

ATTACHMENT A PURCHASE ORDER SCOPE OF WORK

1. Description of Service

The Provider must provide the services described within this Scope of Work (Scope).

1.1 The Provider shall deliver comprehensive HVAC preventive maintenance and repair services for the Roberts Building located at 5920 Arlington Expressway, Jacksonville, Florida 32211.

1.2 The Provider shall furnish all labor, materials, equipment, tools, supervision, and incidental items necessary to perform all services described herein, including scheduled preventive maintenance, inspections, Building Automation System (BAS) support, oil analysis, emergency repair response, and complete documentation for the covered equipment identified below. All services shall be provided on an all-inclusive basis, including consumables, travel, mobilization, and any other costs necessary to perform the services described in this Scope. No additional compensation shall be provided for items reasonably necessary to complete the required services unless expressly identified as out-of-scope work and authorized in writing by the Department.

Equipment	Qty	Manufacturer	Model Number	Serial Number	Services Covered
Trane Tracer SC (BAS)	1	Trane	As Installed	VS2247221	Services 1, 2
Mechanical-Draft Towers	1	Trane	TRANE 300	253375-TS14EG-2005	Services 3, 4
Condenser Pump 1	1	WEG	01018ETE215JM (10hp)	VS2248173	Services 5, 6
Condenser Pump 2	1	US Motor	FX45 UJ10P2DM (10hp)	VS2248174	Services 5, 6
Condenser Pump 3	1	Marathon	PVE254T (15hp)	1531	Services 5, 6
RTHB Series R CenTraVac Chiller 1	1	Trane	RTHDUB2FXL0UAB2W2L ALB2D2LALAXX	U15C01504	Services 7,8
RTHB Series R CenTraVac Chiller 2	1	Trane	RTHDUB2FXV0UAB2W2R ALB2D2RALAXXXAEXABB XV196D3UT7...	U22F02843	Services 7,8

1.3 The Provider shall ensure reliable, uninterrupted climate control; maintain manufacturer-recommended maintenance standards; protect the Department's capital HVAC assets, including the Trane CenTraVac chillers; maintain regulatory compliance; and prevent operational disruptions affecting Department staff and public services.

2. Governance

Based on §287.057(19), Florida Statutes (F.S.), if applicable, Provider(s) under this contract will be prohibited from participating in any other engagement in which the Provider provides related content as

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this would create a conflict of interest. The Provider shall comply with all applicable state and federal requirements, including, without limitation:

2.1 Section 255.249, F.S. – Framework for state agencies to contract for maintenance and repair of state-owned buildings.

2.2 Section 287.057, F.S. – Procurement methods, including Invitation to Bid (ITB)

2.3 Chapter 489, F.S. – Licensure requirements for mechanical contractors performing work on state-owned facilities

2.4 40 CFR Part 82 (Clean Air Act, Section 608) – EPA certification for technicians handling refrigerants applicable to the Trane CenTraVac chillers covered under this Contract

3. Term

3.1 The anticipated term of the resulting Contract is August 1, 2026, through July 31, 2031 (5-year initial term). The term of the resulting Contract is subject to change based on the actual execution date of the resulting Contract.

3.2 In accordance with §287.058(1)(g), F.S., the Contract resulting from this procurement may be renewed for a period that may not exceed three years or the term of the resulting original Contract period, whichever is longer. Renewal of the Contract shall be in writing and subject to the same terms and conditions set forth in the original Contract. A renewal may not include any compensation for costs associated with the renewal. Renewals are contingent upon satisfactory performance as determined by the Department, are subject to the availability of funds, and optional to the Department.

3.3 The total term (original term and renewal term) of the resulting Contract will be limited to the remaining term of the Providers' contract source, unless the Provider's contract includes duration or survivability language that permits the Department to contract with the Provider past the expiration.

3.4 Funding under this Contract is subject to the availability of funds. The Department reserves the right to expand the Scope performed by the Provider, should additional needs and funding become available. Additional services may be included in, or added to, any purchase order(s), upon mutual written agreement, and through issuance of a change order.

4. Composition of the Contract

4.1 This Contract is composed of the documents listed in this section. In the event of any conflict between the documents, the documents shall be interpreted in the following order of precedence:

4.1.1 Purchase Order Scope of Work (PMT-57) and other attached documents. All other attachments and exhibits to the Contract referenced in the Solicitation shall also be part of the resulting Contract, if any.

4.1.2 The Department's Purchase Order Terms and Conditions, located at:
<https://www.myflfamilies.com/general-information/contracted-client-services/library>.

4.1.3 Department of Children and Families Standard Contract Definitions, located at:
<https://www.myflfamilies.com/general-information/contracted-client-services/library>.

4.1.4 PUR 1000 Form, located at:
https://www.dms.myflorida.com/business_operations/state_purchasing/state_agency_resources/state_purchasing_pur_forms.

4.1.5 Provider Response: The Provider's Response and any additional submittals, if incorporated into or attached to the Contract.

4.2 Notwithstanding the order of precedence indicated, for purchases based on a State Term Contract (STC) or an enterprise Alternative Contract Source (ACS) procured for state agency use by the Department of Management Services (DMS), the terms of the underlying STC or DMS enterprise ACS agreement shall prevail over conflicting terms in other documents in the order of precedence, unless by the terms of that underlying STC or ACS agreement the "Customer" is explicitly authorized to vary the terms to the State's detriment.

