



*Frank Sadeghi, Director
Jennifer Bacchione, Deputy Director
Robert S. Arace, Commissioner
Sam Ellenbogen, Commissioner
Ray Gormley, Commissioner*

Jennifer L. Bowens, Qualified Purchasing Agent

*County of Ocean
Administration Building
101 Hooper Avenue
Toms River, NJ 08754*

BID

***CENTRIFUGAL AIR CONDITIONING SYSTEMS MAINTENANCE AND
SERVICE***

2026

***ADVERTISEMENT DATE: March 25, 2026
OPENING: April 14, 2026, 11:00 am***

Bid Category: 22- Public Works, Park Equipment and Construction Services

Notice to Bidders

NOTICE IS HEREBY GIVEN that sealed bids for the furnishing and delivery of **CENTRIFUGAL AIR CONDITIONING SYSTEMS MAINTENANCE AND SERVICE** for the County of Ocean, will be received by the Purchasing Agent of the County of Ocean on **Tuesday, April 14, 2026 at 11:00 am**, prevailing time.

Bids will be received electronically via the County's Online Procurement Portal. Specifications are available on the Procurement Portal or for viewing only, in the Department of Purchase, Room #224, Administration Building, 101 Hooper Avenue, Toms River, New Jersey. Direct all inquiries to Jennifer L. Bowens, Purchasing Agent.

Bidders are required to comply with the requirements of N.J.S.A. 10:5-31 et seq. and P.L. 1975 C. 127 (N.J.A.C. 17:27-1 et seq.) regarding equal employment opportunities and with the requirements of P.L. 1977 C.33 regarding corporate and/or partnership ownership.

The right to reject any and all bids is reserved in accordance with applicable law.

By order of the Board of Commissioners of the County of Ocean.

Signed:

FRANK SADEGHI, Director

JENNIFER L. BOWENS, Qualified Purchasing Agent

Contact Information and Project Timeline

Summary

The purpose of this bid package is to provide the County of Ocean with a Contractor who will supply the goods or services described and specified herein.

Contact Information

For further information regarding these specifications, contact

Jessica Hannold

Assistant Purchasing Agent

101 Hooper Ave.

Room 224

Toms River, NJ 08753

Email: jhannold@co.ocean.nj.us

Phone: [\(732\) 929-2103](tel:(732)929-2103)

Department:

Buildings and Grounds

Timeline

Advertising Date	March 25, 2026
Bid Opening Date	April 14, 2026, 11:00am Administration Building, 101 Hooper Ave., Room 119, Toms River, NJ, 08753

Important Instructions for Electronic Submittal

Instructions for Electronic Bid Submission

The County is accepting electronic bid submissions with Open Gov by following these instructions:

Sign up for a FREE account at <https://procurement.opengov.com/portal/oceancounty>

Once you have completed account registration, browse back to this page: [County's OpenGov Electronic Bid Portal](https://procurement.opengov.com/portal/oceancounty/) (<https://procurement.opengov.com/portal/oceancounty/>)

Click on the bid of interest, then click "Draft Response".

Follow the instructions to submit the electronic bid.

It is important to note that this process should be completed well in advance of the bid deadline / bid opening. DO NOT WAIT UNTIL THE LAST MINUTE. The County's electronic submission system will not allow electronic bids to be submitted once the deadline has passed, even if you've already started the process. The deadline is based on the countdown timer found on the OpenGov bid submission page.

Instructions to Bidders

Bid Opening

All bids will be opened publicly in the Administration Building, Room 119, 101 Hooper Avenue, Toms River, New Jersey, commencing at 11:00 am, prevailing time on Tuesday, April 14, 2026.

Electronic Bid Submissions

Bids must be submitted electronically through Ocean County's Procurement Portal by the date and time stipulated in the Notice to Bidders.

Bidder Review and Questions

Bidders are responsible for thoroughly reviewing all bid documents, including specifications, pricing proposals, and attachments, prior to submitting questions or a bid response. Questions submitted that are clearly addressed within the bid documents will be answered by directing the bidder to the applicable section of the bid, rather than restating the information.

Deadline Instructions

The County will not be responsible for late bids, and no bids will be accepted if received after the time stipulated in the notice to bidders.

Completion of all Documents

Bidders shall complete all documents and acknowledge all terms included with the bid package. All documents should be from this bid package and must not be dated or executed prior to the date of advertising. Failure to follow these instructions is cause for rejection.

NOTE: In order to access any DocuSign forms in this solicitation, you must first click "Draft Response".

Instructions on how to access the forms through DocuSign are available in the Attachments. Please note that in order to view the forms as a .pdf document, you must access DocuSign first. Once you access DocuSign, the option to download, save, print and complete the forms becomes available

Right to Reject

The County reserves the right to reject all bids in accordance with N.J.S.A. 40A:11-13.2, to waive any informalities in the bid and to accept the lowest responsible bid in accordance with applicable law.

Bidder Default

In case of default by the bidder or contractor, the County of Ocean may procure the articles or services from other sources and hold the bidder or contractor responsible for any excess cost occasioned thereby.

Indemnity

The bidder, if awarded a contract, agrees to protect, defend and save harmless the County against any damage for payment for the use of any patented material process, article or device that may enter into the manufacture, construction or form a part of the work covered by either order or contract, and he further agrees to indemnify and save harmless the County from suits or actions of every nature and description brought against it, for, or on account of injuries or damages received or sustained by any party or parties by, or from any of the negligent acts of the contractor, his servants or agents.

Specifications

It is to be understood by the bidder that this bid is submitted on the basis of specifications prepared by the County and the fact that any bidder is not familiar with these specifications or conditions will not be accepted as an excuse.

Bid Security

NO BID SECURITY

Performance Bond

NO PERFORMANCE BOND

Pricing Proposal

Bidders must use the pricing proposal provided in the bid specifications. Failure to use the pricing proposal in the bid specifications shall be cause for rejection of the bid.

Pricing

Insert prices for furnishing all of the material and/or labor described or required. Prices shall be net, including any charges for packing, crating, containers, etc. and all transportation charges fully prepaid by the contractor F.O.B. destination and placement at locations specified by the County. No additional charges will be allowed for any transportation costs resulting from partial shipments made at the vendor's convenience when a single shipment is ordered.

Payment

Payments will be made upon the approval of vouchers submitted by the successful bidders in accordance with the requirements of the Board of Commissioners and subject to the Board of Commissioners customary procedures. The County will not pay interest or late fees regardless of language provided.

Discrepancy in Pricing

In the event that there is a discrepancy between the unit prices and the extended totals, the unit prices shall prevail. In the event there is an error of the summation of the extended totals, the computation by the OWNER of the extended totals shall govern.

Award Timeframe

Award will be made by Ocean County Board of Commissioners within sixty (60) days after receipt of bids.

Equal or Tie Bids

The County of Ocean reserves the right to award at their discretion to any one of the tie bidders where it is most advantageous for the County to do so, pursuant to N.J.S.A. 40A:11-6.1.

