASE PRINT/TYPE) NAME

\_\_\_\_\_  
TITLE

SIGNATURE OF OFFICER ABOVE: \_\_\_\_\_  
(SIGNATURE)

TELEPHONE: \_\_\_\_\_ FAX: \_\_\_\_\_

BIDDER WILL INDICATE TIME PAYMENT DISCOUNT: \_\_\_\_\_

BIDDER SHALL INDICATE MAXIMUM DELIVERY DATE: \_\_\_\_\_

BIDS RECEIVED AFTER THE DATE AND TIME INDICATED WILL NOT BE CONSIDERED. COBB COUNTY RESERVES THE RIGHT TO REJECT ANY AND ALL BIDS, TO WAIVE INFORMALITIES, TO REJECT PORTIONS OF THE BID, TO WAIVE TECHNICALITIES AND TO AWARD CONTRACTS IN A MANNER CONSISTENT WITH THE COUNTY AND THE LAWS GOVERNING THE STATE OF GEORGIA.

THE ENCLOSED (OR ATTACHED) BID IS IN RESPONSE TO INVITATION NUMBER 10-5486; IS A FIRM OFFER, AS DEFINED BY SECTION O.C.G.A. (S) 11-2-205 OF THE CODE OF GEORGIA (GEORGIA LAWS 1962 PAGES 156-178), BY THE UNDERSIGNED BIDDER. THIS OFFER SHALL REMAIN OPEN FOR ACCEPTANCE FOR A PERIOD OF 60 DAYS CALENDAR DAYS FROM THE BID OPENING DATE, AS SET FORTH IN THIS INVITATION TO BID UNLESS OTHERWISE SPECIFIED IN THE BID DOCUMENTS.

**NOTICE TO BIDDERS - - BID QUOTES MUST INCLUDE INSIDE DELIVERY CHARGES**

Advertise Dates: APRIL 16, 23, 30, 2010  
MAY 7, 2010



**COBB COUNTY**  
PURCHASING DEPARTMENT  
1772 County Services Parkway  
Marietta, Georgia 30008-4012  
(770) 528-8400/FAX (770) 528-1154  
www.cobbcounty.org

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## **IMPORTANT NOTICE – PLEASE READ CAREFULLY!!**

All vendors are required to submit the ORIGINAL AND AT LEAST one (1) duplicated copy of any bid submitted to Cobb County. Please refer to your bid specifications to determine if more than one (1) copy is required. Non-submission of a duplicate copy may disqualify your bid/proposal.

A “**SEALED BID LABEL**” has been enclosed to affix to your bid. This label ***MUST*** be affixed to the outside of the envelope or package, **even if it is a “NO BID” response**. Failure to attach the label may result in your bid being opened in error or not being routed to the proper location for consideration. No bid will be accepted after the date and time specified. **IT IS THE VENDOR’S RESPONSIBILITY TO ENSURE THAT EACH BID HAS BEEN RECEIVED IN A TIMELY MANNER.**

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### **BIDS MUST BE RECEIVED BEFORE 12:00 (NOON) ON BID OPENING DAY**

Bids must be received at the Cobb County Purchasing Department. **Any bids received later than 12:00 (noon) will not be accepted.** The County accepts no responsibility for delays in the mail. Bids are to be mailed or hand delivered to:

COBB COUNTY PURCHASING DEPARTMENT  
1772 COUNTY SERVICES PARKWAY  
MARIETTA, GA 30008-4012

*Bids will be opened at 2:00 P.M. in the Cobb County Purchasing Department, 1772 County Services Parkway, 2<sup>nd</sup> Floor, Conference/Bid Room, Marietta, GA 30008.*

Thank you in advance for your cooperation.

## SEALED BID LABEL

### **SEALED BID ENCLOSED**

DELIVER TO:  
COBB COUNTY PURCHASING  
1772 County Services Parkway  
Marietta, GA 30008-4012

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**SEALED BID # 10-5486 DATE: May 13, 2010**

**BIDS MUST BE RECEIVED BEFORE 12:00 NOON**

**DESCRIPTION: HVAC Full Service Monthly Maintenance  
Contract for Eight (8) Cobb County Adult Detention Buildings**

**PLEASE ATTACH LABEL TO OUTSIDE OF BID PACKAGE**



*Cobb County...Expect the Best!*

**INVITATION TO BID**

**SEALED BID # 10-5486  
HVAC FULL SERVICE MONTHLY MAINTENANCE CONTRACT FOR  
EIGHT (8) COBB COUNTY ADULT DETENTION BUILDINGS  
COBB COUNTY SHERIFFS OFFICE**

**BID OPENING DATE: MAY 13, 2010**

**PRE-PROPOSAL CONFERENCE: APRIL 27, 2010 @ 9:00 A.M. (E.S.T.)  
COBB COUNTY ADULT DETENTION FACILITY ADMINISTRATION BUILDING #200  
1825 COUNTY SERVICES PARKWAY  
MARIETTA, GEORGIA 30008**

BIDS ARE RECEIVED IN THE  
COBB COUNTY PURCHASING DEPARTMENT  
1772 COUNTY SERVICES PARKWAY  
MARIETTA, GEORGIA 30008  
**BEFORE 12:00 (NOON) BY THE BID OPENING DATE**

BIDS WILL BE OPENED IN THE COBB COUNTY PURCHASING DEPARTMENT  
**BID/MEETING ROOM AT 2:00 P.M.**

**VENDORS ARE REQUIRED TO SUBMIT THE ORIGINAL AND 2 COPIES OF BID  
(UNLESS OTHERWISE SPECIFIED IN BID SPECIFICATIONS)**

**N.I.G.P. COMMODITY CODE:91036**

NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_  
\_\_\_\_\_

REPRESENTATIVE: \_\_\_\_\_

PHONE: \_\_\_\_\_ FAX: \_\_\_\_\_

E-MAIL \_\_\_\_\_

**NOTE: The Cobb County Purchasing Department will not be responsible for the accuracy or completeness of the content of any Cobb County Invitation to Bid or Request for Proposal or subsequent addenda thereto received from a source other than the Cobb County Purchasing Department.**



*Cobb County...Expect the Best!*

**"STATEMENT OF NO BID"**

COBB COUNTY PURCHASING DEPARTMENT  
1772 COUNTY SERVICES PARKWAY  
MARIETTA, GA 30008

TO ALL PROSPECTIVE BIDDERS:

Because of the many requests to be placed on our vendors' list, we are continuously updating the list. While we want to include all bona fide vendors, we do not want to mail bids to those vendors who may no longer be interested in participating in our bidding process.

If you do not choose to respond to the attached Invitation to Bid/Request for Proposal, please fill out the form below indicating whether or not you want to be retained on our current vendor list.

Vendors who do not respond in any way (by either submitting a bid or by returning this form) over a period of one year may be removed from the current vendor list.

**Vendors who do not wish to bid often return the entire bid package, sometimes at considerable postage expense. Returning the entire bid package is not necessary. Simply return this form.**

Thank you for your cooperation.  
Cobb County Purchasing Department

**"STATEMENT OF NO BID"  
SEALED BID NUMBER 10-5486  
HVAC FULL SERVICE MONTHLY MAINTENANCE CONTRACT FOR  
EIGHT (8) COBB COUNTY ADULT DETENTION BUILDINGS**

If you do not wish to respond to the attached Invitation to Bid/Request for Proposal, please complete this form and mail/fax to: **Cobb County Purchasing Department, Attention: Sealed Bid Department, 1772 County Services Parkway, Marietta, GA. Fax # 770-528-1154**

I do not wish to submit a bid/proposal on this solicitation.

**I wish to be retained on the vendor list for this commodity or service: Yes \_\_\_\_\_ No \_\_\_\_\_**

Please PRINT the following:

\_\_\_\_\_  
Company

\_\_\_\_\_  
Representative

You are invited to list reasons for your decision not to bid: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

**INVITATION TO BID**

**HVAC FULL SERVICE MONTHLY MAINTENANCE CONTRACT FOR EIGHT (8) COBB  
COUNTY ADULT DETENTION BUILDINGS  
COBB COUNTY SHERIFF'S OFFICE**

**SEALED BID #10-5486**

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**INVITATION TO BID  
HVAC FULL SERVICE MONTHLY MAINTENANCE CONTRACT FOR EIGHT (8) COBB  
COUNTY ADULT DETENTION BUILDINGS  
COBB COUNTY SHERIFF'S OFFICE  
SEALED BID #10-5486**

**SCOPE:**

Sealed bids from qualified contractors will be received by the Cobb County Sheriff's Office for furnishing all labor, materials, equipment, appliance, etc. pursuant to the plans, specifications, conditions and addenda for the for the **HVAC Maintenance Full Service Contract for Eight (8) Cobb County Adult Detention Buildings until 12:00 noon on May 13, 2010** at the Cobb County Purchasing Department located 1772 County Services Parkway, Marietta, Georgia 30008, Bids will not be accepted after the 12:00 noon deadline.

Bids will be opened at 2:00 pm on May 13, 2010 on the 2<sup>nd</sup> Floor of the Cobb County Purchasing Department, 1772 County Services Parkway, Marietta, GA 30008.

**A Pre-Bid Meeting will be held at the Cobb County Adult Detention Facility's Administrative Building, #200, located at 1825 County Services Parkway, Marietta, GA on April 27, 2010 at 9:00 a.m.**

All contractors wishing to submit bids for this work must submit a qualification statement form to be considered. Proposals must be accompanied by Bid security in the form of a Bid Bond in the amount not less than five percent (5%) of base bid amount for Year one. Performance Bond and Labor and Material Payment Bond, each in the amount equal to 100 % of the contact sum will be required of the successful Bidder. Bonds must be written by a surety company licensed to do business in the State of Georgia, have a "Best's" rating of "A" or better, appear on the current U.S. Treasury Department list of sureties that are acceptable on bonds for the federal government (circular 570), and have recommended bond limits equal to or in excess of those required for this project; or otherwise acceptable to the owner.

## SPECIFICATIONS

1. Contractor to include full service Heating, Ventilating and Air Conditioning service to all buildings and facilities listed herein. No minimum staffing is required for this Contract. However, the Contractor shall include sufficient labor to enable him to respond, on site, with trained and experienced personnel within one (1) business hour to all service calls, diagnose and prepare a remedial plan of action within two (2) business hours, and satisfactorily complete all service calls within twelve (12) business hours of the time of the service call. "Business Hours" shall be defined as from 8:00 a.m. to 5:00 p.m., Monday through Friday. All measurement of business hours shall begin at the owner's documented date and time of service calls placed by the owner. Contractor shall pursue the work and continue working past business hours, at the owner's sole option, pursuant to the overtime rates defined in the contract in order to complete work within twelve (12) continuous hours of the service call. Should special conditions exist whereby a repair cannot be completed within said time, such as a proprietary part available only from an out of town supplier, contractor shall provide such evidence to the owner and an extension will be considered.

Emergency Service is included in the contract work for all Buildings listed below:

Detention Facility – 84 (old side), 1825 County Services Parkway, Building 100, Marietta, GA 30008  
Detention Facility – 97 (new side), 1825 County Services Parkway, Building 100, Marietta, GA 30008  
Detention Facility – Tower, 1825 County Services Parkway, Building 200A, Marietta, GA 30008  
Detention Facility – Central Plant, 1825 County Services Parkway, Building 200C, Marietta, GA 30008  
Administration Building, 1825 Building County Services Parkway, Building 200B, Marietta, GA 3008  
Visitor Center, 1877 County Services Parkway, Building 100, Marietta, GA 30008  
Work Release Facility, 1825 County Services Parkway, Building 300, Marietta, GA 30008  
Prison Annex, 1877 County Services Parkway, Building 200, Marietta, GA 30008

Contractor shall respond immediately on site with trained and experienced personnel within one (1) hour of the service call, diagnose and prepare a remedial plan of action within two (2) hours, and satisfactorily complete all work within four (4) hours of the emergency service call. Emergency service shall be available twenty four (24) hours per day, seven (7) days per week. Should special conditions exist whereby a repair cannot be completed within said time, such as a proprietary part available only from an out of town supplier, contractor shall provide such evidence to the owner and an extension will be considered. Contractor is required to provide the most expeditious express same-day or overnight delivery of parts as may be quickly available.

2. It is the intention of this full service agreement that the Contractor shall include all services, materials, etc., required to totally maintain the equipment listed herein as well as any equipment, filters, etc., that are now in use in the buildings, but inadvertently not included on schedules and listings. Also included are all air compressors, water lines, hot and chilled water lines, refrigerant systems and lines, pumps, valves, exhaust fans, unit heaters, ductwork, electrical, gas lines, drains and condensate lines, vents, flues, etc. and all other equipment that might be inferred as contributing to the operation of heating, ventilating, and air conditioning systems. Where piping, such as plumbing, gas, domestic water, etc. is involved; Contractor shall be responsible for complete system back to and including the regulator valve serving said piece of equipment or to the nearest main in the event there is not a regulator valve. Where ductwork, etc. is involved; Contractor is responsible for anything the Contractor may have to repair or replace as a result of repairs said Contractor may have made.

3. Where electrical is involved, Contractor is responsible for complete system back to and including the disconnect or to the panel including the circuit breaker in the event there is not a disconnect serving said piece of equipment. Contractor shall be responsible for any repair/replacement condition that may take place on covered equipment. There are no "non-maintained" pieces of equipment. Contractor is responsible to correct any and all items not up to code, improperly installed, improperly maintained, etc. work that may be discovered by Contractor or Owner. Contractor to perform all of the work described on all of the schedules. The schedules designate minimum specific periodic maintenance. Even though the equipment shall have these and other maintenance procedures performed, as Contractor may deem appropriate, equipment will break down from time to time for some reason or other. Repair or replacement of equipment shall be the responsibility of the Contractor at no cost to the owner. There are no exceptions to this. Repairs and replacements shall be made with comparable new equipment. All necessary repairs and replacements of materials, parts, or entire assemblies are the responsibility of the Contractor, no matter how often they may be required. Building spaces shall maintain a maximum temperature of 74 degrees Fahrenheit in the summer and a minimum temperature of 70 degrees Fahrenheit in the winter. All equipment must be kept in good repair and operational, and it must be maintained year round.
4. Contractor to accept all of the equipment "as is" and assume complete responsibility per the terms of this agreement. The Owner will give reasonable access at reasonable times for inspection of equipment. Contact Maintenance Supervisor or Detention Commander at Cobb County Adult Detention Facilities at (770) 499-4200 to arrange for inspection access as indicated in the "Instructions to Bidders."
5. Contract price shall include all labor and material as indicated on the individual schedules of service for each building.

Scheduled Maintenance Visits (SMV) shall consist of service required to perform preventative maintenance on the equipment listed herein of this agreement.

Scheduled Maintenance Visits (SMV) Material, shall consist of the materials required to perform scheduled maintenance visits on the equipment listed herein of this agreement, for SMV materials, shall be those described in the schedules and/or Custom Programmed Maintenance Procedures.

Contractor shall also be responsible for all requirements of the State of Georgia that may pertain to maintenance and repair.

Filter changes shall be made at the end of each quarter or segment of time depicted in the schedules.

6. Emergency service for the building systems designated on the attached schedules shall be included in the contract price. Emergency services for these facilities noted requiring such shall have maximum one (1) hour response time. Emergency service required to safeguard life or property shall be limited to the scope of services described and type of coverage and schedules. The requirements of the Change Order paragraphs of the General and Supplementary Conditions are in full force and effect for any and all work under this contract including Emergency Service. If emergency services discloses no defect for which Contractor is responsible under this agreement, or if the emergency service is outside the coverage provided

herein and found not to be authorized by Owner as a Change Order, Owner agrees to pay Contractor a maximum of \$100.00 for such service call. To obtain emergency Change Order authorization, follow procedures in Contract under Change Orders.

7. All work whether under contract or approved by written Change Order shall be detailed in service work orders which shall identify the building, the unit worked upon, description of work performed, list of material used, identify which serviceman performed the work, the time and date.
8. Off-site monitoring may be available for some facilities through telephone modem system interface board.
9. Vendor shall have a service technician available twenty-four (24) hours a day to receive alarms and be able to respond in emergency service when necessary. Vendor shall provide the name of the service technician on call and a Nextel number or cell phone number where the technician can be reached twenty-four (24) hours a day, seven (7) days a week in case of emergency service when necessary.
10. If the equipment included under this agreement is changed in any material respect by a party other than Contractor during the term of this agreement, this agreement shall be modified to incorporate such changes and the agreement price shall be adjusted accordingly. All changes must follow procedures described in the General and Supplemental Conditions under Change Orders.
11. It is agreed that the Owner shall provide Contractor with access to all equipment and devices which are part of this agreement including any removal, replacement, refinishing of the building structure if required. Contractor may at reasonable times and as necessitated by maintenance procedures, regulate the equipment listed herein.
12. When Contractor answers a service call from the Owner and service discloses no defect for which Contractor is responsible under this agreement, or if the service is outside the coverage provided herein and found not to be authorized by Owner as a Change Order, Owner agrees to pay Contractor a maximum of \$100.00 for such service call. To obtain Change Order authorization, follow procedures in Contract under Change Orders.
13. Owner reserves the right to make any modifications or repairs to any equipment at any time. Should such modification be substantial enough to require a change in the scope of servicing, Owner and Contractor shall negotiate a Change Order per the General & Supplementary Conditions. Owner reserves the right to perform Change Order work through this Contractor, through another Contractor, by his own forces, or by other arrangements that the Owner finds reasonable. Owner may delete or add portions of buildings' equipment or entire building's equipment from this Agreement as Owner's sole option utilizing terms described in General & Supplemental Conditions' "Change Orders" and the bid form itemized breakdown.
14. Contractor shall keep detailed records for each piece of equipment as to refrigerants that are utilized over time as required by authorities. Contractor shall provide to the Owner a Quarterly Refrigerant Use Report in Microsoft Excel format no more than five (5) business days following the close of each calendar quarter.

15. Contractor shall keep separate detailed maintenance records for each piece of equipment to include scheduled maintenance visits, filter changes, service calls, material and parts used. Contractor shall provide to the Owner a Monthly Maintenance Report in Microsoft Excel format no more than five (5) business days following the close of each calendar month.
16. Contractor shall provide to the Owner a Master Schedule of routine maintenance or repair as required to maintain all equipment in good working condition. Owner shall review and approve schedule prior to implementation.
17. Contractor shall provide owner with the number of certified technicians dedicated to fulfill this specific contract.
18. The successful Contractor will adhere to all applicable Sheriff's Office policy and procedures when providing service within the Detention Center. Failure to comply with the Sheriff's Office policy and procedures may result in immediate removal of the Contractor's personnel from the Detention Center and could result in the immediate termination of the Agreement without notice to the Contractor.
19. The Cobb County Sheriff's Office reserves the right to require Contractor's staff to submit to and successfully pass a background investigation prior to being granted access to the Detention Center. The Sheriff's Office further reserves the right to deny access to any person acting on behalf of the Contractor, provided however that such access shall not be unreasonably withheld.

END OF SPECIFICATIONS

## **ALTERNATES**

### Alternate Bid #1

It is the intent of this Contract that the Contractor performs services on the building systems such that continuous operation of the HVAC equipment is maintained.

In the rare event that a lapse in the buildings' HVAC equipment's operation is unavoidable, this alternate may be engaged by the Owner, at the Owner's sole option, to remedy, or partially remedy a temporary HVAC outage.

Contractor shall state on the Bid Form a cost, per day for providing temporary heating or cooling for the facility. Price shall include all costs, including but not limited to: rentals, transportation, overtime, set-up, take-down, etc.

## **SPECIAL TERMS AND CONDITIONS**

1. Securing Documents:

A complete set of documents and any addenda are available for download in PDF format on the Cobb County Purchasing website: [www.purchasing.cobbcountyga.gov](http://www.purchasing.cobbcountyga.gov)

2. Bid Form:

In order to receive consideration, make bids in strict accordance with the following:

a. Make bids upon the form provided therefore, properly signed and with all items completed. Do not change, alter or add words to the Bid Form. Unauthorized conditions, limitations, or provisions attached to the bid may be cause for rejection.

b. Bids will only be accepted in a sealed envelope that clearly provides, type written, the Name of the Work, the Date and Time of the Bid and the Name of the Bidder. No telegraphic bids or telegraphic modifications of a bid will be accepted. Modifications to the bid are considered as part of the bid when placed on the front face of the bid envelope and initialed and dated by a person duly authorized by the Bidder.

c. Bid Package Shall Include the Following:

- Completely filled out and executed Bid Form.
- Bid security.
- On Bidder's letterhead, list by name, a copy of state certification card, experience and special training schools attended by the service personnel who will be servicing this contract.
- On Bidder's letterhead, furnish a list of all customers for contracts held during the last five (5) years. A contact person and his/her telephone number shall be included.
- On Bidder's letterhead, furnish an affidavit showing specific technical competence on the specified facilities' control systems. The Bidder is to provide a signed affidavit stating the company has trained personnel on staff to maintain and operate the control systems and the company has been in business a minimum of ten (10) years providing services on similar building control systems and associated equipment and that vendor will provide their own computer hardware and software to monitor the controls off-site.

d. Address bids to:

Cobb County Purchasing Department  
1772 County Services Parkway  
Marietta, Georgia 30008

**Submit an original and two (2) copies**

3. Bonds:

Performance Bond and Labor and Material Payment Bond, each in the amount equal to 100% of the contract sum will be required of the successful Bidder. Bonds must be written by a

surety company licensed to do business in the State of Georgia, have a “Best’s” rating of “A” VII or better, appear on the current U.S. Treasury Department list of sureties that are acceptable on bonds for the federal government (circular 570), and have recommended bond limits equal to or in excess of those required for this project or other be acceptable to the Owner.

Attorneys-in-fact who sign bonds shall file with the bond a certified copy of their power-of-attorney to sign such bond. This Certificate shall include date of bond and shall be written by a surety company acceptable to the Owner and licensed to do business in the State of Georgia.

- a. Bid security in the form of a bid bond for not less than 5% of the base bid amount for Year One must accompany each bid. The successful Bidder’s security will be retained until signing of the Contract and required Certificates of Insurance and bonds have been received by the Owner. No other form of bid security will be accepted.
- b. The Owner reserves the right to retain the bid securities of all Bidders until the successful Bidder enters into a contract with the Owner or for and until sixty (60) days after bid opening, whichever is sooner. If any Bidder refuses to enter into a contract or is unable due to the inability to timely provide insurance certificates, bonds, etc., to enter into a contract with the Owner; the Owner may retain the bid security as liquidated damages but not as a penalty.
- c. Prior to signing the Contract, the Owner will require the successful Bidder to secure and post a Labor and Material Payment bond (AIA Document, AIA A311) and a Performance Bond (AIA Document, AIA A311), each in the amount of 100% of the Contract Sum, as discussed in detail above.

4. Examination of the Documents and Site of Work:

Before submitting a bid, each Bidder shall examine the Documents carefully, shall read all proposed Contract Documents and shall visit the sites of the Work at scheduled times. Each Bidder shall fully inform himself as to the conditions existing and limitations under which the Work is to be performed, and shall include in his bid a sum to cover the cost of items necessary to perform the Work as set forth in the proposed Contract Documents. No allowances will be made to a Bidder because of lack of such examination or knowledge. The submission of a bid will be considered as conclusive evidence that the bidder has made such examination.

5. Proof of Competency:

Bidders may be required to furnish additional evidence satisfactory to the Owner that he and his proposed subcontractors have sufficient means and experience in the types of work called for to assure completion of the Contract in a satisfactory manner as detailed in the specifications portion of this bid package.



6. Execution of the Agreement:

- a. The successful Bidder's bid shall be an offer to contract. Such offer shall be accepted and a contract created upon the Owner and Contractor signing the Contract. Such signature shall bind the parties to the contract including all of the terms set forth in this Request for Bids.
- b. The Bidder to whom the Contract is awarded shall, within ten (10) calendar days after written notice of award, provide to the Owner those Certificates of Insurance and Labor and Material Payment Bonds and Performance Bonds as are required by the Contract Documents. Bidder's furnishing of said bonds and insurance certificates shall evidence his agreement to enter into Contract on these terms. Bonds and Certificates of Insurance shall be approved by the Owner before the successful Bidder may proceed with the Work. Successful Bidder will be issued a formal "Notice to Proceed".

7. Inquiries Prior to Bidding:

Bidders having questions with regard to the project or Bid Documents shall present these questions in writing for clarification not later than **Tuesday, May 4, 2010 by 5:00 pm.** to:

Cobb County Purchasing Department,  
1772 County Services Parkway  
Marietta, GA 30008  
Fax number: 770-528-1154  
Email: [purchasing@cobbcounty.org](mailto:purchasing@cobbcounty.org)

Responses will be in the form of an Addendum. Bidders acknowledge receipt of Addendums by inserting their numbers and dates on the Bid Form. Failure to do so may subject Bidder to disqualification. Addendums form a part of the Contract Documents.