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5. Elements of Services

The Provider is responsible for meeting all requirements set forth in this Scope.

5.1 Service Delivery

5.1.1 Service Delivery Location

The Provider will perform on-site work at the Roberts Building, 5920 Arlington Expressway, Jacksonville, Florida 32211. Remote inspection services (Services 1 and 2) may be performed remotely within the United States. The Provider is responsible for any incremental costs associated with remote work.

5.1.2 All work shall be coordinated with the Department to minimize disruption to building operations. Services may be required to be performed during or outside normal business hours as directed by the Department. No additional compensation shall be provided for work performed outside normal business hours unless expressly authorized in advance in writing by the Department as out-of-scope work.

5.2 Equipment

5.2.1 The Provider shall supply all equipment, including but not limited to, tools, instruments, and consumables required to perform the services described in this Scope, including but not limited to LOTO (Lockout/Tagout) equipment, megohmmeter, electronic logging devices, refrigerant handling equipment, oil sampling equipment, and manufacturer-approved filters and oils.

5.3 Task List – Covered Services

The Provider shall perform the following services for the covered equipment identified in **Section 1**. After every service or inspection is completed, the Provider shall deliver a complete written report to the Department within two (2) weeks of the service date, with all findings uploaded to Trane Connect for Department visibility.

5.3.1 Service 1

Service 1 — Annual BAS Inspection (Remote) Trane Tracer SC S/N VS2247221		1 PER YEAR
#	Task	
1	Technician Check In	
2	Update SC+ Firmware	
3	Perform Database and Graphics Backup	
4	Hardening Report	
5	Alarm Routing	
6	Device Communication Check	
7	User Access Review	
8	User Override Report	
9	Building Schedule & Area Review	
10	Alarm Log Review	
11	Graphics Interface Review	
12	Building Analytics	
13	Service Advisories	

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14	Additional Items Identification
15	Upload document findings in BAS (Trane Connect) for customer visibility
16	Finalize Findings Report
17	Checkout with Customer

5.3.2 Service 2

Service 2 — Monthly BAS Inspection (Remote) Trane Tracer SC S/N VS2247221		12 PER YEAR
#	Task	
1	Technician Check In	
2	Hardening Report	
3	Alarm Routing	
4	Device Communication Check	
5	User Access Review	
6	User Override Report	
7	Building Schedule and Area Review	
8	Alarm Log Review	
9	Building Analytics	
10	Service Advisories	
11	Additional Items Identification	
12	Upload document findings in BAS (Trane Connect) for customer visibility	
13	Finalize Field Report	
14	Checkout with Customer	

5.3.3 Service 3

Service 3 — Annual Mechanical-Draft Cooling Tower Inspection Only (1 Cell) Mechanical-Draft Towers (Trane 300) S/N 253375-TS14EG-2005		1 PER YEAR
#	Task	
1	Technician Check In	
2	Inspect External Condition of Tower	
3	Visual Inspection of Mechanical Operating Unit	
4	Verify Water Level	
5	Tower Upper and Lower Basin Inspection Only	
6	Check Condition of Gear Box	

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7	Changing Oil in Cooling Tower Gear Boxes
8	Fan Check for Cooling Tower
9	Cooling Tower Motor Check and Lube
10	Basin Heater Inspection on Cooling Tower
11	Checkout with Customer

5.3.4 Service 4

Service 4 — Quarterly Mechanical-Draft Cooling Tower Inspection (1 Cell) Mechanical-Draft Towers (Trane 300) S/N 253375-TS14EG-2005		4 PER YEAR
#	Task	
1	Inspect External Condition of Tower	
2	Visual Inspection of Mechanical Operating Unit	
3	Verify Water Level	
4	Tower Upper and Lower Basin Inspection Only	
5	Check Condition of Gear Box	
6	Cooling Tower Motor Check and Lube	

5.3.5 Service 5

Service 5 — Annual Pump Maintenance Condenser Pump 1 (WEG, S/N VS2248173) Pump 2 (US Motor, S/N VS2248174) Pump 3 (Marathon, S/N 1531)		1 PER YEAR
#	Task	
1	Technician Check In	
2	Initial Site Inspection	
3	9" Y Strainer Maintenance	
4	Log Pump	
5	Lock Out Tag Out Pumps	
6	Adjust Packing Seal	
7	Remove Lock Out Tag Out	
8	Checkout with Customer	

5.3.6 Service 6

Service 6 — Quarterly Pump Maintenance Condenser Pump 1 (WEG, S/N VS2248173) Pump 2 (US Motor, S/N VS2248174) Pump 3 (Marathon, S/N 1531)		4 PER YEAR
#	Task	

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1	Technician Check In
2	Initial Site Inspection
3	Pump Maintenance
4	Pump Coupling Inspection
5	Adjust Packing Seal
6	Checkout with Customer