Tax Exempt

The County of Ocean is exempt from any State sales tax or Federal excise tax.

Equivalent Product

When offering an equivalent product, the bidder must clearly specify any variations from the stated specifications, regardless of how minor. The County will determine whether the proposed item meets or exceeds the specified product based on its quality, performance, and suitability for the intended use. Where equivalent equipment is offered, the County will determine if the proposed item is equal to or better than specified.

Evaluation

In addition to pricing, evaluation will include an assessment of quality, adherence to specifications, suitability for the County's needs, delivery terms, and warranty provisions. If no deviations from the specifications are noted, the bid will be assumed to be fully compliant with the stated requirements.

Quantities

The quantities shown on the pricing proposal are **estimates only**, and Ocean County will not guarantee any minimum purchase. The County reserves the right to decrease or omit quantities as needed over the course of the contract. The county will not consider any minimum requirements imposed on order quantities. The County also reserves the right to increase quantities to twenty (20) percent of the maximum quantities listed at the unit price bid, in accordance with N.J.A.C. 5:30-11.3. *Note: Actual orders are placed upon receipt of a Purchase Order, on an as needed basis. The County will not be responsible to pay for any product that was not ordered through a Purchase Order.*

Delivery of Goods and Services

Delivery of items shall only be made upon receipt of a Purchase Order issued by the Ocean County Department of Purchase, upon which delivery locations and needed quantities shall be indicated.

American Goods and Products

All contractors must comply with the provisions of New Jersey Statute Title 40A:11-18, when applicable.

Buy American for Food Contracts (If Applicable)

This provision applies exclusively to contracts for the purchase of food and food service products under federally funded child nutrition programs.

In accordance with 7 CFR 210.21(d) and USDA Memo SP 38-2017, all food and food service products provided under such contracts must be domestic. Products must be either 100% domestic or contain more than 51% domestic agricultural components by weight or volume.

Exceptions are permitted only when the product is not available domestically in sufficient quantity and/or quality, or when competitive pricing demonstrates that domestic products are significantly higher in cost. Any exception request must be submitted in writing and approved by the School Food Authority (SFA) prior to purchase.

This requirement does not apply to non-food-related contracts.

No Assignment

This agreement shall not be assigned without the written consent of the County of Ocean.

NJ One Call

By presenting a bid, contractor declares that he is aware of and, if required, will comply with the requirements of the "Underground Facility Protection Act (Public Law 1994, Chapter 118)" prior to commencing any intended excavation. The telephone number to call is 1-800-272-1000.

Public Works Contractor Registration Act, N.J.S.A. 34:11-56.48 et seq

The bidder must comply with the provisions of "The Public Works Contractor Registration Act", if applicable.

- All named contractors must be registered with the Department of Labor and Workforce Development pursuant to the Public Works Contractor Registration Act at the time the proposal is received, or the proposal will be determined to be non-responsive.
- Any non-listed contractor must be registered with the Department of Labor and Workforce Development prior to physically starting work. It is the responsibility of the General Contractor to insure that all non-listed sub-contractors comply.

- Contractors are encouraged to submit their and all named sub-contractors' Public Works Contractor Registration Certificates with the bid.

Prevailing Wage & Labor Laws

The New Jersey Prevailing Wage Act (P.L. 1963, Chapter 150) and provisions of the State Labor Laws must be complied with by the successful bidder, if applicable. The current Prevailing Wage Rates can be found online at <https://www.nj.gov/labor/wageandhour/prevailing-rates/public-works/currentprevailingwage.shtml>

All Certified Payrolls for Public Works Projects **must** be submitted online via the New Jersey Wage Hub website which can be accessed through the following link: <https://njwages.nj.gov/>. Certified payrolls must be submitted within ten (10) days of the payment of wages for each pay period, **both** online via New Jersey Wage Hub and hard copy to the contracting unit.

Special Surety Bid Requirements for Certain Construction Projects

The attention of the bidder is called to the provisions of N.J.S.A. 2A:44-143 which requires that the County of Ocean shall only accept performance and payment bonds from surety companies meeting the requirements of that statute. The bidder shall deliver with its bid a Consent of Surety. The Bidder's Surety Company shall complete the "Certificate of Surety Company" which bidder shall submit with its bid.

New Jersey Business Registration Requirements

Pursuant to N.J.S.A. 52:32-44, Ocean County ("Contracting Agency") is prohibited from entering into a contract with an entity unless the bidder/proposer/contractor, and each subcontractor that is required by law to be named in a bid/proposal/contract has a valid Business Registration Certificate on file with the Division of Revenue and Enterprise Services within the Department of the Treasury.

Prior to contract award or authorization, the contractor shall provide the Contracting Agency with its proof of business registration and that of any named subcontractor(s).

Subcontractors named in a bid or other proposal shall provide proof of business registration to the bidder, who in turn, shall provide it to the Contracting Agency prior to the time a contract, purchase order, or other contracting document is awarded or authorized.

During the course of contract performance:

- (1) the contractor shall not enter into a contract with a subcontractor unless the subcontractor first provides the contractor with a valid proof of business registration.
- (2) the contractor shall maintain and submit to the Contracting Agency a list of subcontractors and their addresses that may be updated from time to time.

(3) the contractor and any subcontractor providing goods or performing services under the contract, and each of their affiliates, shall collect and remit to the Director of the Division of Taxation in the Department of the Treasury, the use tax due pursuant to the Sales and Use Tax Act, (N.J.S.A. 54:32B-1 et seq.) on all sales of tangible personal property delivered into the State. Any questions in this regard can be directed to the Division of Taxation at (609)292-6400. Form NJ-REG can be filed online at <http://www.state.nj.us/treasury/revenue/busregcert.shtml>.

Before final payment is made under the contract, the contractor shall submit to the Contracting Agency a complete and accurate list of all subcontractors used and their addresses.

Pursuant to N.J.S.A. 54:49-4.1, a business organization that fails to provide a copy of a business registration as required, or that provides false business registration information, shall be liable for a penalty of \$25 for each day of violation, not to exceed \$50,000, for each proof of business registration not properly provided under a contract with a contracting agency.

Pay to Play Requirements

Starting in January 2007, all business entities are advised of their responsibility to file an annual disclosure statement of political contributions with the New Jersey Election Law Enforcement Commission (ELEC) pursuant to N.J.S.A. 19:44A-20.27 if they receive contracts in excess of \$50,000 from public entities in a calendar year. Business entities are responsible for determining if filing is necessary. Additional information on this requirement is available from ELEC at 888-313-3532 or at www.elec.state.nj.us.

Statement of Ownership

The provisions of N.J.S.A. 52:25-24.2 apply to all forms of corporations and partnerships, including, but not limited to, limited partnerships, limited liability corporations, limited liability partnerships, and Subchapter S corporations.

