

## ATTACHMENT A

### **AMENDMENT NO. THREE TO ON-CALL MAINTENANCE/REPAIR SERVICES AGREEMENT WITH HARBOR POINTE AIR CONDITIONING & CONTROL SYSTEMS, INC. FOR ON-CALL HVAC MAINTENANCE AND REPAIR SERVICES**

THIS AMENDMENT NO. THREE TO ON-CALL MAINTENANCE/REPAIR SERVICES AGREEMENT ("Amendment No. Three") is made and entered into as of this 28th day of October, 2025 ("Effective Date"), by and between the CITY OF NEWPORT BEACH, a California municipal corporation and charter city ("City"), and HARBOR POINTE AIR CONDITIONING & CONTROL SYSTEMS, INC., a California corporation ("Contractor"), whose address is 720 South Richfield Road, Placentia, CA 92870, and is made with reference to the following:

#### **RECITALS**

- A. On July 23, 2024, City and Contractor entered into an On-Call Maintenance/Repair Services Agreement (Contract No. C-C-9669-1) ("Agreement") to perform on-call HVAC maintenance and repair services for City ("Project").
- B. On October 25, 2024, City and Contractor entered into Amendment No. One to the Agreement ("Amendment No. One") to reflect additional services not included in the Agreement, to increase the total compensation, and to update the billing rates.
- C. On May 6, 2025, City and Contractor entered into Amendment No. Two to reflect additional Services not included in the Agreement, as amended, and to update the billing rates.
- D. The parties desire to enter into this Amendment No. Three to reflect additional Services not included in the Agreement, as amended, to increase the total compensation, update the billing rates, and update the insurance requirements.

**NOW, THEREFORE**, it is mutually agreed by and between the undersigned parties as follows:

#### **1. SERVICES TO BE PERFORMED**

Exhibit A to the Agreement shall be supplemented to include the Scope of Services, attached hereto as Exhibit A and incorporated herein by reference ("Services" or "Work"). Exhibit A to Amendment No. One, Exhibit A to Amendment No. Two, and Exhibit A to this Amendment No. Three shall collectively be known as "Exhibit A." The City may elect to delete certain Services within the Scope of Services at its sole discretion.

#### **2. COMPENSATION TO CONTRACTOR**

As of the Effective Date of this Amendment No. Three, Exhibit B to the Agreement shall be deleted in its entirety and replaced with the Schedule of Billing Rates, attached hereto as Exhibit B and incorporated herein by reference.

Section 4.1 of the Agreement is amended in its entirety and replaced with the following: "City shall pay Contractor for the Services on a time and expense not-to-exceed basis in accordance with the provisions of this Section and the Letter Proposal and the Schedule of Billing Rates attached hereto as Exhibit B and incorporated herein by reference. Except as otherwise provided herein, no rate changes shall be made during the term of this Agreement without the prior written approval of City. Contractor's compensation for all Services performed in accordance with this Agreement, including all reimbursable items, shall not exceed **One Million Three Hundred Seventy Five Thousand Dollars and 00/100 (\$1,375,000.00)**, without prior written amendment to the Agreement."

The total amended compensation reflects Contractor's additional compensation for additional Services to be performed in accordance with this Amendment No. Three, including all reimbursable items and subconsultant fees, in an amount not to exceed **Seven Hundred Thousand Dollars and 00/100 (\$700,000.00)**.

### **3. INSURANCE**

As of the Effective Date of this Amendment No. Three, Exhibit C of the Agreement shall be deleted in its entirety and replaced with Exhibit C, attached hereto and incorporated herein by reference. Any reference to Exhibit C in the Agreement shall hereafter refer to Exhibit C attached hereto.

### **4. INTEGRATED CONTRACT**

Except as expressly modified herein, all other provisions, terms, and covenants set forth in the Agreement shall remain unchanged and shall be in full force and effect.

**[SIGNATURES ON NEXT PAGE]**

**IN WITNESS WHEREOF**, the parties have caused this Amendment No. Three to be executed on the dates written below.

**APPROVED AS TO FORM:  
CITY ATTORNEY'S OFFICE**

Date: 10/09/25

By: [Signature]  
Aaron C. Harp  
City Attorney

**ATTEST:**

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

By: \_\_\_\_\_  
Lena Shumway  
City Clerk

**CITY OF NEWPORT BEACH,**  
a California municipal corporation

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

By: \_\_\_\_\_  
Joe Stapleton  
Mayor

**CONTRACTOR:**

HARBOR POINTE AIR CONDITIONING &  
CONTROL SYSTEMS, INC., a California  
corporation

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

By: \_\_\_\_\_  
Gregory Howard Perez  
Chief Executive Officer

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

By: \_\_\_\_\_  
Sammi Dee Perez  
Chief Financial Officer/Secretary

**[END OF SIGNATURES]**

Attachments:      Exhibit A – Scope of Services  
                         Exhibit B – Schedule of Billing Rates  
                         Exhibit C – Insurance Requirements

# **EXHIBIT A**

## **SCOPE OF SERVICES**



CITY OF NEWPORT BEACH

**Site:** POLICE DEPARTMENT  
HEADQUARTERS

**JOB LOCATION:**

CITY OF NEWPORT BEACH - POLICE DEPARTMENT  
870 SANTA BARBARA AVE  
NEWPORT BEACH, CA 92660

**JOB SUBJECT:** PREFORM QUARTERLY MAINTENANCE ON THE REFRIGERATION  
EQUIPMENT SERVING THE POLICE STATION.

**EQUIPMENT COVERED:**

| UNIT                    | MANUFACTURER         | MODEL #      | SERIAL        | VOLTAGE     |
|-------------------------|----------------------|--------------|---------------|-------------|
| REACH IN                | TRAULSEN             | G22010       | T51030F16     | 115         |
| REACH IN                | TRAULSEN             | G22010       | T53321L13     | 115         |
| REACH IN                | TRAULSEN             | DHT 232 NUT  | T449460 5M    | 115         |
| REACH IN                | TRAULSEN             | G20010       | T16455B06     | 115         |
| REACH IN                | TRUE MANUFACTURERING | STG2DT-2S    | 9779944       | 115         |
| WALK IN UNIT EVAPORATOR | LRC                  | SLE-1065     | 143400-901    | 208/230 1PH |
| WALK IN UNIT EVAPORATOR | HEATCRAFT            | LCE6120BMC6B | D04G02139     | 208/230 1PH |
| WALK IN UNIT CONDENSER  | TECUMSEH             | AVA2512ZXTHN | 16K2913913099 | 208/230 3PH |
| WALK IN UNIT CONDENSER  | HEATCRAFT            | MOH026L63    | T04F 06492    | 208/230 3PH |

