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# ATTACHMENT A - STATEMENT OF WORK

# INVITATION TO BID
# FOR
# CHILLER INSPECTION SERVICES

## ITB NO.: DMS-18/19-005

## THE STATE OF FLORIDA
## DEPARTMENT OF MANAGEMENT SERVICES

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## SECTION 1. STATEMENT OF WORK

The specifications contained herein outline the inspection tasks to be performed by the Contractor during annual and semi-annual inspections. All work performed shall be in accordance with the chiller manufacturer's procedures and requirements. The Contractor shall provide qualified technicians trained to service the equipment as specified in this Statement of Work. It is the Contractor's responsibility to notify the Contract Manager in writing of any and all discrepancies between the procedures set out herein and the manufacturer's specific procedures and requirements.

### 1.1 Service Center Locations

The Contractor shall have at least one (1) service center located within a 200-mile radius of every facility within the region the Contractor is awarded a Contract. The service center must be operational on or before the Contract start date.

### 1.2 Reporting

The Contractor shall perform annual and semi-annual chiller inspection services in accordance with these specifications and provide a legible written report for each chiller serviced. The report shall include:

**1.2.1** Chiller designation;
**1.2.2** Model and serial numbers;
**1.2.3** All test results/measurements/parameters;
**1.2.4** Checklist of work items performed;
**1.2.5** Results of each compressor-oil analysis;
**1.2.6** Final adjustments or settings;
**1.2.7** Recommended/additional repairs discovered during, but not included in, the annual; and
**1.2.8** The technician's name and date.

No later than ten (10) business days after completion of the required inspection, the Contractor shall file one (1) copy of the written report in the chiller log book and provide one (1) copy of the written report to both the Facility Manager and the Department's Contract Manager.

### 1.3 Emergency Repair

If, during an inspection, a condition is discovered that requires an emergency repair, the Contractor shall notify the Facility Manager and the Department's Contract Manager no later than twenty-four (24) hours after the emergency condition is identified. The Contractor shall consult with the Department's Contract Manager and Facility Manager, as outlined herein, to schedule emergency repairs.

### 1.4 Refrigerant

If refrigerant is required to be pulled from a machine to repair leaks, the Contractor shall provide the Facility Manager with a written estimate of the work required to be performed and obtain written approval before proceeding. The Contractor will provide oil, filters, and gaskets. Refrigerant required to be added to chillers by the Contractor will be supplied by the Department.

## SECTION 2. CONTRACTOR DELIVERABLES

### 2.1 Centrifugal Chillers

The following are the minimum required maintenance tasks to be performed by the Contractor during annual inspections, which also include all semi-annual tasks, of Centrifugal Chillers:

#### 2.1.1 Annual Inspections (inclusive of all semi-annual tasks)

**2.1.1.1** Check the facility's/plant's chiller operating logs.
**2.1.1.2** Leak check high-pressure machines and mark all leak locations.
**2.1.1.3** Provide the Facility Manager with a written proposal to repair all leaks. **Note: Do not pressurize low-pressure chillers for initial leak test.**
**2.1.1.4** Review the refrigerant-purge log. If the purge run time is excessive and appears to be working improperly, the Contractor must consult with, and provide a written proposal to, the Contract Manager and the Facility Manager within five (5) business days to pressurize the chiller to perform a leak test. If approved by the Contract Manager and Facility Manager, the Contractor may proceed with the leak test and mark the leak locations. The Contractor shall consult with, and provide a written proposal to, the Contract Manager and the Facility Manager within five (5) business days to repair any leaks identified during the leak test.
**2.1.1.5** Check all sight glasses.
**2.1.1.6** Check refrigerant expansion devices and make adjustments.
**2.1.1.7** Check refrigerant charge level and document if additional freon is needed.

#### 2.1.2 Compressor and Oil Pump

**2.1.2.1** Take oil sample and perform oil trend analysis, record/report the results, provide a copy of the results to the Facility Manager, and mail a copy of results to the Contract Manager within thirty (30) business days.
**2.1.2.2** Check oil pump motor, coupling, oil cooler, and heater and electrical terminals, and make necessary adjustments.
**2.1.2.3** Perform insulation test on oil pump motor using a megohm meter and record results.
**2.1.2.4** Perform insulation test on compressor motor using a megohm meter and record results.
**2.1.2.5** Check electrical terminals on compressor motor and tighten if necessary.
**2.1.2.6** Check electrical terminals on oil pump motor and repair if necessary.
**2.1.2.7** Check piping for leaks or corrosion. If leaks or corrosion are discovered, the Contrator shall advise the Contract Manager and the Facility Manager of the conditions within ten (10) business days to determine if further action is required.
**2.1.2.8** Change oil filter.
**2.1.2.9** Inspect all external oil lines and fittings for leaks. If problems are discovered during such inspection, the Contractor shall advise the

Contract Manager and the Facility Manager of the conditions within ten (10) business days to determine if further action is required.