Disclosure of Investment Activities in Iran

Pursuant to Public Law 2012, c. 25, any person or entity that is a successful bidder or proposer, or otherwise proposes to enter into or renew a contract, must complete the certification below to attest, under penalty of perjury, that neither the person or entity, nor any parent entity, subsidiary, or affiliate is identified on the State Department of Treasury's Chapter 25 list as a person or entity engaging in investment activities in Iran. The list is found on Treasury's website at www.state.nj.us/treasury/purchase/pdf/Chapter25List.pdf.

The Chapter 25 list must be reviewed prior to completing the certification. If a vendor or contractor is found to be in violation of law, action may be taken as appropriate and as may provided by law, rule or contract, including but not limited to imposing sanctions, seeking compliance, recovering damages, declaring the party in default and seeking debarment or suspension of the party. Prior to contract award or authorization, the contractor shall provide the Contracting Agency with a completed Certification on Disclosure of Investment Activities in Iran.

Certification of Non-Involvement in Prohibited Activities in Russia or Belarus

Pursuant to N.J.S.A. 52:32-60.1, et seq. ([L. 2022, c. 3](#)) any person or entity (hereinafter “Vendor”) that seeks to enter into or renew a contract with a State agency for the provision of goods or services, or the purchase of bonds or other obligations, must complete the certification below indicating whether or not the Vendor is identified on the Office of Foreign Assets Control (OFAC) Specially Designated Nationals and Blocked Persons list, available here: <https://sanctionssearch.ofac.treas.gov/>. If the Department of the Treasury finds that a Vendor has made a certification in violation of the law, it shall take any action as may be appropriate and provided by law, rule or contract, including but not limited to, imposing sanctions, seeking compliance, recovering damages, declaring the party in default and seeking debarment or suspension of the party.

Insurance Requirements

The contractor shall maintain primary insurance to protect against all claims under Workmen's Compensation, Comprehensive General Liability and Automobile. Except for Workmen's Compensation, all coverage shall apply as primary coverage with respect to any other insurance or self-insurance program afforded to the County. There shall be no endorsement or modification of this coverage to make it excess over other available insurance/coverage; alternatively, if the CGL and umbrella, excess of reinsurance states that it is pro rata, it shall be endorsed to be primary with respect to the County. Primary Coverage shall be subject to approval for adequacy of protection as per the following limits:

Worker's Compensation

1. Limits according to Worker's compensation Laws of the State of New Jersey.
2. Contractor's Liability not less than \$100,000.

Comprehensive General Liability

1. Bodily Injury - \$500,000 per person; \$1,000,000 per occurrence.
2. Property Damage - \$1,000,000 per occurrence.

Comprehensive General Liability Details

Comprehensive Automobile Liability shall include the following:

Business auto liability insurance or its equivalent with a minimum limit of \$1,000,000 per accident and including coverage for all of the following:

- A. Liability arising out of the ownership, maintenance or use of any auto;
- B. Auto non-ownership and hired car coverage.
- C. Contractor's Worker's Compensation, Comprehensive General Liability and
- D. Comprehensive Automobile Liability arising out of subcontractor's operations shall be identical as that listed above.

Proof of Insurance

Copies of each insurance certificate shall be furnished to the County when requested.

Certificate of Insurance

Upon contract award, when a Certificate of Insurance is required, it shall be provided to Ocean County listing the County as an additional insured, as follows:

County of Ocean, 101 Hooper Avenue, P.O. Box 2191, Toms River, NJ 08754-2191

Open Public Records Act (OPRA)

**** ATTENTION****

Responses received pursuant to this solicitation are subject to complete disclosure pursuant to the Open Public Records Act. Please note that disclosure includes any and all attachments and addenda supplementing the solicitation response. Accordingly, please do not include personal identifying information in any supplementary documents submitted with the solicitation response.

Award Method

Contract will be awarded on a lump sum basis.

Specifications and Scope of Work

SCOPE OF WORK

See "Attachments", "Project Documents" for detailed specifications.

Intent

CONTRACT TERMS

The contract shall be one (1) Eighteen (18) month term, beginning July 1, 2026 through December 31, 2027, or until delivery is complete unless otherwise stated. The County reserves the right to extend the term of the contract pursuant to N.J.S.A. 40A:11-15.

INTENT

The purpose of this bid package is to provide the County of Ocean with a Contractor who will supply the materials described and specified herein.

NO ASSIGNMENT

This agreement shall not be assigned without the written consent of the County of Ocean which consent shall not be unreasonably withheld. Assignee shall promptly prepare and complete such documents as the County shall require.

OWNERSHIP DISCLOSURE

All contractors shall comply with all laws governing the disclosure of all stockholders or partners, as included in N.J.S.A. 52:25-24.2.

SITE INSPECTION

It shall be the responsibility of the bidder to make a thorough examination of the equipment described within the buildings listed prior to the submission of his bid.

If the bidder wishes to make a tour of any facilities, he should contact the Buildings & Grounds Department at (732) 929-2039. No special considerations will be given after the bids are opened because of the bidder's failed knowledge of existing conditions at the various sites.

BID REVIEW

Bids may be reviewed at the bid opening and results will be made available online through the County's procurement portal once the bid meeting has concluded. Additionally, bid results are available in the Ocean County Purchasing Department on the day following the bid openings for any interested party that may wish to review them.

EVALUATION

The quality of the equipment supplied, their conformity with the specifications, their suitability to requirements, delivery terms, guaranty clauses, price of the materials shall all be taken into consideration. Where equivalent equipment is offered, the County will determine if the proposed item is equal or better than that specified.

AVAILABILITY OF FUNDS

The County's obligation hereunder is contingent upon the availability of appropriated funds from which payment for contract purposes can be made. No legal liability on the part of the County for payment of any money shall arise unless, and until funds are made available each year to the Ocean County Purchasing Agent.

MODIFICATIONS AND WITHDRAWALS

Bids may be withdrawn from the bidder prior to the time fixed for opening. No right for withdrawal exists after the bid has been opened. Written request for withdrawal shall be signed by the bidder or proper corporate officers.

QUALITY

The materials and supplies called for herein, shall be the best of their grade and types, prepared according to the best available standards or accepted formulas, and thoroughly tested and subjected to rigid examinations and standardization. Items not meeting these requirements shall be replaced at no cost to the County upon due notice of deficiency.

WARRANTY

Manufacturer's warranty shall apply.

TRANSITIONAL PERIOD

In the event services are terminated by contract expiration or by voluntary termination by either the Contractor or the County of Ocean, the Contractor shall continue all terms and conditions of said contract for a period not to exceed one (1) month at the County's request.

CURRENT BID RESULTS

If there is a current contract in place for this bid, those results may be obtained by accessing our procurement portal at the below link:

<https://procurement.opengov.com/portal/oceancounty>

Once you have clicked the link, click "Advanced Search" to begin searching for the current opportunity.