8. Pre-Bid Conference:

A Pre-Bid Conference will be held at the Cobb County Sheriff's Office Administration Building, #200, located at 1825 County Services Parkway, Marietta, GA on **April 27, 2010 at 9:00 a.m.** Information will be distributed.

9. Bid Evaluation Criteria:

1. Capability of the Bidder to perform. The qualifications of their service personnel, size of available work force, and the ability of the Bidder to respond in a timely fashion shall be considered.
2. Prices quoted to perform the specified work
3. Performance of the Bidder on all contracts during the last five (5) years. Contact with past and present customers of the Bidder will be made.

4. Questions to be asked (but not limited to) of past and present customers:
  - (a) Did Bidder respond – Same day? Next day? Within the week?
  - (b) How long did Bidder have contract and perform services for you?
  - (c) Does Bidder still work for you?
  - (d) Were/are you satisfied with Bidder's work performance?
  - (e) What equipment is/was serviced by the Bidder?

END OF SPECIAL TERMS AND CONDITIONS

## GENERAL & SUPPLEMENTAL CONDITIONS

1. **WORK:** Contractor shall perform and furnish all labor, supervision, services, materials, equipment, tools, scaffolds, hoisting, transportation, storage and all other things necessary to prosecute and complete the work identified and described herein, or which can be reasonable inferred. All work shall be performed to the satisfaction of the Owner. The Work shall be performed by Contractor in a good and workmanlike manner strictly in accordance with the Contract Documents, consisting of the plans, specifications (including, but not limited to, Project Manual, general, special and supplemental conditions), addenda, bid proposal form and all subsequently and duly issued modifications thereto. All work shall conform (meet or exceed) to applicable state codes (SBCCI), National Electrical Code (NEC) latest edition as amended by Cobb County as well as all other applicable code requirements. The Owner shall have the right, from time to time, to inspect the work of the Contractor to determine compliance with the Contract Documents in conjunction with payments. This inspection is not intended to provide intelligence to the Contractor and in no way will this inspection relieve Contractor of any responsibility of knowledgeability of the current status of equipment.

Contractor represents and agrees that it has carefully examined and understands the Contract Documents relevant to the Work; has adequately investigated the nature and conditions of the project site and locality; has familiarized itself with conditions affecting the difficulty of the Work and the condition of the equipment to be maintained and repaired; and has entered into this Contract based on its own examination, investigation and evaluation and not in reliance upon any opinions or representations of Owner.

Time is of the essence regarding performance under this Contract.

2. **TERM AND RENEWAL PERIODS:**

The initial term of this full service monthly contract shall be for three years commencing on **June 1, 2010**, and shall expire at 11:59 PM on **May 31, 2013**. This Contract may be renewed at the sole discretion and option of the Owner at the stated renewal prices in Contractor's Bid Proposal for up to three (3) additional consecutive twelve-month (12) extension periods, contingent upon annual appropriations of funds by the Cobb County Board of Commissioners in accordance with Official Code of Georgia Annotated, Section 36-60-13, which states that the contract will terminate at the close of each calendar year, but will automatically renew absent any positive action by the County. No notice is required by the Owner in the event the Owner chooses to not renew.

Pursuant to O.C.G.A. Section 36-60-13, this contract shall terminate absolutely and without further obligation on the part of Cobb County, Georgia, at the close of the initial term for which it is executed and at the close of each succeeding year for which it may be renewed.

This contract shall be deemed to obligate Cobb County, Georgia, only for those sums payable during the original term of execution or, in the event of a renewal by Cobb County, Georgia, for those sums payable in the individual year period renewal term. It shall not be deemed to create a debt of Cobb County, Georgia, for the payment of any sum beyond the original term of execution or, in the event of a renewal, beyond the year of such renewal. Owner, at his sole option, may choose to renew contract up to an additional three (3) one (1) year periods beginning on **June 1, 2013** at the same amount as was contracted for on the contract dated **June 1, 2012**, plus an increase

or decrease of pricing each of three (3) additional one (1) year terms based on the Table 3 - Consumer Price Index All Urban Consumers (CPI-U): Selected areas, all items index; Atlanta, GA. each additional term.

3. **SECTION NOT USED:**

4. **PRICE:** Owner shall pay to Contractor for the satisfactory performance and completion of the Work and performance of all the duties, obligations and responsibilities of Contractor under this Contract, the set forth herein as the Price, subject only to additions and deductions as expressly provided in this Contract. To the extent that the Work is to be performed on a unit price basis, the Price shall be computed in accordance with the unit prices set forth in Bid Proposal Form, based on actual quantities determined in accordance with the Contract Documents and this Contract. The Price and all unit prices shown shall be deemed to include all costs of Contractor's performance of the Work as set forth in the Contract Documents, including, but not limited to, the costs of labor, supervision, services, materials, equipment, replacement parts/equipment, tools, scaffolds, hoisting, transportation, storage, insurance and taxes, and all overhead and profit.

Contractor shall not be entitled to any payment until this Contract has been fully executed by both parties and all documents and information to be furnished by Contractor have been supplied to Owner.

5. **PAYMENT CONDITIONS:** Price is determined to be monthly payments. Each monthly payment is directly associated with those services to be performed during that said month. To initiate payment, Contractor shall submit a monthly invoice and by submission of said invoice, Contractor represents to Owner that the services required under the terms of this Contract to be performed during the month for which the invoice was prepared have been performed. Contractor agrees that Owner may rely on this representation. Contractor will receive the payments made by Owner and Contractor will hold such payments as a trust fund to be applied first to the payment of laborers, suppliers, subcontractors, and others responsible for the Work for which such payments are made, including sufficient funds so that all taxes and insurance applicable thereto are also paid, and shall comply with all laws applicable thereto.

Contractor shall, as often as requested by Owner, furnish such information, evidence and substantiation as Owner may require with respect to the extent and value of current progress and the nature and extent of all obligations incurred by Contractor in connection with the Work and all payments made by Contractor on account thereof. Contractor shall also furnish, as required by Owner in its sole discretion, such partial or final lien waivers or releases as Owner deems necessary to ensure that Contractor has paid all persons furnishing any labor, material, or services in furtherance of any Work furnished hereunder.

If required by Owner, the furnishing of such lien waivers and releases shall be a condition precedent to any payment hereunder. Nothing herein shall constitute any requirement that Owner exercise its discretionary option to require such releases and waivers. Moreover, no prior failure of Owner to require such releases and waivers shall limit Owner's right to require them subsequently.

Owner reserves the right to withhold, as an additional reserve and without limiting its other rights and remedies, an amount sufficient: (a) to defend, satisfy and discharge any asserted claim that Contractor (or anyone providing any of the Work hereunder) has failed to make payment for labor, services, materials, equipment, taxes, or other items or obligations furnished or incurred in connection with the Work or has caused damage to the Work or to any other work on the Project; (b)

to complete the Work if it appears that funds remaining in the Contract, including retainage and exclusive of back charges, are insufficient to complete the Work; (c) to reimburse Owner for any back charges incurred as a result of any act or omission by Contractor hereunder; (d) to protect Owner from the possible consequences of any other breach or default by Contractor hereunder; or (e) to secure Owner with respect to any breach or default by Contractor or its affiliates, parent company and subsidiaries under any other agreement. Payment hereunder shall not be evidence of the proper performance or progress of the Work and no payment shall be construed to be acceptance of defective, faulty or improper work or materials.

6. **EXTENSIONS OF TIME:** Should Contractor, without any fault or neglect on its own part, be delayed in the completion of the Work by the fault or neglect of Owner, Contractor, as its sole remedy, shall be entitled to a reasonable extension of time only. Should Contractor, without any fault or neglect on its own part, be delayed in the completion of the Work by an act of God or such other cause beyond the control of the Contractor, Contractor shall be entitled to a reasonable extension of time to be determined in accordance with this Contract and the Contract Documents. In no event shall Contractor be entitled to compensation or damages for any delay in the commencement, prosecution, or completion of the Work or for any schedule adjustments resulting there from.

Notwithstanding anything to the contrary in the Contract Documents or this Contract, Contractor shall not be entitled to an extension of time unless a written notice of delay shall have been delivered to Owner within ninety-six (96) hours after commencement of the claimed delay.

7. **CHANGE ORDERS:** This contract clearly defines the Contractor's responsibility regarding specific equipment and associated equipment designated on Custom Program Maintenance (CPM) Equipment Listings. This includes all maintenance and repair or replacement as may be required. No change orders will be allowed in this regard. There is a possibility that the contractor may be requested by the Owner to provide additional services to the Owner. This work would be entirely remote to the Work described herein. No extras shall be allowed or additional monies paid unless the procedures for Change Orders are strictly followed. Examples of allowed changes might include the Owner's adding equipment to the CPM Equipment Lists or requesting that Contractor upgrade a particular required replacement.

Without notice to any surety and without invalidating this Contract, Owner may from time to time, solicit an offer for additional services by written order to Contractor, make changes in the Work under the contract Documents. The only exception to this requirement for a written change order is that in an emergency situation where time does not permit for the issuance of a written Change Order, a verbal Change Order may be issued by any of the persons authorized for the Owner within this paragraph 7.

Upon request of Owner, and in a timely manner, Contractor shall submit a written offer and proposal for any applicable Price and time adjustment attributable to the changed Work, detailed as Owner may require, supported and conforming to the requirements of the Contract Documents. Owner may elect to accept Contractor's offer and memorialize its acceptance by issuance of a written Change Order signed by one of the persons authorized for the Owner with this paragraph 7.

Where a change is issued pursuant to a change required by the Owner, the Price shall be adjusted by the net amount of any direct savings and direct cost plus Overhead & Profit Percentage not to exceed 15% combined, attributable to the Change Order, and the time for performance of the

Work may be adjusted according to the Contract Documents, subject, however, in each case to the following limitation: Where the Work affected by Change Order is the subject of unit prices as scheduled herein, the Price adjustment shall be limited to the amounts obtained by applying such unit prices to the actual increase or decrease in the quantity of units due to the change which will include all overhead and profit.

The following Unit Prices shall be used for Change Orders:

Regular Hourly Rate	\$60.00
Overtime & Saturdays	\$90.00
Sundays & Holidays	\$120.00
Parts	Cost Plus 15%

As used in this contract, Contractor's direct savings and direct cost shall mean and be limited to the actual amount of the following: cost of materials, including sales tax and cost of delivery; cost of labor, including social security, old age and unemployment insurance, and fringe benefits required by agreement or custom; worker's compensation insurance; bond premiums if and to the extent actually increased; and actual rent not greater than the rent charged in the locale, or reasonable value of Contractor-owned equipment and machinery.

If the parties are able to agree upon the amount of the Price adjustment and the extent of any time adjustment, such adjustment shall be set forth in the Change Order which shall be accepted by Contractor. Contractor directing such work to be performed by Contractor, and any adjustments to Price or time shall be subject to ultimate determination in accordance with this contract; and Contractor shall keep a detailed account of the direct savings and direct cost due to the changed Work separately from its other accounting records and shall make such records available to the Owner at Owner's request. Failure to keep adequate and separate cost records of the changed Work, and to furnish same to Owner upon its request, shall constitute an acceptance on Contractor's part of the Owner's determination of the direct savings and direct cost of such changed Work. In no event shall Contractor proceed with changed Work without a Change Order issued pursuant to this and Owner shall not be liable for any additional costs incurred or delays encountered in the performance of such changed Work without such a written Change Order. Only the following individuals may authorize changes on the behalf of the Owner:

- Park Operations Manager

Contractor agrees to notify its surety or sureties of increases in the Price and to take such action as is required to have the penal amount of the bonds furnished pursuant to this paragraph increased correspondingly.

8. **NOTICES:** All written notices provided for in this contract or in the Contract Documents shall be deemed given if delivered personally to a responsible representative of the party, sent by telegram, fax with fax acknowledgment, or by regular mail to the party at its address specified herein. Either party may from time to time, by notice to the other as herein provided, designate a different address to which notices to it should be sent.

9. **INSURANCE:** Contractors shall procure and maintain for the duration of the contract, insurance against claims for injuries to persons or damages to property which may arise from or in connection with performance of the work hereunder by the Contractor, his agents, representatives, employees or subcontractors. The cost of such insurance shall be included in the Contractor's bid.

## A. MINIMUM LIMITS OF INSURANCE

Contractor shall maintain limits no less than:

1. General Liability: \$1,000,000 combined single limit per occurrence for comprehensive coverage including bodily injury, personal injury and property damage for premises/operations, products/completed operations, contractual liability, independent contractors, broad-from property damage, and underground, explosion and collapse hazard.
2. Automobile Liability: \$1,000,000 combined single limit per accident for bodily injury and property damage including all owned, hired, and non-owned.
3. Workers' Compensation and Employers Liability: Workers' Compensation limits as required by the Labor code of the State of Georgia and Employers Liability of \$100,000 per accident.
4. Umbrella Liability: \$5,000,000 combined single limits per occurrence.
5. Builders Risk Insurance, if applicable: All Risk coverage on any buildings, structure of work and material in an amount equal to 100 per cent of the value of the contract. Coverage is to cover Cobb County interest and Cobb County shall be named as Loss Payee.

## B. DEDUCTIBLES AND SELF-INSURED RETENTION

Any deductibles or self-insurance retentions must be declared to and approved by the Owner. At the option of the Owner, either: The insurer shall reduce or eliminate such deductibles or Self-insured retentions as respects the Owner, its officers officials, and employees; or the Contractor shall procure a bond guaranteeing payment of losses related to investigations, Claim administration and defense expenses.

## C. OTHER INSURANCE PROVISIONS

1. General Liability, Automobile Liability, and Umbrella Liability Coverages. The Owner and its officers, officials, employees and volunteers are to be covered as additional insureds as respects: liability arising out of activities performed by or on behalf of the Contractor.

Any failure to comply with reporting provisions of the policies shall not affect coverage provided to the Owner and its officers, official's employees or volunteers.

The Contractor is responsible for insuring its own property and equipment.

2. Workers' Compensation and Employers Liability Coverage. The insurer shall agree to waive all rights of subrogation against the Owner and its officers, officials, employees and volunteers for losses arising from the work performed by the Contractor for the Owner.

3. All Coverages: Each insurance policy required by this clause shall be endorsed to state that coverage shall not be changed, cancelled, suspended, terminated or non-renewed except after sixty (60) days prior written notice by certified mail, return receipt requested, has been given to Cobb County of said change of coverage, cancellation, suspension, termination / or non-renewal.

#### D. ACCEPTABILITY.

Insurance is to be placed with insurers with an A.M. Best's rating of no less than A: VII, or otherwise acceptable to the Owner.

#### E. VERIFICATION OF COVERAGE.

Contractor shall furnish the Owner with certificates of insurance and with original endorsements effecting coverage required by this clause. These certificates and endorsements for each insurance policy are to be signed by a person authorized by that insurer to bind coverage on its behalf. The certificates and endorsements are to be received and approved by the Owner before any work commences. The Owner reserves the right to require complete, certified copies of all required insurance policies at any time.

#### F. SUBCONTRACTORS

Subcontractor means one not in the employment of the Contractor who is performing all or part of the services under this Agreement under a separate contract with the Contractor.

Contractor shall include all subcontractors as insured under its insurance or shall ensure that subcontractors have met the insurance requirements of this agreement. Owner may request evidence of subcontractor's insurance.

Contractor is responsible for having all subcontractors comply with all terms and conditions of the Invitation to Bid.

#### G. WAIVER OF SUBROGATION

Vendor shall require all insurance policies in any way related to the work and secured and maintained by Vendor to include clauses stating each underwriter shall waive all rights of recovery, under subrogation or otherwise, against Customer. Vendor shall require of subcontractors, by appropriate written agreements, similar waivers each in favor of all parties enumerated in this section.

10. **INDEMNITY:** To the full extent permitted by law, Contractor agrees to defend, indemnify and save harmless Owner, and their agents, servants and employees, from and against any claim, cost, expense, or liability (including legal fees, including but not limited to attorney's fees), attributable to bodily injury, sickness, disease, or death, or to damage to or destruction of property (including loss of use thereof), caused by, arising out of, resulting from, or occurring in connection with the performance of the Work by Contractor, its subcontractors and suppliers, or their agents, servants, or employees, whether or not caused in part by the active or passive negligence or other fault of a party indemnified hereunder, to the extent allowed by law; provided, however, Contractor's duty hereunder shall not arise if such injury, sickness, disease, death, damage, or destruction is caused by the sole negligence of a party indemnified hereunder. Contractor's obligation hereunder shall not be limited by the provisions of any worker's compensation or similar act. Contractor hereby agrees that One Hundred Dollars and No/Cents (\$100.00) of the Price constitute the separate consideration for Contractor's indemnity hereunder. Such amount shall be deemed paid out of the first application for payment paid hereunder.



Should any person or entity assert a claim or institute a suit, action, or proceeding against Owner involving the manner or sufficiency of the performance of the Work, Contractor shall upon request of Owner promptly assume the defense of such claim, suit, action or proceeding, at Contractor's expense, and Contractor shall indemnify and save harmless Owner as well as anyone to be defended, indemnified and held harmless by Owner and its or their agents, servants, and employees, from and against any liability, loss, damage, or expense arising out of or related to such claim, suit, action, or proceeding.

11. **ASSIGNMENT:** Contractor shall not assign this contract or any monies due or to become due hereunder without the prior written consent of Owner. No assignment by Contractor of any right hereunder shall be effective and any such attempt shall be null and void. No third party shall have any right to enforce any right of Contractor under this contract. If Owner gives written consent to an assignment of this contract, in whole or in part, Contractor shall not be relieved of its duties and obligations hereunder and shall be and remain fully responsible and liable for the acts and omissions of its assignees. Nothing herein shall prevent Contractor from engaging subcontractors to perform a portion of the Work hereunder. However, Contractor shall be and remain as fully responsible for all persons directly or indirectly employed by such subcontractors, as Contractor is for its own acts and omissions and those of its agents, servants, and employees. Additionally, nothing herein shall prevent any guarantor or surety of Contractor from enforcing any right hereunder after acknowledgement of its obligation as guarantor or surety. Any attempted enforcement of such rights in the absence of an express acknowledgement shall constitute an admission by any guarantor or surety of its obligations under its agreement of guarantee or surety ship.

12. **COMPLIANCE:** Contractor shall, at its own expense, obtain all necessary licenses and permits pertaining to the Work and comply with all statutes, ordinances, rules, regulations and orders of any governmental or quasi-governmental authority having jurisdiction over the Work or the performance thereof, including, but not limited to, those relating to safety, wages, discrimination and equal employment opportunity. Contractor shall promptly correct any violations of such statutes, ordinances, rules, regulations and orders committed by Contractor, its agents, servants and employees; and Contractor shall receive and respond to, and shall defend, indemnify and save harmless Owner, as well as anyone to whom Owner is obligated, and their agents, servants and employees from and against any loss, liability, or expense arising from, any such violations and any citations, assessments, fines, or penalties resulting there from. See applicable SBCCI codes and NEC (latest edition). Contractor shall comply with all governmental environmental requirements and revisions to same such as refrigerant collection and capabilities, asbestos removal, etc.

13. **SAFETY:** Contractor agrees that the prevention of accidents to persons engaged upon or in the vicinity of the Work is its responsibility. Contractor shall establish and implement safety measures, policies and standards conforming to those required or recommended by governmental or quasi-governmental authorities having jurisdiction.

14. **CLEANING UP:** Contractor shall, at its own expense: (a) keep the premises at all times free from waste materials, packaging and other debris accumulated in connection with the Work by collecting and removing such debris from the job site on a daily or other basis requested by Owner; (b) at the completion of the Work in each area, sweep and otherwise make the Work in its immediate vicinity "broom-clean;" (c) remove all of its tools, equipment, scaffolds, temporary structures and surplus materials as directed by Owner at the completion of the Work; and (d) Contractor agrees to provide all cleaning and cleanup required under the Contract Documents pertaining to the Work to the extent such requirements are in excess of those contained in this paragraph.

15. **TEMPORARY FACILITIES:** All temporary site facilities, such as storage, sheds, water, heat, light, power, toilets, hoists, elevators, scaffolding, cold weather protection, ventilating, pumps, watchman service, etc., required in performing the Work shall be furnished by Contractor.

16. **QUALITY:** Contractor shall at all times provide first-quality, new materials (unless otherwise specified in the Contract Documents) and workmanship conforming to the Contract requirements. Contractor shall at all times provide proper facilities and an opportunity for the inspection of the Work by Owner and its representatives. Contractor shall, within forty-eight (48) hours after receiving written notice from Owner, proceed to take down and remove all portions of the Work which Owner shall have condemned as unsound, improper, or in any way failing to conform to the Contract Documents or this Contract and shall replace the same with proper and satisfactory Work and make good all work damaged or destroyed thereby. Owner's failure to discover or notify Contractor of defective or nonconforming Work at the time the Work, or portion thereof, is performed or completed shall not relieve Contractor of full responsibility for replacement of the defective or nonconforming Work and all damages resulting there from.

17. **GUARANTEES:** Contractor warrants and guarantees the Work to the full extent provided for in and required by the Contract Documents. Without limiting the foregoing or any other liability or obligation with respect to the Work, Contractor shall, at its expense and by reason of its express warranty, make good any faulty, defective, or improper parts of the Work discovered within one year from the date of installation. Contractor warrants that all materials furnished hereunder meet the requirements of the Contract Documents and impliedly warrants that they are both merchantable and fit for the purposes for which they are to be used under the Contract Documents.

18. **SUBMITTALS:** Approval of drawings or other submittals by Owner shall not relieve Contractor of its obligation to perform the Work in strict accordance with the Contract Documents or its responsibility for proper matching of the Work to contiguous work.

19. **LIENS:** Contractor shall defend, indemnify and save harmless Owner from any lien or claim of lien filed or maintained by any laborer, material man, subcontractor, or other person or entity directly or indirectly acting for, through, or under Contractor, against the Project or any part thereof or any interest therein or against any monies due or to become due from Owner to Contractor. Without limiting the foregoing, Contractor shall cause any such lien or claim of lien to be satisfied, removed, or discharged by bond, payment, or otherwise within such time as provided under the Contract Documents or ten (10) days from the date of receipt by the Owner, whichever is shorter.

20. **PATENTS:** Contractor shall defend, indemnify and save harmless Owner, from and against any claim, cost, expense, or liability (including attorneys' fees) arising out of or resulting from infringement or alleged infringement of any patent rights attributable to the Work.

21. **LABOR:** Contractor agrees that where its Work is stopped, delayed, or interfered with by strikes, slow-downs, or similar interruptions or disturbances (including cases where the Contractors employees are engaged in a work-stoppage solely as a result of a labor dispute involving Owner or others and not in any manner involving Contractor,) Owner shall have the rights and remedies provided for herein. Contractor shall maintain and exercise control over all employees engaged in the performance of the Work, and Contractor shall, to the extent permitted by law, remove or cause to be removed from the Project any employee whose presence is detrimental to the orderly prosecution of the Work. Contractor shall take all necessary steps to restrain and enjoin any illegal picketing, demonstrating, violence, or similar activity against the Contractor at the Project.

22. **DAMAGE:** Owner shall not be liable or responsible for loss or damage to the equipment, tools, facilities, or other personal property owned, rented, or used by Contractor, or anyone employed by or through Contractor, in the performance of the Work; and Contractor shall maintain such insurance and take such protective action as Contractor deems desirable with respect to such property. Owner shall not be liable or responsible for any loss or damage to the Work, and Contractor shall be responsible for the correction or restoration of any such loss or damage to the Work, or to the work of Owner or any other contractor, resulting from the operations of Contractor, or its subcontractors, agents, servants, or employees hereunder. Contractor shall take all reasonable precautions to protect the Work from loss or damage prior to acceptance by Owner.

23. **DEFAULT:** Should Contractor at any time: (a) fail to supply the labor, materials, equipment, supervision and other things required of it in sufficient quantities and of required quality to perform the Work with the skill, conformity, promptness and diligence required hereunder; (b) cause interference, stoppage, or delay to the Work or any activity necessary to complete the Work; (c) become insolvent; or (d) fail in the performance or observance of any of the covenants, conditions, or other terms of this Contract, then in any such event, each of which shall constitute a default hereunder by Contractor, Owner shall, after giving Contractor notice of default and twenty-four (24) hours within which to cure, have the right to exercise any one or more of the following remedies:

(i) require that Contractor utilize, at its own expense, overtime labor (including Saturday and Sunday work) and additional shifts as necessary to overcome the consequences of any delay attributable to Contractor's default;

(ii) attempt to remedy the default by whatever means Owner may deem necessary or appropriate, including, but not limited to, correcting, furnishing, performing, or otherwise completing the Work, or any part thereof, by itself or through others (utilizing where appropriate any materials and equipment previously purchased for that purpose by Contractor) and deducting the cost thereof (plus an allowance for administrative burden equal to fifteen percent (15%) of such costs) from any monies due or to become due to Contractor hereunder;

(iii) after giving Contractor an additional seventy-two (72) hours notice (at any time following the expiration of the initial twenty-four (24) hour notice and curative period), terminate the Contract, without thereby waiving or releasing any rights or remedies against Contractor or its sureties, and by itself or through others take possession of the Work, and all materials, equipment, facilities, plant, tools, scaffolds and appliances of Contractor related to the Work, for purposes of completing the Work and securing to Owner the payment of its costs (plus an allowance for administrative burden equal to fifteen percent (15%) of such costs) and other damages under the Contract and for the breach thereof, it being intended that Owner shall, for the stated purposes, be the assignee of and have a security interest in the property described above to the extent located on the Work site; or:

(iv) call upon the surety, if applicable, to perform in accordance with the performance bond.

