

EXHIBIT A

STATEMENT OF WORK FOR MAINTENANCE OF HEATING SYSTEM

Contractor must visit site before bidding to be familiar with type of equipment to be maintained. Bids will not be accepted from contractors whose names do not appear on the Pre-Bid Sign In sheet.

Quotes must be sent via SRM online bidding. All additional forms, as required in the bid, must have the signature of a Company Officer (i.e. President, Vice President/Owner etc.), dated and electronically attached to the bid.

All quantities listed in the Purchase Order are estimated quantities.

The Contract will be for over a two year period, April 1, 2019 through June 30, 2021.

The contractor shall complete his proposed bid as follows:

1. Price for two annual maintenance visits to the building.
2. Price for three annual maintenance visits to the building (Fall, Spring & Winter).
3. Hourly price for repair visits during regular hours.
4. Hourly price for repair visits during premium hours.

The bid price shall include travel expenses, labor, overhead and profit. Award will be based on combination of maintenance visits, costs and emergency visit costs. However, the Commonwealth does not guarantee that the emergency hours quoted will be utilized.

At each regular visit, the Contractor's mechanic must contact the Pike office Equipment Manager, or the Business Manager, at the building to have them witness the work being done and also to sign the check list. All visits shall be made during normal working hours. Payment will not be made for visits made after regular working hours unless it is an emergency call.

Invoices for service calls will not be paid unless matched to corresponding date on Sign-In Sheet.

The initial visit shall be made within 30 days from notice to proceed and during the period of August 1 to August 15 of the second year.

Minimum time required for each boiler shall be eight man-hours.

Minimum time required for each furnace shall be six man-hours.

Minimum time required for each wall, suspended gas-or oil-fired heating unit and water heater shall be one man-hour

The Spring visit shall be made during the period April 15 to May 1 before the heat is turned off.

Minimum time required for each boiler shall be eight man-hours.

Minimum time required for each furnace shall be six man-hours.

Minimum time required for each wall, suspended gas-or oil-fired heating unit and water heater shall be one man-hour.

The Fall visit shall be made during the period October 1 to October 15 before the heat is turned on.

Minimum time required for each boiler shall be eight man-hours.

Minimum time required for each furnace shall be six man-hours.

Minimum time required for each wall, suspended gas-or oil-fired heating unit and water heater shall be one man-hour.

The Winter visit shall be made during the period January 2 to 16.

Minimum time required for each boiler shall be three man-hours for each visit.

Minimum time required for each furnace shall be three man-hours for each visit.

Minimum time required for each wall, suspended gas-or oil-fired heating unit and water heaters shall be one-half hour for each visit.

The initial and final visit shall include filling out the "Contractor's Boiler Room Checklist of Maintenance" on Items number from 1 to 43. A "Contractor's Work Schedule of Maintenance" describing Items numbered from 1 to 43 must be stringently adhered to by the Contractor's serviceman when he makes each visit to the building.

The second visit shall include the filling out of a "Contractor's Boiler Room Checklist of Maintenance" with Items numbered 7, 8, 23,30,35,36,38,39,40, and 42 not required to be done unless conditions so warrant it.

The mechanic must leave a signed and dated "Boiler Room Checklist of Maintenance" with the Equipment Manager listing all work done, arrival and departure time.

Payment of visits will not be made until these checklists are received.

The Contractor must provide 24- hour emergency service and all times. Post at eye level an emergency phone number on the boiler above burner.

In an emergency (NO HEAT) in the building at night or weekends, the approval to call the Contractor must come from authorized building personnel only. Caller's name must appear on billing. Contractor must dispatch a serviceman to the building immediately and arrive within 2 hours of the call.

The Contractor will furnish a cost estimate to make repairs or install new equipment required to put defective parts and systems into proper operation, e.g., leaking steam traps, bad switches, etc.

Repairs shall be of sufficient quality so that additional repairs will not be required. Except for the replacement of defective parts, return visits for poor quality repairs will not be compensated.

The Building Supervisor shall contact the Facility Management Division (Steve Shields at 570-963-3508) with a quote from the Contractor for approval on all new heating items or repairs required including labor such as programmers, controls, valves, pumps, motors, etc, before proceeding with the work.

The Department of Transportation reserves the right to furnish all new heating items required whenever possible.

Leave all replaced parts that have no trade in value with the Equipment Manager.