Americans with Disabilities Act

Equal Opportunity For Individuals With Disabilities

The CONTRACTOR and the COUNTY do hereby agree that the provisions of title II of the Americans with Disabilities Act of 1990 (the "Act") (42 U.S.C. 12101 et seq.), which prohibits discrimination on the basis of disability by public entities in all services, programs and activities provided or made available by public entities, and the rules and regulations promulgated pursuant thereto, are made a part of this contract. In providing any aid, benefit, or service on behalf of the COUNTY pursuant to this contract, the CONTRACTOR agrees that the performance shall be in strict compliance with the Act. In the event that the CONTRACTOR, its agents, servants, employees, or subcontractors violate or are alleged to have violated the Act during the performance of this contract, the CONTRACTOR shall defend the COUNTY in any action or administrative proceeding commenced pursuant to this Act. The CONTRACTOR shall indemnify, protect and save harmless the COUNTY, its agents, servants and employees from and against any and all suits, claims, losses, demands, or damages of whatever kind or nature arising out of or claimed to arise out of the alleged violation. The CONTRACTOR shall, at its own expense, appear, defend and pay any and all charges for legal services and any and all costs and other expenses arising from such action or administrative proceeding or incurred in connection therewith. In any and all complaints brought pursuant to the COUNTY'S grievance procedure, the CONTRACTOR agrees to abide by any decision of the COUNTY which is rendered pursuant to said grievance procedure. If any action or administrative proceeding results in an award of damages against the COUNTY or if the COUNTY incurs any expense to cure a violation of the ADA which has been brought pursuant to its grievance procedure, the CONTRACTOR shall satisfy and discharge the same at its own expense.

The COUNTY shall, as soon as practicable after a claim has been made against it, give written notice thereof to the CONTRACTOR along with full and complete particulars of the claim. If any action or administrative proceeding is brought against the COUNTY or any of its agents, servants and employees, the COUNTY shall expeditiously forward or have forwarded to the CONTRACTOR every demand, complaint, notice, summons, pleading, or other process received by the COUNTY or its representatives.

It is expressly agreed and understood that any approval by the COUNTY of the services provided by the CONTRACTOR pursuant to this contract will not relieve the CONTRACTOR of the obligation to comply with the Act and to defend, indemnify, protect and save harmless the COUNTY pursuant to this paragraph.

It is further agreed and understood that the COUNTY assumes no obligation to indemnify or save harmless the CONTRACTOR, its agents, servants, employees and subcontractors for any claim which may arise out of their performance of this Agreement. Furthermore, the CONTRACTOR expressly understands and agrees that the provision of this indemnification clause shall in no way limit the CONTRACTOR'S obligations assumed in this Agreement, nor shall they be construed to relieve the CONTRACTOR from any liability, nor preclude the COUNTY from taking any other actions available to it under any other provisions of this Agreement or otherwise at law.

Mandatory Equal Employment Opportunity

N.J.S.A. 10:5-31 et seq. (P.L. 1975, C. 127)

N.J.A.C. 17:27

GOODS, PROFESSIONAL SERVICE AND GENERAL SERVICE CONTRACTS

During the performance of this contract, the contractor agrees as follows:

The contractor or subcontractor, where applicable, will not discriminate against any employee or applicant for employment because of age, race, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, gender identity or expression, disability, nationality or sex. Except with respect to affectional or sexual orientation and gender identity or expression, the contractor will ensure that equal employment opportunity is afforded to such applicants in recruitment and employment, and that employees are treated during employment, without regard to their age, race, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, gender identity or expression, disability, nationality or sex. Such equal employment opportunity shall include, but not be limited to the following: employment, upgrading, demotion, or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship. The contractor agrees to post in conspicuous places, available to employees and applicants for employment, notices to be provided by the Public Agency Compliance Officer setting forth provisions of this nondiscrimination clause.

The contractor or subcontractor, where applicable will, in all solicitations or advertisements for employees placed by or on behalf of the contractor, state that all qualified applicants will receive consideration for employment without regard to age, race, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, gender identity or expression, disability, nationality or sex.

The contractor or subcontractor will send to each labor union, with which it has a collective bargaining agreement, a notice, to be provided by the agency contracting officer, advising the labor union of the contractor's commitments under this chapter and shall post copies of the notice in conspicuous places available to employees and applicants for employment.

The contractor or subcontractor, where applicable, agrees to comply with any regulations promulgated by the Treasurer pursuant to N.J.S.A. 10:5-31 et seq., as amended and supplemented from time to time and the Americans with Disabilities Act.

The contractor or subcontractor agrees to make good faith efforts to meet targeted county employment goals established in accordance with N.J.A.C. 17:27-5.2.

The contractor or subcontractor agrees to inform in writing its appropriate recruitment agencies including, but not limited to, employment agencies, placement bureaus, colleges, universities, and labor unions, that it does not discriminate on the basis of age, race, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, gender identity or expression, disability, nationality or sex, and that it will discontinue the use of any recruitment agency which engages in direct or indirect discriminatory practices.

The contractor or subcontractor agrees to revise any of its testing procedures, if necessary, to assure that all personnel testing conforms with the principles of job-related testing, as established by the statutes and court decisions of the State of New Jersey and as established by applicable Federal law and applicable Federal court decisions.

In conforming with the targeted employment goals, the contractor or subcontractor agrees to review all procedures relating to transfer, upgrading, downgrading and layoff to ensure that all such actions are taken without regard to age, race, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, gender identity or expression, disability, nationality or sex, consistent with the statutes and court decisions of the State of New Jersey, and applicable Federal law and applicable Federal court decisions.

The contractor shall submit to the public agency, after notification of award but prior to execution of a goods and services contract, one of the following three documents:

- Letter of Federal Affirmative Action Plan Approval
- Certificate of Employee Information Report
- Employee Information Report Form AA302 (electronically provided by the Division and distributed to the public agency through the Division's website at www.state.nj.us/treasury/contract_compliance)

The contractor and its subcontractors shall furnish such reports or other documents to the Division of Purchase & Property, CCAU, EEO Monitoring Program as may be requested by the office from time to time in order to carry out the purposes of these regulations, and public agencies shall furnish such information as may be requested by the Division of Purchase & Property, CCAU, EEO Monitoring Program for conducting a compliance investigation pursuant to **Subchapter 10 of the Administrative Code at N.J.A.C. 17:27.**

Vendor Questionnaire

OpenGov Vendor Account Verification*

I hereby confirm that I am logged into OpenGov using an account directly associated with the Business Name (and corresponding Tax ID number) as provided in all solicitation documentation. I fully understand that, if awarded a contract with Ocean County, the company information listed in the Contract Information Field will be used for the preparation of all contract documents. *Failure to adhere to these requirements may result in the rejection of this bid.*

☐ Please confirm

*Response required

DOCUMENTS TO BE EXECUTED*

Documents include:

- Signature Page
- Non-Collusion Certification
- Affirmative Action Questionnaire
- **Statement of Ownership (N.J.S.A. 52:25-24.2) (Mandatory Document)**
- Disclosure of Investment Activities in Iran
- Certification of Non-Involvement in Prohibited Activities in Russia or Belarus

FAILURE TO SUBMIT ANY OF THESE DOCUMENTS MAY BE CAUSE FOR REJECTION OF YOUR PROPOSAL.