**SCOPE OF WORK:**



#### **REACH IN UNITS:**

VISUALLY INSPECT OVERALL UNIT CONDITION.  
INSPECT DOOR GASKETS, HINGES FOR WEAR AND PROPER SEAL.  
INSPECT THE COMPRESSOR FOR INCONSISTANT NOISE OR VIBRATION.  
CHECK ELECTRICAL CONNECTIONS FOR SIGNS OF CORROSION, DAMAGE, OR LOOSE WIRES.  
INSPECT FAN MOTOR AND BLADE FOR PROPER OPERATIONS.  
TEST THERMOSTAT CALIBRATION TO ENSURE ACCURATE TEMPERATURE CONTROL.  
INSPECT THE EVAPORATOR AND CONDENSER COIL FOR SIGNS OF OIL.  
USE NITROGEN TO BLOW OUT COILS AND VACUUM THE REMAINING DIRT AND DEBRIS.  
VERIFY PROPER DEFROST CYCLE OPERATIONS.  
INSPECT TXV AND CAPILLARY TUBE FOR FOR RESTRICTIONS OR ICING.  
WIPE DOWN EXTERIOR AND INTERIOR SURFACES.  
CLEAN DOOR GASKET TO ENSURE PROPER SEAL.  
POWER UNIT ON AND ALLOW UNIT TO CYCLE.  
CONFIRM UNIT SATISFIES AND MAINTAINS PROPER TEMPERATURE.  
CHECK DEFROST OPERATION AND TIMING FOR ABNORMAL CYCLING.  
LOG TEMPERATURES OF BEFORE AND AFTER MAINTENANCE.

#### **WALK IN UNIT:**

INSPECT FOR SIGNS OF CORROSION ON EVAPORATOR COIL, COPPER PIPING, AND SOLDER JOINTS.  
CONFIRM EVAPORATOR FAN MOTORS AND BLADES ARE OPERATING CORRECTLY.  
LUBRICATE MOTORS IF APPLICABLE.  
VISUALLY INSPECT WIRING FOR SIGNS OF AN ELECTRICAL SHORT.  
INSPECT DRAIN PAN TO CONFIRM THERE ARE NO OBSTRUCTIONS OR ICE BUILD UP AND THAT WATER IS FLOWING PROPERLY.  
CHECK OPERATION / CALIBRATION OF ALL FAN CYCLE AND DEFROST CONTROLS.  
LOOK FOR ABNORMAL ACCUMULATUTION OF ICE PATTERNS AND ADJUST DEFROST CYCLES ACCORDINGLY.  
INSPECT LINESET FROM THE EVAPORATOR COIL TO ROOF TOP CONDENSER FOR SIGNS OF DETERIORATION OR ICE BUILD UP.  
INSPECT CONDENSER FOR SIGNS OF OIL OR A REFRIGERANT LEAK WITHIN THE COIL.  
VERIFY ALL ELECTRICAL COMPONENTS ARE OPERATING PROPERLY.  
WASH CONDENSER COIL.



CHECK UNIT SUPERHEAT AND COMPARE READING AGAINST MANUFACTURER CALL OUT.

LOG TEMPERATURES OF THE WALK IN BOX BEFORE AND AFTER MAINTENANCE.



CITY OF NEWPORT BEACH

Site: MARINA PARK

**JOB LOCATION:**

CITY OF NEWPORT BEACH - MARINA PARK  
1600 WEST BALBOA BLVD  
NEWPORT BEACH, CA 92663

**JOB SUBJECT:** PERFORM QUARTERLY HVAC MAINTENANCE

**EQUIPMENT LISTED:**

| BUILDING # | FLOOR | LOCATION          | UNIT ID | MANUFACTURER | MODEL #    | OUTDOOR CONDENSER |
|------------|-------|-------------------|---------|--------------|------------|-------------------|
| 1          | 1ST   | BALBOA ROOM       | SFC 1-3 | DAIKIN       | FXMQ36PVJU | HRU-1             |
| 1          | 1ST   | BALBOA ROOM       | SFC 1-4 | DAIKIN       | FXMQ48MVJU | HRU-1             |
| 1          | 1ST   | BOAT BAY OFFICE 1 | SFC 1-5 | DAIKIN       | FXAQ07MVJU | HRU-1             |
| 1          | 2ND   | LINDA ISLE        | SFC 1-6 | DAIKIN       | FXMQ36PVJU | HRU-1             |
| 1          | 2ND   | LINDA ISLE        | SFC 1-7 | DAIKIN       | FXMQ30PVJU | HRU-1             |
| 1          | 2ND   | UPPER MEZZANINE   | SFC 1-8 | DAIKIN       | FXMQ48MVJU | HRU-1             |





|   |     |                                                          |                  |        |            |       |
|---|-----|----------------------------------------------------------|------------------|--------|------------|-------|
| 1 | 2ND | CONFERENCE                                               | SFC<br>1-9       | DAIKIN | FXZQ18PVJU | HRU-1 |
| 1 | 2ND | HALLWAY TO<br>OFFICES                                    | SFC<br>1-10      | DAIKIN | FXAQ24PVJU | HRU-1 |
| 1 | 2ND | 2ND FLOOR<br>OFFICES                                     | SFC<br>1-<br>11A | DAIKIN | FXAQ07PVJU | HRU-1 |
| 1 | 2ND | 2ND FLOOR<br>OFFICES                                     | SFC<br>1-<br>11B | DAIKIN | FXAQ07MVJU | HRU-1 |
| 1 | 2ND | 2ND FLOOR<br>OFFICES                                     | SFC<br>1-<br>11C | DAIKIN | FXAQ07MVJU | HRU-1 |
| 1 | 2ND | 2ND FLOOR<br>CORNER<br>OFFICE                            | SFC<br>1-12      | DAIKIN | FXAQ18MVJU | HRU-1 |
| 1 | 2ND | MFD ROOM                                                 | SFC<br>1-13      | DAIKIN | FXAQ24MVJU | HRU-1 |
| 1 | 1   | BOAT BAY<br>OFFICE 2                                     |                  | DAIKIN | UNKNOWN    |       |
| 2 | 1ST | NEWPORT<br>ISLAND<br>ROOM                                | SFC<br>2-1       | DAIKIN | FXMQ48PVJU | HRU-2 |
| 2 | 1ST | NEWPORT<br>ISLAND<br>ROOM                                | SFC<br>2-2       | DAIKIN | FXMQ48PVJU | HRU-2 |
| 2 | 1ST | ADMIN<br>OFFICE<br>ACROSS<br>FROM LIDO<br>ISLAND<br>ROOM | SFC<br>2-3       | DAIKIN | FXMQ30PVJU | HRU-2 |
| 2 | 1ST | ADMIN<br>OFFICE<br>ACROSS<br>FROM LIDO<br>ISLAND<br>ROOM | SFC<br>2-4       | DAIKIN | FXMQ30PVJU | HRU-2 |
| 2 | 1ST | NEWPORT<br>ISLAND<br>ROOM                                | SFC<br>2-5       | DAIKIN | FXMQ18PVJU | HRU-2 |



|   |     |                 |          |        |            |       |
|---|-----|-----------------|----------|--------|------------|-------|
| 2 | 2ND | BAY ISLAND ROOM | SFC 2-6  | DAIKIN | FXMQ72MVJU | HRU-2 |
| 2 | 2ND | BAY ISLAND ROOM | SFC 2-7  | DAIKIN | FXMQ48MVJU | HRU-2 |
| 2 | 2ND | WARMING KITCHEN | SFC 2-8  | DAIKIN | FXMQ48MVJU | HRU-2 |
| 2 | 2ND | WARMING KITCHEN | SFC 2-9  | DAIKIN | FXMQ36PVJU | HRU-2 |
| 2 | 2ND | WARMING KITCHEN | SFC 2-10 | DAIKIN | FXMQ36PVJU | HRU-2 |
| 2 | 2ND | BAY ISLAND ROOM | SFC 2-11 | DAIKIN | FXMQ18PVJU | HRU-2 |