The Commonwealth reserves the right, upon notice to the Contractor, to extend any single term of the resulting purchase order for up to three (3) months upon the same terms and conditions.

The contractor providing this service must meet state and local licensing requirements for HVAC/Boiler and have a Certificate of Training to perform work in the state of PA and the local municipalities where the work is being done. All work done by this contract is to be done by a

Certified HVAC/Boiler contractor and a helper being supervised by a Certified HVAC/Boiler contractor.”

INSURANCE PROVISIONS

The awarded contractor shall purchase and maintain, at its expense, during the term of this contract and any renewals or extensions thereof, the following types of insurance issued by companies acceptable to the Commonwealth of Pennsylvania.

1. Workmen's compensation insurance sufficient to cover all of the employees of the contractor working to perform this contract, as required by the laws of the Commonwealth.
2. Comprehensive general liability insurance, property damage insurance, and, where appropriate, automobile liability insurance. The minimum amounts of coverage shall be \$250,000 per person and \$1,000,000 per occurrence for bodily injury, including death, and \$250,000 per person and \$1,000,000 per occurrence for property damage.

These coverages shall be occurrence-based. The policy(ies) shall name the Commonwealth as an additional insured and shall contain a provision that the coverages afforded there under shall not be cancelled or changed unless at least thirty (30) days prior written notice has been given to the Commonwealth.

Prior to the commencement of work, the contractor shall provide PennDOT with a current certificate(s) of insurance showing the required coverages and provisions.

3. Your attention is directed to the hold harmless and indemnification provisions: "Contractor agrees to save harmless and indemnify the Commonwealth, its officers or agents from all damages, costs of expenses that may at any time be imposed or claimed as a result of the performance of this contract."

**CONTRACTOR'S
BOILER ROOM CHECKLIST OF
MAINTENANCE**

District 4-4
County PIKE

Contractor _____	Date _____
Work by _____	Boiler # _____
Time Start _____	Time Finished _____
PennDOT _____	PennDOT _____
Building _____	Signature _____

1. Boiler Blow Down _____
2. Boiler Water Feeder _____
3. Boiler Low Water Cuts-Offs _____
4. Boiler Gauge Glass/Columns _____
5. Boiler Safety/Relief Valves _____
6. Boiler Barometric Damper _____
7. Boiler Tubes/Flues, Breaching _____
(Initial Visit)
8. Boiler Combustion Chamber _____
(Initial Visit)
9. Boiler Valves _____
10. Chemical Feed System: Pump _____
Feeder _____
11. Boiler Burner Controls and Gauges _____
12. Boiler Conditions _____
13. Boiler Leaks _____
14. Burner Motor, Blower, Air Intake _____
15. Burner Controls _____
16. Burner Scanner, Electrodes, Nozzles _____
17. Burner Gas/Oil Valves, Regulators _____
18. Burner Gas/Oil Pressure Switches _____
19. Burner Oil Pump, Filter, Gauges _____
20. Remote Oil Pump, Filter, Gauges _____
21. Burner Tests-Efficiency % _____
Burner CO₂ _____ Draft _____
Burner Stack F _____ Smoke _____
22. Burner Condition _____
23. Furnace (Dravo, Powermatic) Flues _____
(Initial Visit)
24. Furnace (Dravo, Powermatic, etc) _____
25. Furnace Controls _____
26. Furnace Condition _____
27. Condensate Pumps-Boiler Room _____
Office Basement _____
Garage Area _____
28. Circulating Pumps-HW Heating System _____
29. Sump and/or Sewage Ejector Pumps-Boiler _____

- 30. Water Heater Flue Pipe (Initial Visit)_____
- 31. Water Heater-Boiler Room (Gas)_____
- (Oil)_____
- (Electric)_____
- Garage Area (Gas)_____
- (Oil)_____
- (Electric)_____
- 32. Water Heater Circulating Pump_____
- 33. Water Heater Relief Valve_____
- 34. Outside Air Louver and Screen_____
- 35. Gas Wall Heaters (Initial Visit)_____
- 36. Gas or Oil Ceiling Hung Unit Heaters_____
- (Initial Visit)
- 37. Boiler Room Condition (Clean)_____ (Dirty)_____
- (Trash)_____ (Other)_____

Contractor - Mail copy of "Boiler Room Checklist" to Department of Transportation,
County Equipment Manager, PO Box 1509, Milford, PA 18337.