All documents should be from this proposal package as forms change frequently and the most updated forms are provided in this specification. The forms must not be dated or executed prior to the date of advertising.

NOTE: For detailed instructions on how to complete the forms via DocuSign, please access the "Instructions for Completing Forms in DocuSign" document available in the Attachments.

Please note: The County's preferred method of submission is DocuSign.

DOCUSIGN WORKS BEST IN THE GOOGLE CHROME BROWSER

[Click here to go to the form](#)

*Response required

CONTRACT INFORMATION*

Should your company be awarded a contract with Ocean County, please provide the **contact name, contact phone number and the physical mailing address** where the contract documents should be mailed. *(no email addresses, please!)*

*Response required

Copy of Bidder's Certificate of Employee Information Report

Within seven (7) days after receipt of the notification of intent to award the contract or receipt of the contract, whichever is sooner, a Contractor should present one of the following to the County of Ocean:

- (a) An existing federally approved or sanctioned affirmative action program.
- (b) A New Jersey Certificate of Employee Information Report Approval.
- (c) If the Contractor cannot present "a" or "b", the Contractor is required to submit a completed Employee Information Report (Form AA302 for Goods and Services; Form AA201 for Construction). This form is available [here](#).

QUESTIONS BELOW MUST BE ANSWERED BY ALL CONTRACTORS ON THE AFFIRMATIVE ACTION DOCUMENT:

1. Do you have a Federally approved or sanctioned Affirmative Action Program?

If yes, please upload a photocopy of such approval.

2. Do you have a State of New Jersey "Certificate of Employee Information Report" approval?

If yes, please upload a photocopy of such certificate.

Please note, the only acceptable file forms are as follows:

Documents (doc, docx, rtf, txt, xls, xlsx, pdf)

Images (jpg, png, bmp, tif)

Copy of Bidder's New Jersey Business Registration Certificate

Please use this area to upload your company's BRC.

Use this link to verify your company's BRC:

https://www1.state.nj.us/TYTR_BRC/jsp/BRCLoginJsp.jsp

Please note that a BRC is not required at the time of bid submission but shall be required prior to the award of a contract.

Please note, the only acceptable file forms are as follows:

Documents (doc, docx, rtf, txt, xls, xlsx, pdf)

Images (jpg, png, bmp, tif)

Vendor Forms

In order to conduct business with the County, your company must be built as a vendor in our financial system. Please download the below documents, complete and upload.

- [Blank_W9.pdf](#)

Mandatory Equal Employment Opportunity Statement*

Does the BIDDER comply with the [#Mandatory Equal Employment Opportunity Statement?](#)

☐ Yes

☐ No

*Response required

Americans with Disabilities Act Provisions*

Does the BIDDER comply with the [#Americans with Disabilities Act Provisions?](#)

☐ Yes

☐ No

*Response required

Public Works Registration Certificate*

All workers performing public works activities for subcontractors awarded contracts by an energy services company pursuant to this section shall be paid prevailing wages in accordance with the "New Jersey Prevailing Wage Act," P.L.1963, c.150 (C.34:11-56.25 et seq.). All subcontractors shall comply with the provisions of "The Public Works Contractor Registration Act," P.L.1999, c.238 (C.34:11-56.48 et seq.). Only firms appropriately classified as contractors by the Division of Property Management and Construction shall be eligible to be awarded a contract as a subcontractor of an energy services company under this section for performing public works activities pursuant to regulations adopted by the Division of Property Management and Construction.

Bidder shall provide with their bid a copy of the Public Works Registration Certificate for all Public Works Bids.

Please note, the only acceptable file forms are as follows:

Documents (doc, docx, rtf, txt, xls, xlsx, pdf)

Images (jpg, png, bmp, tif)

*Response required

CERTIFICATION OF NON-DEBARMENT FOR PUBLIC WORKS CONTRACTS*

Before a contracting agency can award a contract for public work as defined in P.L. 2019, c.406, the contractor must provide a written certification to the contracting unit that neither the contractor nor the contractor's affiliates are debarred by the federal government from contracting with a federal agency.

The term "affiliate" means any entity that directly, indirectly, or constructively controls the contractor, or any entity that the contractor directly, indirectly, or constructively controls, or is subject to the control of a common entity. The law considers an entity to be in control of another entity if it owns, directly or indirectly, more than 50% of the ownership.

Please complete the Certification of Non-Debarment form by clicking on the link. Make sure that the email you complete the form with matches the email of your vendor account.

NOTE: For detailed instructions on how to complete the forms via DocuSign, please access the "Instructions for Completing Forms in DocuSign" document available in the Attachments.

Please note: The County's preferred method of submission is DocuSign.

DOCUSIGN WORKS BEST IN THE GOOGLE CHROME BROWSER

[Click here to go to the form](#)

*Response required

Contractor's Data Sheet*

As evidence of the bidder's qualifications, (s)he shall be required to submit with this bid proposal information requested on the Contractor's Data Sheet.

Please complete the form by clicking on the link. Make sure that the email you complete the form with matches the email of your vendor account.

Please download the below documents, complete, and upload.

- [CONTRACTORS DATA SHEET and ...](#)

*Response required

Contractor Training Evidence

Please upload documentation of contractor training by the following: Daikin Applied, Evapco, B.A.C., and Carrier Corp.

Certificate of Insurance

Please upload your company's certificate of insurance.

ADDITIONAL DOCUMENTATION

Please add any additional documentation you wish to be considered here.

Acknowledgement of Submission of Forms from Current Bid Package*

Bidders shall complete all documents and acknowledge all terms included with the bid package. All documents should be from this bid package as forms change frequently and the most updated forms are provided in this specification. The forms must not be dated or executed prior to the date of advertising. Failure to follow these instructions is cause for rejection.

☐ Please confirm

*Response required

Submission of Bid Package*

By submitting a response to this solicitation, the Vendor understands and acknowledges that all required documents to this solicitation must be submitted and that failure to do so may be cause for rejection.

Bidder also understands that only one (1) bid submission shall be considered. Please DO NOT Submit a manual bid response. Submitting a manual response in addition to the electronic response is cause for rejection of your bid.