#### CONDENSER INFORMATION

| BUILDING # | FLOOR | LOCATION        | UNIT ID | MANUFACTURER | MODEL #     |
|------------|-------|-----------------|---------|--------------|-------------|
| 1          | 2ND   | MEZZANINE       | HRU1    | DAIKIN       | REYQ336PYDN |
| 2          | 1ST   | MECHANICAL YARD | HRU2    | DAIKIN       | REYQ336PYDN |

#### BRANCH SELECTOR BOXES

| QTY | UNIT ID      | MANUFACTURER | MODEL # |
|-----|--------------|--------------|---------|
| 12  | BS 3 TON X-Y | DAIKIN       | BSVQ36  |
| 6   | BS 5 TON X-Y | DAIKIN       | BSVQ60  |
| 3   | BS 8 TON X-Y | DAIKIN       | BSVQ96  |

#### EXHAUST FANS

| BUILDING # | FLOOR | LOCATION | UNIT ID | MANUFACTURER | MODEL # | CFM | TYPE |
|------------|-------|----------|---------|--------------|---------|-----|------|
|------------|-------|----------|---------|--------------|---------|-----|------|



|   |     |                    |     |           |               |      |                |
|---|-----|--------------------|-----|-----------|---------------|------|----------------|
| 2 | 1ST | MECHANICAL<br>YARD | EF2 | GREENHECK | CWB-<br>141HP | 1300 | BELT<br>DRIVEN |
| 1 |     | ROOF TOP           | EF3 | GREENHECK | CUBE-141      | 1600 | BELT<br>DRIVEN |

NOTE: THE EQUIPMENT BELOW WILL NOT BE SERVICED DURING THE MAINTENANCE PER LUKE MASON

| BUILDING # | FLOOR | LOCATION         | UNIT ID | MANUFACTURER | MODEL #     | TYPE                 | BTU   | VOLTAGE        | OUTDOOR CONDENSER | BRANCH SELECTOR |
|------------|-------|------------------|---------|--------------|-------------|----------------------|-------|----------------|-------------------|-----------------|
| 1          | 2ND   | BOAT BAY STORAGE | SFC 1-1 | DAIKIN       | FXMQ72 MVJU | HORIZONTAL DISCHARGE | 81000 | 208V/1P H/60HZ | HRU-1             | BS 1-1 (8 TON)  |
| 1          | 1ST   | RESTAURANT       | SFC 1-2 | DAIKIN       | FXMQ24 PVJU | HORIZONTAL DISCHARGE | 27000 | 208V/1P H/60HZ | HRU-1             | BS 1-2 (3TON)   |

| BUILDING # | FLOOR    | LOCATION   | UNIT ID | MANUFACTURER | MODEL #  | CFM | TYPE         |
|------------|----------|------------|---------|--------------|----------|-----|--------------|
| 1          | ROOF TOP | RESTAURANT | EF1     | PANASONIC    | FV-08VK1 | 80  | DIRECT DRIVE |

| BUILDING # | FLOOR | LOCATION        | UNIT ID | MANUFACTURER | MODEL # | HEATING BTU | VOLTAGE        |
|------------|-------|-----------------|---------|--------------|---------|-------------|----------------|
| 1          | 1ST   | BOAT BAY GARAGE | RH1     | SPACE RAY    | CB 50   | 50000       | 120V/1P H/60HZ |



|   |     |       |    |       |       |       |         |
|---|-----|-------|----|-------|-------|-------|---------|
|   |     | E     |    |       |       |       |         |
|   |     | BOAT  |    |       |       |       |         |
| 1 | 1ST | BAY   | R  | SPACE |       |       | 120V/1P |
|   |     | GARAG | H2 | RAY   | CB 50 | 50000 | H/60HZ  |
|   |     | E     |    |       |       |       |         |

## SCOPE OF WORK:

### CONDENSERS

INSPECT PHYSICAL CONDITION OF THE CONDENSER FOR SIGNS OF OIL AROUND THE CONDENSER COILS OR COMPRESSORS.

INSPECT REFRIGERANT LINE SET FOR PROPER INSULATION.

WASH THE CONDENSER COILS WITH WATER EACH TIME ONSITE.

INSPECT AND CLEAN THE FAN BLADES AND HOUSING.

CHECK REFRIGERANT PRESSURES AND OPERATING PARAMETERS.

INSPECT ALL ELECTRICAL CONNECTIONS, CONTACTORS AND RELAYS.

VERIFY PROPER OPERATION OF THE COMPRESSORS.

RECORD RUNNING AMPS, VOLTAGE, AND PRESSURES.

### AIR HANDLERS

REMOVE AND REPLACE AIR FILTERS.

REMOVE AND WASH FILTERS WHEN APPLICABLE.

VERIFY PROPER OPERATION OF CONDENSATE PUMPS.

CLEAN EVAPORATOR COIL SURFACE WITH A BRUSH.

CONFIRM PROPER OPERATION OF THE INDOOR FAN MOTOR AND WHEEL.

INSPECT AND CLEAN DRAIN PANS, FLUSH DRAIN LINES WITH CO2 WHEN NECESSARY.

CONFIRM PROPER OPERATION OF ELECTRONIC EXPANSION VALVES.

### BRANCH SELECTOR

INSPECT REFRIGERANT PIPING FOR SIGNS OF LEAKS

VERIFY SOLENOID OPERATION THROUGH SWITCHING FUNCTION AT THE CONTROLLER.

### CONTROLLER

CONFIRM PROPER OPERATION OF SYSTEM CONTROLLERS.



NOTATE ANY ALARMS OR FAULT CODES.

CONFIRM PROPER OPERATION FROM CONTROLLER TO AIR HANDLER.

#### EXHAUST FANS

CONFIRM PROPER OPERATION OF BELT DRIVEN EXHAUST FANS.

CHANGE BELT ANNUALLY.

INSPECT PULLIES AND BEARINGS FOR SIGNS OF WEAR.

GREASE BEARINGS EACH VISIT.

CONFIRM PROPER OPERATION OF ELECTRICAL SWITCHES.