(v) recover from Contractor all losses, damages, penalties and fines, whether actual or liquidated, direct or consequential (including without limitation any increase in Owner's cost of insurance resulting from Contractor's failure to maintain insurance coverage's required hereunder), and all reasonable attorneys' fees suffered or incurred by Owner by reason of or as a result of Contractor's default.

After completion of the Work by the exercise of any one or more of the above remedies and acceptance of the Work by Owner, Owner shall promptly pay Contractor any undisbursed balance of the Price, if any. If the cost of completion of the Work plus the allowance for administrative burden, together with any other damages or losses sustained or incurred by Owner, shall exceed the undisbursed balance of the Price, Contractor and its guarantors, surety, or sureties shall pay the difference within fifteen (15) days of written demand from Owner.

The foregoing remedies shall be considered separate and cumulative and shall be in addition to every other remedy given hereunder or under the Contract Documents, or now or hereafter existing at law or in equity. Contractor's guarantors, surety, or sureties agree to be bound to Owner with respect to such remedies notwithstanding any provision of the bonds as described herein.

Except as limited by this Contract, Contractor shall have the rights and remedies available at law or in equity for a breach of this Contract by Owner. Any default shall be deemed waived unless Contractor shall have given Owner written notice thereof within five (5) days after the occurrence of such default. Contractor shall not be entitled to stop the Work or terminate this Contract on account of Owner's failure to pay an amount claimed due hereunder (including payment for claimed changed Work) so long as Contractor shall not have adequately substantiated the amount due or so long as a good faith dispute exists as to the amount due. Contractor shall not be entitled to stop the Work on account of a default by Owner unless such default shall have continued for more than ten (10) days after Owner's receipt of written notice of such default from Contractor, specifying in detail the nature of the default and the steps necessary to cure the claimed default.

Contractor shall not be entitled to terminate this Contract except for a substantial and material breach by Owner which shall have continued, uncured, for at least an additional thirty (30) days after (a) Contractor shall have stopped working in accordance with this paragraph and (b) Owner shall have received thirty (30) days written notice of Contractor's intention to terminate this Contract.

Should any termination for default under paragraph 25 (iii) be determined to be invalid, improper or wrongful, such termination shall be deemed to have been a termination for convenience as provided herein.

24. **DISPUTES:** If a dispute should arise between Owner and Contractor under or related to the Contract, or the breach thereof, then either party may seek redress of its grievances as to such disputes at law or in equity or by arbitration if both parties agree after default or breach to arbitrate. The award rendered by arbitrators shall not be final or binding. Contractor agrees to continue to perform its Work despite the existence of disputes. The existence of a dispute shall not be grounds for any failure to perform by Contractor nor limit the right of Owner to proceed, in good faith, to remedy any default by Contractor.

Owner reserves the right to audit the Contractor's records in the event of a dispute.

All parties agree that disputes shall be resolved in the State of Georgia, County of Cobb. In the event of a dispute over Change Order or other work, the Owner will notify the Contractor of the dispute, in writing. No interest shall accrue on the billings until the dispute is resolved by both parties.

25. **EARLY TERMINATION:** Should this Contract be terminated based on default, Contractor shall assign all purchase orders and subcontracts to Owner if Owner, in its sole discretion, requests such assignments. Contractor agrees to incorporate such provisions in its agreements with suppliers and subcontractors to effectuate this provision. Nothing herein shall create any duty on the part of Owner to accept the assignment of any purchase order or subcontract hereunder.

Further, in its sole discretion and without notice to any guarantors, surety, or sureties, Owner may terminate this Contract for its convenience upon the giving of thirty (30) days' written notice to Contractor. In no event shall Contractor be entitled to consequential damages or loss of profits on portions of the Work not yet performed.

26. **SETOFF:** If Contractor is, or hereafter begins, performing any other work for Owner other than the Work under this Contract and the unpaid balance of the Price becomes insufficient to complete such Work or compensate Owner for any damages or deficiencies by the Contractor in the performance

of the other work, Contractor hereby consents and agrees to allow Owner, in its sole discretion and judgment, to setoff any of Owner's claims against any funds due, or which may become due, Contractor under any other agreement with Owner, or any contract on any other project. No refusal or failure of Owner to exercise its rights hereunder shall constitute the basis of any right or claim against Owner.

27. **MISCELLANEOUS:**

(a) All matters relating to the validity, performance, or interpretation of this Contract shall be governed by the laws of the State of Georgia, performance, or interpretation, as the case may be, of the Contract.

(b) This Contract, including the documents incorporated herein by reference, embodies the entire agreement of the parties and supersedes all prior negotiations, agreements, and understandings related to the subject matter hereof. This Contract supersedes any and all representations or statements contained on "work order" or "receiving" tickets, etc. that Owner's representative might sign as requested by Contractor's servicemen. Any signatures of this type will only serve to document that Owner is aware that serviceman was present on the job at the time. Any Purchase Orders that the Owner may issue are to establish payment authority for internal accounting purposes and do not change any of the terms or conditions of this agreement.

(c) This Contract may not be changed in any way except as herein provided or by writing a signed by a duly authorized officer or agent of each party. No requirement of this Contract may be waived except in writing signed by a duly authorized officer of the waiving party; for the Owner, authorized parties are limited to The Chairman of the Board of Commissioners, the County Manager, the Purchasing Department Manager, and the Sheriff's Department Manager.

(d) The provisions of these Contract Documents are intended to supplement and complement each other. If, however, any provision of these Contract Documents irreconcilably conflicts with another provision of the Contract Documents, the provision imposing the greater duty on the Contractor shall govern. In case a provision of this Contract is held to be invalid, illegal or unenforceable, the validity, legality and enforceability of the remaining provisions shall not be affected.

(e) Where the context requires, neuter terms used herein shall include the masculine and feminine, and singular terms shall include the plural, and vice versa.

(f) Materials and system types may designate specified manufacturers and models. Substitution may be allowed if demonstrated by vendor to be equal or superior. All materials incorporated into the work shall be new unless otherwise specified herein or approved in special circumstances by Owner.

(g) The Owner, the Cobb County Board of Commissioners is required to make certain decisions that may come up during the course of the job. Depending on the timing, this could take several weeks before an available scheduled commission meeting and resolution may be rendered. This delay shall not give rise to damages, but may extend the time to complete the work.

(h) The Contractor represents that any reference by the Contract Documents to Cobb County as supplying utilities, permits, licenses, approvals, procedures or items of any nature whatsoever are included with the Contractor's cost and shall not be construed to mean that the cost of such items will be paid by Cobb County.

(i) During the course of the work, Contractor shall address concerns and questions to the Cobb County Sheriff's Department and shall not take direction from any other persons or departments at any time. It is the Owner's intention that the Contractor takes the Bid Documents as they are and provide complete servicing. Any additional drawings, documents, engineer stamps, etc., requirements that the Contractor may require are the responsibility and shall be provided by the Contractor.

(j) This Contract is entered into in Cobb County and all services under this Contract are capable of being performed and are to be performed in Cobb County, Georgia. Therefore, the parties agree that Cobb County is the proper venue for the resolution of disputes.

(k) All costs related to the preparation and submittal of a response to this request for bids are the responsibility of the respondent and will not be assumed in full or in part by Cobb County. The Owner makes no representation or guarantee by the issuance of this request for bids that this project will be funded and/or performed.

**END OF GENERAL & SUPPLEMENTAL CONDITIONS**

# **Cobb County General Instructions for Bidders, Terms and Conditions**

## **I. Preparation Of Bids**

Each bidder shall examine the drawings, specifications, schedule and all instructions. Failure to do so will be at the bidder's risk, as the bidder will be held accountable for their bid response.

Each bidder shall furnish all information required by the bid form or document. Each bidder shall sign the bid and print or type his or her name on the schedule. The person signing the bid must initial erasures or other changes. An authorized agent of the company must sign bids.

Invitations to Bid (ITB) issued by Cobb County are advertised on the Cobb County Internet site, [www.purchasing.cobbcountyga.gov](http://www.purchasing.cobbcountyga.gov) and every Friday in the Marietta Daily Journal.

## **II. Delivery**

Each bidder should state the time of proposed delivery of goods or services. Words such as "immediate", "as soon as possible", etc. shall not be used. The known earliest date or the minimum number of calendar days required after receipt of order (delivery A.R.O.) shall be stated (if calendar days are used, include Saturday, Sunday and holidays in the number).

## **III. Explanation to Bidders**

Any explanation desired by a bidder regarding the meaning or interpretation of the invitation for bids, drawings, specifications, etc. must be received by 5:00 pm on the seventh (7th) working day prior to bid opening in order for a reply to reach all bidders before the close of the bid. Any information concerning an Invitation to Bid (ITB) will be furnished to all prospective bidders as an addendum if such information is necessary or if the lack of such information would be prejudicial to uninformed bidders.

The written bid documents supersede any verbal or written communication between parties. Addenda are posted on the Purchasing web site: [www.purchasing.cobbcountyga.gov](http://www.purchasing.cobbcountyga.gov). Receipt of addenda should be acknowledged in the bid. It is the bidder's ultimate responsibility to ensure that they have all applicable addenda prior to bid submittal.

## **IV. Submission of Bids**

Bids shall be enclosed in sealed envelopes, addressed to the Cobb County Purchasing Department with the name of the bidder, the date and hour of opening and the invitation to bid number on the face of the envelope. Bids must be received in the Purchasing Department no later than the date and time (determined

by the date/time stamp in the department) set forth in the Invitation to Bid. It is the sole responsibility of the bidder to ensure that his or her bid reaches the Purchasing Department. Telegraphic/faxed bids will not be considered. Any addenda should be enclosed in the sealed envelopes as well. The bids will be publicly opened and read at the time and place set forth in the Invitation to Bid.

Samples of items, when required, must be submitted within the time specified and, unless otherwise specified by the County, at no expense to the County. Unless otherwise specified, samples will be returned at the bidder's request and expense if items are not destroyed by testing. Items offered must meet required specifications and must be of a quality, which will adequately serve the use and purpose for which intended.

Full identification of each item bid upon, including brand name, model, catalog number, etc. must be furnished to identify exactly what the bidder is offering. The bidder must certify that items to be furnished are new and that the quality has not deteriorated so as to impair its usefulness.

If no items are bid on, the "Statement of No Bid" must be returned, with the envelope plainly marked "No Bid" including the bid number. Where more than one item is listed, any items not bid upon must be indicated "No Bid".

Unsigned bids will not be considered except in cases where bid is enclosed with other documents, which have been signed. The County will determine this.

Cobb County is exempt from federal excise tax and Georgia sales tax with regards to goods and services purchased directly by Cobb County. Suppliers and contractors are responsible for federal excise tax and sales tax, including any taxes for materials incorporated in county construction projects. Suppliers and contractors should contact the State of Georgia Sales Tax Division for additional information. Tax Exemption Certificates will be furnished upon request.

Information submitted by a bidder in the bidding process shall be subject to disclosure after the public opening in accordance with the Georgia Open Records Act. Each page of proprietary information must be identified. Entire bid may not be deemed proprietary.

## **V. Withdraw Bid Due To Errors**

The bidder shall give notice in writing of his claim of right to withdraw his bid without penalty due to an error within two (2) business days (48 hours) after the conclusion of the bid opening. Bids may be withdrawn from consideration if the price was substantially lower than the other bids due solely to a mistake therein, provided the bid was submitted in good faith, and the mistake was a clerical mistake as opposed to a judgment mistake, and was actually due to an unintentional arithmetic error or an unintentional omission of a quantity of work, labor or material made directly in the compilation of the bid, which unintentional arithmetic or unintentional omission can be clearly shown by objective evidence



drawn from inspection of original work papers, documents and materials used in the preparation of the bid sought to be withdrawn. The bidder's original work papers shall be the sole acceptable evidence of error and mistake if he elects to withdraw his bid. If a bid is withdrawn under the authority of this provision, the lowest remaining responsive bid shall be deemed to be low bid. Bid withdrawal is not automatically granted and will be allowed solely at the discretion of Cobb County.

No bidder who is permitted to withdraw a bid shall, for compensation, supply any material or labor or perform any subcontract or other work agreement for the person or firm to whom the contract is awarded or otherwise benefit, directly or indirectly, from the performance of the project for which the withdrawn bid was submitted.

#### **VI. Testing and Inspection**

Since tests may require several days for completion, the County reserves the right to use a portion of any supplies before the results of tests are determined. Cost of inspections and tests of any item, which fails to meet specifications, shall be borne by the bidder.

#### **VII. F.O.B. Point**

Unless otherwise stated in the Invitation to Bid and any resulting contract, or unless qualified by the bidder, items shall be shipped F.O.B. Destination. The seller shall retain title for the risk of transportation, including the filing for loss or damages. The invoice covering the items is not payable until items are delivered and the contract of carriage has been completed. Unless the F.O.B. clause states otherwise, the seller assumes transportation and related charges either by payment or allowance.

#### **VIII. Patent Indemnity**

The contractor guarantees to hold the County, its agents, officers, or employees harmless from liability of any nature or kind for use of any copyrighted or uncopyrighted composition, secret process, patented or unpatented invention, articles or appliances furnished or used in the performance of contract, for which the contractor is not the patentee, assignee or licensee.

#### **IX. Award**

Award will be made to the lowest responsive and responsible bidder. Conditional bids are not acceptable. The quality of articles to be supplied, their conformity with the specifications, their suitability to the requirements of the County, and the delivery terms will be taken into consideration in making the award. The County may make such investigations as it deems necessary to determine the ability of the bidder to perform, and the bidder shall furnish to the County all such information and data for this purpose as the County

may request. The County reserves the right to reject any bid if the evidence submitted by, or investigation of such bidder fails to satisfy the County that such bidder is properly qualified to carry out the obligations of the contract. The County reserves the right to reject or accept any or all bids and to waive technicalities, informalities, and minor irregularities in bids received.

The Bidder does not have the exclusive right to fill all of the County's requirements for the goods or services awarded nor will the County be obligated to purchase the estimated annual quantity or any quantity contained in the bid document.

The County reserves the right to make an award as deemed in its best interest, which may include awarding a bid to a single bidder or multiple bidders; or to award the whole bid, only part of the bid, or none of the bid to single or multiple bidders, based on its sole discretion of its best interest. In case of tie bid, the award will be made as follows:

1. The bid will be awarded to the in-county vendor.
2. The bid will be awarded to the in-state vendor.
3. The bid will be awarded to the vendor with the lesser total dollar volume.

The County reserves the right to award by line item to more than one vendor. The County reserves the right to negotiate a lower price than the bid award price on any line item with the successful vendor, should the quantity required significantly exceed those on the Invitation to Bid. If the County is unable to negotiate an acceptable price, it reserves the right to rebid the item(s) involved. If after the award of the bid there is a decrease in the price of a product from the manufacturer, or a rebate, the successful bidder will pass that price decrease and/or rebate onto the County.

Time payment discounts will be considered in arriving at net prices and in award of bids. Offers of discount for payment within ten (10) days following the end of the month are preferred.

## **X. Delivery Failures**

Failure of a contractor to deliver within the time specified or within reasonable time as interpreted by the Purchasing Director, or failure to make replacement of rejected articles/services when so requested, immediately or as directed by the Purchasing Director, shall constitute authority for the Purchasing Director to purchase in the open market articles/services of comparable grade to replace the articles/services rejected or not delivered. On all such purchases, the contractor shall reimburse the County within a reasonable time specified by the Purchasing Director for any expense incurred in excess of contract prices, or the County shall have the right to deduct such amount from monies owed the defaulting contractor. Alternatively, the County may penalize the contractor one percent (1%) per day for a period of up to ten (10) days for each day that delivery or replacement is late. Should public necessity demand it, the County reserves the right to use or

consume articles delivered which are substandard in quality, subject to an adjustment in price to be determined by the Purchasing Director.

**XI. County Furnished Property**

No material, labor or facilities will be furnished by the County unless so provided in the invitation to bid.

**XII. Rejection of Bids**

Failure to observe any of the instructions or conditions in this invitation to bid may constitute grounds for rejection of bid.

**XIII. Contract**

Each bid is received with the understanding that the acceptance in writing by the County of the offer to furnish any or all commodities or services described therein shall constitute a contract between the bidder and the County which shall bind the bidder on his part to furnish and deliver the articles quoted at the prices stated in accordance with the conditions of said accepted bid. The County, on its part, may order from such contractor, except for cause beyond reasonable control, and to pay for, at the agreed prices, all articles specified and delivered. Payment terms are net thirty (30) days after receipt of invoice.

The Price and all unit prices shown shall be deemed to include all costs of Contractor's performance of the Work as set forth in the Bid Documents, including, but not limited to, the costs of labor, supervision, travel, services, materials, equipment, tools, scaffolds, hoisting, transportation, storage, insurance and taxes.

Upon receipt of a bid package, containing a Cobb County "Sample Contract" as part of the requirements, it is understood that the bidder has reviewed the documents with the understanding that Cobb County requires all agreements between the parties must be entered into via this document. If any exceptions are taken to any part, each must be stated in detail and submitted as part of the bid. If no exceptions are stated, it is assumed that the bidder fully agrees to the provisions contained in the "Sample Contract" in its entirety. The County reserves the right to make alterations to Sample Contracts.

**XIV. Non-Collusion**

By submission of a bid, the vendor certifies, under penalty of perjury, that to the best of its knowledge and belief:

- (a) The prices in the proposal have been arrived at independently without collusion, consultation, communications, or agreement, for the purpose of restricting competition, as to any matter relating to such prices with any other vendor or with any competitor.

- (b) Unless otherwise required by law, the prices which have been quoted in the proposal have not been knowingly disclosed by the vendor prior to opening, directly or indirectly, to any other vendor or to any competitor.
- (c) No attempt has been made, or will be made, by the vendor to induce any other person, partnership or corporation to submit or not to submit a proposal for the purpose of restricting competition.

Collusions and fraud in bid preparation shall be reported to the State of Georgia Attorney General and the United States Justice Department.

## **XV. Conflict of Interest, Etc.**

By submission of a bid, the responding firm certifies, under penalty of perjury, that to the best of its knowledge and belief:

1. No circumstances exist which cause a Conflict of Interest in performing the services required by this ITB, and
2. That no employee of the County, nor any member thereof, not any public agency or official affected by this ITB, has any pecuniary interest in the business of the responding firm or his sub-consultant(s) has any interest that would conflict in any manner or degree with the performance related to this ITB.

By submission of a bid, the vendor certifies under penalty of perjury, that to the best of its knowledge and belief:

- (a) The prices in the bid have been arrived at independently without collusion, consultation, communications, or agreement, for the purpose of restricting competition, as to any matter relating to such prices with any other vendor or with any competitor.
- (b) Unless otherwise required by law, the prices which have been quoted in the bid have not knowingly been disclosed by the vendor prior to opening, directly or indirectly, to any other vendor or competitor.
- (c) No attempt has been made, or will be made, by the vendor to induce any other person, partnership or cooperation to submit or not to submit a bid for the purpose of restricting competition.

For any breach or violation of this provision, the County shall have the right to terminate any related contract or agreement without liability and at its discretion to deduct from the price, or otherwise recover, the full amount of such fee, commission, percentage, gift, payment or consideration.

The successful responding firm shall require each of its sub-consultant(s) to sign a statement certifying to and agreeing to comply with the terms of the Sub-sections above.

## **XVI. Default**

The contract may be cancelled or annulled by the Purchasing Director in whole or in part by written notice of default to the contractor upon non-performance or violation of contract terms. An award may be made to the next low responsive and responsible bidder, or articles specified may be purchased on the open market similar to those so terminated. In either event, the defaulting contractor (or his surety) shall be liable to the County for costs to the County in excess of the defaulted contract prices; provided, however, that the contractor shall continue the performance of this contract to the extent not terminated under the provisions of this clause. Failure of the contractor to deliver materials or services within the time stipulated on his bid, unless extending in writing by the Purchasing Director, shall constitute contract default.

## **XVII. Disputes**

Except as otherwise provided in the contract documents, any dispute concerning a question of fact arising under the contract which is not disposed of shall be decided after a hearing by the Purchasing Director, who shall reduce his/her decision to writing and mail or otherwise furnish a copy thereof to the contractor. The decision of the Purchasing Director shall be final and binding; however, the contractor shall have the right to appeal said decision to a court of competent jurisdiction.

## **XVIII. Substitutions**

Bidders offering and quoting on substitutions or who are deviating from the attached specifications shall list such deviations on a separate sheet to be submitted with their bid. The absence of such a substitution list shall indicate that the bidder has taken no exception to the specifications contained herein.

## **XIX. Ineligible Bidders**

The County may choose not to accept the bid of a bidder who is in default on the payment of taxes, licenses, or other monies due to the County. Failure to respond three (3) consecutive times for any given commodity/service may result in removal from the supplier list under that commodity/service.

## **XX. Alterations of Documents**

Alterations of County documents are strictly prohibited and will result in automatic disqualification of the firm's solicitation response. If there are "exceptions" or comments to any of the solicitation requirements or other language, then the firm may make notes to those areas, but may not materially alter any document language.

## **XXI. Termination for Convenience**

The County, by written notice, may terminate this contract, in whole or in part, when it is in the County's interest. If this contract is terminated, the County shall be liable only for goods or services delivered or accepted. The County Notice of Termination may provide the contractor thirty (30) days prior notice before it becomes effective. However, at the County's sole option a termination of convenience may be effective immediately and may apply to delivery orders (if applicable) or to the contract in whole.

## **XXII. Inter-governmental Agreement**

Other cities and Authorities located in Cobb County will be allowed to purchase identical items at the same price and upon the same terms and conditions, pursuant to the Intergovernmental Cooperative Purchasing Agreements entered into between the BOC and Cobb County Governmental entities listed under the Intergovernmental Cooperative Purchasing Program. These entities include the Cobb County Board of Education and Cities of Acworth, Austell, Kennesaw, Smyrna, Marietta, and Powder Springs and the Cobb County-Marietta Water Authority and the Cobb-Marietta Coliseum and Exhibit Hall Authority.

## **XXIII. Indemnification and Hold Harmless**

By submission of a bid, the selected responding firm agrees to the fullest extent permitted by law to indemnify Cobb County and protect, defend, indemnify and hold harmless Cobb County, its officers, officials, employees and volunteers from and against all claims, actions, liabilities, losses (including economic losses), or costs arising out of any actual or alleged a) bodily injury, sickness, disease, or death; or injury to or destruction of tangible property including the loss of use resulting there from; or any other damage or loss arising out of or resulting claims resulting in whole or part from any actual or alleged act or omission of the responding firm, sub-consultant, anyone directly or indirectly employed by any firm or sub-consultant; or anyone for whose acts any of them may be liable in the performance of work; b) violation of any law, statute, ordinance, governmental administrative order, rule, regulation, or infringements of patent rights or other intellectual property rights by the responding firm in the performance of work; or c) liens, claims or actions made by the responding firm or other party performing the work, as approved by Cobb County. The indemnification obligations herein shall not be limited by any limitation on the amount, type of damages, compensation, or benefits payable by or for the responding firm or its sub-consultant(s), as approved by the County, under workers' compensation acts, disability benefit acts, other employee benefit acts, or any statutory bar or insurance.

## **XXIV. Special Terms and Conditions**

Should these General Terms and Conditions be in conflict with any attached Special Terms and Conditions, the Special Terms and Conditions will control.

**XXV. Disadvantaged Business Enterprises (DBE): The following provisions should be carefully read to determine applicability to your business.**

Cobb County Government encourages the participation of all businesses in offering their services and/or products. The Cobb County Government has the goal to fairly and competitively procure the best product at the most reasonable cost.

A Disadvantaged Business Enterprise (DBE) is generally defined as a Female, Black American, Hispanic American and any other minority owned business. The Federal Government has long had program in place to ensure participation of DBE vendors and suppliers. The State of Georgia has established a similar program whereby DBE firms are defined, certified and made known. This effort is managed by the Georgia Department of Transportation (GDOT). More information can be obtained from GDOT web site:

1. <http://www.dot.state.ga.us/eo-div/index.shtml>

The Cobb County Government addresses DBE business participation (frequency and dollar value) in the following ways:

1. Cobb County wishes to identify all DBE participation; both at the contractor and sub-contractor levels in the following ways.
  - a. DBE businesses are requested to identify such status at the time they register as a vendor.
  - b. DBE businesses are requested to identify themselves at the time they propose to do business. Please complete **EXHIBIT B** if applicable and return with bid submittal.
  - c. All businesses will receive with each Purchase Order an instruction sheet for use of the furnished *Cobb County Government DBE Participation Report*, **EXHIBIT C**. Businesses are requested to complete this report and submit it with each invoice for the time period billed.