☐ Please confirm
*Response required

Pricing Proposal

CENTRIFUGAL AIR CONDITIONING SYSTEMS MAINTENANCE AND SERVICE

Line Item	Description	18 Month Est. Qty.	Unit of Measure	Unit Cost	Total Cost	No Bid	Comments
START UP SERVICE							
1	Evapco Cooling Tower, #19	1	EA				
2	Daikin WWV Chiller, #20	1	EA				
3	Carrier 16LJ Absorption Chiller, #19	1	EA				
4	Carrier 23VR Screw Chiller, #19	1	EA				
5	B.A.C. Cooling Tower, #20	1	EA				
MONTHLY SERVICE							
6	Evapco Cooling Tower, #19	18	MO				
7	Daikin WWV Chiller, #20	18	MO				
8	Carrier 16LJ Absorption Chiller, #19	18	MO				
9	Carrier 23VR Screw Chiller, #19	18	MO				
10	B.A.C. Cooling Tower, #20	18	MO				
SHUT DOWN SERVICE							
11	Evapco Cooling Tower, #19	2	EA				
12	Daikin WWV Chiller, #20	2	EA				
13	Carrier 16LJ Absorption Chiller, #19	1	EA				
14	Carrier 23VR Screw Chiller, #19	2	EA				
15	B.A.C. Cooling Tower, #20	1	EA				
REPAIRS/REPLACEMENT IN EXCESS OF MAINTENANCE AND SERVICE							
16	Labor Rate - Mechanic Regular Hours	220	HR				
17	Mechanic Overtime Hours	80	HR				
CATASTROPHIC RECOVERY							
18	Cost of recovery of refrigerant required to perform an emergency repair. (CATASTROPHIC RECOVERY) For bid purposes, assume only one (1) operation. Include all time and material costs.	1	LS				
ALLOWANCE FOR EQUIPMENT RENTAL							

SCOPE OF WORK

COORDINATION

Contractor may utilize the expertise of subcontractors to supplement their contract. The contractor shall provide supervision of his subcontractors' activities at no additional cost to the County. Subcontractors shall meet all the requirements of these specifications.

The contractor shall be required to work in areas where there will be other contractors and in-house staff. The County Buildings & Grounds departmental contact will schedule working hours for all participants and may require them to attend job meetings.

All work shall be performed so that any interruption of the normal operations shall be minimized.

The contractor shall provide cellular telephone numbers for managers, supervisors and technicians as requested by the appropriate Department head.

USE OF THE SITE

The contractor shall confine his operations to those areas designated by Buildings & Grounds departmental contact. Contractor shall, at all times, keep the premises free from accumulation of waste materials or other debris caused by his operations. At the conclusion of the work, contractor shall remove all waste materials, tools and equipment from the site.

ACCESS TO COUNTY LOCATIONS

Contractor's staff must wear photo identification displaying the company name and employee name on their person when performing work at any County building.

All personnel or agents of the contractor must observe all rules and regulations in effect at the buildings. Employees or agents of the contractor, while on County property, shall be subject to the control of the County, but under no circumstances shall persons be deemed to be employees or agents of the County.

Contractor must have personnel capable of passing security screening by the County Department of Corrections. Specifically, screening shall be through the National Crime Information Center and State Crime Information Center. Additionally, the County Department of Corrections performs State and municipal criminal and motor vehicle background checks and requires a copy of photo ID/photo license and social security card/employer proof of tax withholding. Such security requirements pertain to all jail and detention facilities.

EXPERIENCE

Contractor shall have a minimum of five (5) years' experience working on similar scope and size projects. Submit with the bid, contractor's data sheet listing at least three (3) recent projects applicable to this application.

DEFINITIONS

For the purpose of this contract, the terms “journeyman” and “mechanic” shall be used interchangeably and the terms “helper” and “apprentice” shall be used interchangeably and shall solely refer to worker qualifications and not preference of union or non-union trades.

INVENTORY

Contractor shall maintain an adequate inventory of commonly used replacement parts, equipment, and service tools within the contractor’s warehouse, or service vans, in order to ensure emergency repairs can be made to County equipment with minimum shut down time.

RESPONSE TIME

Contractor shall have the ability to respond to Emergency service calls with a two (2) hour on-site response time. Specifically, contractor shall respond with a call back within one (1) hour and be on site within one (1) additional hour. Three (3) documented failures to comply may be considered cause for termination of contract.

Response time for emergency repairs shall not exceed three (3) hours total on Saturday, Sunday and holidays.

Emergency service calls shall be defined as unit failures that cannot await regular scheduling.

Contractor shall respond to regular service calls by scheduling work to occur during regular work hours and within 48 hours of receipt of County purchase order number.

Emergency service during overtime hours that require major repairs or parts not normally carried by the responding mechanic will be scheduled for completion the following day.

Responding to after-hours emergency service calls, the contractor will affect any temporary repairs required, leaving the equipment in safe operating condition. Should emergency repairs not be able to be completed by the close of business, the contractor is to notify the Buildings & Grounds Department or the department contact to advise of the outstanding condition, required action and to negotiate repair on the next possible business day.

DEFINITION OF REGULAR AND OVERTIME HOURS

Regular business hours are defined as any hours worked between 8:00 AM and 4:30 PM, Monday through Friday.

Overtime hours are defined as any work performed outside of “Regular Business” work hours; which may include holidays.

QUOTES

The terms “quote”, “proposal”, and “estimate” shall be used interchangeably. The County will not pay for quotes. The County will not pay fixed fees and will pay only for the actual number of hours authorized and worked.

Quotes for any work shall include a cost breakdown and must include the following at applicable contract rates: labor rate, quantity of hours, materials list, wholesale cost and mark up.

TIME AND MATERIAL WORK

The County reserves the right to delete or add additional units as needed, at contract bid prices.

Each call shall generate a separate invoice detailing the labor charge and the parts/materials as outlined above.

All invoices are required to include a separate purchase order number, which can be obtained by calling Buildings & Grounds at (732) 929-2039.

REPAIRS

During routine maintenance, if repairs are identified, departmental approval is required before any repairs are made. Contact the Buildings & Grounds Department at (732) 929-2039 to obtain verbal authorization and a purchase order number. Purchase order number must be included on the invoice

If the estimated costs of repairs identified outside of normal business hours is in excess of \$5,000.00, the Buildings & Grounds Departmental shall be notified immediately by telephone for authorization and approval.

HOURLY LABOR RATE

Labor hours are shown on the proposal page for bid purposes only. We have attempted to accurately reflect a true picture of the approximate amount of labor hours that the County anticipates. The County does not guarantee any minimum number of hours and will pay only for the actual number of hours authorized and worked.

The labor charge should include all travel time. No additional travel time will be honored. Contractor travel costs must be incorporated in the bid proposal price. Hourly labor rates begin with Contractor's arrival at the site and end when the Contractor leaves the site. After the first full hour, hourly rates shall be prorated to the closest fifteen (15) minute interval.

The labor charge should be all inclusive of overhead, profit, shift increases and include shipping fees.

MATERIALS

Parts / Materials Prices: All materials shall be invoiced at actual wholesale cost plus a percentage (%) markup. Copies of the contractor's own purchase invoices reflecting actual costs shall accompany each invoice to the County.

The County will only pay for materials that have been authorized and used. The County does not pay for shipping charges from contractor's vendors nor for drop shipments from contractor's vendor to the County.

Only Original Equipment Manufacturers (OEM) parts shall be used, unless otherwise approved in advance of order and installation.