WIPE OUT INTERIOR OF THE MOTOR COMPARTMENT.



CITY OF NEWPORT BEACH

OASIS SENIOR  
CENTER

**JOB LOCATION:**

CITY OF NEWPORT BEACH - OASIS SENIOR CENTER  
801 NARCISSUS AVE  
CORNA DEL MAR, CA 92625

**JOB SUBJECT:** PREFROM QUARTERLY HVAC MAINTENANCE

**EQUIPMENT LISTED:**

ROOF TOP HVAC  
PACKAGE UNITS

| UNIT ID | MANUFACTURER | MODEL # | BUILDING       | SERVICE LOCATION              | VOLTAGE               |
|---------|--------------|---------|----------------|-------------------------------|-----------------------|
| AC1     | CARRIER      | 48PG14  | FITNESS CENTER | DANCE / EXERCISE ROOM         | 208 VOLTAGE / 3 PHASE |
| AC2     | CARRIER      | 48PG08  | FITNESS CENTER | WELLNESS FITNESS CENTER SOUTH | 208 VOLTAGE / 3 PHASE |
| AC3     | CARRIER      | 48PG08  | FITNESS CENTER | WELLNESS FITNESS CENTER NORTH | 208 VOLTAGE / 3 PHASE |
| AC4     | CARRIER      | 48PG08  | EVENT CENTER   | KITCHEN AND RESTROOMS         | 208 VOLTAGE / 3 PHASE |
| AC5     | CARRIER      | 48PG03  | EVENT CENTER   | FACILITIES RR'S AND STORAGE   | 208 VOLTAGE / 1 PHASE |
| AC6     | CARRIER      | 48PG05  | EVENT CENTER   | PLATFORM AND STORAGE          | 208 VOLTAGE / 1 PHASE |



|     |         |        |                 |                               |                          |
|-----|---------|--------|-----------------|-------------------------------|--------------------------|
| AC7 | CARRIER | 48PG14 | EVENT<br>CENTER | MAIN EVENT ROOM<br>NORTH      | 208 VOLTAGE /<br>3 PHASE |
| AC8 | CARRIER | 48PG06 | EVENT<br>CENTER | MAIN EVENT ROOM<br>SOUTH EAST | 208 VOLTAGE /<br>1 PHASE |
| AC9 | CARRIER | 48PG06 | EVENT<br>CENTER | MAIN EVENT ROOM<br>SOUTH WEST | 208 VOLTAGE /<br>1 PHASE |

INDOOR SPLIT  
SYSTEM FAN COIL  
UNIT

| UNIT ID | MANUFACTURER | MODEL<br>#  | BUILDING                       | AREA SERVED          | VOLTAGE                  |
|---------|--------------|-------------|--------------------------------|----------------------|--------------------------|
| SFC-1   | CARRIER      | FX4C<br>060 | OASIS SENIOR<br>CENTER / ADMIN | MEETING<br>ROOM A    | 208 VOLTAGE /<br>1 PHASE |
| SFC-2   | CARRIER      | FX4C<br>030 | OASIS SENIOR<br>CENTER / ADMIN | FAMILY ROOM<br>LOBBY | 208 VOLTAGE /<br>1 PHASE |
| SFC-3   | CARRIER      | FX4C<br>036 | OASIS SENIOR<br>CENTER / ADMIN | COMPUTER<br>ROOM     | 208 VOLTAGE /<br>1 PHASE |
| SFC-4   | CARRIER      | FX4C<br>030 | OASIS SENIOR<br>CENTER / ADMIN | FAMILY ROOM<br>LOBBY | 208 VOLTAGE /<br>1 PHASE |
| SFC-5   | CARRIER      | FX4C<br>024 | OASIS SENIOR<br>CENTER / ADMIN | OFFICES /<br>LOBBY   | 208 VOLTAGE /<br>1 PHASE |
| SFC-6   | CARRIER      | FX4C<br>018 | OASIS SENIOR<br>CENTER / ADMIN | OFFICES              | 208 VOLTAGE /<br>1 PHASE |
| SFC-7   | CARRIER      | FX4C<br>018 | OASIS SENIOR<br>CENTER / ADMIN | OFFICES              | 208 VOLTAGE /<br>1 PHASE |
| SFC-8   | CARRIER      | FX4C<br>018 | OASIS SENIOR<br>CENTER / ADMIN | OFFICES              | 208 VOLTAGE /<br>1 PHASE |
| SFC-9   | CARRIER      | FX4C<br>024 | OASIS SENIOR<br>CENTER / ADMIN | OFFICES /<br>LOBBY   | 208 VOLTAGE /<br>1 PHASE |
| SFC-10  | CARRIER      | FX4C<br>024 | OASIS SENIOR<br>CENTER / ADMIN | OFFICES /<br>LOBBY   | 208 VOLTAGE /<br>1 PHASE |
| SFC-11  | CARRIER      | FX4C<br>024 | OASIS SENIOR<br>CENTER / ADMIN | OFFICES /<br>LOBBY   | 208 VOLTAGE /<br>1 PHASE |
| SFC-12  | CARRIER      | FX4C<br>030 | OASIS SENIOR<br>CENTER / ADMIN | FAMILY ROOM<br>LOBBY | 208 VOLTAGE /<br>1 PHASE |
| SFC-13  | CARRIER      | FX4C<br>024 | OASIS SENIOR<br>CENTER / ADMIN | OFFICES /<br>LOBBY   | 208 VOLTAGE /<br>1 PHASE |



|        |         |             |                                |         |                          |
|--------|---------|-------------|--------------------------------|---------|--------------------------|
| SFC-14 | CARRIER | FX4C<br>018 | OASIS SENIOR<br>CENTER / ADMIN | OFFICES | 208 VOLTAGE /<br>1 PHASE |
| SFC-15 | CARRIER | FX4C<br>018 | OASIS SENIOR<br>CENTER / ADMIN | OFFICES | 208 VOLTAGE /<br>1 PHASE |