**2.1.2.10** Inspect all external refrigerant lines and fittings for leaks. If problems are discovered during such inspection, the Contractor shall advise the Contract Manager and the Facility Manager of the conditions within ten (10) business days to determine if further action is required.

**2.1.2.11** Inspect load/unload chiller operation and adjust as necessary.

**2.1.2.12** Check oil level and color and replenish as needed.

**2.1.2.13** Replace refrigerant filter dryer cores and/or cartridges in compressor motor cooling circuit.

### 2.1.3 Compressor Starter

**2.1.3.1** Check all electrical connections and tighten if necessary.

**2.1.3.2** Check Starter for operation and make adjustment if needed.

**2.1.3.3** Check contacts for pitting and abnormal wear.

### 2.1.4 Control Panel

**2.1.4.1** Check operation of all timers and make necessary adjustments.

**2.1.4.2** Check motor temperature and make necessary adjustments.

**2.1.4.3** Check high-pressure safety cutout and make necessary adjustments.

**2.1.4.4** Check low-pressure safety cutout and make necessary adjustments.

**2.1.4.5** Check oil temperature control and make necessary adjustments.

**2.1.4.6** Check chilled and condenser water temperature controls.

**2.1.4.7** Remove, check, clean, and calibrate both the condenser and chilled water temperature sensors. Verify and record any temperature offsets observed between the chiller sensors and the energy management control system sensors for both condenser and chilled water temperatures.

**2.1.4.8** Check control indicator lights and replace as needed.

**2.1.4.9** Check relief valve for leaks.

**2.1.4.10** Check all gauges and calibrate as necessary.

**2.1.4.11** Check all relays for conditions and operation.

**2.1.4.12** Check electrical connections and tighten.

**2.1.4.13** Check low temperature control and make necessary adjustments.

**2.1.4.14** Check interlock circuit and make necessary adjustments.

**2.1.4.15** Check operation of load limit and make necessary adjustments.

**2.1.4.16** Check current calibration controller and make necessary adjustments.

**2.1.4.17** Check oil temperature to bearings and make necessary adjustments.

**2.1.4.18** Check oil pressure and make necessary adjustments.

**2.1.4.19** Check operation of flow switches and/or pressure differential switches, and calibrate as needed.

**2.1.4.20** Check super heat and make necessary adjustments.

**2.1.4.21** Check sub-cooling and make necessary adjustments.

**2.1.4.22** Log machine and record using only calibrated test equipment. Use of existing gauges or thermometers is prohibited. The Contractor will provide proof of equipment calibration upon the Department's request.

### 2.1.5 Purge Units

**2.1.5.1** Inspect purge.
**2.1.5.2** Check compressor.
**2.1.5.3** Check operating and safety controls, and calibrate as needed.
**2.1.5.4** Change filter drier cores or cartridges.
**2.1.5.5** Record purge readings.
**2.1.5.6** Perform annual inspection as recommended by the purge manufacturer's operation and maintenance guidelines.

### 2.1.6 Consultation/Report

The Contractor shall verbally advise the Facility Manager of all deficiencies identified and provide a written report to the Contract Manager and Facility Manager within ten (10) business days after completion of the required inspection(s) as stated in subsection 1.2.

## 2.2 SCREW CHILLERS

The following are the minimum required maintenance tasks to be performed by the Contractor during annual inspections, which also include all semi-annual tasks, of Screw Chillers:

### 2.2.1 Annual Inspections (inclusive of all semi-annual tasks)

**2.2.1.1** Check the facility's plan/chiller operating log, pressure test machine, and identify and mark all leaks.
**2.2.1.2** Consult with, and provide a written proposal for repairing any leaks, to the Contract Manager and Facility Manager within five (5) business days of discovery of such leaks.
**2.2.1.3** Check all sight glasses.
**2.2.1.4** Check refrigerant expansion devices and make adjustments.