2. Cobb County has established a Disadvantaged Business Enterprise Plan in accordance with the regulations of the U.S. Department of Transportation (U. S. Department of Transportation (USDOT), 49 CFR Part 26.) The Cobb County Department of Transportation is the lead agency for implementing the USDOT DBE Program for the County.

*The Plan applies only to projects which are clearly indicated by the County.*

## XXVI. Compliance with Georgia Security and Immigration Compliance Act

### BACKGROUND

Pursuant to the “Georgia Security and Immigration Compliance Act,” Cobb County cannot enter into a contract for the physical performance of services unless the contractor registers and participates in the federal work authorization program to verify information of all new employees. Neither may any contractor or subcontractor enter a contract with the county in connection with the physical performance of services unless the contractor or subcontractor registers and participates in the federal work authorization program to verify information of all new employees. O.C.G.A. § 13-10-91.

#### Definitions:

Affidavit – a written statement made or taken under oath before an officer of the court or a notary public or other person who duly has been authorized so to act.

Affiant – the person who makes and subscribes to a statement made under oath (affidavit).

Additionally, before a bid for any such service is considered, the bid must include a signed, notarized affidavit from the contractor attesting to the following: (1) the affiant has registered with and is authorized to use the federal work authorization program; (2) the user ID number and date of authorization for the affiant; and (3) the affiant is using and will continue to use the federal work authorization program throughout the contract period. O.C.G.A. § 13-10-91 (b)(1).

Based upon the County’s experience, additional compliance certification shall be required of all contractors and their subcontractors at the time work is commenced under any contract for the physical performance of services.

### PROCEDURE

1. Bid Documents: Bid documents should contain information regarding the contract language requirement below.
2. Responsive Bid Documents: Responsive bid documents must include a signed, notarized affidavit from the contractor in the form attached. If the affidavit is not submitted **at the time of the bid**, the applicant will be **disqualified**.

***This affidavit must be signed, notarized and submitted with any bid requiring the performance of physical services. If the affidavit is not submitted at the time of the bid, bid will be determined non-responsive and will be disqualified.***



3. Contract Language: Affirmative language shall be contained in contracts for the performance of services to cover all statutory and County requirements; such language shall require:
- (a) Affidavits in the form attached be executed from a contractor (and any subcontractors, regardless of tier) showing compliance with the requirements of O.C.G.A. § 13-10-91 at the time a contract for the performance of physical services is executed. Such affidavits should be attached to the contract and/or subcontracts.
  - (b) That the contractor will be responsible for securing affidavits, and submitting them to the County, for any subcontractors (or sub-subcontractors) employed or retained for work under the contract.
  - (c) That the contractor will comply with the requirements for submitting Compliance Certification (as discussed below);
  - (d) That failure to comply with any of the requirements and procedures of the County (i.e., failure to supply required affidavits or compliance certification documents; failure to utilize federal work authorization procedures; failure to permit or facilitate audits or reviews of records by County officials upon request; and/or failure to continue to meet any of the foregoing obligations during the life of the contract) shall constitute a material breach of the contract and shall constitute a material breach of the contract and shall entitle the County to dismiss any general contractor, subcontractor, or sub/subcontractor (irrespective of tier) for failing to fully comply with these requirements.
  - (e) That upon notice of a material breach of these provisions, the contractor shall be entitled to cure the breach within ten (10) days and provide evidence of such cure. Should the breach not be cured, the County should be entitled to all available remedies, including termination of the contract and damages.
4. Compliance Certification: Prior to commencing work under any contract for the physical performance of services, the contractor shall complete the “EMPLOYER IMMIGRATION COMPLIANCE CERTIFICATION” form attached hereto and submit the same to the County.

Prior to allowing any other subcontractor to perform work under the contract, the contractor shall obtain a completed “EMPLOYER IMMIGRATION COMPLIANCE CERTIFICATION” from each subcontractor and submit the same to the County.

***FORM ATTACHMENTS:***

1. CONTRACTOR AFFIDAVIT & AGREEMENT
2. SUBCONTRACTOR AFFIDAVIT & AGREEMENT
3. EMPLOYER IMMIGRATION COMPLIANCE CERTIFICATION

**CONTRACTOR AFFIDAVIT & AGREEMENT**

By executing this affidavit, the undersigned contractor verifies its compliance with O.C.G.A. § 13-10-91, stating affirmatively that the individual, firm or corporation which is contracting with Cobb County, Georgia, has registered with, is authorized to use, and is participating in a federal work authorization program\* (an electronic verification of work authorization program operated by the U.S. Department of Homeland Security or any equivalent federal work authorization program operated by the U.S. Department of Homeland Security to verify information of newly hired employees, pursuant to the Immigration Reform and Control Act of 1986 (IRCA)). The undersigned contractor further attests that it will continue to use the federal work authorization program throughout the contract period.

The undersigned further agrees that should it employ or contract with any subcontractor(s) or should its subcontractor(s) employ other subcontractor(s) for the physical performance of services pursuant to the contract with Cobb County, Georgia, the contractor or subcontractor will:

- (1) Secure from any subcontractor(s) and/or their subcontractor(s) verification of compliance with O.C.G.A. § 13-10-91 on the attached Subcontractor Affidavit. (EXHIBIT A);
- (2) Provide the subcontractor(s) with legal notice that Cobb County, Georgia, reserves the right to dismiss any contractor or subcontractor for failing to provide the affidavit and/or for failure to comply with the requirements referenced in the affidavit; and
- (3) Maintain records of such compliance and provide a copy of each such verification to Cobb County, Georgia, at the time the subcontractor(s) is retained to perform such services or upon any request from Cobb County, Georgia.

\_\_\_\_\_  
EEV/Basic Pilot Program User ID Number

BY: Authorized Officer or Agent  
[Contractor Name]

\_\_\_\_\_  
Contractor Business Name

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Date

SWORN AND SUBSCRIBED  
BEFORE ME ON THIS THE  
\_\_\_ DAY OF \_\_\_\_\_, 201\_

\_\_\_\_\_  
Notary Public Commission Expires: \_\_\_\_\_

*\*The applicable federal work authorization program as of the effective date of the statute is the EEV/Basic Pilot program operated by the U.S. Citizenship and Immigration Services Bureau of the U.S. Department of Homeland Security, in conjunction with the Social Security Administration (SSA).*

**This affidavit must be signed, notarized and submitted with any bid requiring the performance of physical services. If the affidavit is not submitted at the time of the bid, bid will be determined non-responsive and will be disqualified.**

**EXHIBIT A**  
**SUBCONTRACTOR AFFIDAVIT & AGREEMENT**

By executing this affidavit, the undersigned subcontractor verifies its compliance with O.C.G.A. § 13-10-91, stating affirmatively that the individual, firm or corporation which is engaged in the physical performance of services on behalf of Cobb County, Georgia, has registered with, is authorized to use, and is participating in a federal work authorization program\* (an electronic verification of work authorization program operated by the U.S. Department of Homeland Security or any equivalent federal work authorization program operated by the U.S. Department of Homeland Security to verify information of newly hired employees, pursuant to the Immigration Reform and Control Act of 1986 (IRCA)). The undersigned contractor further attests that it will continue to use the federal work authorization program throughout the contract period.

The undersigned further agrees that should it employ or contract with any subcontractor(s) or should its subcontractor(s) employ other subcontractor(s) for the physical performance of services pursuant to the contract with Cobb County, Georgia, the undersigned subcontractor will:

- (1) Secure from any subcontractor(s) and/or their subcontractor(s) verification of compliance with O.C.G.A. § 13-10-91 on the attached Subcontractor Affidavit. (EXHIBIT A);
- (2) Provide the subcontractor(s) with legal notice that Cobb County, Georgia, reserves the right to dismiss any contractor or subcontractor for failing to provide the affidavit and/or for failure to comply with the requirements referenced in the affidavit; and
- (3) Maintain records of such compliance and provide a copy of each such verification to Cobb County, Georgia, at the time the subcontractor(s) is retained to perform such services or upon any request from Cobb County, Georgia.

\_\_\_\_\_  
EEV/Basic Pilot Program User ID Number

\_\_\_\_\_  
BY: Authorized Officer or Agent  
[Subcontractor Name]

\_\_\_\_\_  
Subcontractor Business Name

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Date

SWORN AND SUBSCRIBED  
BEFORE ME ON THIS THE  
\_\_\_\_ DAY OF \_\_\_\_\_, 201\_\_

\_\_\_\_\_  
Notary Public Commission Expires: \_\_\_\_\_

*\*The applicable federal work authorization program as of the effective date of the statute is the EEV/Basic Pilot program operated by the U.S. Citizenship and Immigration Services Bureau of the U.S. Department of Homeland Security, in conjunction with the Social Security Administration (SSA).*

---

**EMPLOYER IMMIGRATION COMPLIANCE CERTIFICATION**  
*(To be completed by Contractors and all Subcontractors)*

I certify to the Cobb County Board of Commissioners that the following employees will be assigned to:

<i>(Project Name/Description)</i>		

I further certify to Cobb County, Georgia the following:

- The E-Verify program was used to verify the employment eligibility of each of the above-listed employees;
- We have not received a Final Nonconfirmation response from E-Verify for any of the employees listed.
- If we receive a Final Nonconfirmation response from E-Verify for any of the employees listed above, we will immediately terminate that employee's involvement with the project.
- I have confirmed that we have an I-9 on file for every employee listed above and that to the best of my knowledge all the I-9's are accurate.
- To the best of my knowledge and belief, all of the employees on the above list are legally authorized to work in the United States.
- If any other employee is assigned to this Cobb County project, a certification will be provided for said employee prior to the employee commencing work on the project.

To the best of my knowledge and belief, the above certification is true, accurate and complete.

**Sworn to by:**

**Contractor Name & Address:**

\_\_\_\_\_  
Signature of Officer

\_\_\_\_\_  
Printed Name/Title

\_\_\_\_\_  
Date

SWORN AND SUBSCRIBED  
BEFORE ME ON THIS THE  
\_\_\_\_ DAY OF \_\_\_\_\_, 201\_\_

Notary Public  
Commission Expires: \_\_\_\_\_

**EXHIBIT B**

**DISADVANTAGED BUSINESS ENTERPRISE (DBE) IDENTIFICATION  
FORM**

A Disadvantaged Business Enterprise (DBE) is generally defined as a Female, Black American, Hispanic American and any other minority owned business. If your firm is classified as a Disadvantaged Business Enterprise (DBE), please complete this form and submit with bid response or send to:

Cobb County Purchasing Department  
Attn: Mr. Rick Brun, Purchasing Director  
1772 County Services Parkway  
Marietta, GA 30008  
Fax: 770-528-1154  
Email: [purchasing@cobbcounty.org](mailto:purchasing@cobbcounty.org)

Name of Firm: \_\_\_\_\_

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

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

Fax: \_\_\_\_\_

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

MBE Certification Number: \_\_\_\_\_

Name of Organization Certification \_\_\_\_\_

**This information is acquired for informational purposes only and will  
have no bearing on the award unless otherwise stated**

**Instructions for Completing Exhibit C**  
**Disadvantaged Business Enterprise (DBE)**  
**Participation Report**

All Cobb County Government contractors or vendors are requested to complete a report descriptive of any DBE subcontractor involvement in work for which the government is making payment. If otherwise specified in an RFP/ITB or contract, additional reporting forms may be required as well.

The objective of this request is to assist in the identification of Disadvantaged Business Enterprise (DBE) business participation with the Cobb County Government and to quantify that participation.

The Cobb County Government does not administer a DBE Certification Program. The principle certification agency for the State of Georgia is the Georgia Department of Transportation. As a Contractor/Vendor you are not responsible for verification of any DBE Certification information of your subcontractor.

**\*\*\* Instructions \*\*\***

1. Contractor/Vendor is furnished the one-page *DBE Participation Report* form with each Cobb County Government-issued Purchase Order.
2. Contractor/Vendor completes this form for each billing period and attaches it to the invoice to then be sent to the Cobb County Government.
3. Upon receipt of a Contractor/Vendor invoice, County staff should simply separate the completed DBE form and transmit to:

Cobb County Purchasing Department,  
Attn.: DBE Report

A Disadvantaged Business Enterprise (DBE) is a firm that is under the control of someone in an ownership position (at least 51%) that:

1. Has membership in one or more of the following groups: Female, Black American, Hispanic American, Native American, Subcontinent Asian American and Asian-Pacific America. There may be other groups that may be eligible to be certified as DBE;
2. Is a U.S. citizen or lawfully admitted permanent resident of the U.S.;
3. Has a personal net worth which does not exceed \$750,000; and,
4. The business meets the Small Business Administration's size standard for a small business and does not exceed \$17.42 million in gross annual receipts;
5. The business is organized as a for-profit business.
6. The business may also be DBE eligible as a certified U.S. Small Business Administration 8(a) program.

**EXHIBIT C**  
**Cobb County Government Disadvantaged**  
**Business Enterprise Participation Report**

→ *PLEASE keep this blank form to make copies for actual use as needed. Also, please print or type in the form.* ←

Submitted by: \_\_\_\_\_ Period Invoiced: \_\_\_\_\_  
**Name of Prime Contractor/Vendor** **From/To:**  
Cobb County Project Name: \_\_\_\_\_ Bid or P.O. Number: \_\_\_\_\_  
Cobb County Department or Agency receiving service or product: \_\_\_\_\_  
Description of Purchased Service/Product: \_\_\_\_\_  
Full Contracted Amount: \$\_\_\_\_\_ Payment amount requested at this time: \$\_\_\_\_\_

1. Are YOU, the Prime Contractor or Vendor a DBE business? YES \_\_\_\_\_ NO \_\_\_\_\_
2. Please provide the following information for each subcontractor participating during this reporting period:

Subcontractor Business Name	Type Service or Product Supplied	Subcontractor Business/Contact Tel. Number	Actual Dollar Value of Subcontractor Participation this Reporting Period
			\$
			\$
			\$
			\$
			\$
			\$
			\$

Submitted by: \_\_\_\_\_  
Printed Name

Title or position: \_\_\_\_\_

Signature of Authorized Representative

Date Completed: \_\_\_\_\_

**County Departments: Please send this completed form to the Cobb County Purchasing Department, ATTN: DBE Report**

COBB COUNTY  
HVAC TASKING SCHEDULE INDEX

PRIMARY/RECIPROCATING AIR CONDITIONING/REFRIGERATION

INSPECTION TYPE	EQUIPMENT TYPE
Annual Operational	Trane Centrifugal Chiller Trane Centrifugal Chiller
Annual Operational	Reciprocating Compressor Reciprocating Compressor
N/A At This Time N/A At This Time	Screw Compressor Screw Compressor
Annual Operational	Unitary/DX (Rooftop Unit) Equipment Unitary/DX (Rooftop Unit) Equipment
Annual Operational	Dunham-Bush Screw Compressor Dunham-Bush Screw Compressor
Annual Operational	Trane Absorption Chiller Trane Absorption Chiller
Annual Operational	Split System/Heat Pumps w/Indoor Coil (Rooftop)-Use Separate Condensor Schedule Split System/Heat Pumps w/Indoor Coil (Rooftop)-Use Separate Condensor Schedule
Annual Operational	Condensing Unit Condensing Unit
Annual Operational	Computer Room Unit (Direct Expansion) Computer Room Unit (Direct Expansion)
Annual	Ice Making Equipment
Annual	Commercial Refrigeration Equipment



## PRIMARY HEATING AND BOILERS

INSPECTION TYPE	EQUIPMENT TYPE
Annual Operational	Steam or Hot Water Boiler Steam or Hot Water Boiler
Annual Operational	Gas Burner Gas Burner
Annual Operational	Furnace (Electric, Gas, & Oil) Furnace (Electric, Gas, & Oil)
Annual Operational	Unit Heaters (Electric, Gas, & Oil) Unit Heaters (Electric, Gas, & Oil)

## ASSOCIATES A/C AND HEATING EQUIPMENT

INSPECTION TYPE	EQUIPMENT TYPE
Annual Operational	Air Cooled Condenser Air Cooled Condenser  Air Filters
Annual Operational	Air Handling Unit Air Handling Unit
Annual Operational	Cooling Tower Cooling Tower
Annual Operational	Pump Pump
Annual Operational	Terminal Unit-Fan Powered Box-Dual Duct-VAV Fan Powered Terminal Unit-Fan Powered Box-Dual Duct-VAV Fan Powered
Annual Operational	Unit Heater-Steam & Hot Water (Cabinet) Unit Heater-Steam & Hot Water (Cabinet)
Annual Operational	Unit Ventilators Unit Ventilators

## ASSOCIATES A/C AND HEATING EQUIPMENT

INSPECTION TYPE	EQUIPMENT TYPE
Annual Operational	Fan Coil Units Fan Coil Units
N/A At This Time N/A At This Time	Blower Blower
Annual Operational	Exhaust Fan Exhaust Fan
Annual Operational	Condensate Return Unit Condensate Return Unit
Annual	Expansion Tank
Annual Operational	Evaporative Condensor Evaporative Condensor
Annual Operational	Humidifier Humidifier
Operational	Fans & Central Fan Services

## DIAGNOSTIC AND CLEANING SERVICES

INSPECTION TYPE	EQUIPMENT TYPE
	Spectrochemical Oil Analysis
	Condenser Water Treatment
	Flue Gas Analysis & Burner Setup Flue Gas Analysis & Burner Setup
	Lithium Bromide Analysis
	Condenser Tube Cleaning
	Air Cooled Coil Cleaning
	Vibration Analysis
	Eddy Current Tube Analysis

## DIAGNOSTIC AND CLEANING SERVICES

INSPECTION TYPE	EQUIPMENT TYPE
	Closed Loop Water Treatment
	Boiler Water Treatment Services
	Cooling Tower Cleaning Services
	Steam/Hot Water Boilers-Cleaning Government/Insurance Inspection
	Pre-view Vibration Analysis Pumb Strainer Cleaning

## AUTOMATIC TEMPERATURE CONTROLS

INSPECTION TYPE	EQUIPMENT TYPE
Annual Operational	Air Compressor/Air Dryer Air Compressor/Air Dryer
Annual	System/Controls Calibration
Annual	Filter & Pressure Reducing Station
Annual	Terminal Unit Box-Dual Duct & VAV (without fans) (AKA Mixing Boxes)
Annual	Electric Duct Heaters
Annual	Reheat Coils-Electric
Annual	Reheat Coils-Steam & Hot Water
Annual	Radiation Unit- Hot Water & Steam
Annual	Radiation Unit- Electric
Annual	Steam Traps

MISCELLANEOUS

INSPECTION TYPE	EQUIPMENT TYPE
Annual Operational	Emergency Generator Emergency Generator
Annual Operational	Water Heater Water Heater
Annual Operational	Industrial Air Compressor Industrial Air Compressor
Annual Operational	Industrial Air Dryer Industrial Air Dryer

METASYS SYSTEMS

EQUIPMENT TYPE

Network Analysis Services  
Consultation Services  
Software Subscription Service  
Metasys/Companion Workstation  
NCU's and NEU's  
AHU, UNT & VAV Controllers  
LCP APPL. Specific Controller

COBB COUNTY  
HVAC TASKING SCHEDULE  
TRANE CENTRIFUGAL CHILLER

ANNUAL INSPECTION

BUILDING: \_\_\_\_\_ WO# \_\_\_\_\_  
*Annual Includes Head Removal* \_\_\_\_\_ (*# of heads*) &/or *Tube Cleaning* \_\_\_\_\_

DONE VISUAL INSPECTION AND CLEANING

- \_\_\_\_\_ Inspect for unusual noises, vibration, odor, etc.
- \_\_\_\_\_ Inspect mounting points for secureness, tighten if necessary
- \_\_\_\_\_ Inspect secureness of guards, doors & panels
- \_\_\_\_\_ Inspect system for leaks in piping, flange connections, etc.
- \_\_\_\_\_ Inspect/replace filter dryer in the motor cooling line
- \_\_\_\_\_ Inspect rupture disk or valve

UNIT CONTROL PANEL

- \_\_\_\_\_ Inspect cabinet for cleanliness, moisture, oil, etc.
- \_\_\_\_\_ Inspect/replace connections for tightness & corrosion
- \_\_\_\_\_ Verify operation of indication devices and alarm lights
- \_\_\_\_\_ Inspect for obvious errors of installed press & temp gauges
- \_\_\_\_\_ Test low oil pressure cutout
- \_\_\_\_\_ Test high condenser pressure cutout
- \_\_\_\_\_ Test chilled water low limit cutout
- \_\_\_\_\_ Test low refrigerant temperature cutout
- \_\_\_\_\_ Test high motor temperature cutout
- \_\_\_\_\_ Verify operation of oil temperature & pressure controllers
- \_\_\_\_\_ Test pump auxiliary contacts (CHW, CW, oil, etc.)
- \_\_\_\_\_ Verify flow switches operation (CHW, CW, etc.)
- \_\_\_\_\_ Verify setpoint & operation of operating controls
- \_\_\_\_\_ Measure control voltage LL1 - LL2
- \_\_\_\_\_ Verify vane control system - lube as required
- \_\_\_\_\_ Verify start, stop & anti-recycle timers

STARTER AND CONTACTORS

- \_\_\_\_\_ Inspect enclosure interior & components for cleanliness & moisture & oil free conditions
- \_\_\_\_\_ Inspect/replace connections for tightness & corrosion
- \_\_\_\_\_ Measure voltage L1 & L2 \_\_\_\_\_ L2 & L3 \_\_\_\_\_ L1 & L3 \_\_\_\_\_
- \_\_\_\_\_ Measure megger M1 \_\_\_\_\_ M2 \_\_\_\_\_ M3 \_\_\_\_\_ M4 \_\_\_\_\_ M5 \_\_\_\_\_ M6 \_\_\_\_\_
- \_\_\_\_\_ Measure load amperage with an amprobe & compare with installed meter L1 \_\_\_\_\_  
L2 \_\_\_\_\_ L3 \_\_\_\_\_
- \_\_\_\_\_ Inspect dash pots

COMMENTS/REMARKS:

COMPLETION DATE: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ BY: \_\_\_\_\_  
(Includes all pages of this schedule.)