- 38. Remove plugs or open valves to clean stainers. Check to see if screens are in place
(Initial Visit)_____
- 39. Remove plugs or open valves and flush F and T traps and verify proper operation
(Initial Visit)_____
- 40. Check all radiator valves and other temperature control valves in the heating system
(Initial Visit)_____
- 41. Perform all maintenance services recommended in manufacturer's controls manual and
installation and service manual._____
- 42. Clean coil fin on all unit heaters, fin tubes, and/or cabinet heaters_____
- 43. Lubricate all unit heaters, cabinet heaters and fan motors._____

Note: Refer to additional data sheet for details of work required for each listed item.

CONTRACTOR'S WORK SCHEDULE OF MAINTENANCE

For all Steel and Cast Iron Boilers, Hydrotherm Boilers and Steel Furnaces, Start-up of heating system is required for testing. Contractor shall perform the following operations on heating systems:

1. Blow down each boiler by opening drain valves. Flush until all rust and sediment is out. Close valves. Check water feeder for proper operation. Check for correct boiler water level.

(A) **Initial Visit**- Boilers without drain valves on mud legs must have plugs removed and mud legs thoroughly flushed.
2. Open drain valve on water feeder and flush until water is clean of all sediment. Check out switch for shutting down burner. Clean water feeder strainer. Check water feeder for proper closing.
3. Open drain valve on auxiliary low water cut-off and flush until water is clear. Check cut-off switches for shutting down burner.
4. Open drain valve on water column and flush until water is clear. Clean gauge glass.
5. Open Boiler safety and/or relief valves by lifting handle of valves. Check for proper operation and closing. Check valve weep lines.
6. Clean and adjust barometric damper. Install new weights and chain as required.
7. Initial Visit - Wire brush all boiler tubes and flues and clean smoke hood and breaching from boiler to chimney. Check condition of flue and clean out doors.
8. Initial Visit - Clean and check boiler combustion chamber. Loose bricks, joints, and capping shall be repaired with refractory cement.
9. All boiler gate valves (supply and return) shall be closed and opened. Repack leaking valve stem packing joints with new graphite asbestos packing.
10. Chemical feed pump, timer, valves, tank, tubing, etc, shall be checked for proper operation
11. Boiler burner controls for high limit, operating, modulating, high fire, etc, shall be checked for proper operation of burner on-modulating-high fire-off control, steam pressure control, differential settings, etc.
12. Check Boiler jacket, clean out doors, insulation, observation and puff out doors, boiler base, smoke hood, etc. Report all repairs needed.
13. Boiler leaks-check boiler section, nipples, tubes, mud, legs, piping, etc, for any visible signs of leaks. Report all such leaks.

14. Check burner motor and blower wheel for proper operation. Clean blower wheel, air inlet registers, air louvers, etc. Lubricate all bearings as required.
15. Open and check in burner control cabinet for loose wires on terminal strips, wiring connectors, programmers, amplifiers, overload heaters, clean motor starter contact points. Clean inside of cabinet. Replace burned out lamps. Check on-off switch and fuel transfer switch and fuel transfer switches for proper operation.
16. Clean burner scanner, clean and gap electrodes, install new oil nozzles and screens. Check high-tension wire between transformer and ignition electrodes for deterioration.
17. Check all gas and oil valves, regulators, solenoids, oil cylinders, butterfly gas valve and linkage, oil metering valve and linkage, modulating motors and linkages, gas pilot regulators and valves, etc. for proper operation. Lubricate all linkages.
18. Check low oil pressures switch. Low and high gas pressure switches, airflow switch, etc. for proper operation. Check all gas and oil valves, gas and oil piping, gas vent piping, etc., for leaks.
19. Check burner oil pumps for operation. Check oil filter cartridge. Replace if not cleanable type. Check oil gauges.
20. Check remote oil pump and motor for operation. Lubricate motor as required. Check oil filter cartridge. Replace if not cleanable type. Check oil gauges.
21. Perform burner tests and record efficiency percent, CO₂, Draft, Stack degree F, Smoke and make all necessary air, gas and oil adjustments in order to achieve highest efficiency possible.
22. Check burner housing, cabinet, door hinges, door latch, etc, for damage or for adjustment. Check burner mounting plate and floor stand for tightness. Seal all air leaks.
23. Initial Visit- furnaces- Thoroughly clean all furnace tubes (four gas passages), combustion chamber, flue pipe for indirect draft fan through roof or to outside chimney, blower wheel and scroll. Discharge louvers on top of furnace, blower motor, induced draft fan and motor. Lubricate all bearing.
24. Furnaces- Perform items#19, 21 and 22. Check and clean burner nozzle and screen. Check air damper operator and linkage (lubricate). Check oil piping for leaks. Check all valves, solenoids, gauges for operation. Check blower fan and motor pulley sheaves and belts for wear and tightness. Lubricate shaft bearing. Check all motor mounts. Check induced draft fan, motor, and belt. Check and clean observation port and relief door. Clean and return air grille.
25. Furnace controls-Check for proper operation and clean as required the following: Burner safety relay with main and pilot flame sensing photo cell; prepurge timer with four full internal air changes prior to ignition; fan and limit switch to provide for automatic or continuous fan operation and for burner shutdown; draft switch to ensure operation of exhauster prior to ignition and to provide burner shutdown on loss of draft; combustion air