### 2.2.2 Compressor and Oil Pump

**2.2.2.1** Take an oil sample, perform oil trend analysis and provide a copy of the results of the analysis to the Facility Manager and the Contract Manager within thirty (30) business days of receipt of the analysis.
**2.2.2.2** Check oil pump motor, coupling, oil cooler, and heater and electrical terminals, and make necessary adjustments.
**2.2.2.3** Perform insulation test on oil pump motor using a megohm meter and record results.
**2.2.2.4** Perform insulation test on compressor motor using a megohm meter and record results.
**2.2.2.5** Check electrical terminals on compressor motor, and tighten if necessary.
**2.2.2.6** Check piping for leaks or corrosion. If leaks or corrosion are discovered, the Contrator shall advise the Contract Manager and the Facility Manager of the conditions within ten (10) business days to determine if further action is required.
**2.2.2.7** Change external oil filter. Change internal oil filter if so equipped.

**2.2.2.8** Inspect all external oil lines and fittings for leaks. If problems are discovered during such inspection, the Contractor shall advise the Contract Manager and the Facility Manager of the conditions within ten (10) business days to determine if further action is required.

**2.2.2.9** Inspect all external refrigerant lines and fittings for leaks. If problems are discovered during such inspection, the Contractor shall advise the Contract Manager and the Facility Manager of the conditions within ten (10) business days to determine if further action is required.

**2.2.2.10** Inspect load/unload operation and adjust as necessary.

**2.2.2.11** Check oil level and color and add as needed.

**2.2.2.12** Change motor and refrigerant filter dryer cores and cartridges.

### 2.2.3 Compressor Starter

**2.2.3.1** Check electrical connections and tighten if necessary.

**2.2.3.2** Check starter for operation and make adjustments if needed.

**2.2.3.3** Check contacts for pitting and abnormal wear.

### 2.2.4 Control Panel

**2.2.4.1** Check operation of all timers and make necessary adjustments.

**2.2.4.2** Check motor temperature and make necessary adjustments.

**2.2.4.3** Check high-pressure safety cutout and make necessary adjustments.

**2.2.4.4** Check low-pressure safety cutout and make necessary adjustments.

**2.2.4.5** Check oil-failure control and make necessary adjustments.

**2.2.4.6** Check oil-temperature control and make necessary adjustments.

**2.2.4.7** Check chilled and condenser water controls.

**2.2.4.8** Remove/check/clean and calibrate both the condenser and chilled water temperature sensors. Verify and record any temperature offsets/differences observed between the chiller sensors and the Energy Management Control System sensors for both condenser and chilled water temperatures.

**2.2.4.9** Check control indicator lights and replace as needed.

**2.2.4.10** Check relief valve for leaks and report any leaks found to the Contract Manager.

**2.2.4.11** Check all gauges and calibrate as necessary.

**2.2.4.12** Check all relays for condition and operation and repair as needed.

**2.2.4.13** Check electrical connections and tighten.

**2.2.4.14** Check low-temperature control and make necessary adjustments.

**2.2.4.15** Check interlock circuit and make necessary adjustments.

**2.2.4.16** Check oil temperature and make necessary adjustments.

**2.2.4.17** Check operation of flow switches and pressure-differential switches, and calibrate as needed.

**2.2.4.18** Check evaporator and condenser approach temperatures, and adjust as necessary.

**2.2.4.19** Check super heat and make necessary adjustments.

**2.2.4.20** Check sub-cooling and make necessary adjustments.

**2.2.4.21** Check current calibration controller and make necessary adjustments.

**2.2.4.22** Check oil temperature to bearings and make necessary adjustments.

**2.2.4.23** Check oil pressure and make necessary adjustments.

**2.2.4.24** Log machine and record using only calibrated test equipment. Use of existing gauges or thermometers is prohibited.

### 2.2.5 Consultation/Report

The Contractor shall verbally advise the Facility Manager of all deficiencies identified at the time of inspection and provide a written report to the Contract Manager and Facility Manager within ten (10) business days after completion of the required inspection as stated in subsection 1.2.