OUTDOOR SPLIT  
SYSTEM  
CONDENSER UNIT

| UNIT ID | MANUFACTURER | MODEL<br>#   | BUILDING                       | AREA SERVED          | VOLTAGE                  |
|---------|--------------|--------------|--------------------------------|----------------------|--------------------------|
| SHP-1   | CARRIER      | 38QRR<br>060 | OASIS SENIOR<br>CENTER / ADMIN | MEETING<br>ROOM A    | 208 VOLTAGE<br>/ 1 PHASE |
| SHP-2   | CARRIER      | 38QRR<br>030 | OASIS SENIOR<br>CENTER / ADMIN | FAMILY ROOM<br>LOBBY | 208 VOLTAGE<br>/ 1 PHASE |
| SHP-3   | CARRIER      | 38QRR<br>060 | OASIS SENIOR<br>CENTER / ADMIN | COMPUTER<br>ROOM     | 208 VOLTAGE<br>/ 1 PHASE |
| SHP-4   | CARRIER      | 38QRR<br>030 | OASIS SENIOR<br>CENTER / ADMIN | FAMILY ROOM<br>LOBBY | 208 VOLTAGE<br>/ 1 PHASE |
| SHP-5   | CARRIER      | 38QRR<br>024 | OASIS SENIOR<br>CENTER / ADMIN | OFFICES /<br>LOBBY   | 208 VOLTAGE<br>/ 1 PHASE |
| SHP-6   | CARRIER      | 38QRR<br>018 | OASIS SENIOR<br>CENTER / ADMIN | OFFICES              | 208 VOLTAGE<br>/ 1 PHASE |
| SHP-7   | CARRIER      | 38QRR<br>018 | OASIS SENIOR<br>CENTER / ADMIN | OFFICES              | 208 VOLTAGE<br>/ 1 PHASE |
| SHP-8   | CARRIER      | 38QRR<br>018 | OASIS SENIOR<br>CENTER / ADMIN | OFFICES              | 208 VOLTAGE<br>/ 1 PHASE |
| SHP-9   | CARRIER      | 38QRR<br>024 | OASIS SENIOR<br>CENTER / ADMIN | OFFICES /<br>LOBBY   | 208 VOLTAGE<br>/ 1 PHASE |
| SHP-10  | CARRIER      | 38QRR<br>024 | OASIS SENIOR<br>CENTER / ADMIN | OFFICES /<br>LOBBY   | 208 VOLTAGE<br>/ 1 PHASE |
| SHP-11  | CARRIER      | 38QRR<br>024 | OASIS SENIOR<br>CENTER / ADMIN | OFFICES /<br>LOBBY   | 208 VOLTAGE<br>/ 1 PHASE |
| SHP-12  | CARRIER      | 38QRR<br>030 | OASIS SENIOR<br>CENTER / ADMIN | FAMILY ROOM<br>LOBBY | 208 VOLTAGE<br>/ 1 PHASE |
| SHP-13  | CARRIER      | 38QRR<br>024 | OASIS SENIOR<br>CENTER / ADMIN | OFFICES /<br>LOBBY   | 208 VOLTAGE<br>/ 1 PHASE |





|        |         |              |                                |         |                          |
|--------|---------|--------------|--------------------------------|---------|--------------------------|
| SHP-14 | CARRIER | 38QRR<br>018 | OASIS SENIOR<br>CENTER / ADMIN | OFFICES | 208 VOLTAGE<br>/ 1 PHASE |
| SHP-15 | CARRIER | 38QRR<br>018 | OASIS SENIOR<br>CENTER / ADMIN | OFFICES | 208 VOLTAGE<br>/ 1 PHASE |

INDOO  
R HEAT  
PUMP  
FAN  
COIL  
UNITS  
(VRFZ)

| UNIT ID       | MANUFACTURE<br>R | MODEL #                | BUILDIN<br>G                                 | AREA<br>SERVED        | MANUFACTURE<br>R | MODEL #        | VOLTAG<br>E                     |
|---------------|------------------|------------------------|----------------------------------------------|-----------------------|------------------|----------------|---------------------------------|
| SFC 16-<br>1  | DAIKIN           | PDFY-<br>P18NMHU<br>-E | OASIS<br>SENIOR<br>CENTER<br>/ CLASS<br>ROOM | STAFF<br>LOUNGE       | DAIKIN           | FSXQ18MVJ<br>U | 208<br>VOLTAG<br>E / 1<br>PHASE |
| SFC 16-<br>2A | DAIKIN           | PDFY-<br>P24NMHU<br>-E | OASIS<br>SENIOR<br>CENTER<br>/ CLASS<br>ROOM | MEETIN<br>G ROOM<br>B | DAIKIN           | FXSQ24MVJ<br>U | 208<br>VOLTAG<br>E / 1<br>PHASE |
| SFC 16-<br>2B | DAIKIN           | PDFY-<br>P24NMHU<br>-E | OASIS<br>SENIOR<br>CENTER<br>/ CLASS<br>ROOM | MEETIN<br>G ROOM<br>B | DAIKIN           | FXSQ24MVJ<br>U | 208<br>VOLTAG<br>E / 1<br>PHASE |
| SFC 16-<br>3A | DAIKIN           | PDFY-<br>P24NMHU<br>-E | OASIS<br>SENIOR<br>CENTER<br>/ CLASS<br>ROOM | MEETIN<br>G ROOM<br>C | DAIKIN           | FXSQ24MVJ<br>U | 208<br>VOLTAG<br>E / 1<br>PHASE |
| SFC 16-<br>3B | DAIKIN           | PDFY-<br>P24NMHU<br>-E | OASIS<br>SENIOR<br>CENTER<br>/ CLASS<br>ROOM | MEETIN<br>G ROOM<br>C | DAIKIN           | FXSQ24MVJ<br>U | 208<br>VOLTAG<br>E / 1<br>PHASE |
| SFC 16-<br>4A | DAIKIN           | PDFY-<br>P24NMHU       | OASIS<br>SENIOR                              | MEETIN<br>G ROOM      | DAIKIN           | FXSQ24MVJ<br>U | 208<br>VOLTAG                   |



|               |        |                        |                                              |                       |        |                |                                 |
|---------------|--------|------------------------|----------------------------------------------|-----------------------|--------|----------------|---------------------------------|
|               |        | -E                     | CENTER<br>/ CLASS<br>ROOM                    | D                     |        |                | E / 1<br>PHASE                  |
| SFC 16-<br>4B | DAIKIN | PDFY-<br>P24NMHU<br>-E | OASIS<br>SENIOR<br>CENTER<br>/ CLASS<br>ROOM | MEETIN<br>G ROOM<br>D | DAIKIN | FXSQ24MVJ<br>U | 208<br>VOLTAG<br>E / 1<br>PHASE |
| SFC 16-<br>5A | DAIKIN | PDFY-<br>P24NMHU<br>-E | OASIS<br>SENIOR<br>CENTER<br>/ CLASS<br>ROOM | MEETIN<br>G ROOM<br>E | DAIKIN | FXSQ24MVJ<br>U | 208<br>VOLTAG<br>E / 1<br>PHASE |
| SFC 16-<br>5B | DAIKIN | PDFY-<br>P24NMHU<br>-E | OASIS<br>SENIOR<br>CENTER<br>/ CLASS<br>ROOM | MEETIN<br>G ROOM<br>E | DAIKIN | FXSQ24MVJ<br>U | 208<br>VOLTAG<br>E / 1<br>PHASE |
| SFC 16-<br>6A | DAIKIN | PDFY-<br>P24NMHU<br>-E | OASIS<br>SENIOR<br>CENTER<br>/ CLASS<br>ROOM | MEETIN<br>G ROOM<br>F | DAIKIN | FXSQ24MVJ<br>U | 208<br>VOLTAG<br>E / 1<br>PHASE |
| SFC 16-<br>6B | DAIKIN | PDFY-<br>P24NMHU<br>-E | OASIS<br>SENIOR<br>CENTER<br>/ CLASS<br>ROOM | MEETIN<br>G ROOM<br>F | DAIKIN | FXSQ24MVJ<br>U | 208<br>VOLTAG<br>E / 1<br>PHASE |
| SFC 17-<br>1A | DAIKIN | PDFY-<br>P36NMHU<br>-E | FITNESS<br>CENTER<br>/ CLASS<br>ROOM         | ART<br>CENTER         | DAIKIN | FXSQ36MVJ<br>U | 208<br>VOLTAG<br>E / 1<br>PHASE |
| SFC 17-<br>1B | DAIKIN | PDFY-<br>P36NMHU<br>-E | FITNESS<br>CENTER<br>/ CLASS<br>ROOM         | ART<br>CENTER         | DAIKIN | FXSQ36MVJ<br>U | 208<br>VOLTAG<br>E / 1<br>PHASE |
| SFC 17-<br>2A | DAIKIN | PDFY-<br>P24NMHU<br>-E | FITNESS<br>CENTER<br>/ CLASS<br>ROOM         | MEETIN<br>G ROOM<br>G | DAIKIN | FXSQ24MVJ<br>U | 208<br>VOLTAG<br>E / 1<br>PHASE |
| SFC 17-<br>2B | DAIKIN | PDFY-<br>P24NMHU<br>-E | FITNESS<br>CENTER<br>/ CLASS                 | MEETIN<br>G ROOM<br>G | DAIKIN | FXSQ24MVJ<br>U | 208<br>VOLTAG<br>E / 1          |