- switch to prevent burner operation without proper combustion air flow; burner switch to provide manual operation. Check and clean magnetic starter contact points. Check all wiring in cabinet and all external wiring to all controls, switches, motors, etc, for tight connections. Check control cabinet for proper opening and closing-check wall thermostat.
26. Furnace condition- Check casting for tightness and seal all air leaks. Tighten all loose screws, nuts and bolts. Check air discharge nozzles and louvers. Check return air grille.
 27. Check all condensate pumps and boiler feed water pumps (boiler room, office basement, and garage area) for proper operation of motors, pumps, alternators, float switches, etc. Steam coming from the vent pipe shall be reported. Check pump discharge piping for leaks. Check all valves for operation. Check and clean strainer screens, or install screens.
 28. Check all hot water heating system circulating pumps and motors for operation. Lubricate bearings. Clean motors. Check all wiring and controls. Report on any leaks.
 29. Checks sump pump operation by lifting float rod or on submersible by the testing switch. Pumps should turn on and off automatically. Clean strainers. If sumps are dirty, use an auxiliary pump to drain sump and then clean by hand. Check wiring connections. Check discharge piping for leaks. Report all defective pumps on the "Boiler Room Check List."
 30. Initial Visit-take down and clean the water heater flue pipe from the gas or oil heater to the chimney inlet. Clean the water heater internal or external flue passage and oil nozzle. Flush out the tanks by opening the drain valve at bottom of heater. Use hose to floor drain. Repair leaking drain valve.
 31. Check all water heaters (gas, oil, electric) for leaks. Set the thermostatic controls to 120 degrees or less. Check all heaters. On gas heaters, clean the burner and pilot. Check all controls. Check for leaks. For oil heaters, clean nozzle, electrodes, flame detector, burner, motor, etc. Check oil cartridge and replace if dirty. Check all controls, primary relay, temperature control and high limit (if installed). Lubricate burner motor as required.
 32. Check water heater circulating pumps and motors for operation. Clean pump and motor. Check wiring and reverse acting limit control for on-off operation. Check for leaks. Lubricate motor as required.
 33. Check water heater safety relief valves by lifting lever and checking for discharge and shutting off operations.
 34. Check outside air louver and screen for boiler room. Check louver for tightness. Clean screen.
 35. Initial Visit- Check all gas wall heaters for proper operation, vent condition, controls, etc., clean burners, orifices, pilot and heater itself.
 36. Initial Visit-Check all gas or oil ceiling hung unit heaters for proper operation, vent condition, controls, etc., clean burners, orifices, pilot and heater itself. Check thermostats for proper operation.

37. Boiler room should be clean, well lighted, with free passage around the boilers. Trash, boxes or any material not related to the boilers should not be stored in the boiler room. Write your comments on the "Boiler Room Check List."
38. Initial Visit-Remove clean-out plugs and open drain valves on all strainers and flush strainer body. Remove screens, brush clean and reinstall. Verify screens are in place.
39. Initial Visit- Remove clean-out plugs or cover caps of F and T and Radiator traps. Flush trap body and verify operation.
40. Initial Visit-Verify functioning of radiator valves and all other temperature control valves in the heating system.
41. Contractor shall have manufacturer's installation and service manual as well as a controls manual for reference in properly performing maintenance required if available.
42. Initial Visit-Check all unit heaters, cabinet heaters and all fan motors for operation. Lubricate bearings, clean meters, clean fan blades. Check all wiring and controls.
43. Vendor must provide a current Certificate of Liability Insurance in order to perform any services.

END OF SPECIFICATION