5.3.7 Service 7

Service 7 — Water Cooled Rotary Annual Inspection			1 PER YEAR
RTHB Series R CenTraVac Chiller 1 Trane S/N U15C01504			
RTHB Series R CenTraVac Chiller 2 Trane S/N U22F02843			
#	Task		
1	Technician Check In		
2	Initial Site Inspection		
3	Review Diagnostics		
4	Lock Out Tag Out At Main Disconnect		
5	Electrical Inspection (RTA*)		
6	Control Panel Electrical Inspection		
7	Compressor Starter Inspection (Wye-Delta Closed Transition) Series R Air Cooled		
8	Flow/Differential Mechanical Switch Check		
9	Meg Compressor Motor		
10	Rotary Oil Filter Change		
11	Oil Level Check (Screw Machines) with Unit Shut Down (Per Circuit)		
12	Oil Level Check (Screw Machines) Per Circuit		
13	Compressor And Oil Separator Heater Check		
14	Oil Analysis Per Circuit		
15	Low Temperature Sensor Calibration		
16	Control Panel Calibration Check		
17	Leak Test Inspection (Positive Pressure)		
18	Condenser Tube Brushing (Head Previously Removed)		
19	Remove Lock Out Tag Out at Main Disconnect		
20	Pre-Start Chiller Check		
21	Start Chiller & Test Operation		
22	Manual Log with Electronic Device		
23	Checkout with Customer		

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5.3.8 Service 8

Service 8 — Water Cooled Rotary Quarterly Inspection			4
RTHB Series R CenTraVac Chiller 1 Trane S/N U15C01504			PER
RTHB Series R CenTraVac Chiller 2 Trane S/N U22F02843			YEAR
#	Task		
1	Technician Check In		
2	Initial Site Inspection		
3	Review Diagnostics		
4	Manual Log with Electronic Device		
5	Checkout with Customer		

5.4 Provider Responsibilities

The Provider shall meet all of the following requirements throughout the term of this Contract:

5.4.1 Licensing, Certification, and Qualifications

- 5.4.1.1 Maintain an active Florida mechanical contractor license under Chapter 489, F.S. for all work performed under this Contract
- 5.4.1.2 Ensure all technicians servicing the Trane CenTraVac chillers hold current EPA refrigerant handling certification under 40 CFR Part 82
- 5.4.1.3 Maintain a minimum of five (5) years of demonstrated experience servicing centrifugal chiller equipment
- 5.4.1.4 Maintain all other applicable professional licenses and certifications required by federal, state, and local regulations

5.4.2 Response and Proximity Requirements

- 5.4.2.1 Respond to Department contact within four (4) hours and be on-site within twenty-four (24) hours of contact
- 5.4.2.2 Maintain a primary service location within eighty (80) miles of the Roberts Building, 5920 Arlington Expressway, Jacksonville, Florida 32211

5.4.3 BAS Compatibility and System Requirements

- 5.4.3.1 Perform all work using the Facility's existing Building Automation System (Trane Tracer SC / Trane Connect). The Provider shall be capable of operating, servicing, and supporting the existing BAS at contract commencement
- 5.4.3.2 If the Provider is unable to operate and service the existing BAS, the Provider shall furnish, at no additional cost to the Department, a complete BAS head-end replacement including all required hardware, software, and licenses necessary to operate the system
- 5.4.3.3 Any BAS replacement or modification shall be fully compatible with the Facility's existing equipment and BACnet protocol interfaces. All BAS changes, upgrades, replacements, programming, integration, licensing, and related labor shall be provided at no additional cost to the Department

5.4.4 Scope Management and Additional Work

- 5.4.4.1 Notify the Department in writing of any conditions or deficiencies identified during service that fall outside the defined scope, with sufficient detail to support pricing (problem statement, impacted asset, observed symptoms, and recommended next step)

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- 5.4.4.2** Obtain written Department approval prior to commencing any work outside the defined scope of this Contract
- 5.4.4.3** In addition to preventive maintenance services, the Provider is authorized to perform the following categories of work under separate written proposals and purchase orders approved by the Department: repairs, upgrades, modernization, replacements, renovations, new construction, and additional construction to the building's HVAC system and other related trades that connect or tie into the HVAC system

5.4.5 Insurance

- 5.4.5.1** Maintain applicable insurance coverage meeting State of Florida requirements throughout the term of this Contract and provide proof of coverage upon request

5.5 Department Responsibilities

- 5.5.1** Provide the Provider with access to the Roberts Building and covered equipment at mutually agreed-upon scheduled service times
- 5.5.2** Designate a point of contact to coordinate Technician Check In and Checkout for each service visit
- 5.5.3** Review and respond to inspection reports and deficiency findings within a reasonable time
- 5.5.4** Provide written approval prior to the commencement of any work outside the defined scope of this Contract
- 5.5.5** Notify the Provider in writing of any equipment additions or removals affecting the covered equipment listed in **Section 1**

5.6 Equipment Coverage Adjustments and Out-of-Scope Work

- 5.6.1** The Department may add or remove equipment covered under this Service Agreement as operational needs require. Any work outside the scope of this Agreement will be addressed through a separate written proposal and purchase order, with the proposal itemized by labor and materials. If any parts fail during the term of this Contract and replacement of equipment is required, the Provider shall furnish a written replacement quote for the Department's review and approval prior to any replacement work commencing.

6. Deliverables, Minimum Performance Measures, and Financial Consequences

- 6.1** The Provider must complete or submit the following deliverables in the time and manner specified herein.
- 6.2** Failure to meet response time requirements specified in this Scope, including initial response and on-site response requirements, may result in financial consequences in accordance with this Section.
- 6.3** Pursuant to §287.058, F.S., the Contract must contain financial consequences that will apply if the Provider fails to perform in accordance with the Contract terms.
- 6.4** A 5% reduction of the deliverable's contracted unit price shall be applied per occurrence at time of invoicing for any deliverable that is incomplete or submitted late, or for failure to meet required response time requirements. Cumulative reductions for any single deliverable shall not exceed 10% of that deliverable's invoiced amount.
- 6.5** The deliverables must meet the following minimum service level, and failure of the Provider to complete or submit a deliverable in the time and manner specified, or failure to meet required response time requirements will result in a reduction of payment for that deliverable per the terms established in **Section 6.3**.