|           |        |                | ROOM                        |              |        |            | PHASE                 |
|-----------|--------|----------------|-----------------------------|--------------|--------|------------|-----------------------|
| SFC 17-3A | DAIKIN | PDFY-P24NMHU-E | FITNESS CENTER / CLASS ROOM | MEETING ROOM | DAIKIN | FXSQ24MVJU | 208 VOLTAGE / 1 PHASE |
| SFC 17-3B | DAIKIN | PDFY-P24NMHU-E | FITNESS CENTER / CLASS ROOM | MEETING ROOM | DAIKIN | FXSQ24MVJU | 208 VOLTAGE / 1 PHASE |

SPLIT SYSTEM  
OUTDOOR HEAT  
PUMP  
CONDENSER (V  
RFZ)

| UNIT ID | MANUFACTURER | MODEL #   | BUILDING       | MANUFACTURER | MODEL #     | VOLTAGE               |
|---------|--------------|-----------|----------------|--------------|-------------|-----------------------|
| SHP 16  | DAIKIN       | PUHY-P204 | FITNESS CENTER | DAIKIN       | RXYQ216PTJU | 208 VOLTAGE / 3 PHASE |
| SHP17   | DAIKIN       | PUHY-P144 | FITNESS CENTER | DAIKIN       | RXYQ144PTJU | 208 VOLTAGE / 3 PHASE |

SUPPLY AND  
EXHAUST  
FANS

| UNIT ID | MANUFACTURER | MODEL #   | AREA SERVED                | TYPE                  | HP MOTOR | VOLTAGE               |
|---------|--------------|-----------|----------------------------|-----------------------|----------|-----------------------|
| EF-1    | COOK         | 120 ACRUB | ROOM 128, 130, JANITOR 129 | UPBLAST CENTRIFIGAL   | 1/6      | 120 VOLTAGE / 1 PHASE |
| EF-2    | COOK         | 70ACEB    | ROOM 137 & 138             | DOWNBLAST CENTRIFIGAL | 1/6      | 120 VOLTAGE / 1 PHASE |
| EF-3    | COOK         | 60 ACEB   | JANITOR 150                | DOWNBLAST CENTRIFIGAL | 1/6      | 120 VOLTAGE / 1       |



|       |           |               |                             |                          |     | PHASE                       |
|-------|-----------|---------------|-----------------------------|--------------------------|-----|-----------------------------|
| EF-4  | COOK      | 135<br>ACRUB  | WELLNESS<br>CENTER RR'S     | UPBLAST<br>CENTRIFIGAL   | 1/6 | 120<br>VOLTAGE / 1<br>PHASE |
| EF-5  | COOK      | 80<br>ACRUB   | ELECTRICAL 156              | DOWNBLAST<br>CENTRIFIGAL | 1/6 | 120<br>VOLTAGE / 1<br>PHASE |
| EF-6  | COOK      | 120<br>ACRUB  | RR'S 165 & 166              | UPBLAST<br>CENTRIFIGAL   | 1/6 | 120<br>VOLTAGE / 1<br>PHASE |
| EF-7  | COOK      | 80<br>ACRUB   | ELECTRICAL 173              | DOWNBLAST<br>CENTRIFIGAL | 1/6 | 120<br>VOLTAGE / 1<br>PHASE |
| EF-8  | COOK      | 80<br>ACRUB   | JANITOR 170, RR<br>176, 177 | DOWNBLAST<br>CENTRIFIGAL | 1/6 | 120<br>VOLTAGE / 1<br>PHASE |
| EF-9  | COOK      | 80<br>ACRUB   | DISHWASHER                  | UPBLAST<br>CENTRIFIGAL   | 1/6 | 120<br>VOLTAGE / 1<br>PHASE |
| KEF-1 | GREENHECK | 240XP<br>CUBE | KITCHEN                     | UPBLAST<br>CENTRIFIGAL   | 2   | 230<br>VOLTAGE / 3<br>PHASE |
| SF-1  | COOK      | 90 ASP-<br>T  | ADMIN EAST<br>OUTDOOR AIR   | TIERED<br>ROOFTOP        | 1/3 | 120<br>VOLTAGE / 1<br>PHASE |
| SF-2  | COOK      | 90 ASP-<br>T  | ADMIN WEST<br>OUTDOOR AIR   | TIERED<br>ROOFTOP        | 1/6 | 120<br>VOLTAGE / 1<br>PHASE |

**NOTE:** HARBOR POINTE WILL SCHEDULE TO BE ONSITE AND ACCESS THE CLASSROOM AIR HANDLERS DURING TIMES OF NON OCCUPANCY TO AVOID DISRUPTIONS WITH PLANNED ACTIVITIES.

#### **SCOPE OF WORK:**

CONDENSERS



INSPECT PHYSICAL CONDITION OF THE CONDENSER FOR SIGNS OF OIL AROUND THE CONDENSER COILS OR COMPRESSORS.

INSPECT REFRIGERANT LINE SET FOR PROPER INSULATION.

WASH THE CONDENSER COILS WITH WATER EACH TIME ONSITE.

INSPECT AND CLEAN THE FAN BLADES AND HOUSING.

CHECK REFRIGERANT PRESSURES AND OPERATING PARAMETERS.

INSPECT ALL ELECTRICAL CONNECTIONS, CONTACTORS AND RELAYS.