INVOICING

An invoice will be generated after each service has been performed. Invoices for service and associated materials shall be billed at the applicable contract rates of which shall not be exceeded.

Each service call or additional work request shall generate a separate invoice detailing the labor charge and the parts and materials.

INVOICING (CONT'D)

All invoices must be separated by building and class of service and reference the work order number and **each invoice shall reference the corresponding bid item number for each separate line item amount billed.**

Each invoice shall have attached a final service report referencing all service activity per work order with dates and times (in/put) of work, total hours worked and type of work performed.

SERVICE REPORTS

Daily Service Work Tickets shall be delivered or submitted by the close of each business day.

Service tickets must include In & Out times of all personnel working on-site daily. Include description of work performed, work still to be completed, parts to be ordered and other pertinent information.

A final service report, including all service activity performed over the duration of the task, shall be attached to the appropriate invoice.

SAFETY DATA SHEETS

Contractor shall supply SDS for all products to be used on site prior to start of work and in sufficient time to allow notice to be posted at buildings.

FAULTY MATERIALS

The contractor shall take full responsibility for all faulty materials and shall remedy all defects, and pay any damage resulting from such materials for the minimum period of one (1) year. The County shall give notice of observed defects with reasonable promptness.

EXCESSIVE EQUIPMENT MALFUNCTIONS

In the event that the systems maintained under this contract malfunction more than one (1) time per week for a period of two (2) consecutive weeks or greater, the County shall issue written notice to the contractor to resolve all malfunctions within ten (10) days. Should the contractor not resolve the malfunctions in the given time period, notwithstanding equipment long lead times, the County may obtain the services of another contractor or entity to resolve the malfunctions. If so, the contractor shall be responsible for such additional fees and the County may either be reimbursed by the contractor, or withhold said fees from the next monthly invoice, or by measures so authorized by the County.

PERMITS

The contractor shall be responsible to secure the construction permit for every project before commencement of work. Original construction permits and placards shall be provided to Buildings & Grounds departmental contact. The contractor shall call for all required inspections and apply for either "Certificate of Occupancy" or "Certificate of Approval".

ALLOWANCE FOR EQUIPMENT RENTAL

Under this contract, the use of rented equipment shall be permitted only when deemed necessary by the County and approved in advance, in writing, by the County. The contractor shall not rent, deploy, or utilize any equipment without such prior written authorization.

When equipment rental is requested, the contractor shall submit a written quote for the specific equipment proposed for use, including applicable rental rates (hourly, daily, weekly, or monthly), for County review and approval prior to use. The County reserves the sole right to approve or reject the use of rented equipment at its discretion.

The County shall pay only the approved rental rates. Equipment rentals shall not be considered part of parts or materials and shall not be subject to any mark-up, additional fees, surcharges, administrative costs, or pass-through charges of any kind.

Any equipment rental charges not expressly approved in advance by the County shall be deemed unauthorized and will not be paid.

EQUIPMENT LOCATIONS

This contract will cover the equipment indicated:

Bldg. #19-1 Justice Complex, 120 Hooper Avenue, Toms River

(1) Carrier 23XRV Rotary Screw Water Centrifugal Chiller

(1) Carrier 16LJ Absorption Chiller

(1) Evapco AT112-2K18 Cooling Tower

Bldg. #20 Court House East Wing (rear), 118 Washington Street, Toms River

(1) Daikin Applied WWVMNNS Navigator Water Cooled Screw Centrifugal Chiller

(1) B.A.C. 33235 Cooling Tower

REQUIREMENTS

Contractor mechanics shall be trained on all above listed manufacturers' equipment. Provide evidence of such training with bid.

Contractor shall perform all maintenance and seasonal work as required by each manufacturer's most current maintenance instructions. At minimum, services shall consist of Pre-season start up, preventive maintenance, shut down service, and off season tower cleaning.

COORDINATION

All services and maintenance activities shall be scheduled in advance with the Buildings & Grounds Department at (732) 929-2039.

REPAIRS/REPLACEMENT IN EXCESS OF MAINTENANCE AND SERVICE

Any repairs identified during Start Up, Monthly (In Season) or Shut Down Services shall be billed against Labor and Material pricing line items. For example- oil changes. All repair work requires prior authorization from the Buildings and Grounds Department.

SCOPE OF MAINTENANCE AND SERVICE:

Perform the following at minimum and **any work listed in manufacturer's guidelines as required by manufacturer** for proper operations.

START UP SERVICE

The following shall be performed during the month of March and be completed by April 1st for push button turn on. Parts above and beyond those included in normal maintenance require approval from the Buildings and Grounds Department prior to installation.

EVAPCO COOLING TOWER**PRIOR TO ENERGIZING-**

- Clean Tower Sump
- Power Wash Tower Interior & Exterior
- Flush Cold Water Basin
- Clean Strainer Screen

START UP SERVICE (CONT'D)**EVAPCO COOLING TOWER (Cont'd)**

- Inspect Drift Eliminators
- Adjust Fan Belt Tension If Required
- Turn Fans By Hand To Insure Free Operation
- Lubricate Fan And Motor
- Inspect Distribution Nozzles Clean If Needed
- Inspect Fan Blades & Insure Minimum 1/4" Clearance
- If Stagnant Water Is Present Disinfect To AHSE 12-2000
- Fill Tower To Overflow Connection

AFTER UNIT IS ENERGIZED-

- Check Float Operation
- Verify Fan Rotation
- Measure Supplied Voltage
- Adjust Bleed Valve Flow Rate To 3 GPM/100 Tons

DAIKIN WWV CHILLER

- Inspect Thermal Insulation
- Clean And Paint As Required
- Check Controls Sequence
- Check Contactors Replace If Required
- Check Terminals For Tightness
- Clean Control Panel Interior
- Meg Compressor Motor
- Perform Compressor Vibration Test
- Perform Oil Analysis
- Clean And Leak Test Evaporator & Condenser Tubes
- Clean Flow Sensor

CARRIER 16LJ ASBORPTION CHILLER

- Check Refrigerant Solution
- Check Controls Sequence
- Check For Leaks
- Perform Any Solution Pump Maintenance
- Perform Seasonal Startup As Per Manufacturer

CARRIER 23XVR SCREW CHILLER

- Tighten Electrical Connections
- Check Sensor Calibration
- Change Motor Cooling Line Filter Drier
- Send Out Oil Sample For Testing
- Leak Test
- Vibration Analysis
- Meg Test Motor
- Inspect Relief Valves
- Change VFD Refrigerant Strainer

START UP SERVICE (CONT'D)**B.A.C. COOLING TOWER**

- Inspect General Condition
- Power Wash Tower Interior & Exterior
- Inspect Hot And Cold Water Basins
- Flush Distribution System
- Inspect Spray Nozzles
- Drain Basin And Piping
- Inspect Air Intakes And Shields
- Check And Adjust Atwater Levels
- Check Operation Of Make Up Valve
- Check And Adjust Bleed Rate
- Inspect Unit Finish
- Adjust Belt Tension
- Lubricate Shaft Bearing
- Lubricate Motor Adjustment Screws
- Check Motor Voltage And Current
- Check Fan Motor Exterior
- Check Fan For Proper Rotation
- Check Fan Condition
- Verify Fan Guard Is Properly Installed
- Check And Recoat Steel Shafts
- Check Vibration Switch

MONTHLY SERVICE (IN SEASON)

Contractor will perform Preventative Maintenance services monthly April through October. During the last monthly service in October, conduct a complete Thermographic Analysis of chillers and associated electrical equipment under load. Provide report of findings.