## 2.3 ANNUAL RECIPROCATING, SEMI-HERMETIC, AND SCROLL MACHINE MAINTENANCE (inclusive of all semi-annual requirements)

The following are the minimum required maintenance tasks to be performed by the Contractor, while performing annual inspections, which also include all semi-annual tasks, of Reciprocating, Semi-Hermetic, and Scroll Machine:

### 2.3.1 Reciprocating, Semi-Hermetic, and Scroll Machine

**2.3.1.1** Leak check compressor and refrigerant piping. If problems are discovered during such inspection, the Contractor shall advise the Contract Manager and the Facility Manager of the conditions within ten (10) business days to determine if further action is required.
**2.3.1.2** Tighten flange bolts.
**2.3.1.3** Check condenser gauges, calibrate as necessary.
**2.3.1.4** Check condenser thermometers, calibrate as necessary.
**2.3.1.5** Check evaporator gauges, calibrate as necessary.
**2.3.1.6** Check evaporator thermometers, calibrate as necessary.
**2.3.1.7** Change refrigerant filter driers.

### 2.3.2 Compressor

**2.3.2.1** Meg compressor motor.
**2.3.2.2** Check electrical connections on compressor motor and tighten.
**2.3.2.3** Inspect external fittings on compressor and advise as needed.

### 2.3.3 Compressor Starter

**2.3.3.1** Check all electrical connections and tighten where necessary.
**2.3.3.2** Check starter for proper operation.
**2.3.3.3** Check all contact points and clean as necessary.

### 2.3.4 Control Panel

**2.3.4.1** Check starter timer operations and make necessary adjustments.
**2.3.4.2** Check control indicator lights and replace as needed.
**2.3.4.3** Check high-pressure safety cutout, calibrate as necessary.
**2.3.4.4** Check oil failure control, calibrate as necessary.
**2.3.4.5** Check chilled water temperature control, calibrate as necessary.
**2.3.4.6** Check all sight glasses.
**2.3.4.7** Check relief valve.

**2.3.4.8** Check moisture indicator.
**2.3.4.9** Check all gauges, calibrate as necessary.
**2.3.4.10** Check operation and condition of relays and repair as needed.
**2.3.4.11** Check operation of recycle timer.
**2.3.4.12** Check operation of crankcase heater.
**2.3.4.13** Tighten all electrical connections.
**2.3.4.14** Check low temperature control, calibrate as necessary.

### 2.3.5 Consultation/Report

The Contractor shall verbally advise the Facility Manager of all deficiencies identified at the time of inspection and provide a written report to the Contract Manager and Facility Manager within ten (10) business days after completion of the required inspection as stated in subsection 1.2.

## 2.4 SEMI-ANNUAL RECIPROCATING, SEMI-HERMETIC, AND SCROLL MACHINE MAINTENANCE

The following are the minimum required maintenance tasks to be performed by the Contractor while performing semi-annual inspections of Reciprocating, Semi-Hermetic, and Scroll Machine:

**2.4.1** Check and record condenser pressure.
**2.4.2** Check and record condenser temperature.
**2.4.3** Check and record evaporator pressure.
**2.4.4** Check and record evaporator temperature.
**2.4.5** Take voltage reading on compressor motor.
**2.4.6** Take Amp reading on compressor motor.
**2.4.7** Check oil level and color and add as needed.
**2.4.8** Check moisture indicator.
**2.4.9** Check filter drier for restriction.
**2.4.10** Check all refrigerant piping.
**2.4.11** Check pump down solenoid.
**2.4.12** Check all condenser piping.
**2.4.13** Check control indicator lights.
**2.4.14** Check operation of crankcase heater.
**2.4.15** Check compressor end bell temperature.
**2.4.16** Check condenser fan motor operation. Note any deficiencies.
**2.4.17** Check and record condenser fan motor voltage and amps.
**2.4.18** Check and record superheat, subcooling, and approach temperatures.
**2.4.19** Run complete test log on machine.
**2.4.20** The Contractor shall verbally advise the Facility Manager of all deficiencies identified at the time of inspection and provide a written report to the Contract Manager and Facility Manager within ten (10) business days after completion of the required inspection as stated in subsection 1.2.