VERIFY PROPER OPERATION OF THE COMPRESSORS.

RECORD RUNNING AMPS, VOLTAGE, AND PRESSURES.

#### AIR HANDLERS

REMOVE AND REPLACE AIR FILTERS.

REMOVE AND WASH FILTERS WHEN APPLICABLE.

VERIFY PROPER OPERATION OF CONDENSATE PUMPS.

CLEAN EVAPORATOR COIL SURFACE WITH A BRUSH.

CONFIRM PROPER OPERATION OF THE INDOOR FAN MOTOR AND WHEEL.

INSPECT AND CLEAN DRAIN PANS, FLUSH DRAIN LINES WITH CO<sub>2</sub> WHEN NECESSARY.

CONFIRM PROPER OPERATION OF ELECTRONIC EXPANSION VALVES.

#### BRANCH SELECTOR

INSPECT REFRIGERANT PIPING FOR SIGNS OF LEAKS

VERIFY SOLENOID OPERATION THROUGH SWITCHING FUNCTION AT THE CONTROLLER.

#### CONTROLLER

CONFIRM PROPER OPERATION OF SYSTEM CONTROLLERS.

NOTATE ANY ALARMS OR FAULT CODES.

CONFIRM PROPER OPERATION FROM CONTROLLER TO AIR HANDLER.

#### PACKAGE UNITS

REPLACE FILTERS EACH QUARTER.

INSPECT INDOOR BLOWER MOTOR, BEARINGS, BELT, AND PULLEY.

LUBRICATE BEARINGS WITH GREASE AS NECESSARY.

CHANGE BELT ANNUALLY.

INSPECT EVAPORATOR COIL, CONDENSER COILS, AND COMPRESSOR FOR SIGNS OF OIL.



CONFIRM COMPRESSOR OPERATION AND AMERAGE DRAW.  
CONFIRM PROPER OPERATION OF THE CONDENSER FAN MOTOR AND FAN BLADES.  
INSPECT ELECTRICAL CONNECTIONS, CONTACTORS, RELAYS, AND CAPACITORS.  
WASH CONDENSER COILS EACH QUARTER.  
CONFIRM CONDENSATE DRAIN LINES AND DRAIN PANS ARE CLEAR OF OBSTRUCTIONS.  
VERIFY THERMOSTAT OPERATIONS.  
CONFIRM SUPPLY AND RETURN AIR TEMPERATURE AT THE REGISTERS.

#### EXHAUST FANS

CONFIRM PROPER OPERATION OF BELT DRIVEN EXHAUST FANS.  
CHANGE BELT ANNUALLY.  
INSPECT PULLIES AND BEARINGS FOR SIGNS OF WEAR.  
GREASE BEARINGS EACH VISIT.  
CONFIRM PROPER OPERATION OF ELECTRICAL SWITCHES.  
WIPE OUT INTERIOR OF THE MOTOR COMPARTMENT.



CITY OF NEWPORT BEACH

**Site:** NEWPORT COAST  
COMMUNITY CENTER

**JOB LOCATION:**

CITY OF NEWPORT BEACH - NEWPORT COAST COMMUNITY CENTER  
6401 SAN JOAQUIN HILLS ROAD  
NEWPORT BEACH, CA 92657

**JOB SUBJECT:** PERFORM QUARTERLY HVAC MAINTENANCE

**EQUIPMENT LISTED:**

ROOF TOP  
PACKAGE UNITS

| UNIT ID | MANUFACTURER | MODEL #  | TONNAGE | AREA SERVED                   | VOLTAGE                 |
|---------|--------------|----------|---------|-------------------------------|-------------------------|
| AC1     | CARRIER      | 48PGD007 | 6       | LOBBY                         | 208 VOLTAGE 3.<br>PHASE |
| AC2     | CARRIER      | 48PGD007 | 6       | COMMUNICATION ROOM<br>1A & 1B | 208 VOLTAGE 3<br>PHASE  |
| AC3     | CARRIER      | 48PGD028 | 25      | GYMNASIUM                     | 208 VOLTAGE 3<br>PHASE  |
| AC4     | CARRIER      | 48PGD028 | 25      | GYMNASIUM                     | 208 VOLTAGE 3<br>PHASE  |
| AC5     | CARRIER      | 48PGD006 | 5       | GALLERY                       | 208 VOLTAGE 3<br>PHASE  |
| AC6     | CARRIER      | 48PGD006 | 5       | COMMUNICATION ROOM<br>#2      | 208 VOLTAGE 3<br>PHASE  |



|     |         |          |   |                       |                     |
|-----|---------|----------|---|-----------------------|---------------------|
| AC7 | CARRIER | 48PGD006 | 5 | COMMUNICATION ROOM #3 | 208 VOLTAGE 3 PHASE |
| AC8 | CARRIER | 48PGD005 | 4 | PLATFORM C121         | 208 VOLTAGE 3 PHASE |

#### EXHAUST FANS

| UNIT ID | MANUFACTURER | MODEL #  | DRIVE  | AREA SERVED              | LOCATION     | VOLTAGE            |
|---------|--------------|----------|--------|--------------------------|--------------|--------------------|
| EF1     | COOK         | 120-ACEB | BELT   | RESTROOM C112 & C114     | GYM ROOF TOP | 120 VOLT / 1 PHASE |
| EF2     | COOK         | 80-ACEB  | BELT   | WARMING KITCHEN          | GYM ROOF TOP | 120 VOLT / 1 PHASE |
| EF3     | COOK         | GC-120   | DIRECT | STORAGE C103             | CEILING      | 120 VOLT / 1 PHASE |
| EF4     | COOK         | GC-140   | DIRECT | MECH EQUIPMENT ROOM C104 | CEILING      | 120 VOLT / 1 PHASE |
| EF5     | COOK         | GC-420   | DIRECT | ELECTRICAL C106          | CEILING      | 120 VOLT / 1 PHASE |
| EF6     | COOK         | GC-140   | DIRECT | STORAGE C106A            | CEILING      | 120 VOLT / 1 PHASE |
| EF7     | COOK         | 80-ACEB  | BELT   | PLATFORM C121            | GYM ROOF TOP | 120 VOLT / 1 PHASE |

#### SPLIT SYSTEM FAN COIL

| UNIT ID | MANUFACTURER | MODEL #   | LOCATION    | VOLTAGE            |
|---------|--------------|-----------|-------------|--------------------|
| FC1     | CARRIER      | 40QNE-009 | OFFICE C102 | 115 VOLT / 1 PHASE |
| FC2     | CARRIER      | 40QNB-012 | OFFICE C105 | 115 VOLT / 1 PHASE |

#### SPLIT SYSTEM CONDENSER

| UNIT ID | MANUFACTURER | MODEL #    | LOCATION | VOLTAGE            |
|---------|--------------|------------|----------|--------------------|
| CU1     | CARRIER      | 38BK-009   | GYM ROOF | 208 VOLT / 1 PHASE |
| CU2     | MITSUBISHI   | 38AN-012-1 | GYM ROOF | 208 VOLT / 1 PHASE |





## **SCOPE OF WORK:**

### **CONDENSERS**

INSPECT PHYSICAL CONDITION OF THE CONDENSER FOR SIGNS OF OIL AROUND THE CONDENSER COILS OR COMPRESSORS.