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DELIVERABLES, MINIMUM PERFORMANCE MEASURES, AND FINANCIAL CONSEQUENCES				
Deliverable # and Description	Minimum Performance Measure (Frequency)	Supporting Documentation	Qualitative Monitoring Criteria	Financial Consequence
Deliverable 1: Annual BAS Inspection (Service 1) – Trane Tracer SC annual connected controls inspection (remote)	1 per year	Complete written report delivered within 2 weeks of inspection, uploaded to Trane Connect.	Findings must include all checklist items per Scope; major deficiencies documented with recommended corrective actions.	5% per occurrence; 10% cumulative maximum — see Section 6.3 .
Deliverable 2: Monthly BAS Inspection (Service 2) – Monthly operating inspection (remote)	12 per year	Complete written report delivered within 2 weeks of inspection, uploaded to Trane Connect.	All Service 2 checklist items addressed; alarms and anomalies documented.	5% per occurrence; 10% cumulative maximum — see Section 6.3 .
Deliverable 3: Annual Cooling Tower Inspection (Service 3) – Annual mechanical-draft cooling tower inspection (1 cell)	1 per year	Complete written report delivered within 2 weeks of inspection.	All Service 3 checklist items completed; oil changed; findings documented.	5% per occurrence; 10% cumulative maximum — see Section 6.3 .
Deliverable 4: Quarterly Cooling Tower Inspection (Service 4) – Quarterly mechanical-draft cooling tower inspection (1 cell)	4 per year	Complete written report delivered within 2 weeks of inspection.	All Service 4 checklist items completed; condition documented.	5% per occurrence; 10% cumulative maximum — see Section 6.3 .
Deliverable 5: Annual Pump Maintenance (Service 5) – Annual condenser pump maintenance (3 pumps)	1 per year	Complete written report delivered within 2 weeks of inspection.	All Service 5 items completed for all 3 pumps; LOTO documented; packing seals checked.	5% per occurrence; 10% cumulative maximum — see Section 6.3 .

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Deliverable 6: Quarterly Pump Maintenance (Service 6) – Quarterly condenser pump maintenance (3 pumps)	4 per year	Complete written report delivered within 2 weeks of inspection.	All Service 6 items completed; coupling inspections documented.	5% per occurrence; 10% cumulative maximum — see Section 6.3 .
Deliverable 7: Annual Chiller Inspection (Service 7) – Water-cooled rotary annual inspection, Chiller 1 (S/N U15C01504) Chiller 2 (S/N U22F02843)	1 per year	Complete written report delivered within 2 weeks of inspection; oil analysis lab results included.	All Service 7 checklist items completed for both chillers; oil analysis submitted per circuit; leak test documented; each chiller started and test operation confirmed.	5% per occurrence; 10% cumulative maximum — see Section 6.3 .
Deliverable 8: Quarterly Chiller Inspection (Service 8) – Water-cooled rotary quarterly inspection, Chiller 1 (S/N U15C01504) Chiller 2 (S/N U22F02843)	4 per year	Complete written report delivered within 2 weeks of inspection.	All Service 8 checklist items completed per quarter for both chillers; technician check in, initial site inspection, review diagnostics, manual log with electronic device, checkout with customer.	5% per occurrence; 10% cumulative maximum — see Section 6.3 .

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7. Reports

7.1 The Provider shall adhere to reporting requirements included in this section. The Department reserves the right to direct the Provider to amend or update its reports and/or report formats in accordance with the best interests of the Department and at no cost to the Department. The Department will notify the Provider of such modification, in writing.

REPORTS			
#	Title	Due Date	Section Reference
1	Annual BAS Inspection Report (Service 1)	Within 2 weeks of annual inspection	Section 5.3 – Service 1
2	Monthly BAS Operating Report (Service 2)	Within 2 weeks of monthly inspection	Section 5.3 – Service 2
3	Annual Cooling Tower Inspection Report (Service 3)	Within 2 weeks of annual inspection	Section 5.3 – Service 3
4	Quarterly Cooling Tower Inspection Report (Service 4)	Within 2 weeks of quarterly inspection	Section 5.3 – Service 4
5	Annual Condenser Pump Maintenance Report (Service 5)	Within 2 weeks of annual service	Section 5.3 – Service 5
6	Quarterly Condenser Pump Maintenance Report (Service 6)	Within 2 weeks of quarterly service	Section 5.3 – Service 6
7	Annual Water Cooled Rotary Inspection Report (Service 7)	Within 2 weeks of annual inspection	Section 5.3 – Service 7
8	Quarterly Water Cooled Rotary Inspection Report (Service 8)	Within 2 weeks of quarterly inspection	Section 5.3 – Service 8

7.2 The Department reserves the right to modify reporting formats and submission timetables resulting from changing priorities or management direction.

7.3 Executive Compensation Reporting

7.4 Annually on or before May 1, the Provider shall complete and return the Executive Compensation Annual Report (Form PCMT-08), located at: <https://www.myflfamilies.com/general-information/contracted-client-services/library>.