Perform the following at all units:

- Check for unusual noises, odors, vibration, temperature, pressures, visible indication of leaks, etc.
- Review Buildings & Grounds logs of past operation, checking for operational trends.
- Record any deviation from manufacturer standards.
- Report any uncorrected deficiencies noted during monthly service that are outstanding prior to scheduling for the Shutdown Service.

EVAPCO COOLING TOWER

- Check Condition
- Check For Debris In Sump

DAIKIN WWV CHILLER

- Pull And Clean Y-Strainers, Check And Remove Debris On Chill Water And Condenser Water Pumps And Piping, Shift Pumps And Line Starters/Controls
- Inspect For Loose Or Damaged Components
- Inspect For Over Heating
- Leak Test

MONTHLY SERVICE (IN SEASON) (CONT'D)**DAIKIN WWV CHILLER (Cont'd)**

- Confirm Unit Pressure Drops
- Verify Chemical Treatment
- Clean Control Box Fan Filter
- Check Sight Glasses Clear Flow
- Check Oil Sight Glass Level

CARRIER 16LJ ASBORPTION CHILLER

- Purge Pump Maintenance
- Refrigerant Blow Down
- Refrigerant Test

CARRIER 23XVR SCREW CHILLER

- Perform Automated Controls Test

B.A.C. COOLING TOWER

- Inspect General Condition
- Inspect Air Intakes And Shields
- Check And Adjust Awater Levels
- Check Operation Of Make Up Valve
- Check And Adjust Bleed Rate
- Inspect Hot And Cold Water Basins
- Flush Distribution System
- Check Belt Condition
- Adjust Belt Tension
- Lubricate Shaft Bearing
- Lubricate Motor Adjustment Screws
- Check Motor Voltage And Current
- Check Fan Motor Exterior
- Check Fan For Proper Rotation
- Check Fan Condition
- Verify Fan Guard Is Properly Installed

SHUT DOWN SERVICE

Shut Down Service shall be completed for Cooling Towers by November 30. Chillers are to be started December 1st and completed by January 31st.

During tower shut down at Justice Complex, drain condenser water to below ground level and

winterize. Perform Eddy Current Test on chiller condenser and evaporator tubes.

Furnish inspection report outlining all findings during the Shutdown Service as well as any areas of possible future concern.

SHUT DOWN SERVICE (CONT'D)

EVAPCO COOLING TOWER

- Drain Basin
- Flush And Clean Basin
- Clean Suction Strainers
- Leave Basin Open
- Lubricate Shaft Bearings And Motor Adjustment
- Close And Drain Make Up System
- Energize Motor Space Heaters

DAIKIN WWV CHILLER

- Drain And Lay Up As Per Manufacturer
- Furnish Nitrogen, Oil, Filter, Gaskets
- Pressure Test
- Detailed Inspection Of Purge System And Thorough Cleaning Of Purge Compressor, Purge Oil, Separator, Purge Drum, And Purge Condensing Coil. Change Purge Oil As Required
- Check And Calibrate Safety Controls
- Tighten Motor Terminals, And Control Panel Terminals
- Check System Controls And Interlock Operation
- Clean Oil Strainer; Replace Filter And Gasket Per Manufacturer Recommendation
- Tighten Oil Heater Leads
- Check Operation Of Vane Positioner
- Change Oil A Per Manufacturer Recommendation
- Remove And Clean Condenser Tubes With Nylon Brushes. Reinstall Using New Gaskets, Fill With Water And Insure There Are No Leaks On Either The Heads Or Associated Piping.
- Any Disturbed Insulation Shall Be Restored To An Original Condition On The Piping Associated With The Shut Down Service

CARRIER 16LJ ASBORPTION CHILLER

- Inspect And Clean Cooler Tubes
- Inspect And Clean Condenser Tubes
- Perform General Cleaning
- Tighten Electrical Connections
- Check Sensor Calibration
- Lay Up As Per Manufacturer
- Furnish Nitrogen, Oil, Filter, Gaskets
- Pressure Test
- Detailed Inspection Of Purge System And Thorough Cleaning Of Purge Compressor, Purge Oil, Separator, Purge Drum, And Purge Condensing Coil. Change Purge Oil As Required
- Check And Calibrate Safety Controls
- Tighten Motor Terminals, And Control Panel Terminals
- Check System Controls And Interlock Operation
- Clean Oil Strainer; Replace Filter And Gasket Per Manufacturer Recommendation
- Tighten Oil Heater Leads
- Check Operation Of Vane Positioner
- Change Oil A Per Manufacturer Recommendation

SHUT DOWN SERVICE (CONT'D)

CARRIER 16LJ ASBORPTION CHILLER (Cont'd)

- Remove And Clean Condenser Tubes With Nylon Brushes. Reinstall Using New Gaskets, Fill With Water And Insure There Are No Leaks On Either The Heads Or Associated Piping.
- Any Disturbed Insulation Shall Be Restored To An Original Condition On The Piping Associated With The Shut Down Service

CARRIER 23XVR SCREW CHILLER

- Inspect And Clean Cooler Tubes
- Inspect And Clean Condenser Tubes
- Perform General Cleaning
- Lay Up As Per Manufacturer
- Furnish Nitrogen, Oil, Filter, Gaskets
- Pressure Test
- Detailed Inspection Of Purge System And Thorough Cleaning Of Purge Compressor, Purge Oil, Separator, Purge Drum, And Purge Condensing Coil. Change Purge Oil As Required
- Check And Calibrate Safety Controls
- Tighten Motor Terminals, And Control Panel Terminals
- Check System Controls And Interlock Operation
- Clean Oil Strainer; Replace Filter And Gasket Per Manufacturer Recommendation
- Tighten Oil Heater Leads
- Check Operations Of Vane Positioner
- Change Oil A Per Manufacturer Recommendation
- Remove And Clean Condenser Tubes With Nylon Brushes. Reinstall Using New Gaskets, Fill With Water And Insure There Are No Leaks On Either The Heads Or Associated Piping
- Any Disturbed Insulation Shall Be Restored To An Original Condition On The Piping Associated With The Shut Down Service

B.A.C. COOLING TOWER

- Drain Basin And Piping
- Lubricate Fan Shaft Bearings
- Lubricate Motor Adjustment Screws
- Check And Recoat Steel Shafts