COBB COUNTY  
HVAC TASKING SCHEDULE  
TRANE CENTRIFUGAL

ANNUAL INSPECTION

BUILDING: \_\_\_\_\_ WO# \_\_\_\_\_

DONE \_\_\_\_\_ OPERATIONAL LOG \_\_\_\_\_

\_\_\_\_\_ Run test log & review operation of machine operators

- \_\_\_\_\_ Chilled water in temp
- \_\_\_\_\_ Chilled water out temp
- \_\_\_\_\_ Condenser water in temp
- \_\_\_\_\_ Condenser water out temp
- \_\_\_\_\_ Chilled water in press
- \_\_\_\_\_ Chilled water out press
- \_\_\_\_\_ Chilled water DP
- \_\_\_\_\_ Condenser water in press
- \_\_\_\_\_ Condenser water DP
- \_\_\_\_\_ Evap cooler press/vacuum
- \_\_\_\_\_ Condenser press/vacuum
- \_\_\_\_\_ Oil sump level
- \_\_\_\_\_ Oil pressure supply
- \_\_\_\_\_ Oil sump temp
- \_\_\_\_\_ Bearing (front ) temp
- \_\_\_\_\_ Bearing (rear) temp
- \_\_\_\_\_ Oil cooler temp
- \_\_\_\_\_ Vane position
- \_\_\_\_\_ Motor amps L1 \_\_\_\_\_ L2 \_\_\_\_\_ L3 \_\_\_\_\_
- \_\_\_\_\_ Condenser liquid out temp
- \_\_\_\_\_ Evaporator liquid temp
- \_\_\_\_\_ Evaporator/cooler liquid level
- \_\_\_\_\_ Discharge gas temp
- \_\_\_\_\_ Liquid line sight glass (air cooled)
- \_\_\_\_\_ Purge drum pressure
- \_\_\_\_\_ Transition time
- \_\_\_\_\_ Running hours

COMMENTS/REMARKS: \_\_\_\_\_  
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COBB COUNTY  
HVAC TASKING SCHEDULE  
TRANE CENTRIFUGAL

OPERATIONAL INSPECTION

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BUILDING: \_\_\_\_\_ WO# \_\_\_\_\_

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DONE \_\_\_\_\_ OPERATIONAL LOG \_\_\_\_\_

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- \_\_\_\_\_ Run a full load test if conditions permit (Log 1)
- \_\_\_\_\_ Run & record a complete test log (Log 2)

LOG 1 LOG 2

- \_\_\_\_\_ \_\_\_\_\_ Chilled water in temp
- \_\_\_\_\_ \_\_\_\_\_ Chilled water out temp
- \_\_\_\_\_ \_\_\_\_\_ Condenser water in temp
- \_\_\_\_\_ \_\_\_\_\_ Condenser water out temp
- \_\_\_\_\_ \_\_\_\_\_ Chilled water in press
- \_\_\_\_\_ \_\_\_\_\_ Chilled water out press
- \_\_\_\_\_ \_\_\_\_\_ Chilled water DP
- \_\_\_\_\_ \_\_\_\_\_ Condenser water in press
- \_\_\_\_\_ \_\_\_\_\_ Condenser water out press
- \_\_\_\_\_ \_\_\_\_\_ Condenser water DP
- \_\_\_\_\_ \_\_\_\_\_ Evap cooler press/vacuum
- \_\_\_\_\_ \_\_\_\_\_ Condenser press/vacuum
- \_\_\_\_\_ \_\_\_\_\_ Oil sump level
- \_\_\_\_\_ \_\_\_\_\_ Oil pressure supply
- \_\_\_\_\_ \_\_\_\_\_ Oil pressure seal housing
- \_\_\_\_\_ \_\_\_\_\_ Oil sump temp
- \_\_\_\_\_ \_\_\_\_\_ Bearing (front) temp
- \_\_\_\_\_ \_\_\_\_\_ Bearing (rear) temp
- \_\_\_\_\_ \_\_\_\_\_ Gear oil pressure
- \_\_\_\_\_ \_\_\_\_\_ Gear oil temp
- \_\_\_\_\_ \_\_\_\_\_ Oil cooler temp
- \_\_\_\_\_ \_\_\_\_\_ Vane/damper position
- \_\_\_\_\_ \_\_\_\_\_ Motor amps L1 \_\_\_\_\_ L2 \_\_\_\_\_ L3 \_\_\_\_\_
- \_\_\_\_\_ \_\_\_\_\_ Condenser liquid out temp
- \_\_\_\_\_ \_\_\_\_\_ Evaporator liquid temp
- \_\_\_\_\_ \_\_\_\_\_ Evaporator/cooler liquid level
- \_\_\_\_\_ \_\_\_\_\_ Discharge gas temp
- \_\_\_\_\_ \_\_\_\_\_ Purge drum pressure
- \_\_\_\_\_ \_\_\_\_\_ Transition time
- \_\_\_\_\_ \_\_\_\_\_ Running hours

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COMMENTS/REMARKS:

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COBB COUNTY  
HVAC TASKING SCHEDULE  
UNITARY EQUIPMENT (DX)

ANNUAL INSPECTION

BUILDING: \_\_\_\_\_ WO# \_\_\_\_\_

DONE VISUAL INSPECTION AND CLEANING

- \_\_\_\_\_ Inspect for unusual noises, vibration, odor, etc.
- \_\_\_\_\_ Inspect structural elements for corrosion & damage
- \_\_\_\_\_ Inspect mounting points for secureness, tighten if necessary
- \_\_\_\_\_ Inspect secureness of guards, doors & panels
- \_\_\_\_\_ Inspect system/leaks in piping, flange connections, ductwork, etc.

UNIT CONTROL PANEL

- \_\_\_\_\_ Check cabinet for cleanliness, moisture, oil, etc.
- \_\_\_\_\_ Inspect/replace connections for tightness & corrosion
- \_\_\_\_\_ Verify operation of indication & alarm devices
- \_\_\_\_\_ Check for obvious errors on installed press & temp gauges
- \_\_\_\_\_ Verify start, stop & anti-recycle timers operation
- \_\_\_\_\_ Verify low ambient start-up package operation
- \_\_\_\_\_ Test all safeties - list in remarks
- \_\_\_\_\_ Measure moisture indicators reading & record under remarks
- \_\_\_\_\_ Verify damper operation - supply, return & exhaust
- \_\_\_\_\_ Lube damper linkages - supply, return & exhaust
- \_\_\_\_\_ Verify economizer cycle operation
- \_\_\_\_\_ Verify master control panel operation

STARTER AND CONTACTORS

- \_\_\_\_\_ Inspect cabinet & components for cleanliness, moisture, oil, etc.
- \_\_\_\_\_ Inspect/replace connections for tightness & corrosion
- \_\_\_\_\_ Inspect contacts for sign of wear, arcing, overheating, etc.
- \_\_\_\_\_ Measure voltage L1 & L2 \_\_\_\_\_ L3 & L3 \_\_\_\_\_ L1 & L3 \_\_\_\_\_

COMMENTS/REMARKS/SAFETIES TESTED:

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COMPLETION DATE \_\_\_\_/\_\_\_\_/\_\_\_\_ BY: \_\_\_\_\_

(Includes all pages of this schedule.)



COBB COUNTY  
HVAC TASKING SCHEDULE  
UNITARY EQUIPMENT (DX)

ANNUAL INSPECTION

BUILDING: \_\_\_\_\_ WO# \_\_\_\_\_

DONE \_\_\_\_\_ GAS BURNERS \_\_\_\_\_

- \_\_\_\_\_ Leak test accessible gas train
- \_\_\_\_\_ Inspect gas train for security & support
- \_\_\_\_\_ Verify operation & setting of gas pressure regulators
- \_\_\_\_\_ Test hi & low gas pressure safety circuits
- \_\_\_\_\_ Verify operation of vent line solenoid
- \_\_\_\_\_ Clean air intake screens, filters & passages
- \_\_\_\_\_ Inspect linkages for ease of operation & lube
- \_\_\_\_\_ Clean pilot assembly, including electrode spark gap, orifice & ignition wire
- \_\_\_\_\_ Clean flame detector
- \_\_\_\_\_ Inspect burner/heat exchanger for dirt, rust, corrosion, etc.
- \_\_\_\_\_ Verify power vent or burner motor & fan operation
- \_\_\_\_\_ Clean power vent or burner motor openings, fan blades, etc.
- \_\_\_\_\_ Inspect fan for cracks, rotation, etc.
- \_\_\_\_\_ Test operating & safety controls, air flow, hi limit, etc.
- \_\_\_\_\_ Combustion test & adjust air/fuel ratio as required

PROGRAMMER

- \_\_\_\_\_ Test main & pilot flame failure protection
- \_\_\_\_\_ Test for adequate signal from flame detector
- \_\_\_\_\_ Test for flame detection with hot refractory
- \_\_\_\_\_ Test minimum pilot test

COMPRESSOR LOG SHEET

COMP #	SUCT PRESS	DISCH PRESS	SUPER HEAT	OIL PRESS	OIL LEVEL	ACID TEST	HEAT OPS	UNLOAD OPS	LP CUT	HP CUT
1	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____
2	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____
3	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____
4	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____
5	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____
6	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____
7	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____
8	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____

Acid Test - Test Oil for Acid, If Possible  
Heat OPS - Test Crank Case Heater Operation  
Unload OPS - Test Unloader Operation

LP - Test Low Press Cutout  
HP - Test Hi Press Cutout

COMMENTS/REMARKS

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COBB COUNTY  
HVAC TASKING SCHEDULE  
UNITARY EQUIPMENT (DX)

OPERATIONAL INSPECTION

CONTRACT NO: \_\_\_\_\_ WO# \_\_\_\_\_

DONE VISUAL INSPECTION AND CLEANING

- \_\_\_\_\_ Inspect for unusual noises, vibration, odor, etc.
- \_\_\_\_\_ Inspect system for leaks in piping flange connections, ductwork, etc.
- \_\_\_\_\_ Remove debris from louvers & dampers

UNIT CONTROL PANEL

- \_\_\_\_\_ Measure & record readings on moisture indicators
- \_\_\_\_\_ Verify operation dampers - supply, return & exhaust

SUPPLY, RETURN, &/OR EXHAUST FAN

- \_\_\_\_\_ Lube motor, fan & shaft bearings - all
- \_\_\_\_\_ Inspect/replace belt tension & condition - all
- \_\_\_\_\_ Inspect for vibration &/or noise - all

CONDENSER SECTION (AIR COOLED)

- \_\_\_\_\_ Lube motor, fan & shaft bearings
- \_\_\_\_\_ Inspect/replace belt tension & condition
- \_\_\_\_\_ Inspect for vibration &/or noise

WATER COOLED CONDENSER

- \_\_\_\_\_ Inspect for leaks, corrosion, etc.

HUMIDIFIERS

- \_\_\_\_\_ Verify Operation
- \_\_\_\_\_ Clean pan, float assembly & valves
- \_\_\_\_\_ Inspect pad, orifice, heaters, etc.
- \_\_\_\_\_ Inspect for cracks, leaks, corrosion, etc.

HEAT PUMP

- \_\_\_\_\_ Verify operation of reversing valve

HOT WATER OR STEAM COILS

- \_\_\_\_\_ Inspect control valves

ELECTRIC HEAT

- \_\_\_\_\_ Verify operating controls

COMMENTS/REMARKS:

COMPLETION DATE \_\_\_\_/\_\_\_\_/\_\_\_\_ BY: \_\_\_\_\_

(Includes all pages of this schedule.)

COBB COUNTY  
HVAC TASKING SCHEDULE  
UNITARY EQUIPMENT (DX)

OPERATIONAL INSPECTION

BUILDING: \_\_\_\_\_ WO# \_\_\_\_\_

ALL BURNERS

- \_\_\_\_\_ Clean air intake screens & passages
- \_\_\_\_\_ Inspect linkages for ease of operation & lube
- \_\_\_\_\_ Clean flame detector
- \_\_\_\_\_ Test operating & safety controls, air flow, hi limit, etc.
- \_\_\_\_\_ Inspect flame condition

PROGRAMMER

- \_\_\_\_\_ Test main & pilot flame failure protection

MOTOR LOG SHEET

MOTOR NAME	Size HP	AMP Readings			NP*
		L1	L2	L3	
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____

\* NP - NAME PLATE AMPS

COMPRESSOR LOG SHEET

COMP #	SUCT PRESS	DISCH PRESS	SUPER HEAT	OIL PRESS	OIL LEVEL	ACID TEST	HEAT OPS	UNLOAD OPS	LP CUT	HP CUT
1	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____
2	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____
3	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____
4	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____
5	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____
6	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____
7	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____
8	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____

- Acid Test - Test Oil for Acid, If Possible
- Heat OPS - Test Crank Case Heater Operation
- Unload OPS - Test Unloader Operation

COMMENTS/REMARKS:

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COBB COUNTY  
HVAC TASKING SCHEDULE  
TRANE ABSORPTION CHILLER

Annual Inspection

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Building: \_\_\_\_\_ WO# \_\_\_\_\_

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**DONE VISUAL INSPECTION AND CLEANING**

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- \_\_\_\_\_ Inspect structural elements for corrosion and damage.
  - \_\_\_\_\_ Inspect for unusual noises, vibrations, odor, etc.
  - \_\_\_\_\_ Inspect mounting points and doors, guards, and panels.
  - \_\_\_\_\_ Check piping connections for leaks.
  - \_\_\_\_\_ Analyze and record refrigerant solution equilibrium: adjust additive if necessary.
  - \_\_\_\_\_ Check reclaim solution.
- 

**Motors and Starters**

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- \_\_\_\_\_ Clean starter cabinet.
  - \_\_\_\_\_ Inspect wires for discoloration and burns.
  - \_\_\_\_\_ Inspect starter and starter components for signs of discoloration, burns, moisture, etc.
  - \_\_\_\_\_ Test tightness of terminal connections
  - \_\_\_\_\_ Megger motor(s) at the starter terminals; record readings.
  - \_\_\_\_\_ Measure operating voltage and record.
  - \_\_\_\_\_ Check and record operating amperage.
- 

**Controls and Safeties**

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- \_\_\_\_\_ Inspect the control panel for cleanliness, control air leaks, etc.
  - \_\_\_\_\_ Inspect wiring and connections for signs of overheating, burns.
  - \_\_\_\_\_ Report accuracy of all gages and thermometers (use masters).
  - \_\_\_\_\_ Verify working condition of all indicator and alarm lights.
  - \_\_\_\_\_ Test pump flow switches.
  - \_\_\_\_\_ Verify operation of pump lubrication system float. \*
  - \_\_\_\_\_ Verify operation of pump lubrication flow switch. \*
  - \_\_\_\_\_ Verify sequence and response of steam/hot water controls.
  - \_\_\_\_\_ Confirm operation of steam traps. \*
  - \_\_\_\_\_ Inspect steam/hot water valve for operation and report condition.
  - \_\_\_\_\_ Verify operation of diaphragm and solution control valves.
  - \_\_\_\_\_ Verify operation of start, stop, and dilution timers.
  - \_\_\_\_\_ Verify overall control reaction.
  - \_\_\_\_\_ Confirm cooling tower bypass controls.
  - \_\_\_\_\_ Test low temperature controls.
  - \_\_\_\_\_ Test motor temperature control.
  - \_\_\_\_\_ Test high pressure control.
  - \_\_\_\_\_ Test refrigerant flow switch.
  - \_\_\_\_\_ Test condensate float switch.
  - \_\_\_\_\_ Test positive condensation limit float.
- 

**Shaft Sealing System**

- \_\_\_\_\_ Inspect shaft sealing system for signs of wear or failure.
- \_\_\_\_\_ Verify operation of shaft sealing system.

\* where applicable

COBB COUNTY  
HVAC TASKING SCHEDULE  
TRANE ABSORPTION CHILLER

Annual Inspection

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Building: \_\_\_\_\_ WO# \_\_\_\_\_

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DONE VISUAL INSPECTION & CLEANING

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**Open motor(s)**

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- \_\_\_\_\_ Inspect motor mounting for security.
- \_\_\_\_\_ Clean motor cooling openings.
- \_\_\_\_\_ Lubricate motor bearings, when required. \*
- \_\_\_\_\_ Inspect and report vibration or unusual noise.

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**Purge Unit**

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- \_\_\_\_\_ Verify overall condition and operation of purge unit.
- \_\_\_\_\_ Inspect compressor oil and change, if necessary.
- \_\_\_\_\_ Inspect pully grooves and belts for alignment, wear, and tension.
- \_\_\_\_\_ Replace belts as required.
- \_\_\_\_\_ Lubricate purge motor, as necessary.
- \_\_\_\_\_ Clean and flush purge pump.
  
- \_\_\_\_\_ Review machine operation with operator.
- \_\_\_\_\_ Log machine at departure.
- \_\_\_\_\_ Run complete interlocking circuit where possible.
- \_\_\_\_\_ Report machine and repair requirements (if any).

\*where applicable

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COMMENTS/REMARKS:

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COBB COUNTY  
HVAC TASKING SCHEDULE  
TRANE ABSORPTION CHILLER

Operational Inspection

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Building:

WO#

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**DONE VISUAL INSPECTION AND CLEANING**

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- Inspect for unusual noises, vibrations, odor, etc.
  - Inspect system for leaks in piping, flange connections, etc.
  - Measure and record results of lithium bromide equilibrium test.
  - Adjust additive if necessary.
  - Perform full load test of conditions permit.
- 

**Motors and Starters**

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- Inspect enclosure interior and components for cleanliness.
  - Inspect contacts for signs of wear, arcing, overheating, etc.
  - Measure and record amperage for all motors.
- 

**Controls and Safeties**

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- Inspect the control panel for cleanliness, moisture, oil, etc. and report condition.
  - Verify operation of all indication devices and alarm lights.
  - Verify accuracy of all pressure and temperature gages.
  - Verify operation of pump flow switches.
  - Verify operating sequence of steam or hot water controls.
  - Verify operation of steam traps. \*
  - Inspect steam/hot water valves for operation and report condition.
  - Verify overall operation of start, stop, and dilution timers.
  - Check solution control valve.
  - Verify operation of cooling tower bypass controls and sequence
- 

**Shaft Sealing System (Open Pumps)**

- Verify operation of shaft sealing system.

**Open Motor(s)**

- Clean motor cooling openings.
- Lubricate motor bearings as required.
- Inspect for unusual vibration or noise and report.

**Purge Unit**

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- Verify overall condition and operation of purge unit.
- Measure the compressor oil and report.
- Inspect belt tension and condition and report.
- Replace belts as required.
- Lubricate purge motor, if necessary.



COBB COUNTY  
HVAC TASKING SCHEDULE  
CONDENSING UNIT

ANNUAL INSPECTION

BUILDING: \_\_\_\_\_ WO# \_\_\_\_\_

DONE VISUAL INSPECTION AND CLEANING

- \_\_\_\_\_ Inspect unusual noises, vibration, odor, etc.
- \_\_\_\_\_ Inspect structural elements for corrosion & damage
- \_\_\_\_\_ Inspect mounting points for secureness, tighten if necessary
- \_\_\_\_\_ Inspect secureness of guards, doors & panels
- \_\_\_\_\_ Inspect for leaks in piping, flange connections, ductwork, etc.
- \_\_\_\_\_ Remove debris from louvers & dampers

UNIT CONTROL PANEL

- \_\_\_\_\_ Check cabinet for cleanliness, moisture, oil, etc.
- \_\_\_\_\_ Inspect/replace connections for tightness & corrosion
- \_\_\_\_\_ Verify indication & alarm devices operation
- \_\_\_\_\_ Check for obvious errors on installed press & temp gauges
- \_\_\_\_\_ Verify start, stop & anti-recycle timers operation
- \_\_\_\_\_ Verify low ambient start-up package operation
- \_\_\_\_\_ Test all safeties - list in remarks
- \_\_\_\_\_ Measure moisture indicators reading and record in remarks
- \_\_\_\_\_ Verify master control panel operation
- \_\_\_\_\_ Verify reversing valve operation

STARTERS AND CONTACTORS

- \_\_\_\_\_ Inspect cabinet/components for cleanliness, moisture, oil, etc.
- \_\_\_\_\_ Inspect/replace connections for tightness & corrosion
- \_\_\_\_\_ Inspect contacts for signs of wear, arcing, overheating, etc.
- \_\_\_\_\_ Measure voltage L1 & L2 \_\_\_\_\_ L3 & L3 \_\_\_\_\_ L1 & L3 \_\_\_\_\_

COMPRESSORS

- \_\_\_\_\_ Flush cooling system, set cooling water regulator valve
- \_\_\_\_\_ Verify oil cooling system operation
- \_\_\_\_\_ Verify high oil temperature cutout operation

COMMENTS/REMARKS/SAFETIES:

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COBB COUNTY  
HVAC TASKING SCHEDULE  
CONDENSING UNIT

ANNUAL INSPECTION

BUILDING: \_\_\_\_\_ WO# \_\_\_\_\_

DONE \_\_\_\_\_ CONDENSER SECTION (AIR COOLED)

- \_\_\_\_\_ Verify fan cycling control operation
- \_\_\_\_\_ Verify fan speed control operation
- \_\_\_\_\_ Verify damper positioning control operation
- \_\_\_\_\_ Lube motor, fan & shaft bearings
- \_\_\_\_\_ Inspect/replace belt tension & condition
- \_\_\_\_\_ Inspect pulleys for wear & alignment
- \_\_\_\_\_ Inspect secureness of blades (propeller type fan)
- \_\_\_\_\_ Inspect freedom of rotation, cracks & alignment
- \_\_\_\_\_ Inspect for vibration &/or noise
- \_\_\_\_\_ Inspect fan & motor mountings for security
- \_\_\_\_\_ Clean motor & motor cooling openings
- \_\_\_\_\_ Inspect motor water slingers

WATER COOLED CONDENSER

- \_\_\_\_\_ Inspect leaks, corrosion, etc.
- \_\_\_\_\_ Verify water temperature regulator operation
- \_\_\_\_\_ Inspect control valves

MOTOR LOG SHEET

MOTOR NAME	SIZE HP	AMP READINGS				MEGGER READINGS		
		L1	L2	L3	NP*	L1	L2	L3
_____	_____	_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____	_____	_____

\*NP - NAME PLATE AMPS

COMMENTS/REMARKS

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COBB COUNTY  
HVAC TASKING SCHEDULE  
BOILERS

ANNUAL INSPECTION

BUILDING: \_\_\_\_\_ WO# \_\_\_\_\_

DONE \_\_\_\_\_ BOILERS, HOT WATER OR STEAM-CONTROL PANEL \_\_\_\_\_

- \_\_\_\_\_ Inspect structural elements for corrosion & damage
- \_\_\_\_\_ Inspect mounting points for secureness, tighten if necessary
- \_\_\_\_\_ Inspect secureness of guards, doors & panel
- \_\_\_\_\_ Inspect for system leaks in piping, flange connections, etc.
- \_\_\_\_\_ Inspect boiler exterior, overall condition
- \_\_\_\_\_ Verify makeup water system
- \_\_\_\_\_ Test low water cutoff
- \_\_\_\_\_ Test try lever test the safety or safety relief valve
- \_\_\_\_\_ Test emergency disconnect boiler shutdown
- \_\_\_\_\_ Test slow drain test of low water cutoff
- \_\_\_\_\_ Inspect waterside for scale build up and oil
- \_\_\_\_\_ Inspect fireside of boiler
- \_\_\_\_\_ Inspect flues
- \_\_\_\_\_ Inspect stack, refractory, breeching & firebrick for defects
- \_\_\_\_\_ Clean low water cutoff
- \_\_\_\_\_ Clean gauge glass on boiler and/or expansion tank
- \_\_\_\_\_ Clean water feeding system
- \_\_\_\_\_ Reassemble, fill & fire to boil off oxygen
- \_\_\_\_\_ Inspect cabinet for cleanliness, moisture, oil, etc.
- \_\_\_\_\_ Inspect/replace connections for tightness & corrosion
- \_\_\_\_\_ Inspect air lines & supply air pressure & condition
- \_\_\_\_\_ Verify operation of indication devices
- \_\_\_\_\_ Check for obvious errors of installed pressure & temp gauges
- \_\_\_\_\_ Verify pressure or temperature, primary & backup controls
- \_\_\_\_\_ Inspect flame condition

COMMENTS/REMARKS: \_\_\_\_\_  
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COMPLETION DATE: \_\_\_\_/\_\_\_\_/\_\_\_\_ BY: \_\_\_\_\_  
(Includes all pages of this schedule.)



COBB COUNTY  
HVAC TASKING SCHEDULE  
BOILERS/BURNERS

OPERATIONAL INSPECTION

BUILDING: \_\_\_\_\_ WO# \_\_\_\_\_

DONE \_\_\_\_\_ BOILER UNIT CONTROL PANEL

\_\_\_\_\_ Verify pressure or temperature, primary & backup controls

BURNER STARTER AND CONTACTORS

\_\_\_\_\_ Inspect contacts for signs or wear, arcing, overheating, etc.

BURNER MOTORS AND FANS

\_\_\_\_\_ Lube motor & fan bearings

\_\_\_\_\_ Inspect for vibration & noise

BURNER FLAME SAFEGUARD AND PILOT

\_\_\_\_\_ Check flame detector

\_\_\_\_\_ Inspect ignition wire

\_\_\_\_\_ Inspect pilot assembly, including electrode spark gap & orifice

\_\_\_\_\_ Test main flame failure protection

\_\_\_\_\_ Test pilot flame failure protection

\_\_\_\_\_ Test operating & safety controls, air flow, high limit, etc.

\_\_\_\_\_ List all safeties tested in comments

\_\_\_\_\_ Inspect flame condition

BURNERS

\_\_\_\_\_ Inspect air intake screens, passages & dampers

\_\_\_\_\_ Inspect burner linkages, lube if needed

GAS TRAIN

\_\_\_\_\_ Inspect gas train support & general condition

\_\_\_\_\_ Inspect gas pressure regulators

COMMENTS/REMARKS/SAFETIES:

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COMPLETION DATE: \_\_\_\_ / \_\_\_\_ / \_\_\_\_ BY: \_\_\_\_\_

(Includes all pages of this schedule.)