## 2.5 SEMI-ANNUAL CENTRIFUGALS AND SCREW CHILLERS MAINTENANCE

The following are minimum required maintenance tasks to be performed by the Contractor while performing semi-annual inspections of Centrifugal and Screw Chillers:

**2.5.1** Check and record compressor motor amps.
**2.5.2** Check and record compressor motor volts.
**2.5.3** Inspect purge unit for proper operation and make necessary adjustments (if applicable).
**2.5.4** Inspect lube oil sump level and add as needed.
**2.5.5** Check and record lube oil pressure.
**2.5.6** Check and record lube oil temperature.
**2.5.7** Check and record oil pump motor amps.
**2.5.8** Check and record oil pump motor voltage.
**2.5.9** Check and record condenser pressure.
**2.5.10** Check and record evaporator pressure.
**2.5.11** Check and record refrigerant temperature.
**2.5.12** Check vane operator and make necessary adjustments.
**2.5.13** Check control indicator lights and replace as needed.
**2.5.14** Check and record chilled water temperature.
**2.5.15** Check and record condenser water temperature.
**2.5.16** Check and record condenser water pressure.
**2.5.17** Inspect all external oil lines.
**2.5.18** Inspect all external refrigerant lines.
**2.5.19** Check refrigerant level.
**2.5.20** Check oil level and color and add as needed.
**2.5.21** Run complete test log on machine and make necessary adjustments.
**2.5.22** Record purge readings.
**2.5.23** Note any deficiencies and advise.
**2.5.24** Check and record Super heat, sub cooling, and approach temperatures.
**2.5.25** Check Condenser Fan operation. Note any deficiencies.
**2.5.26** Check and record condenser fan motor amps and voltage.
**2.5.27** The Contractor shall verbally advise the Facility Manager of all deficiencies identified at the time of inspection and provide a written report to the Contract Manager and Facility Manager within ten (10) business days after completion of the required inspection as stated in subsection 1.2.

## 2.6 CONDENSER CLEANING

The following are the minimum required maintenance tasks to be performed by the Contractor during annual inspections of Air-cooled and Water-cooled Condensers:

### 2.6.1 Air-cooled condenser

**2.6.1.1** Clean and wash condenser coils annually.

### 2.6.2 Water-cooled condenser

**2.6.2.1** If determined necessary by inspection and approved by the Department to proceed the Contractor shall pull the condenser heads and inspect the tubes for deposits/debris/scale. If deposits/debris/scale are present

the Contractor shall brush the tubes with intent to remove all deposits, debris, scale. The Contractor shall notify the Contract Manager and the Facility Manager if brushing does not remove the deposits/debris/scale satisfactorily.The Facility Manager shall notify the Contract Manager who will then coordinate the water treatment contractor regarding further procedures and chemical scale removal. This task will be scheduled with the Facility Manager at least one (1) week prior to performing the task. Note: Condenser Tube Cleaning priced separately on ATTACHMENT D – PRICE SHEETS.

**SECTION 3. EMERGENCY SERVICE AND REPAIRS AND CONDENSER TUBE CLEANING**

If the Department deems that either an emergency exists or condenser tube cleaning services are required, the Department may elect to utilize the services of the Contractor in accordance with ATTACHMENT D - PRICE SHEETS. Invoices for emergency repairs shall include the manufacturer's list price and percentage discount for all repair parts.

The Contractor shall respond to emergencies within a two (2) hour time frame of notification.

Nothing contained herein shall be construed as a guarantee of minimum work for emergency services or repairs or condenser tube cleaning. The Department may, at any time during the term of this Contract, seek these services from other vendors.

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## SECTION 4. PERFORMANCE MEASURES