7.5 All reports shall be developed and produced at no cost to the Department.

8. Invoicing and Payments

8.1 General Information

8.1.1 A Purchase Order (PO) will be issued to the Provider.

8.1.2 The method of payment for this purchase is fixed rate.

8.1.3 The Provider will not receive payment in advance for goods or services described in this Scope.

8.1.4 Payment is contingent upon the Department's review and acceptance of all deliverables as meeting the requirements of this Scope of Work.

8.2 Invoicing

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8.2.1 The Provider must submit an invoice upon completion of goods or services that provides a detailed accounting during the invoice period for which payment is being requested. Invoices must be sufficient for a proper pre-audit and post-audit thereof.

8.2.2 The invoice shall be submitted along with documentation supporting completion of each deliverable, milestone, and/or recurring maintenance and operations monthly cost. Each invoice must include the following information:

- 8.2.2.1** PO number,
- 8.2.2.2** Provider name and address,
- 8.2.2.3** Provider federal identification number,
- 8.2.2.4** Date(s) and services provided,
- 8.2.2.5** Identification of any deliverable(s) due during the invoicing period, if applicable,
- 8.2.2.6** Invoice amount,
- 8.2.2.7** PO balance after payment of invoice, and
- 8.2.2.8** Signature of Provider's authorized representative and date signed.

8.2.3 The Department may require any other information from the Provider that the Department deems necessary to verify the completion of services.

8.3 Payments

8.3.1 Frequency of Payment:

The Provider shall submit invoices monthly, upon completion of all scheduled services performed during that month. Each invoice shall identify the specific deliverables completed during the invoicing period and include all supporting documentation required under **Section 7**. Deliverables with quarterly or annual frequencies shall be invoiced in the month in which the service is completed and the required written report has been submitted to the Department.

8.3.2 The Provider will receive payment for work described in this Scope after proof of completion is submitted to the Department and is deemed to meet the Department's satisfaction.

8.3.3 Payments to the Provider through this PO will be made through MyFloridaMarketPlace (MFMP), thus it is required that the Provider is registered with MFMP.

8.3.4 MFMP registration instructions are located at:

https://www.dms.myflorida.com/business_operations/state_purchasing/myfloridamarketplace/mfmp_vendors/requirements_for_vendor_registration

8.3.5 The PO and this document contain all terms and conditions agreed upon by all parties involved, the terms and conditions shall govern all transactions between the Department and the Provider related to this Contract. This Contract may only be modified or amended upon mutual written agreement of the Department and the Provider. Any modification to this PO will be addressed through a change order within MFMP.

8.3.6 Effective July 1, 2024, the MFMP transaction fees imposed for the use of MFMP are equal to seven-tenths of one percent (0.7%) of the payment issued. More information is located at:

https://www.dms.myflorida.com/business_operations/state_purchasing/myfloridamarketplace/mfmp_vendors/transaction_fee_and_reporting.

9. Provider Travel Reimbursement

The Provider will not be reimbursed for any travel expenses under this PO.

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10. Definitions

Program or Service Specific Terms and definitions are:

PROGRAM/SERVICE SPECIFIC TERMS	
Term	Definition
BAS / BMS	Building Automation System / Building Management System. The Trane Tracer SC and Trane Connect platform used to monitor and control HVAC equipment at the Roberts Building.
BACnet	Building Automation and Control Networks protocol. The communication standard used by the Facility's existing BAS. Any BAS replacement must be fully compatible with BACnet protocol interfaces.
CenTraVac	Trane's centrifugal chiller product line. The two RTHB Series R CenTraVac chillers are primary covered equipment under this Contract.
Trane Connect	The Trane cloud-based service platform used to upload and share inspection findings and reports for Department visibility.
Trane Tracer SC	The Building Automation System head-end controller at the Roberts Building, manufactured by Trane.
Additional Items Identification	Identification of conditions or deficiencies outside routine scope that require additional troubleshooting, repair, parts, or capital work. Items must be documented in the field report with sufficient detail to support pricing (problem statement, impacted asset, observed symptoms, and recommended next step). Quotes/proposals are handled per the contract's outside scope process.
Adjust Packing Seal	Adjustment of packing gland to achieve manufacturer-acceptable leakage rate and temperature while preventing excessive friction/overheating. Includes checking lubrication (if applicable), shaft sleeve condition (visible), vibration/noise, and documenting final condition. If packing replacement is needed, document as an additional item.
Alarm Log Review	Review of alarm history/logs for the defined review period (or since last service, if available) to identify recurring faults, nuisance alarms, and unresolved critical alarms. Includes documenting top recurring alarms, suspected causes, and recommended actions.
Alarm Routing	Check on existing alarm routing configuration to confirm alarms are routing to correct people within the organization as appropriate.
Basin Heater Inspection on Cooling Tower	Functional check of basin heater(s) and controls, including verifying operation (on/off), confirming wiring/connection integrity where accessible, and documenting observed condition and operational status.
Building Analytics	Review of available analytics (trend data, fault detection, performance dashboards, KPIs) to identify abnormal operation, inefficiencies, and equipment performance issues. Includes listing anomalies found, evidence (trends/screenshots), and recommended corrective actions.
Building Schedule and Area Review	Review of current building schedules and capture of current state.
Changing Oil in Cooling Tower Gear Boxes	See Check Condition of Gear Box. Vendor provides up to 1 gallon per year per gearbox of manufacturer-approved oil to restore level to specification and documents the amount added and any suspected cause of low oil.