COBB COUNTY  
HVAC TASKING SCHEDULE  
GAS BURNER

ANNUAL INSPECTION

BUILDING: \_\_\_\_\_ WO# \_\_\_\_\_

DONE STARTER AND CONTRACTORS-MOTOR AND FAN

- \_\_\_\_\_ Inspect/replace connections for tightness & corrosion
- \_\_\_\_\_ Inspect contacts for wearing, arcing, overheating, etc.
- \_\_\_\_\_ Measure voltage L1 & L2 \_\_\_\_\_ L2 & L3 \_\_\_\_\_ L1 & L3 \_\_\_\_\_
- \_\_\_\_\_ Measure load amperage L1 \_\_\_\_\_ L2 \_\_\_\_\_ L3 \_\_\_\_\_
- \_\_\_\_\_ Clean motor cooling openings
- \_\_\_\_\_ Lube motor & fan bearings
- \_\_\_\_\_ Lube coupling
- \_\_\_\_\_ Inspect/replace belt tension & condition
- \_\_\_\_\_ Inspect pulley for wear & alignment
- \_\_\_\_\_ Inspect freedom of rotation & blade or wheel condition
- \_\_\_\_\_ Inspect mountings for security
- \_\_\_\_\_ Inspect for vibration & noise

BURNERS-FLAME SAFEGUARD AND PILOT-GAS TRAIN

- \_\_\_\_\_ Clean air intake filters, screens & passages
- \_\_\_\_\_ Clean, inspect & lube burner linkages
- \_\_\_\_\_ Verify primary & secondary air damper operation/clean if needed
- \_\_\_\_\_ Check flame detector
- \_\_\_\_\_ Inspect ignition wire
- \_\_\_\_\_ Clean spark plug & set gap
- \_\_\_\_\_ Clean pilot assembly, including electrode spark gap & orifice
- \_\_\_\_\_ Test main & pilot flame failure protection
- \_\_\_\_\_ Test for adequate signal from flame detector
- \_\_\_\_\_ Test for flame detection with hot refractory
- \_\_\_\_\_ Test minimum pilot test
- \_\_\_\_\_ Test operating & safety controls, air flow, hi limit, etc.
- \_\_\_\_\_ List all safeties tested under comments
- \_\_\_\_\_ Inspect gas train support & general condition
- \_\_\_\_\_ Leak test gas train where accessible
- \_\_\_\_\_ Bubble leak test vent line
- \_\_\_\_\_ Bubble leak test gas shut off valves
- \_\_\_\_\_ Verify operation & setting of gas pressure regulators
- \_\_\_\_\_ Test high gas pressure safety & circuit
- \_\_\_\_\_ Test low gas pressure safety & circuit
- \_\_\_\_\_ Perform combustion test & adjust air/fuel ratio as required

COMMENTS/REMARKS:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

COMPLETION DATE: \_\_\_\_/\_\_\_\_/\_\_\_\_ BY: \_\_\_\_\_

(Includes all pages of this schedule.)

COBB COUNTY  
HVAC TASKING SCHEDULE  
GAS BURNER

Operational Inspection

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Building: \_\_\_\_\_ WO# \_\_\_\_\_

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DONE \_\_\_\_\_ VISUAL INSPECTION AND CLEANING

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**Atmospheric Gas Burner (Only)**

- \_\_\_\_\_ Inspect and clean all combustion/primary air passages.
- \_\_\_\_\_ Test all burner linkages for secureness and/or damage.
- \_\_\_\_\_ Lubricate blower bearings. \*
- \_\_\_\_\_ Inspect and clean air intake screens.
- \_\_\_\_\_ Test linkages for ease of operation and lubricate as required.

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**Power Burner (Only)**

- \_\_\_\_\_ Inspect and clean air intake screens.
- \_\_\_\_\_ Test linkage for ease of operation and lubricate as required.
- \_\_\_\_\_ Lubricate blower bearings. \*
- \_\_\_\_\_ Visually inspect coupling for abnormal conditions.
- \_\_\_\_\_ Lubricate coupling. \*
- \_\_\_\_\_ Inspect starter for signs of wear, overheating, arcing, burns, etc.
- \_\_\_\_\_ Test all burner linkages for secureness and/or damage.
- \_\_\_\_\_ Inspect condition of, and clean, blowers and passages.
- \_\_\_\_\_ Inspect drive belts: replace if necessary.
- \_\_\_\_\_ Lubricate motor bearings. \*
- \_\_\_\_\_ Inspect motor windings for dirt buildup.

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**UL, IRI, or FM Gas Train**

- \_\_\_\_\_ Bubble leak test the vent line(s)
- \_\_\_\_\_ Inspect operation and setting of the gas pressure regulators.
- \_\_\_\_\_ Leak test accessible gas train (soap test).
- \_\_\_\_\_ Inspect gas train support and general condition.

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**IRI Gas Train (Only)**

- \_\_\_\_\_ Verify operation of the vent line solenoid.
- \_\_\_\_\_ Test high gas pressure circuit.
- \_\_\_\_\_ Bubble leak test the gas shutoff valves.
- \_\_\_\_\_ Test low gas pressure safety circuit.

**FM Gas Train (Only)**

- \_\_\_\_\_ Bubble leak test the gas shutoff valves.
- \_\_\_\_\_ Test low gas pressure safety circuit.
- \_\_\_\_\_ Test high gas pressure safety circuit.



COBB COUNTY  
HVAC TASKING SCHEDULE  
FURNACE-ELECT, GAS AND OIL

ANNUAL INSPECTION

BUILDING: \_\_\_\_\_ WO# \_\_\_\_\_

DONE \_\_\_\_\_ UNIT CONTROL PANEL \_\_\_\_\_

- \_\_\_\_\_ Inspect for unusual noises, vibration, odor, etc.
- \_\_\_\_\_ Inspect structural elements for corrosion & damage
- \_\_\_\_\_ Inspect mounting points for secureness, tighten if necessary
- \_\_\_\_\_ Inspect secureness of ductwork, guards, doors & panels
- \_\_\_\_\_ Inspect for leaks in piping, flange connections, etc.
- \_\_\_\_\_ Check cabinet for cleanliness, moisture, oil, etc.
- \_\_\_\_\_ Inspect/replace connections for tightness & corrosion
- \_\_\_\_\_ Verify operation of indication & alarm devices
- \_\_\_\_\_ Check for obvious errors on installed pressure & temp gauges
- \_\_\_\_\_ Verify operation of start, stop & anti-recycle timers
- \_\_\_\_\_ Test all safeties - list in remarks
- \_\_\_\_\_ Verify all operating controls operation

STARTER AND CONTACTORS

- \_\_\_\_\_ Inspect/replace connections for tightness & corrosion
- \_\_\_\_\_ Inspect contacts for signs of wear, arcing, overheating, etc.
- \_\_\_\_\_ Measure amperage for loads greater than 1/2 hp, record below

MOTOR NAME	SIZE HP	AMP READINGS				VOLTAGE		
		L1	L2	L3	NP*	L1	L2	L3
_____	_____	_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____	_____	_____

NP\* = NAME PLATE

COMMENTS/REMARKS: \_\_\_\_\_

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COMPLETION DATE: \_\_\_\_/\_\_\_\_/\_\_\_\_ BY: \_\_\_\_\_  
 (Includes all pages of this schedule.)





COBB COUNTY  
HVAC TASKING SCHEDULE  
FURNACE-ELECT, GAS AND OIL

ANNUAL INSPECTION

CONTRACT NO:	WO#
DONE      ID#/DESCRIPTION/LOCATION	REMARKS

OPERATIONAL INSPECTION

CONTRACT NO:	WO#
DONE      UNIT CONTROL PANEL	

\_\_\_\_\_ Verify operating controls operation

SUPPLY FAN

- \_\_\_\_\_ Lube motor, fan & shaft bearings
- \_\_\_\_\_ Inspect/replace belt tension & condition
- \_\_\_\_\_ Inspect for vibration &/or noise
- \_\_\_\_\_ Inspect fan & motor mountings for security
- \_\_\_\_\_ Inspect evaporator coil

ELECTRIC HEAT

- \_\_\_\_\_ Measure amp draw on all stages, log under remarks
- \_\_\_\_\_ Verify operating controls operation

OIL BURNER

- \_\_\_\_\_ Inspect accessible fuel delivery system for leaks

ALL BURNERS

- \_\_\_\_\_ Clean air intake screens, filters & passages
- \_\_\_\_\_ Inspect linkages for ease of operation & lube
- \_\_\_\_\_ Clean flame detector
- \_\_\_\_\_ Test operating & safety controls, air flow, hi limit, etc.
- \_\_\_\_\_ Inspect flame condition

PROGRAMMER

- \_\_\_\_\_ Test main & pilot flame failure protection

COMMENTS/REMARKS:

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COMPLETION DATE: \_\_\_\_/\_\_\_\_/\_\_\_\_ BY: \_\_\_\_\_  
(Includes all pages of this schedule.)



COBB COUNTY  
HVAC TASKING SCHEDULE  
UNIT HEATER-GAS, OIL OR ELECTRIC

Annual Inspection

Building: \_\_\_\_\_ WO# \_\_\_\_\_

**DONE VISUAL INSPECTION AND CLEANING**

- \_\_\_\_\_ Inspect for unusual noises, vibration, odor, etc.
- \_\_\_\_\_ Inspect structural elements for corrosion & damage
- \_\_\_\_\_ Inspect mounting points for secureness, tighten if necessary
- \_\_\_\_\_ Inspect secureness of guards, doors & panels
- \_\_\_\_\_ Inspect system for leaks in piping, flange connection, etc.

**UNIT CONTROL PANEL/STARTER AND CONTACTS**

- \_\_\_\_\_ Check cabinet for cleanliness, moisture, oil, etc.
- \_\_\_\_\_ Inspect/replace connections for tightness & corrosion
- \_\_\_\_\_ Verify operation of indication & alarm devices
- \_\_\_\_\_ Check for obvious errors on installed pressure & temp gauges
- \_\_\_\_\_ Verify start, stop & anti-recycle timers operation
- \_\_\_\_\_ Test all safeties-list in remarks
- \_\_\_\_\_ Verify operating controls operation
- \_\_\_\_\_ Inspect/replace connections for tightness & corrosion
- \_\_\_\_\_ Inspect contacts for signs of wear, arcing, overheating, etc.
- \_\_\_\_\_ Megger all motors greater than 5 HP, record below
- \_\_\_\_\_ Amperage for loads greater than 1/2 HP, record below

MOTOR NAME	SIZE HP	AMP READINGS				VOLTAGE		
		L1	L2	L3	NP*	L1	L2	L3
_____	_____	_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____	_____	_____

NP\* = NAME PLATE

COMMENTS/REMARKS:  
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COMPLETION DATE: \_\_\_\_/\_\_\_\_/\_\_\_\_ BY: \_\_\_\_\_  
(Includes all pages of this schedule)

COBB COUNTY  
HVAC TASKING SCHEDULE  
UNIT HEATER-GAS, OIL OR ELECTRIC

Annual Inspection

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Building: WO#

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DONE FAN/ELECTRIC HEAT

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- Lube motor, fan & shaft bearings
- Inspect/replace belt tension & condition
- Inspect pulleys for wear & alignment
- Inspect for freedom of rotation, cracks & alignment
- Inspect fan blades or wheel for cleanliness
- Inspect for vibration &/or noise
- Inspect fan & motor mountings for security
- Clean motors & motor cooling openings
- Measure amp draw on all stages, log under remarks
- Verify operating controls operation
- Verify air flow switch, hi temp, limit & switch
- Inspect contacts for signs of wear, arcing, overheating etc.
- Torque heating terminals - inspect isolators

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OIL/GAS BURNERS

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- Inspect accessible fuel delivery system for leaks-oil
- Inspect oil supply pump-oil
- Verify oil preheater where applicable-oil
- Verify oil pressure regulator setting-oil
- Replace oil filter-oil
- Clean oil nozzle-oil
- Leak test gas train were accessible-gas
- Verify operation & setting of gas pressure regulators-gas
- Test high & low gas pressure safety circuits-gas
- Verify operation of vent line solenoid-gas
- Clean air intake screens-all
- Inspect linkages for ease of operation and lube-all
- Clean pilot assembly, including electrode spark gap, orifice, & ignition wire-all
- Clean flame detector-all
- Inspect burner/heat exchanger for dirt, rust corrosion, etc.-all
- Verify operation of power vent or burner motor & fan-all
- Clean power vent or burner motor openings, fan blades, etc.-all
- Inspect fan for cracks, rotation, etc.-all
- Test operating & safety controls, air flow, hi limit, etc.-all
- Perform combustion test & adjust air/fuel ratio as required-all

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COMMENTS/REMARKS:

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COBB COUNTY  
HVAC TASKING SCHEDULE  
AIR FILTER SERVICE

BUILDING:

WO#

INSPECT/CHANGE/CLEAN AIR FILTERS PER CONTRACT IN FOLLOWING UNITS

DONE	UNIT # OR DESIGNATION	LOCATION	SIZE	MEDIA
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
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COBB COUNTY  
HVAC TASKING SCHEDULE  
AIR HANDLING UNIT

Annual Inspection

Building: \_\_\_\_\_ WO# \_\_\_\_\_

**DONE** **VISUAL INSPECTION AND CLEANING**

- \_\_\_\_\_ Inspect structural elements for corrosion and damage
- \_\_\_\_\_ Inspect mounting points for secureness, tighten if necessary
- \_\_\_\_\_ Inspect secureness of guards, doors and panels
- \_\_\_\_\_ Inspect system leaks in piping, flange connections, etc.
- \_\_\_\_\_ Clean debris from louvers and dampers as required
- \_\_\_\_\_ Inspect flexible connections and ductwork for damage & leaks

**UNIT CONTROL PANEL**

- \_\_\_\_\_ Check cabinet for cleanliness, moisture, oil, etc.
- \_\_\_\_\_ Inspect/replace wires for security & damage
- \_\_\_\_\_ Inspect/replace connections for tightness & corrosion
- \_\_\_\_\_ Verify indication and alarm devices
- \_\_\_\_\_ Check for obvious errors on installed pressure & temp gauges
- \_\_\_\_\_ Verify start, stop & anti-recycle timers
- \_\_\_\_\_ Test all other safeties - list in remarks
- \_\_\_\_\_ Verify operation of dampers - supply, return & exhaust
- \_\_\_\_\_ Lube damper linkages - supply, return & exhaust

**SUPPLY, RETURN, &/OR EXHAUST FAN STARTER**

- \_\_\_\_\_ Inspect enclosure & components for cleanliness, moisture, oil, etc.
- \_\_\_\_\_ Inspect/replace connections for tightness and corrosion
- \_\_\_\_\_ Inspect/replace wires for security & damage
- \_\_\_\_\_ Inspect contacts for signs of wear, arcing, overheating, etc.

**SUPPLY, RETURN, &/OR EXHAUST FAN AND MOTOR**

- \_\_\_\_\_ Lube motor, fan & shaft bearings
- \_\_\_\_\_ Inspect/replace belt tension & condition
- \_\_\_\_\_ Inspect pulleys for wear & alignment
- \_\_\_\_\_ Inspect secureness of blades (propeller type fan)
- \_\_\_\_\_ Inspect freedom of rotation, cracks & alignment
- \_\_\_\_\_ Inspect fan blades or wheel for cleanliness
- \_\_\_\_\_ Inspect for vibration &/or noise
- \_\_\_\_\_ Inspect fan and motor mountings for security
- \_\_\_\_\_ Clean motor & motor cooling openings
- \_\_\_\_\_ Inspect cooling coil condition - supply fan only
- \_\_\_\_\_ Inspect condensate drain & drain pan - supply fan only

COMPLETION DATE: \_\_\_\_/\_\_\_\_/\_\_\_\_ BY: \_\_\_\_\_

(Includes all pages of this schedule.)







COBB COUNTY  
HVAC TASKING SCHEDULE  
COOLING TOWER

Annual Inspection

Building: \_\_\_\_\_ WO# \_\_\_\_\_

**DONE VISUAL INSPECTION AND CLEANING**

- \_\_\_\_\_ Inspect for unusual noises, vibration, odor, etc.
- \_\_\_\_\_ Inspect structural elements for corrosion & damage
- \_\_\_\_\_ Inspect mounting points for secureness, tighten if necessary
- \_\_\_\_\_ Inspect secureness of guards, doors & panels
- \_\_\_\_\_ Inspect system for leaks in piping, flange connections, etc.
- \_\_\_\_\_ Remove debris from louvers & dampers
- \_\_\_\_\_ Clean sump strainers

**UNIT CONTROL PANEL**

- \_\_\_\_\_ Check cabinet for cleanliness, moisture, oil, etc.
- \_\_\_\_\_ Inspect/replace connections for tightness & corrosion
- \_\_\_\_\_ Verify operation of indication & alarm devices
- \_\_\_\_\_ Check for obvious errors on installed press & temp gauges
- \_\_\_\_\_ Verify damper &/or fan speed control
- \_\_\_\_\_ Test all other safeties - list in remarks
- \_\_\_\_\_ Verify makeup water system & water level control operation
- \_\_\_\_\_ Verify bleed system operation
- \_\_\_\_\_ Inspect overflow/standpipe

**STARTER AND CONTRACTORS**

- \_\_\_\_\_ Inspect enclosure/components for cleanliness, moisture, oil, etc.
- \_\_\_\_\_ Inspect/replace connections for tightness & corrosion
- \_\_\_\_\_ Inspect contacts for signs of wear, arcing, overheating, etc.
- \_\_\_\_\_ Measure voltage L1 & L2 \_\_\_\_\_ L2 & L3 \_\_\_\_\_ L1 & L3 \_\_\_\_\_

**FAN MOTORS**

- \_\_\_\_\_ Lube motor bearings
- \_\_\_\_\_ Inspect for vibration &/or noise
- \_\_\_\_\_ Inspect motor mountings for security
- \_\_\_\_\_ Clean motors & motor cooling openings

**COMMENTS & REMARKS:**

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COMPLETION DATE: \_\_\_\_/\_\_\_\_/\_\_\_\_ BY: \_\_\_\_\_

(Includes all pages of this schedule.)

COBB COUNTY  
HVAC TASKING SCHEDULE  
COOLING TOWER

Annual Inspection

Building: \_\_\_\_\_ WO# \_\_\_\_\_

DONE \_\_\_\_\_ FAN(S) \_\_\_\_\_

- \_\_\_\_\_ Lube fan & shaft bearings, or gearbox
- \_\_\_\_\_ Drain, flush & replace oil in gearbox
- \_\_\_\_\_ Inspect/replace belt tension & condition
- \_\_\_\_\_ Inspect pulleys for wear & alignment
- \_\_\_\_\_ Inspect secureness of blades (propeller type fan)
- \_\_\_\_\_ Inspect freedom of rotation, cracks & alignment
- \_\_\_\_\_ Inspect fan blades or wheel for cleanliness
- \_\_\_\_\_ Inspect for vibration &/or noise
- \_\_\_\_\_ Inspect mountings for security

LOW AMBIENT CONTROLS

- \_\_\_\_\_ Verify automatic dump & fill system operation
- \_\_\_\_\_ Verify low ambient controls operation
- \_\_\_\_\_ Inspect sump heating device
- \_\_\_\_\_ Verify piping heat tapes
- \_\_\_\_\_ Test safety controls operation

OPERATIONAL LOG

- \_\_\_\_\_ Measure water in
- \_\_\_\_\_ Measure water out
- \_\_\_\_\_ Measure ambient wet bulb

MOTOR LOG SHEET

MOTOR NAME	SIZE HP	AMP READINGS				MEGGER READINGS		
		L1	L2	L3	NP*	L1	L2	L3
_____	_____	_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____	_____	_____

NP\* = NAME PLATE

COMMENTS/REMARKS:  
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COBB COUNTY  
HVAC TASKING SCHEDULE  
COOLING TOWER

Operational Inspection

Building: \_\_\_\_\_ WO# \_\_\_\_\_

DONE VISUAL INSPECTION AND CLEANING

- \_\_\_\_\_ Inspect for unusual noises, vibration, odor, etc.
- \_\_\_\_\_ Inspect secureness of guards, doors & panels
- \_\_\_\_\_ Inspect system for leaks in piping, flange connections, etc.
- \_\_\_\_\_ Inspect distribution pan, spray nozzles, sumps, & packing
- \_\_\_\_\_ Inspect louvers, eliminators & grills
- \_\_\_\_\_ Remove debris from louvers & dampers
- \_\_\_\_\_ Clean sump strainers

UNIT CONTROL PANEL

- \_\_\_\_\_ Verify damper &/or fan speed control operation
- \_\_\_\_\_ Verify makeup water/water level control/bleed system operation
- \_\_\_\_\_ Inspect overflow/standpipe operation

FAN(S)

- \_\_\_\_\_ Lube fan & shaft bearings or gearbox
- \_\_\_\_\_ Inspect/replace belt tension & condition
- \_\_\_\_\_ Inspect secureness of blades (propeller type fan)
- \_\_\_\_\_ Inspect freedom of rotation, cracks & alignment
- \_\_\_\_\_ Inspect for vibration &/or noise
- \_\_\_\_\_ Inspect mountings for security
- \_\_\_\_\_ Measure gear box oil level

FAN MOTORS

- \_\_\_\_\_ Lube motor bearings

COMMENTS/REMARKS:

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COMPLETION DATE: \_\_\_\_ / \_\_\_\_ / \_\_\_\_ BY: \_\_\_\_\_

(Includes all pages of this schedule.)





COBB COUNTY  
HVAC TASKING SCHEDULE  
EXHAUST FANS

Annual Inspection

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Building: \_\_\_\_\_ WO# \_\_\_\_\_

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**DONE** **VISUAL INSPECTION AND CLEANING**

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- \_\_\_\_\_ Inspect for unusual noises, vibration, odor, etc.
- \_\_\_\_\_ Inspect structural elements for corrosion & damage
- \_\_\_\_\_ Inspect mounting points for secureness, tighten if necessary
- \_\_\_\_\_ Inspect secureness of guards, doors & panels
- \_\_\_\_\_ Clean debris from louvers & dampers
- \_\_\_\_\_ Inspect flexible connections & ductwork for damage & leaks

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**STARTER AND CONTACTOR**

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- \_\_\_\_\_ Inspect enclosure & components for cleanliness, moisture, oil, etc.
- \_\_\_\_\_ Inspect/replace connections for tightness & corrosion
- \_\_\_\_\_ Inspect/replace wires for security & damage
- \_\_\_\_\_ Inspect contacts for wearing, arcing, overheating, etc.
- \_\_\_\_\_ Measure voltage L1 & L2 \_\_\_\_\_ L2 & L3 \_\_\_\_\_ L1 & L3 \_\_\_\_\_
- \_\_\_\_\_ Measure amperage greater than 1/2 HP L1 \_\_\_\_\_ L2 \_\_\_\_\_ L3 \_\_\_\_\_

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**FAN AND MOTOR**

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- \_\_\_\_\_ Lube motor, fan & shaft bearings
- \_\_\_\_\_ Inspect/replace belt tension & condition
- \_\_\_\_\_ Inspect pulleys for wear & alignment
- \_\_\_\_\_ Inspect secureness of blades (propeller type fan)
- \_\_\_\_\_ Inspect freedom of rotation, cracks & alignment
- \_\_\_\_\_ Inspect fan blades or wheel for cleanliness
- \_\_\_\_\_ Inspect vibration &/or noise
- \_\_\_\_\_ Inspect fan & motor mountings for security
- \_\_\_\_\_ Clean motors & motor cooling openings

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**COMMENTS/REMARKS:**

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COMPLETION DATE: \_\_\_\_ / \_\_\_\_ / \_\_\_\_ BY: \_\_\_\_\_

(Includes all pages of this schedule.)









**COBB COUNTY  
HVAC TASKING SCHEDULE  
CONDENSER WATER TREATMENT SERVICES**

Monthly schedule

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**Building:**

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**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. \***

Additional Tasks and/or Instructions:

- **This is a full Service Contract. The Contractor is responsible for all repair/replacement of equipment and operation of the equipment. The Owner is responsible for monitoring performance under the Contractor.**

**COBB COUNTY**  
**HVAC TASKING**  
**FLUE GAS ANALYSIS AND BURNER SETUP**

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**ANNUAL INSPECTION**

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**Provide all equipment necessary to the analysis.**

**Provide an experienced operator.**

**Provide a report indicating calculated burner efficiency to include excess air and theoretical C02.**

**Make adjustment to burner to bring it to peak seasonal efficiency.**

**Make recommendation concerning any burner/boiler condition which may prevent the equipment from operating at the greatest efficiency possible.**

**Take corrective action (if any).**

Additional Tasks and/or Special Instructions:



**COBB COUNTY  
HVAC TASKING SCHEDULE  
CONDENSER TUBE CLEANING**

First Year, then Bi-Annually

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BUILDING: \_\_\_\_\_ WO# \_\_\_\_\_

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**NOTE:** Should mechanically cleaning the tubes not remove all scale, the customer should be advised of the condition.

Acid cleaning is not included unless otherwise noted

1. Valve off machine & drain equipment
2. Remove condenser heads
3. Remove division plate & gasket
4. Check corrosion inhibitor anodes (where installed)
5. Inspect condenser heads, tubes, crown sheets for corrosion, scale & debris. Report condition.
6. Mechanically clean tubes
7. Reassemble using new gaskets - check for proper division plate gasket fit-up

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UNIT # OR DESIGNATION/LOCATION \_\_\_\_\_

COMMENTS/RESULTS \_\_\_\_\_

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COMMENTS/RESULTS \_\_\_\_\_

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COMMENTS/RESULTS \_\_\_\_\_

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COMMENTS/RESULTS \_\_\_\_\_

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COMMENTS/RESULTS \_\_\_\_\_

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**COBB COUNTY**  
**HVAC TASKING SCHEDULE**

**VIBRATION ANALYSIS**

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**Frequency – First Year, then Bi-annually**

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**Provide all equipment necessary to the analysis.**

**Indicate instrumentation used and limits of the analysis, if any.**

**Provide an experienced operator.**

**Provide a graphic vibration signature taken in the horizontal, vertical, and axial directions.**

**Indicate at what locations signatures were obtained.**

**Report the amplitude of vibration by velocity (inches/second) and frequency (cycles/minute).**

**Indicate areas that exceed acceptable levels (.10 inches/second) of vibration amplitude, at discrete frequency.**

**Take corrective action as required.**

**Indicate re-analysis frequency based on results.**

**Additional Tasks and/or Instructions: A Spectrochemical Oil Analysis (Schedule 80) is to be performed with this work.**

Note: This Schedule for work is typical for all CHILLERS and PUMPS.