| Category/Definition | Guarantee | Measurement | Minimum Result of Noncompliance |
|---|---|---|---|
| Semi-annual chiller inspections | Semi-annual chiller inspections will be conducted during the months of July, August and September pursuant to Section 10 of Attachment A - Statement of Work. | Measured in the number of chillers inspected and the number required to be inspected during the specified months. | Five percent (5%) deduction from invoice, per occurrence. |
| Annual chiller inspections | Annual chiller inspections will be conducted during the months of December, January and February pursuant to Section 10 of Attachment A - Statement of Work. | Measured in the number of chillers inspected and the number required to be inspected during the specified months. | Five percent (5%) deduction from invoice, per occurrence. |
| Centrifugal Chillers (annual inspection) | Annual inspections of the centrifugal chillers shall include, at a minimum, all tasks specified in Section 2.1 of Attachment A - Statement of Work. | Measure in the number of tasks performed and reported and the minimum tasks required to be performed. | Five percent (5%) deduction from invoice, per occurrence. |
| Screw Chillers (maintenance) | Maintenance of the screw chillers, to be performed during the annual inspection, shall include at a minimum, all tasks specified in Section 2.2 of Attachment A - Statement of Work. | Measure in the number of tasks performed and reported and the minimum tasks required to be performed. | Five percent (5%) deduction from invoice, per occurrence. |
| Reciprocating Machine (maintenance) | Maintenance of the reciprocating machine, to be performed during the annual inspection, shall include at a minimum, all tasks specified in Section 2.3 of Attachment A - Statement of Work. | Measure in the number of tasks performed and reported and the minimum tasks required to be performed. | Five percent (5%) deduction from invoice, per occurrence. |
| Reciprocating Machine (maintenance) | Maintenance of the reciprocating machine, to be performed during the semi-annual inspection, shall include at a minimum, all tasks specified in Section 2.4 of Attachment A - Statement of Work. | Measure in the number of tasks performed and reported and the minimum tasks required to be performed. | Five percent (5%) deduction from invoice, per occurrence. |
| Centrifugal and Screw Chillers (maintenance) | Maintenance of the centrifugal and screw chillers, to be performed during the semi-annual inspection, shall include at a minimum, all tasks specified in Section 2.5 of Attachment A - Statement of Work. | Measure in the number of tasks performed and reported and the minimum tasks required to be performed. | Five percent (5%) deduction from invoice, per occurrence. |
| Reporting | Status reporting no later than ten (10) business days after completion of the required inspection as specified in Section 1.2 of Attachment A - Statement of Work. | Measured in reports not delivered by end of ten (10) day window. | Five percent (5%) deduction from invoice, per occurrence. |
| Emergency Repairs | Immediate notification (no later than twenty-four (24) hours of when emergency is identified) to Facility Manager pursuant to Section 1.3 of Attachment A - Statement of Work. | Measured in hours as the amount of time elapsing from the time emergency identified and when Facility Manager is notified. | Five percent (5%) deduction from invoice, per occurrence. |

***Please note that failure to perform may also constitute a default pursuant to rule 60A-1.006, Florida Administrative Code***

**SECTION 5. FINANCIAL CONSEQUENCES FOR NONPERFORMANCE**
In addition to the specific consequences explained in this Statement of Work in Section 4, the State reserves the right to withhold payment or implement other appropriate remedies, such as Contract termination or nonrenewal, when the Contractor has failed to perform/comply with provisions of this Contract. These consequences for non-performance shall not be considered penalties.

**SECTION 6. SUBCONTRACTORS**
No subcontracting will be allowed for inspection services under this Contract. Subcontracting may be utilized to complete repairs with prior approval from the Department's Contract Manager.

**SECTION 7. ADDITIONS/DELETIONS**
The Department reserves the right, at any time, to delete chiller(s) from this Contract. Deletions shall result in a price reduction equal to the amount set forth in the Contract pricing.

The Department reserves the right to add chiller(s) to this Contract if the additional chiller resides within the region(s) awarded to Contractor. In the event that the Department elects to add a chiller, the services for the additional chiller will be provided at the rates listed in the applicable Cost to Add Chiller Type to Contract table of ATTACHMENT D – PRICE SHEETS. The Department at all times reserves the right to contract with any other vendor to provide services for the additional chiller.

All provisions of the Contract will apply to the servicing of the additional chiller(s).

**SECTION 8. TRANSITION PLAN**
Within ten (10) business days after Contract execution, the Department will conduct a pre-service meeting or conference call with the Contractor to discuss the Statement of Work. The Department may provide the Contractor with previous reports, semi-annual inspections, and maintenance records necessary for the Contractor to determine the services needed beginning July 1, 2019.

**SECTION 9. WARRANTIES**
The Contractor warrants that all products furnished under the Contract shall be free of defective material and workmanship for the life of the Contract, including renewals, and will be done so as to avoid noncompliance under Section 4, Performance Measures. Warranty repairs shall be completed within the time specified in any support level requirements. If it is likely that the time for repairs will exceed the specified time, the Contractor shall provide equivalent loaner equipment upon request. Loaner equipment shall be provided at no cost to the Department, including costs for shipment to the Department's location and return of the loaner equipment to the Contractor.

**SECTION 10. SCHEDULES AND WORK HOURS**
Each semi-annual inspection shall be performed during the months of July, August, and September. Each annual inspection shall be performed during the months of December, January, and February. All inspections will be scheduled in advance with the Facility Manager and conducted during normal business hours, Monday through Friday, 8:00 a.m. to 5:00 p.m, Local Time.