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Check Condition of Gear Box	Inspection of gearbox exterior and accessible indicators for oil leaks, abnormal noise, overheating, vibration, and oil condition. Vendor provides up to 1 gallon per year per gearbox of manufacturer-approved oil to restore level to specification, and documents the amount added and any suspected cause of low oil. Document findings and/or recommendations.
Checkout with Customer	End-of-visit review where the technician communicates completed work, key findings, operational impacts (if any), outstanding issues, and recommended next steps with the Customer's point of contact and confirms any follow-up actions or access needs.
Compressor And Oil Separator Heater Check	Electrical verification of heater operation (amp/watt draw and voltage where safely obtainable) and physical inspection for burnt connections, corrosion, and contamination. Document readings and condition.
Compressor Starter Inspection (Wye-Delta Closed Transition) Series R Air Cooled	Inspection of starter components (contactors, terminals, wiring, visible wear/heat indicators) for integrity and secure connections, performed within safe work practices and defined scope. Document condition and any required repairs.
Condenser Tube Brushing (Head Previously Removed)	Mechanical cleaning of condenser tubes using appropriate brushing/flush methods, followed by reassembly (including replacing gaskets as needed), refill/vent, and leak check. Document method, number of passes (if tracked), and results.
Control Panel Calibration Check	Verification that control readings/inputs (as specified) are within acceptable tolerances. Document method, reference used (if applicable), and results.
Control Panel Electrical Inspection	Inspection of low-voltage control wiring/terminals for loose connections, damaged conductors, corrosion, and secure routing. Includes tightening where permitted and documenting condition.
Cooling Tower Motor Check and Lube	Electrical and mechanical check of the fan motor, including measured amperage and voltage, confirmation of rotation and free spinning, abnormal noise/heat, visible corrosion, and lubrication of motor bearings where applicable. Document readings and condition.
Device Communication Check	Check on device communication links, analysis of communication failures or intermittent communication, and capture of current state. Includes identifying offline devices, intermittent communication, error counts (where available), suspected network causes, and documentation of the current state (e.g., device status list/export, screenshots, exception list).
Document Findings in Trane Connect	Technician captures any findings and uploads into Trane Connect for customer visibility.
Electrical Inspection (RTA*)	Inspection of high-voltage electrical components within the defined service boundary for loose connections, discoloration/heat damage indicators, corrosion, and physical integrity. Includes tightening only where permitted by manufacturer/site procedures and documenting observed deficiencies.
Fan Check for Cooling Tower	Check for damage, missing or loose parts, balance, wobble and freeness of operation. Replacing the belts once a year as needed (one set per tower). Shaft and bearing inspection and greasing.
Finalize Field Report	Completion of the service documentation package for that visit/service, including work performed, test results, deficiencies found, corrective actions taken, and recommendations. Must include date/time, technician name, equipment served, and any attachments (exports, screenshots, photos).

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Finalize Findings Report	Completion of the service documentation package for that visit/service, including work performed, test results, deficiencies found, corrective actions taken, and recommendations. Must include date/time, technician name, equipment served, and any attachments (exports, screenshots, photos).
Flow/Differential Mechanical Switch Check	Functional verification that the switch actuates properly and is free of sticking/obstruction (as accessible). Includes documenting observed operation and condition.
Graphics Interface Review	Technician reviews any custom system and equipment graphics within the system to determine if they are up to date and captures the status.
Hardening Report	A written cybersecurity hardening summary for the BAS/BMS environment serviced (controller(s)/workstation(s)/networked devices as applicable), identifying current security posture, observed gaps against generally accepted controls, recommended corrective actions, and any actions performed during the visit. Report must state date/time, devices reviewed, and limitations (e.g., items not accessible).
Initial Site Inspection	A preliminary, onsite condition review performed before work begins to identify obvious abnormal conditions. Includes (as applicable) visual observation, listening for abnormal noise, checking for leaks/odors/vibration, verifying equipment is running in an expected mode, and documenting exceptions that may require further investigation.
Inspect External Condition of Tower	Technician walk-around of accessible external components confirming structural integrity, water leakage and drift evidence, airflow path components, mechanical visible items, piping connections and appurtenances, electrical/control items (external only), and safety and access. Technicians shall observe external deficiencies including location, condition, and severity, and provide recommended corrective actions.
Leak Test Inspection (Positive Pressure)	A leak test performed at a defined test pressure for a defined duration using an approved method. Report must include test pressure, hold time, areas checked, method used, and results (leaks found/not found).
Lock Out Tag Out At Main Disconnect	A documented energy-isolation procedure performed in compliance with applicable safety requirements and site rules to ensure equipment is de-energized and cannot be started during service. Includes applying locks/tags, verifying zero-energy state, and documenting start/end in the field report.
Lock Out Tag Out Pumps	A documented energy-isolation procedure performed in compliance with applicable safety requirements and site rules to ensure equipment is de-energized and cannot be started during service. Includes applying locks/tags, verifying zero-energy state, and documenting start/end in the field report.
Log Pump	Recording of pump operating data at time of service (as applicable), such as suction/discharge pressure (if gauges available), amps/voltage, run status, unusual noise/vibration, and any BAS point readings relevant to operation. Include readings in the field report.
Low Temperature Sensor Calibration	Verification and/or calibration check of the specified sensor(s) against a reference standard within stated tolerance. Document as-found/as-left values and pass/fail.
Manual Log with Electronic Device	Collection of operating readings using an electronic tool/device (or digital log capture) to produce a saved log/report of operating conditions. Includes attaching the saved log to the service report/customer portal where applicable.