**COBB COUNTY**  
**HVAC TASKING SCHEDULE**  
**EDDY CURRENT TUBE ANALYSIS**

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**Frequency: First Year, then Bi-Annually**

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**Preparation**

**Contractor shall valve off and drain equipment. \***  
**Contractor shall remove heads necessary to the analysis and shall clean the tubes for analysis. \***  
**Provide all necessary equipment to the analysis.**  
**Calibrate equipment for the machine to be analyzed.**  
**Provide equipment capable of producing graph readout.**  
**Provide a technician with a certified competency of NDT Level 11 or greater.**  
**Provide an analysis of the report certified by a technician with an NDT Level III certification.**

**Analysis**

**Probe the full length of every tube to detect stress corrosion. O.D. corrosion, mechanical wear at supports, erosion pitting, holes.**  
**Repair any malfunction of the analysis equipment on the job.**  
**Remove and replace any tubes designated by the Contractor as verification of the analysis. \*\***

**Report**

Report bad or suspect tubes verbally to the Owner at the time they are located.

**The written report will include the following:**

**Provide, in writing, identification of equipment used in the analysis and the calibration settings (e.g. gain sensitivity, etc).**

**Provide a definition on “Good”, “Marginal”, and “Needs Replacement” recommendation as related to graph readings.**

**Provide calibration graphs of good finned areas and good support areas.**

**Provide a list of the limits of the analysis, if any.**

**The report will individually include all tubes with location and graph verification, by row and tube number, which deviates from “Good”.**

**The analysis technician will discuss the condition of the tubes with the owner before closing the equipment in order to facilitate any necessary repairs.**

**The written report will be available within ten days and include all aforementioned certifications.**

**Additional Tasks and/or Instructions: The Owner’s representative shall be present when this work is performed.**

**Contractor shall give a minimum of one-week notice to schedule the work.**

**Minimum testing frequency after Initial Eddy Current Test: Condenser tubes shall be tested 3 years.**

**Evaporator tubes shall be tested every 3-4 years. (Unless the Test results indicate a less frequency interval).**

- **\*\* This is a full service Contract. The Contractor is responsible for any and all repairs necessary to the equipment.**

**COBB COUNTY  
HVAC TASKING SCHEDULE  
CLOSED LOOP WATER TREATMENT**

**MONTHLY INSPECTION**

**BUILDING:**

**WO#**

Perform required analysis on the listed equipment, record results and corrective action taken.

UNIT # OR DESIGNATION/LOCATION	
COMMENTS/RESULTS	
COMMENTS/RESULTS	
COMMENTS/RESULTS	
COMMENTS/RESULTS	
COMMENTS/RESULTS	
COMMENTS/RESULTS	
COMMENTS/RESULTS	









**COBB COUNTY  
HVAC TASKING SCHEDULE  
EMERGENCY POWER GENERATOR**

**ANNUAL INSPECTION**

**BUILDING:** \_\_\_\_\_ **WO#** \_\_\_\_\_

**DONE** **VISUAL INSPECTION AND CLEANING**

- \_\_\_\_\_ Inspect unusual noises, vibration, odor, etc.
- \_\_\_\_\_ Inspect structural elements for corrosion & damage
- \_\_\_\_\_ Inspect mounting points for secureness tighten if necessary
- \_\_\_\_\_ Inspect secureness of guard's doors & panels
- \_\_\_\_\_ Inspect for leaks in piping, flange connections, ductwork, etc.
- \_\_\_\_\_ Clean debris from louvers & dampers

**UNIT CONTROL PANEL**

- \_\_\_\_\_ Check cabinet for cleanliness, moisture, oil, etc.
- \_\_\_\_\_ Inspect/replace connections for tightness & corrosion
- \_\_\_\_\_ Verify indication & alarm devices
- \_\_\_\_\_ Check for obvious errors on installed press & temp gauges
- \_\_\_\_\_ Verify low oil level control
- \_\_\_\_\_ Verify high cooling water temperature control
- \_\_\_\_\_ Verify low water level control
- \_\_\_\_\_ Verify over-speed control
- \_\_\_\_\_ Verify reverse power control
- \_\_\_\_\_ Verify alarm silence, alarm horn & alarm reset
- \_\_\_\_\_ Test all safeties-list in remarks
- \_\_\_\_\_ Verify exhaust damper operation
- \_\_\_\_\_ Verify master control panel

**COOLING SYSTEM**

- \_\_\_\_\_ Measure coolant level & anti-freeze concentration
- \_\_\_\_\_ Inspect all hoses & connections for condition & tightness
- \_\_\_\_\_ Inspect all belts for tightness & condition
- \_\_\_\_\_ Inspect radiator for cleanliness & leaks
- \_\_\_\_\_ Inspect dampers & verify operation, where applicable
- \_\_\_\_\_ Inspect fan condition/operation & fan drive bearing

**COMMENTS/REMARKS:**

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**COMPLETION DATE:** \_\_\_\_/\_\_\_\_/\_\_\_\_ **BY:** \_\_\_\_\_

(Includes all pages of this schedule.)

**COBB COUNTY  
HVAC TASKING SCHEDULE  
EMERGENCY POWER GENERATOR**

**ANNUAL INSPECTION**

**BUILDING:** \_\_\_\_\_ **WO#** \_\_\_\_\_

**DONE** \_\_\_\_\_ **BATTERY AND CHARGING SYSTEM**

- \_\_\_\_\_ Take battery hydrometer readings-record highest \_\_\_\_\_ lowest \_\_\_\_\_
- \_\_\_\_\_ Verify battery charging rate-record \_\_\_\_\_
- \_\_\_\_\_ Measure battery voltage-record \_\_\_\_\_
- \_\_\_\_\_ Measure battery water level-water added \_\_\_\_\_ YES \_\_\_\_\_ NO
- \_\_\_\_\_ Inspect battery post & cables-remove all corrosion
- \_\_\_\_\_ Inspect cables for security & damage

**ENGINE**

- \_\_\_\_\_ Clean air filtering system
- \_\_\_\_\_ Change oil & oil filters
- \_\_\_\_\_ Inspect exhaust system & fuel supply system

**GASOLINE OR NATURAL GAS ENGINE (ONLY)**

- \_\_\_\_\_ Set distributor point dwell, replace points, capacitor, rotor & spark plugs
- \_\_\_\_\_ Set timing & distributor advance
- \_\_\_\_\_ Adjust carburetor & governor

**DIESEL ENGINE (ONLY)**

- \_\_\_\_\_ Inspect/replace fuel filter
- \_\_\_\_\_ Adjust rack on unit injector/fuel distributor pump per manufacturer's instruction
- \_\_\_\_\_ Inspect governor, adjust as needed

**GENERATOR**

- \_\_\_\_\_ Clean generator windings
- \_\_\_\_\_ Clean commutator & collector rings
- \_\_\_\_\_ Inspect brushes for wear/tension-per manufacturer's instruction

**OPERATION**

- \_\_\_\_\_ Manually start, synchronize & place on line
- \_\_\_\_\_ Measure oil level
- \_\_\_\_\_ Measure water temperature
- \_\_\_\_\_ Record all operating parameters available

**COMMENTS/REMARKS:**

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**COBB COUNTY  
HVAC TASKING SCHEDULE  
EMERGENCY POWER GENERATOR**

**OPERATIONAL INSPECTION**

**BUILDING:** \_\_\_\_\_

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

**DONE** \_\_\_\_\_

**VISUAL INSPECTION AND CLEANING**

- \_\_\_\_\_ Inspect for unusual noises, vibration, odor, etc.
- \_\_\_\_\_ Inspect secureness of guards, doors & panels
- \_\_\_\_\_ Inspect system leaks in piping, flange connections, ductwork, etc.
- \_\_\_\_\_ Remove debris from louvers & dampers

**UNIT CONTROL PANEL**

- \_\_\_\_\_ Check cabinet for cleanliness, moisture, oil, etc
- \_\_\_\_\_ Verify indication & alarm devices
- \_\_\_\_\_ Check for obvious errors on installed press & temp gauges
- \_\_\_\_\_ Verify alarm silence, alarm horn & alarm reset
- \_\_\_\_\_ Verify exhaust dampers & master control panel operation

**COOLING SYSTEM**

- \_\_\_\_\_ Measure coolant level
- \_\_\_\_\_ Inspect all hoses, belts, connections for condition & tightness
- \_\_\_\_\_ Inspect radiator for cleanliness & leaks
- \_\_\_\_\_ Inspect dampers & verify operation, where applicable
- \_\_\_\_\_ Inspect fan condition & operation
- \_\_\_\_\_ Lube fan drive bearing

**BATTERY AND CHARGING SYSTEM**

- \_\_\_\_\_ Take battery hydrometer reading/record highest \_\_\_\_\_ lowest \_\_\_\_\_
- \_\_\_\_\_ Verify battery charging rate/record \_\_\_\_\_
- \_\_\_\_\_ Measure battery voltage/record \_\_\_\_\_
- \_\_\_\_\_ Measure battery water level/water added \_\_\_\_\_ YES \_\_\_\_\_ NO
- \_\_\_\_\_ Inspect battery post cables for security, damper, corrosion

**GENERATOR/OPERATION**

- \_\_\_\_\_ Inspect generator windings
- \_\_\_\_\_ Inspect commutator & collector rings
- \_\_\_\_\_ Inspect brushes-wear tension-follow manufacturer's instruction
- \_\_\_\_\_ Manually start, synchronize & place on line
- \_\_\_\_\_ Measure oil level & water temperature
- \_\_\_\_\_ Record all operating parameters available

**COMMENTS/REMARKS:**

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**COMPLETION DATE:** \_\_\_\_ / \_\_\_\_ / \_\_\_\_ **BY:** \_\_\_\_\_

(Includes all pages of this schedule.)







**COBB COUNTY  
HVAC TASKING SCHEDULE  
INDUSTRIAL AIR COMPRESSOR**

**ANNUAL INSPECTION**

**BUILDING:** \_\_\_\_\_

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

**DONE**

**VISUAL INSPECTION AND CLEANING**

- \_\_\_\_\_ Inspect unusual noises, vibration, odor, etc.
- \_\_\_\_\_ Inspect structural elements for corrosion & damage
- \_\_\_\_\_ Inspect mounting points for secureness, tighten if necessary
- \_\_\_\_\_ Inspect secureness of guards, doors & panels
- \_\_\_\_\_ Inspect vibration elimination devices
- \_\_\_\_\_ Inspect flexible connections & hoses

**UNIT CONTROLS**

- \_\_\_\_\_ Inspect for cleanliness, moisture, oil, etc.
- \_\_\_\_\_ Inspect/replace connection for tightness & corrosion
- \_\_\_\_\_ Verify indication devices/master controls/alternator operation
- \_\_\_\_\_ Check for obvious errors of installed press & temp gauges
- \_\_\_\_\_ Test unloader & check valve
- \_\_\_\_\_ Drain water from tank & traps
- \_\_\_\_\_ Inspect/try test relief valve(s)

**STARTER AND CONTACTORS**

- \_\_\_\_\_ Check interior components for dirt, moisture, oil free conditions
- \_\_\_\_\_ Inspect/replace connections for tightness & corrosion
- \_\_\_\_\_ Inspect contacts for signs of wear, arcing, overheating, etc.
- \_\_\_\_\_ Measure voltage L1 & L2 \_\_\_\_\_ L2 & L3 \_\_\_\_\_ L1 & L3 \_\_\_\_\_
- \_\_\_\_\_ Megger L1 \_\_\_\_\_ L2 \_\_\_\_\_ L3 \_\_\_\_\_
- \_\_\_\_\_ Measure amperage L1 \_\_\_\_\_ L2 \_\_\_\_\_ L3 \_\_\_\_\_

**MOTORS AND DRIVES**

- \_\_\_\_\_ Clean motor cooling openings
- \_\_\_\_\_ Visually inspect coupling
- \_\_\_\_\_ Lube motor & compressor bearings & coupling
- \_\_\_\_\_ Inspect/replace belt tension & condition
- \_\_\_\_\_ Inspect pulleys for wear & alignment

**COMPRESSOR**

- \_\_\_\_\_ Verify oil pump operation
- \_\_\_\_\_ Inspect/replace compressor oil & filter/strainer
- \_\_\_\_\_ Inspect/replace suction filter as required
- \_\_\_\_\_ Inspect compressor body for corrosion & damage
- \_\_\_\_\_ Verify shaft sealing, unloading & cooling system operation

**COMMENTS/REMARKS:**

**COMPLETION DATE:** \_\_\_\_ / \_\_\_\_ / \_\_\_\_

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

**COBB COUNTY  
HVAC TASKING SCHEDULE  
INDUSTRIAL AIR COMPRESSOR**

**OPERATIONAL INSPECTION**

**BUILDING:** \_\_\_\_\_ **WO#** \_\_\_\_\_

**DONE** \_\_\_\_\_ **VISUAL INSPECTION AND CLEANING** \_\_\_\_\_

- \_\_\_\_\_ Inspect unusual noises, vibration, odor, etc.
- \_\_\_\_\_ Inspect vibration elimination devices
- \_\_\_\_\_ Inspect flexible connections & hoses

**UNIT CONTROLS**

- \_\_\_\_\_ Inspect cabinet for cleanliness, moisture, oil, etc.
- \_\_\_\_\_ Verify indication devices operation
- \_\_\_\_\_ Check for obvious errors of installed press & temp gauges
- \_\_\_\_\_ Verify master controls & alternator operation
- \_\_\_\_\_ Test unloader & check valve
- \_\_\_\_\_ Drain water from tank & traps
- \_\_\_\_\_ Try lever test relief valve(s)
- \_\_\_\_\_ Inspect test relief valve(s)

**CONTACTORS AND STARTERS**

- \_\_\_\_\_ Check interior components for dirt, moisture, oil free conditions
- \_\_\_\_\_ Inspect contacts for signs of wear, arcing, overheating, etc.
- \_\_\_\_\_ Measure amperage L1 \_\_\_\_\_ L2 \_\_\_\_\_ L3 \_\_\_\_\_

**MOTORS AND DRIVES**

- \_\_\_\_\_ Clean motor cooling openings
- \_\_\_\_\_ Lube motor & compressor bearings & coupling
- \_\_\_\_\_ Inspect/replace belt tension & condition

**COMPRESSOR**

- \_\_\_\_\_ Verify oil pump operation
- \_\_\_\_\_ Inspect/replace suction filter as required
- \_\_\_\_\_ Verify shaft sealing, unloading & cooling system operation
- \_\_\_\_\_ Inspect compressor body for corrosion & damage

**COMMENTS/REMARKS:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**COMPLETION DATE:** \_\_\_\_/\_\_\_\_/\_\_\_\_ **BY:** \_\_\_\_\_  
(Includes all pages of this schedule.)

## **DDC CONSULTATION SERVICES**

### **Establish objectives**

- Review with customer representative current comfort control and energy optimization objectives.
- Audit specific building locations for occupant and equipment environmental requirements.
- Determine control parameters for each location, for both occupied and unoccupied periods.

### **Control Strategies**

- Analyze implemented control strategies for applicability in achieving environmental parameters and control objectives.
- Analyze mechanical cooling, free cooling, and heating system integration strategies.
- Analyze and recommend optimal runtime and night setback strategies to ensure environmental control, while reducing energy consumption.
- Analyze equipment loads and recommend demand limiting and load rolling strategies that reduce energy consumption while ensuring comfort.
- Set and review historical trend data recording and reports to verify control during occupied and unoccupied periods.
- Report on control strategy effectiveness and make recommendation for improvement.

### **Day-to-Day Operational Needs**

- Analyze the day-to-day informational needs of the operations staff.
- Assist in the design and implementation of alarm grouping and reporting strategies.
- Assist in the design and implementation of system status displays.
- Assist in the design and implementation of system status and management reports to aid in decision support for the Facility Management staff.
- Analyze how temporary occupancy changes are implemented, and their impact on heating/cooling system integration.
- Recommend alternate operational approaches and additional staff training options, as opportunities for enhancements are identified.

### **Additional Tasks and/or Special Instructions:**

- NONE

## DDC SOFTWARE SUBSCRIPTION SERVICE

Goal:

- To receive a minimum of one upgrade per year for each software package included.
- **New revisions will be compatible with the existing data bases or a conversion process will be included.**

### Requirements

- **The existing software packages will be the current revision level at the start of the service.**
- **Software subscriptions are included for each workstation.**
- **Contractor will install upgrades.**

## **DDC WORKSTATIONS**

### **On each Scheduled Service Visit to the Job site**

- **Report in with appropriate Customer personnel**
- Review DDC System for CRITICAL, FOLLOW-UP, and OFF-LINE status indications.
- Review DDC System for OVERRIDE, DISABLE and LOCKOUT status indications.
- Review System Event Log with customer; discuss DDC operational concerns.
- Perform or schedule "Corrective Maintenance" procedures as appropriate to resolve situations noted in the preceding Reviews.
- Install appropriate DDC Software refinements and problem correction revisions (Minor Revisions), as they become available.
- ◆ NOTE: Major Revisions which add new features and capabilities, or which significantly enhance existing features are not included.

### **On a Quarterly Scheduled Basis**

- Check monitor for clarity, focus and color.
- Clean Read/Write heads of removable disk drive.
- Cycle power; listen for unusual motor/bearing noise.
- Verify proper system restart; check system date, time and hardware status.
- Clean exterior surfaces.
- Save/Copy DDC Workstation Data Base, including custom graphics and resident NCU Archive data Base, as indicated in the agreement.

### **Additional Tasks and/or Specific Instructions:**

Furnish Disaster Recovery disk or tape to Customer Representative.

## METASYS

### AHU, UNT, AND VAV APPLICATION SPECIFIC CONTROLLERS

#### ON A QUARTERLY SCHEDULED BASIS

##### AHU Application Specific Controller

- Verify that AHU is being controlled at the appropriate values.
- Change one set point value; verify smooth transition and stable control at the new set point.
- Return set point to original value.
- Repeat for each additional control loop, if any.
- Verify that controlled values and dampers will stroke fully in both directions, sealing tightly where appropriate.
- Verify the proper operation of critical control processes and points associated with this unit. Make adjustments if necessary.

##### Unitary Equipment Applications Specific Controller

- Verify that ASC is in control at the desired value(s).
- Change one set point value; verify smooth transition and stable control at the new set point.
- Return set point to original value.
- Repeat for each additional control loop, if any.
- Verify that controlled valves and dampers will stroke fully in both directions, sealing tightly where appropriate.
- Verify the proper operation of critical control processes and points associated with this unit. Make adjustments if necessary.

##### VAV Box Application Specific Controller

Verify that ASC is in stable control at the desired value(s).

- **Where controller performance is in doubt:**
  - Change set point value. Verify smooth, stable control at the new value.
  - Return set point to original value.
- Verify the proper operation of critical control processes and point associated with this unit. Make adjustments if necessary.

##### As Required

- Verify/calibrate other points associated with these units where the need for possible “Corrective Maintenance” is indicated.

Additional Tasks and/or Special Instructions:

- **NONE**

**BID FORM**

Page 1 of 4

TO: COBB COUNTY SHERIFF'S OFFICE

THE UNDERSIGNED HAVING EXAMINED THE PROPOSED CONTRACT DOCUMENTS TITLED:

**HVAC FULL SERVICE MONTHLY MAINTENANCE CONTRACT FOR EIGHT (8)  
COBB COUNTY BUILDINGS  
COBB COUNTY SHERIFF'S OFFICE  
SEALED BID #10-5486**

- Detention Facility – 84 (old side), 1825 County Services Parkway, Building 100, Marietta, GA 30008
- Detention Facility – 97 (new side), 1825 County Services Parkway, Building 100, Marietta, GA 30008
- Detention Facility – Tower, 1825 County Services Parkway, Building 200A, Marietta, GA 30008
- Detention Facility – Central Plant, 1825 County Services Parkway, Building 200C, Marietta, GA 30008
- Administration Building, 1825 Building County Services Parkway, Building 200B, Marietta, GA 3008
- Visitor Center, 1877 County Services Parkway, Building 100, Marietta, GA 30008
- Work Release Facility, 1825 County Services Parkway, Building 300, Marietta, GA 30008
- Prison Annex, 1877 County Services Parkway, Building 200, Marietta, GA 30008

**AND HAVING VISITED THE SITE AND EXAMINED THE CONDITIONS AFFECTING THE WORK, HEREBY PROPOSES AND AGREES TO FURNISH ALL LABOR AND MATERIALS, EQUIPMENT, AND APPLIANCES AND TO PERFORM THE OPERATIONS NECESSARY TO COMPLETE THE WORK AS REQUIRED BY SAID PROPOSED CONTRACT DOCUMENTS, FOR ALL OF THE WORK IDENTIFIED AS A MONTHLY FULL SERVICE CONTRACT FOR THE SUMS STIPULATED BELOW:**  
Bids will be only evaluated on service being supplied to all of the above-mentioned buildings.  
Any bid that does not include a bid for service to all of the above mentioned buildings will be considered as not meeting bidding requirements.

**TERM ONE BID PRICE LIST: June 1, 2010 – May 31, 2011**

	<b>UNIT PRICE</b>	<b># OF MONTHS</b>	<b>TOTAL TERM COST</b>
Detention Facility - 84	\$ _____ /mo.	_____ 12	\$ _____
Detention Facility – 97	\$ _____ /mo.	_____ 12	\$ _____
Detention Facility - Tower	\$ _____ /mo.	_____ 12	\$ _____
Detention Central Plant	\$ _____ /mo.	_____ 12	\$ _____
Administrative Building	\$ _____ /mo.	_____ 12	\$ _____
Visitor Center	\$ _____ /mo.	_____ 12	\$ _____
Work Release	\$ _____ /mo.	_____ 12	\$ _____
Prison Annex	\$ _____ /mo.	_____ 12	\$ _____
<b>TOTAL FOR TERM ONE</b>	\$ _____ /mo.	_____ 12	\$ _____

**BID FORM**

**TERM TWO BID PRICE LIST: June 1, 2011 – May 31, 2012**

	<b>UNIT PRICE</b>	<b># OF MONTHS</b>	<b>TOTAL TERM COST</b>
Detention Facility - 84	\$ _____ /mo.	_____ 12	\$ _____
Detention Facility – 97	\$ _____ /mo.	_____ 12	\$ _____
Detention Facility - Tower	\$ _____ /mo.	_____ 12	\$ _____
Detention Central Plant	\$ _____ /mo.	_____ 12	\$ _____
Administrative Building	\$ _____ /mo.	_____ 12	\$ _____
Visitor Center	\$ _____ /mo.	_____ 12	\$ _____
Work Release	\$ _____ /mo.	_____ 12	\$ _____
Prison Annex	\$ _____ /mo.	_____ 12	\$ _____
<b>TOTAL FOR TERM TWO</b>	\$ _____ /mo.	_____ 12	\$ _____

**TERM THREE BID PRICE LIST: June 1, 2012 – May 31, 2013**

	<b>UNIT PRICE</b>	<b># OF MONTHS</b>	<b>TOTAL TERM COST</b>
Detention Facility - 84	\$ _____ /mo.	_____ 12	\$ _____
Detention Facility – 97	\$ _____ /mo.	_____ 12	\$ _____
Detention Facility - Tower	\$ _____ /mo.	_____ 12	\$ _____
Detention Central Plant	\$ _____ /mo.	_____ 12	\$ _____
Administrative Building	\$ _____ /mo.	_____ 12	\$ _____
Visitor Center	\$ _____ /mo.	_____ 12	\$ _____
Work Release	\$ _____ /mo.	_____ 12	\$ _____
Prison Annex	\$ _____ /mo.	_____ 12	\$ _____
<b>TOTAL FOR TERM THREE</b>	\$ _____ /mo.	_____ 12	\$ _____

**PRICING SUMMARY:**

- Total of 12 months service provided in Term 1: \$ \_\_\_\_\_
- Total of 12 months service provided in Term 2: \$ \_\_\_\_\_
- Total of 12 months service provided in Term 3: \$ \_\_\_\_\_

**TOTAL OF ALL THREE TERMS:** \$ \_\_\_\_\_



**BID FORM**

Page 3 of 4

**ALTERNATE BIDS:**

Alternate Bid #1

	<b>Cost per Day</b>
Emergency Heating & Cooling (Pricing remains the same for all accepted contract terms)	
Detention Facility - 84	\$ _____
Detention Facility – 97	\$ _____
Detention Facility - Tower	\$ _____
Detention Facility – Central Plant	\$ _____
Administration Building	\$ _____
Visitor Center	\$ _____
Work Release Facility	\$ _____
Prison Annex	\$ _____

CONTRACTOR ACKNOWLEDGES RECEIPT OF THE FOLLOWING ADDENDUMS:

#\_\_\_\_, Dated \_\_\_\_\_ #\_\_\_\_ Dated \_\_\_\_\_ #\_\_\_\_ Dated \_\_\_\_\_

The undersigned understands and agrees also to comply with and be bound by the entire contents of the Project Manual.

Bidder: \_\_\_\_\_

Signed: \_\_\_\_\_

Title: \_\_\_\_\_

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

Bonding Co.: \_\_\_\_\_

Bonding Co. Agency: \_\_\_\_\_

License #: \_\_\_\_\_

**BID FORM**

Page 4 of 4

Type of Business Entity: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_ (corporation, sole proprietorship, partnership, p.c.)

Individual Members of the Firm

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

President of the Corporation

\_\_\_\_\_

Secretary of the Corporation

\_\_\_\_\_

Corporation is organized under the Laws of the State of

\_\_\_\_\_

Bid dated this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_\_

**SAMPLE CONTRACT**

Page 1 of 2	Date: xxxxxxxxxxxx
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Full Service Monthly Contract HVAC Maintenance  
Cobb County Sheriff's Office  
Eight Buildings

**AGREEMENT**

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**OWNER:** COBB COUNTY BOARD OF COMMISSIONERS (*“Owner”*)  
COBB COUNTY, GEORGIA  
C/O COBB COUNTY SHERIFF’S OFFICE  
1825 COUNTY SERVICES PARKWAY  
MARIETTA, GEORGIA 30008

**CONTRACTOR:** XX  
(*“Contractor”*)  
XX  
XX

**WORK:** FULL-SERVICE HVAC SERVICES; 8 BUILDINGS;  
(*“Work”*)  
COBB COUNTY SHERRIF’S OFFICE

The undersigned parties understand and agree to comply with and be bound by the entire contents of the Project Manual dated 6/01/2010. Addendums xxxxxx dated xxxxxx & xxxxx, and the Contractor’s Bid Proposal. Contractor understands and agrees that the bonds and insurance required by the Contract Documents are to be kept current at all times through the length of each term. Bonds and insurance must be renewed and presented to the owner at the time of each term renewal if Owner chooses to renew. Bonds shall be written by xxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxx.

**TERM:** June 1, 2010 THROUGH May 31, 2013 (*“Term”*)  
WITH RENEWAL OPTIONS PER THE CONTRACT DOCUMENTS

**PRICE:** Monthly payments of \$xxxxxx each. Each monthly payment is directly associated with those services to be performed during that said month. One year service equals xx Dollars (\$xxxxxx).

**MONTHLY:** Monthly invoices to be received at the (*“Monthly Billing Date”*)



**PROJECT:**  
**FULL SERVICE MONTHLY CONTRACT – HEATING & AIR CONDITIONING**

**BILLING DATE:** Cobb County Finance Department at the end of each month’s service.

IN WITNESS WHEREOF, this Work Order has been executed by Owner and accepted by Contractor as of the date first above written.

Cobb County Board of Commissioners  
 Cobb County, Georgia  
 c/o Sheriff’s Office

XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX  
 XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX  
 XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX

By: \_\_\_\_\_

By: \_\_\_\_\_

Title: \_\_\_\_\_

Title: \_\_\_\_\_

**Contractor’s Federal Employer ID Number:** \_\_\_\_\_

**Business License Number:** \_\_\_\_\_

**Cobb County Adult Detention Facilities Building List:**

- Detention Facility – 84 (old side), 1825 County Services Parkway, Building 100, Marietta, GA 30008
- Detention Facility – 97 (new side), 1825 County Services Parkway, Building 100, Marietta, GA 30008
- Detention Facility – Tower, 1825 County Services Parkway, Building 200A, Marietta, GA 30008
- Detention Facility – Central Plant, 1825 County Services Parkway, Building 200C, Marietta, GA 30008
- Administration Building, 1825 Building County Services Parkway, Building 200B, Marietta, GA 3008
- Visitor Center, 1877 County Services Parkway, Building 100, Marietta, GA 30008
- Work Release Facility, 1825 County Services Parkway, Building 300, Marietta, GA 30008
- Prison Annex, 1877 County Services Parkway, Building 200, Marietta, GA 30008

CPM EQUIPMENT LISTING

**CENTRAL PLANT**

1825 County Services Parkway,  
 Building 200C  
 Marietta, GA 30008

Tag	Qty.	Manufacturer	Model Information	Description
CWP-1 - 3	3	Bell & Gossett	VSCS 4x6x10-1/2A	Vertical Split Case Pumps
CHWPP-1 - 3	3	Bell & Gossett	VSCS 4x6x10-1/2	Vertical Split Case Pumps
CHWSP-1 - 4	4	Bell & Gossett	3BC 1510 4x3x9 - 1/2	Base Mounted Pumps
HWSP-1 - 4	3	Bell & Gossett	2E 1510 3x2x11	Base Mounted Pumps
WCC-1 - 3	3	Trane	RTHD 175	Water Cooled Helical Rotary Liquid Chillers
B-1 - 3	3	Camus Hydronics	Microflame 3500	Gas Fired Copper Tube Boilers
EF-1	1	Cook	195R6B	Belt Drive Centrifugal Roof & Wall Exhauster
SF-1	1	Cook	GN-144	Direct Drive Ceiling & Cabinet Fan
CT-1 - 3	3	Marley Cooling Towers	NC8304CL	Cooling Towers
FCU-1	1	Trane	BCHC054A1**A4MBE2	Blower Coil Unit Air Handler
HWUH-1 - 6	6	A.O. Smith	Model HW	Hot Water Unit Heaters
BF-1	1	PEP Filters	SMF2-FG Series	Cooling Tower Basin Filters
EUH-1	1	Reznor	Taskmaster 5100 Series	Electric Unit Heaters

CPM EQUIPMENT LISTING

**HOUSING TOWER**

1825 County Services Parkway

Building 200A

Marietta, GA 30008

Tag	Qty.	Manufacturer	Model Information	Description
AHU-1-1 - 5-6	27	Trane	M-Series Climate Changer - MCCB006 (8), , MCCB008 (8),MCCB012 (1),MCCB014 (8), MCCB017 (1), MCCB008UAOBOUB (1)	Air Handler
PIU-1-01 - 37	37	Titus	DTQP-2 (36), DTQP-3 (1)	Fan Powered Induction Units
EUH-1 - 5	5	RAYWALL	6300/T Series	Electric Unit Heaters
PHP-1 & 2	2	Bell & Gossett	NRF-22	Centrifugal Circulation Pumps
PHP-1-3	1	Bell & Gossett	NRF-36	Centrifugal Circulation Pumps
FCU-2-1 - 5-2	8	AIREDALE	CCW 2/12	Blower Coil Air Handlers
EF	42	Cook	SQN	Centrifugal Square Inline Fans
EF	3	Cook	QMX	Mixed Flow Inline Fans
EF	8	Cook	Gemini - GC140	Ceiling and Cabinet Fans
SF	4	Cook	270CFS	Centrifugal Filtered Supply Fans
AC-1, 2	2	Bard	WA491	Wall Mounted Package Air Conditioners

CPM EQUIPMENT LISTING

**VISITOR CENTER**

1877 County Services Parkway

Building 100

Marietta, GA 30008

<b>Tag</b>	<b>Qty.</b>	<b>Manufacturer</b>	<b>Model Information</b>	<b>Description</b>
AHU-V-01	1	Trane	M-Series Climate Changer - MCCB021	Air Handler
CU-V-01	1	Trane	RAUC	Air Cooled Condensing Unit
PIU-V-01 - 04, 06 - 08	7	Titus	DTQP-2 (2), DTQP-3 (5)	Fan Powered Terminal VAV Terminals
PIU-V-05, 09	2	Titus	DESV	Single Duct VAV Terminals
EF-V-01 - 05	5	Cook	90C15DH (3), 70C15DL (1), 100C10DL (1)	Centrifugal Roof & Wall Exhausters
EWH-1	1	A.O. Smith	DEN & DEL	Electric Water Heater

CPM EQUIPMENT LISTING

**ADMINISTRATION BUILDING**

1825 County Services Parkway

Building 200B

Marietta, GA 30008

Tag	Qty.	Manufacturer	Model Information	Description
FCU-2-1 - 3	3	Trane	BCHC054G1**A3GA3E (1) / BCHC072G1**A3N05E (2)	Blower Coil Air Handler
PIU-1-01 - 2-15	26	Titus	DESV (3), DTQP-2 (22), DTQP- 3 (1)	Fan Powered Terminals VAV Terminals
AHU-1, 2	2	Trane	M-Series Climate Changer - MCCB008UA0B0UA (1) / MCCB014UA0B0UB (1)	Air Handler
EF-1-1 - 2-3	4	COOK	165SQN-B (1), 100R3B (2), 150R3B (1)	Centrifugal Square Inline Fans
PHP-1, 2	2	Bell & Gossett	NRF-22 (1), NRF-9F/LW	Circulation Pumps
EUH-1 - 4	4	RAYWALL	6300/T Series	Cabinet Unit Heater



CPM EQUIPMENT LISTING

KITCHEN/LAUNDRY

Tag	Qty.	Manufacturer	Model Information	Description
MAU-P1-01, 02	2	Sterling	IFG-110	Outdoor Rooftop Gas-Fired Duct Furnace
EF-P1-01 - 07	7	Cook	225V8B (1), 100CPV (1), 195R5B (1), 165VX4B (2), 245R8B (2)	Centrifugal Roof and Wall Exhausters
SF-P1-01 & 03-06	4	Cook	180ASP (1),95KSPD (3)	Centrifugal Filtered Supply Fans
SF-P1-02	1	Cook	Gemini- GN-960	Ceiling and Cabinet Fan
EWH-P1-01, 02	2	Markel	AFA/3320 Series	Electric Wall Heater
GUH-P1-01, 02	2	Trane	GHND-SVX01A-EN	High Efficiency Propeller Fan Gas Unit Heater

## CPM EQUIPMENT LISTING

**BUILDING:** Jail

**ADDRESS:** 1825 County Services Parkway

**Type of Service:** HVAC

EQUIPMENT	QTY.	MANUFACTURER	MODEL/SERIAL NO.	LOCATION	FILTER	FILTER QTY
RTU	1	Carrier	48TJD008/1499G30023	A-Pod	16x20x2	4
RTU	1	Carrier	48TJD016/1199FO5576	A-Pod	20x20x2, 16x20x2	2/4
RTU	1	Carrier	48TJD016/1099FO3917	A-Pod	20x20x2, 16x20x2	2/4
RTU	1	Carrier	48TJD016/1199FO5637	A-Pod	20x20x2, 16x20x2	2/4
RTU	1	Carrier	48TJD008/1499G30027	B-Pod	16x20x2	4
RTU	1	Carrier	48TJD016/1199F05523	B-Pod	20x20x2, 16x20x2	4/2
RTU	1	Carrier	48TJD016/1199F05691	B-Pod	20x20x2, 16x20x2	4/2
RTU	1	Carrier	48TJD016/1199F05636	B-Pod	20x20x2, 16x20x2	4/2
RTU	1	Carrier	48TJD008/1499G30024	C-Pod	16x20x2	4
RTU	1	Carrier	48TJD016/1099F03856	C-Pod	16x20x2, 20x20x2	4/2
RTU	1	Carrier	48TJD016/1099F03857	C-Pod	16x20x2, 20x20x2	2/4
RTU	1	Carrier	48TJD016/1099F03692	C-Pod	16x20x2, 20x20x2	4/2
RTU	1	Carrier	48TJD008/1499G30026	D-Pod	16x20x2	4
RTU	1	Carrier	48TJD016/1199F05464	D-Pod	16x20x2, 20x20x2	4/2
RTU	1	Carrier	48TJD016/1199F05577	D-Pod	16x20x2, 20x20x2	4/2
RTU	1	Carrier	48TJD016	D-Pod	16x20x2, 20x20x2	4/2
RTU	1	Carrier	48EJD044/0999F02665	Above Old Master Control	20x24x2	10
RTU	1	Carrier	48TJD009/1499G30118	Above Sentencing	16x20x2	4
RTU	1	Carrier	38YCB0365/0796E22470	Above Major Office		
RTU	1	Carrier	980N0150/148665	Above Conference Room		
RTU	1	Carrier	48TJD016/1099F03916	Above Law Library	20x20x2, 16x20x20	
RTU	1	Trane	YCD037C4LABD/K51100962D	Above Laundry Office	20x25x2	
RTU	1	Trane	YCD120C4MAAB/L20104387D	G-Pod	20x20x2	
RTU	1	Trane	YCD180B4LADE/L10103424D	G-Pod	20x20x2, 20x25x2	
ACU	1	Trane	TWH0188140A1/L22349478	L-Pod	16x25x1	1
AHU	1	Trane	MCCA040/K96C19425	L-Pod	16x25x4	16
FCU	1	Trane	FCDB100ICE/796D40523	L-Pod	9X461/4X1	2
ACU	1	Trane	TWHO188HOA1	L-Pod	16x25x1	1
AHU	1	Trane	MCCA0255AE/K96C22625	L-Pod	16x25x4/20x25x4	16/8
FCU	1	Trane	FCDB1011CE/T96D440524	L-Pod	9x461/4x1	2
AHU	1	Trane	MCCA040MAE/K96C19727	M-Pod	16x25x4/20x25x4	16/8
ACU	1	Trane	TWH0188HOA1/L21348900	M-Pod	18x16x1	1
FCU	1	Trane	FCDB1011CE	M-Pod	9X461/4X1	2

## CPM EQUIPMENT LISTING

**BUILDING:** Jail

**ADDRESS:** 1825 County Services Parkway

**Type of Service:** HVAC

EQUIPMENT	QTY.	MANUFACTURER	MODEL/SERIAL NO.	LOCATION	FILTER	FILTER QTY
ACU	1	Trane	TWH018B140A1/L22349476	O-Pod	16x25x1	1
AHU	1	Trane	MCCA040GAL/K96C20238	O-Pod	16x25x4	24
FCU	1	Trane	FCEB040ADEO/296A27515	O-Pod	24x9x1	1
FCU	1	Trane	FCDB080FOH/T96D40525	O-Pod	9X461/4X1	2
FCU	1	Trane	FCDB0801DF/T96D40526	O-Pod	9x42x1	1
FCU	1	Trane	FCDB0801DF/T96D40527	O-Pod	9x42x1	1
AHU	1	Trane	MCCA040MAE/K96C19428	R-Pod	20x25x4/20x20x4	8/4
AHU	1	Trane	MCCA040MAE/K96C19429	R-Pod	20x25x4/20x20x4	8/4
AHU	1	Trane	MCCA040MAE/K96619430	R-Pod	20x25x4/20x20x4	8/4
FPB-L4	1	Trane	VFSE06B11J2DD/R96A02175	Infirmary	12x16x1	1
VAV-L6	1	Trane	VCEE111ELGDD/R95M31569	Infirmary		
VAV-L7	1	Trane	VCEE111ELGDD/R95M31570	Infirmary		
VAV-L9	1	Trane	VCEE111ELGDD/R95M31571	Infirmary		
VAV-L10	1	Trane	VLEE111ELGDD/R95M31572	Infirmary		
VAV-L11	1	Trane	VCCE111NOGND/R95M31551	Infirmary		
VAV-L12	1	Trane	VC33171ELGOD/R95M31573	Infirmary		
VAV-L13	1	Trane	TS5-E/SDJ050119-14	Infirmary		
VAV-L14	1	Trane	VCC1110GOD/R95M31552	Infirmary		
VAV-L15	1	Trane	VCCE061N06GOD/R95M31539	Infirmary		
VAV-L16	1	Trane	VCCE031N06DD/R95M31538	Infirmary		
VAV-L17	1	Trane	VCCE061N06DD/R95M31540	Infirmary		
VAV-L20	1	Trane	T55-E/SDJ05V118-14	Infirmary		
VAV-L4	1	Trane	VCEE111NOGDD/R95M31550	Maintenance		
FPB-L2	1	Trane	VF5E17D11J2DD/RE6A02166	Maintenance	15x20x1	1
FPB-L3	1	Trane	VF5E06811J2DD/R96A02174	Maintenance	15x20x1	1
AHU-MN1	1	Trane	MCCA040MAE/K96C23145	M-North	20x20x4, 20x25x4	12/4
AHU-MN2	1	Trane	MCCA040MAE/K96C23146	M-North	20x20x4, 20x25x4	12/4
AHU-MN3	1	Trane	MCCA040MAE/K96C23147	M-North	20x20x4, 20x25x4	12/4
FPB-MN1	1	Trane	VFSE17D21J2DD/R96819077	M-North	15x20x1	1
FPB-MN2	1	Trane	VFSE17D21J2DD/R96819022	M-North	15x20x1	1
FPB-MN3	1	Trane	VFSE17D21J2DD	M-North	15x20x1	1
FPB-MN4	1	Trane	VFSE17D21J2DD/R96819078	M-North	15x20x1	1
FPB-MN5	1	Trane	VEFE172172DD/RA9619079	M-North	15x20x1	1
FPB-MN6	1	Trane	VESE11C21J2DD	M-North	15x20x1	1

## CPM EQUIPMENT LISTING

**BUILDING:** Jail

**ADDRESS:** 825 County Services Parkway

**Type of Service:** HVAC

EQUIPMENT	QTY.	MANUFACTURER	MODEL/SERIAL NO.	LOCATION	FILTER	FILTER QTY
FPB-MN7	1	Trane	VFSE17D21J2DD/R96B19080	M-North	15x20x1	1
FPB-MN8	1	Trane	VFSE17D21J2DD/R96B19081	M-North	15x20x1	1
FPB-MN9	1	Trane	VFSE17D21J2DD/R96B19082	M-North	15x20x1	1
VAV-MN1	1	Trane	VCCE17AN0GDD/R95M31564	M-North		
VAV-MN2	1	Trane	VCCE111NOGDD/R95M31556	M-North		
VAV-MN3	1	Trane	VCCE171ELGDD/R95M31565	M-North		
VAV-MN4	1	Trane	VCCE111ELGDD/	M-North		
VAV-MN5	1	Trane	VCCE171N0GDD/R95M31566	M-North		
AHU-MS1	1	Trane	MCCA040MAE/K96C23104	M-South	20x20x4/20x25x4	12/4
AHU-MS2	1	Trane	MCCA040MAE/K96C23105	M-South	20x20x4/20x25x4	12/4
AHU-MS3	1	Trane	MCCA040MAE/K96C23106	M-South	20x20x4/20x25x4	12/4
ACU	1	Liebert	80CC6ZA/34125-0U1	Computer Room	281/2x291/2x2	1
ACU	1	Liebert	MME024EPC1	Computer Room		
Chiller Tower	1	Marley	NC6111G5	Chiller Tower		
Chiller Tower	1	Trane	CV146500/L96E04470	Chiller Tower		
RTU	1	Liebert	8OCE6ZA/334125-OUI	Computer Room		
RTU	1	Liebert	MME024EPCI	UPS Room		
Domestic Water Boiler #1	1	PVI	106WBHE100ATP/039686494			
Domestic Water Boiler #2	1	PVI	106WBHE100ATP/039686495			
HVAC Boiler #1	1	PVI	400P400AT/0305115364			
HVAC Boiler #2	1	PVI	400P400ATP/0305115365			
		2 large Water Circulating Pumps				
Domestic Boiler	1	Lochinvar	rwn399pm/ do28387	A Pod		
Domestic Boiler	1	Lochinvar	rwn399pm/ do28389	A Pod		
Domestic Boiler	1	Lochinvar	RWN399PM/ EO17340	B Pod		
Domestic Boiler	1	Lochinvar	RWN399PM/ L008516	B Pod		
Domestic Boiler	1	Lochinvar	RWN399PM/ D028385	C Pod		
Domestic Boiler	1	Lochinvar	RWN399PM/ D028388	C Pod		
Domestic Boiler	1	Lochinvar	RWN399PM/ D028386	D Pod		
Domestic Boiler	1	Lochinvar	RWN399PM/ D028390	D Pod		
Holding Tank	1	Lochinvar	RJA200/ Co2140132002	A Pod		

## CPM EQUIPMENT LISTING

**BUILDING:** Jail

**ADDRESS:** 1825 County Services Parkway

**Type of Service:** HVAC

EQUIPMENT	QTY.	MANUFACTURER	MODEL/SERIAL NO.	LOCATION	FILTER	FILTER QTY
Holding Tank	1	Lochinvar	RJA200/ Co2135492002	B Pod		
Holding Tank	1	Lochinvar	RJA200/ C02139992002	C Pod		
Holding Tank	1	Lochinvar	RJA200/ L9976951999	D Pod		
Boiler	1	Jarco	ajh140/ 835	Laundry		
Holding Tank	1	Jarco	27747/ 56981	Laundry		
Boiler	1	Lochinvar	CWN0745PM/ B012325	Kitchen		
Boiler	1	Lochinvar	RWN500PM/ C991799	Kitchen		
Holding Tank	1	Lochinvar	RJA200/ C995781	Kitchen		
Boiler	1	P.V.I.	54P125AMX/ 119586593	G Pod		
			These are spread throughout the			
		7 Water circulating pumps	Old side facility.			
		7 Walk-in Coolers& Freezer units		Kitchen		
		90+ Exhaust Fans		Bath, Mechanical rooms, Janitor rooms, ect.		
		2 Pneumatic Duplex Air compressors & Dryers	Pneumatic Control Systems			
		JCI Metasys Control system	This system controls all HVAC systems throughout the New Side Jail.			

## CPM EQUIPMENT LISTING

**BUILDING:** Prison

**ADDRESS:** 1877 County Services Parkway

**Type of Service:** HVAC

EQUIPMENT	QTY.	MANUFACTURER	MODEL/SERIAL NO.	LOCATION	FILTER	FILTER QTY
	1	Trane	5FHB2004L/J83L812002	Prison Unit	16x20x2	1
	1	Trane	F00F21BA04	Prison Unit	16x25x1	6
	1	Concept	SCU10B42A7/165J22914	Prison Unit	16x25x1	1
	1	Carrier	5223284	Prison Unit	16x25x1	1
	1	Carrier	38TKB038/4491E46134	Prison Unit	16x25x1	1
	1	Carrier	38AE012500/1192F90550	Prison Unit	20x25x1	1
Boiler	1	A Smith	HW420932/932D9Z37952	Prison Unit		
Boiler	1	A Smith	bth250a/ lm990895438966	Prison Unit		
Boiler	1	A Smith	B771250A/ LL990884421966	Prison Unit		
Boiler	1	A Smith	B771250A/ LL990884420966	Prison Unit		
			HH0715ENO9KBACJX/C0617927			
Boiler	1	LAARS	7	Prison Unit		
Holding Tank	1	Lochinvar	RJA200/ f0091042000	Prison Unit		
Holding Tank	1	Tank State	SBD100199NES/ G05M001838	Prison Unit		
HVAC Boiler	1	Lochinvar	Ho7H00200217	Prison Unit		
HVAC Boiler	1	Lochinvar	Ho7H00200219	Prison Unit		
HVAC Holding Tanks	3			Prison Unit	125 gl.	
7 Circulating water pumps		These units are spread throughout the facility.				
2 Walk-in cooler units				Kitchen		
2 Walk-in Freezer units				Kitchen		

## CPM EQUIPMENT LISTING

**BUILDING:** Work Release

**ADDRESS:** 1825A County Services Parkway

**Type of Service:** HVAC

EQUIPMENT	QTY.	MANUFACTURER	MODEL/SERIAL NO.	LOCATION	FILTER	FILTER QTY
RTU	1	York	D2CG240N2404GFDF/NHKM099333	Work Release	16x20x2, 16x25x2	4/4
RTU	1	York	D2CG240N2404GFDF/NFKMO66178	Work Release	16x20x2, 16x25x2	4/4
RTU	1	York	D2CG240N2404GFDF/NHKMO99334	Work Release	16x20x2, 16x25x2	4/4
RTU	1	York	D2CG240N240446FDF/NEKMO50574	Work Release	16x20x2, 16x25x2	4/4
RTU	1	York	DH120N15Q40AA1A/NMJM141202	Work Release	20x25x2	4
RTU	1	York	DH120N15Q40AA1A/NMJM141912	Work Release	20x25x2	4
RTU	1	York	DH078N10Q4DAAA/NHKMO97418	Work Release	20x25x2	4
Boiler	1	A O Smith	200GW1500/200JOL64832	Work Release		
Boiler	1	A O Smith	200GW1500/ 200JOL64833	Work Release		
Holding Tank	1	A O Smith	TJH2000A/ SI01-91735Y5	Work Release		
2 Circulating water pumps						
10 Exhaust fans			Bath and Laundry			
Honeywell LONworks DDC control system						