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PURCHASE ORDER SCOPE OF WORK

Meg Compressor Motor	Insulation resistance testing (megger test) of compressor motor windings performed per manufacturer procedure and safe practices. Report must include test voltage, readings, ambient conditions (if required), pass/fail basis, and any limitations.
Oil Analysis Per Circuit	Collection of oil sample(s) per circuit and submission to a qualified lab. The report package must include sampling date, circuit identification, lab results, and any recommended actions based on results.
Oil Level Check (Screw Machines) Per Circuit	Sight glass is used by technician to confirm oil level is within specification, oil color is correct, and oil level meets manufacturer specs.
Oil Level Check (Screw Machines) with Unit Shut Down (Per Circuit)	Sight glass is used by technician to confirm oil level is within specification, oil color is correct, and oil level meets manufacturer specs, with the unit shut down.
Pre-Start Chiller Check	Completion of the manufacturer's pre-start checklist (IOM) to verify readiness for startup, including safety devices, fluid conditions, and control status as applicable. Document checklist completion and exceptions.
Pump Coupling Inspection	Inspection of coupling and alignment between motor and pump (as applicable), including condition of coupling element, fasteners, keyways, guards, signs of rubbing, debris intrusion, and misalignment indicators. Document observed condition and any corrective adjustments within scope.
Pump Maintenance	Routine inspection and functional check of pump and motor assembly, including operating condition, leaks, vibration/noise, temperature indicators, coupling/guard condition, and basic electrical readings. Document condition and any deficiencies.
Remove Lock Out Tag Out	Controlled removal of LOTO devices after confirming work is complete, equipment is safe to return to service, guards are reinstalled, and the Customer/site protocol for re-energization is followed. Document restoration and any post-start observations.
Review Diagnostics	Review of chiller/BAS controller diagnostics, fault history, and key operating parameters to identify active faults, recurring issues, and abnormal trends. Document findings and recommended actions. Add any deficiencies to the customer report.
Rotary Oil Filter Change	Replacement of oil filter using manufacturer-approved parts and procedures. Document filter part number, oil/filter compatibility, date, and any abnormalities (debris, unusual discoloration).
Service Advisories	Technician runs Exception History Report and documents findings. A documented summary of system exceptions, advisories, and notable events (as generated by the BAS/BMS or manufacturer tools), including severity, frequency, impacted equipment, and recommended follow-up actions.
Start Chiller & Test Operation	Startup and operational verification to confirm stable operation within manufacturer specifications (pressures/temps/amps where applicable). Document key readings and any abnormal conditions.
Technician Check In	A documented start-of-visit coordination step where the technician reports to the Customer's designated point of contact, confirms access requirements and safety procedures, confirms the equipment/systems to be serviced that day, confirms any known issues or recent alarms/complaints, and records arrival time and Customer contact name in the field report.

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PURCHASE ORDER SCOPE OF WORK

Tower Upper and Lower Basin Inspection Only	Upper and lower basin inspection shall verify basin water level control functionality, basin physical condition, evidence of leakage, and presence of debris/scale/biofouling. Includes water level and control function, debris/scale and biological growth, corrosion and physical condition, suction screens/strain relief (if visible), and confirmation that basin level is within the normal operating range required for safe circulation.
Update SC+ Firmware	Technician updates firmware and Software Maintenance Plan for the system controller.
User Access Review	Technician reviews list of users with access to the BAS/BMS/Trane Connect and captures current state. Includes producing a current user list/export (when available) and flagging stale accounts, shared accounts, and privilege levels that appear inconsistent with least-privilege practices.
User Override Report	Technician runs a user override report to determine what overrides are currently in place for the system. Includes the device/point name, override value, start time/date (if available), and responsible user (if the system logs this). The report must list items that may impact operation/efficiency.
Verify Water Level	Confirmation that the basin water level is within the normal operating range required for safe pump circulation, including validation of make-up water control operation.
Visual Inspection of Mechanical Operating Unit	Observation-based inspection using sight and hearing to identify abnormal conditions such as leaks, corrosion, missing hardware, unusual vibration/noise, overheating indicators, and loose components. Findings must be documented regarding location and severity.

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ATTACHMENT B COST PROPOSAL

The Respondent shall submit its Cost Proposal in response to this Solicitation using the pricing table(s) provided below. In accordance with the Solicitation Instructions, the Department **will not** accept altered terms or conditions submitted by a Respondent.

All rates set forth in **Sections B.1, B.2, and B.3** of this Cost Proposal are all-inclusive of labor, overhead, profit, fringe benefits, and all other costs of performance. The markup rate set forth in **Section B.4** applies to the Provider's actual cost of parts and materials as defined therein. No additional charges, taxes, surcharges, travel fees, fuel charges, or sundry fees shall be added to any invoice. The Department of Children and Families is exempt from Florida state sales and use tax pursuant to §212.08(6), F.S.; no sales or use tax shall be itemized or billed. All rates are committed at bid submission and shall remain fixed for the full Initial Term and any exercised Renewal Term in accordance with §287.057(14), F.S. No additional compensation for costs associated with renewal is permitted.

Renewal Pricing Adjustment: Proposed fees for each renewal year shall not exceed a three percent (3%) increase over the fee proposed for the immediately preceding year. The fee proposed for Renewal Year 1 shall not exceed the fee proposed for Year 5 of the initial term by more than three percent (3%).

B.1. Preventive Maintenance Services – Initial Term (August 1, 2026 – July 31, 2031)

Enter the total annual cost for each service for each year of the initial contract term. Each dollar amount shall represent the all-in annual cost for that service as described, including all occurrences and equipment specified. Do not enter per-unit or per-occurrence pricing. Pricing each service individually allows the Department to add or remove services from the scope as operational needs require.

Service Description (Annual cost includes all occurrences and equipment as specified)	Year 1	Year 2	Year 3	Year 4	Year 5
Annual BAS Inspection (Service 1) — 1 inspection per year	\$	\$	\$	\$	\$
Monthly BAS Inspection (Service 2) — 12 inspections per year	\$	\$	\$	\$	\$
Annual Mechanical-Draft Cooling Tower Inspection Only (Service 3) — 1 inspection per year	\$	\$	\$	\$	\$
Quarterly Mechanical-Draft Cooling Tower Inspection (Service 4) — 4 inspections per year	\$	\$	\$	\$	\$
Annual Pump Maintenance (Service 5) — 1 service per year, 3 pumps	\$	\$	\$	\$	\$

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Service Description (Annual cost includes all occurrences and equipment as specified)	Year 1	Year 2	Year 3	Year 4	Year 5
Quarterly Pump Maintenance (Service 6) — 4 services per year, 3 pumps	\$	\$	\$	\$	\$
Water Cooled Rotary Annual Inspection (Service 7) — 1 inspection per year, both chillers	\$	\$	\$	\$	\$
Water Cooled Rotary Quarterly Inspection (Service 8) — 4 inspections per year, both chillers	\$	\$	\$	\$	\$
TOTAL ANNUAL PREVENTIVE MAINTENANCE COST (Sum of all service lines above for this year)	\$	\$	\$	\$	\$
TOTAL 5-YEAR PREVENTIVE MAINTENANCE COST (Sum of Total Annual Preventive Maintenance Cost for Years 1 – 5.)	\$				

Preventive Maintenance Services – Potential Renewal Term

Enter the total annual cost for each service for each year of the potential renewal term, subject to the renewal pricing adjustment terms stated above. Each proposed renewal year fee shall not exceed the immediately preceding year's fee by more than three percent (3%).

Service Description (Annual cost includes all occurrences and equipment as specified)	Renewal Year 1	Renewal Year 2	Renewal Year 3	Renewal Year 4	Renewal Year 5
Annual BAS Inspection (Service 1) — 1 inspection per year	\$	\$	\$	\$	\$
Monthly BAS Inspection (Service 2) — 12 inspections per year	\$	\$	\$	\$	\$

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Service Description (Annual cost includes all occurrences and equipment as specified)	Renewal Year 1	Renewal Year 2	Renewal Year 3	Renewal Year 4	Renewal Year 5
Annual Mechanical-Draft Cooling Tower Inspection Only (Service 3) — <i>1 inspection per year</i>	\$	\$	\$	\$	\$
Quarterly Mechanical-Draft Cooling Tower Inspection (Service 4) — <i>4 inspections per year</i>	\$	\$	\$	\$	\$
Annual Pump Maintenance (Service 5) — <i>1 service per year, 3 pumps</i>	\$	\$	\$	\$	\$
Quarterly Pump Maintenance (Service 6) — <i>4 services per year, 3 pumps</i>	\$	\$	\$	\$	\$
Water Cooled Rotary Annual Inspection (Service 7) — <i>1 inspection per year, both chillers</i>	\$	\$	\$	\$	\$
Water Cooled Rotary Quarterly Inspection (Service 8) — <i>4 inspections per year, both chillers</i>	\$	\$	\$	\$	\$
TOTAL ANNUAL PREVENTIVE MAINTENANCE COST (<i>Sum of all service lines above for this year</i>)	\$	\$	\$	\$	\$

B.2. Labor Rates – Out-of-Scope Work – Initial Term

The following hourly rates shall apply to any authorized repair, emergency, or out-of-scope work performed under a separate purchase order during the initial contract term.

Description	Unit	Year 1	Year 2	Year 3	Year 4	Year 5
Regular business hours (8:00 AM – 5:00 PM, Monday through Friday)	Per man-hour	\$	\$	\$	\$	\$

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Overtime, weekends, and holidays	Per man-hour	\$	\$	\$	\$	\$
Emergency response (after-hours, within 24-hour on-site requirement)	Per man-hour	\$	\$	\$	\$	\$

B.3. Labor Rates – Out-of-Scope Work – Potential Renewal Term

The following hourly rates shall apply to any authorized repair, emergency, or out-of-scope work performed under a separate purchase order during any renewal term.

Description	Unit	Renewal Year 1	Renewal Year 2	Renewal Year 3	Renewal Year 4	Renewal Year 5
Regular business hours (8:00 AM – 5:00 PM, Monday through Friday)	Per man-hour	\$	\$	\$	\$	\$
Overtime, weekends, and holidays	Per man-hour	\$	\$	\$	\$	\$
Emergency response (after-hours, within 24-hour on-site requirement)	Per man-hour	\$	\$	\$	\$	\$

B.4. Parts and Materials – Out-of-Scope Work

The markup rate below applies for the duration of the initial term and any renewal term.

Description	Price
Parts and materials (replacement/repair parts required under this Contract)	*Actual cost plus 10%

* "Actual cost" means the Provider's verifiable net invoice cost from the supplier, after application of any discounts, rebates, or credits received by the Provider.