INSPECT REFRIGERANT LINE SET FOR PROPER INSULATION.

WASH THE CONDENSER COILS WITH WATER EACH TIME ONSITE.

INSPECT AND CLEAN THE FAN BLADES AND HOUSING.

CHECK REFRIGERANT PRESSURES AND OPERATING PARAMETERS.

INSPECT ALL ELECTRICAL CONNECTIONS, CONTACTORS AND RELAYS.

VERIFY PROPER OPERATION OF THE COMPRESSORS.

RECORD RUNNING AMPS, VOLTAGE, AND PRESSURES.

### **AIR HANDLERS**

REMOVE AND REPLACE AIR FILTERS.

REMOVE AND WASH FILTERS WHEN APPLICABLE.

VERIFY PROPER OPERATION OF CONDENSATE PUMPS.

CLEAN EVAPORATOR COIL SURFACE WITH A BRUSH.

CONFIRM PROPER OPERATION OF THE INDOOR FAN MOTOR AND WHEEL.

INSPECT AND CLEAN DRAIN PANS, FLUSH DRAIN LINES WITH CO2 WHEN NECESSARY.

CONFIRM PROPER OPERATION OF ELECTRONIC EXPANSION VALVES.

### **PACKAGE UNITS**

REPLACE FILTERS EACH QUARTER.

INSPECT INDOOR BLOWER MOTOR, BEARINGS, BELT, AND PULLEY.

LUBRICATE BEARINGS WITH GREASE AS NECESSARY.

CHANGE BELT ANNUALLY.

INSPECT EVAPORATOR COIL, CONDENSER COILS, AND COMPRESSOR FOR SIGNS OF OIL.

CONFIRM COMPRESSOR OPERATION AND AMPERAGE DRAW.

CONFIRM PROPER OPERATION OF THE CONDENSER FAN MOTOR AND FAN BLADES.

INSPECT ELECTRICAL CONNECTIONS, CONTACTORS, RELAYS, AND CAPACITORS.



WASH CONDENSER COILS EACH QUARTER.  
CONFIRM CONDENSATE DRAIN LINES AND DRAIN PANS ARE CLEAR OF OBSTRUCTIONS.  
VERIFY THERMOSTAT OPERATIONS.  
CONFIRM SUPPLY AND RETURN AIR TEMPERATURE AT THE REGISTERS.

EXHAUST FANS  
CONFIRM PROPER OPERATION OF BELT DRIVEN EXHAUST FANS.  
CHANGE BELT ANNUALLY.  
INSPECT PULLIES AND BEARINGS FOR SIGNS OF WEAR.  
GREASE BEARINGS EACH VISIT.  
CONFIRM PROPER OPERATION OF ELECTRICAL SWITCHES.



CITY OF NEWPORT BEACH

**Site:** COMMUNITY YOUTH  
CENTER

**JOB LOCATION:**

CITY OF NEWPORT BEACH - COMMUNITY YOUTH CENTER  
3000 5TH AVE  
NEWPORT BEACH, CA 92625

**EQUIPMENT LISTED:**

(5) AIR HANDLERS  
(5) CONDENSERS  
(1) ROOF TOP EXHAUST FAN

**JOB SUBJECT:** PERFORM QUARTERLY HVAC MAINTENANCE

**SCOPE OF WORK:**

CONDENSERS  
INSPECT PHYSICAL CONDITION OF THE CONDENSER FOR SIGNS OF OIL AROUND THE  
CONDENSER COILS OR COMPRESSORS.  
INSPECT REFRIGERANT LINE SET FOR PROPER INSULATION.  
WASH THE CONDENSER COILS WITH WATER EACH TIME ONSITE.  
INSPECT AND CLEAN THE FAN BLADES AND HOUSING.  
CHECK REFRIGERANT PRESSURES AND OPERATING PARAMETERS.  
INSPECT ALL ELECTRICAL CONNECTIONS, CONTACTORS AND RELAYS.



VERIFY PROPER OPERATION OF THE COMPRESSORS.  
RECORD RUNNING AMPS, VOLTAGE, AND PRESSURES.

#### AIR HANDLERS

REMOVE AND REPLACE AIR FILTERS.  
REMOVE AND WASH FILTERS WHEN APPLICABLE.  
VERIFY PROPER OPERATION OF CONDENSATE PUMPS.  
CLEAN EVAPORATOR COIL SURFACE WITH A BRUSH.  
CONFIRM PROPER OPERATION OF THE INDOOR FAN MOTOR AND WHEEL.  
INSPECT AND CLEAN DRAIN PANS, FLUSH DRAIN LINES WITH CO2 WHEN  
NECESSARY.  
CONFIRM PROPER OPERATION OF ELECTRONIC EXPANSION VALVES.

#### EXHAUST FANS

CONFIRM PROPER OPERATION OF BELT DRIVEN EXHAUST FANS.  
CHANGE BELT ANNUALLY.  
INSPECT PULLIES AND BEARINGS FOR SIGNS OF WEAR.  
GREASE BEARINGS EACH VISIT.  
CONFIRM PROPER OPERATION OF ELECTRICAL SWITCHES.  
WIPE OUT INTERIOR OF THE MOTOR COMPARTMENT.



CITY OF NEWPORT BEACH

**Site:** CLIFF DRIVE  
COMMUNITY CENTER

**JOB LOCATION:**

CITY OF NEWPORT BEACH - CLIFF DRIVE COMMUNITY CENTER  
301 RIVERSIDE AVE  
NEWPORT BEACH, CA 92663

**JOB SUBJECT:** PERFORM QUARTERLY HVAC MAINTENANCE

**EQUIPMENT LISTED:**

| LOCATION          | MANUFACTURER | MODEL #    | SERIAL # |
|-------------------|--------------|------------|----------|
| OUTSIDE           |              |            |          |
| CONDENER          | MITSUBISHI   | TBD        | TBD      |
| INSIDE            |              |            |          |
| DUCTLESS FAN COIL | MITSUBISHI   | PKA-A36KA7 | 14M02327 |

**SCOPE OF WORK:**

CONDENSERS

INSPECT PHYSICAL CONDITION OF THE CONDENSER FOR SIGNS OF OIL AROUND THE CONDENSER COILS OR COMPRESSORS.



INSPECT REFRIGERANT LINE SET FOR PROPER INSULATION.  
WASH THE CONDENSER COILS WITH WATER EACH TIME ONSITE.  
INSPECT AND CLEAN THE FAN BLADES AND HOUSING.  
CHECK REFRIGERANT PRESSURES AND OPERATING PARAMETERS.  
INSPECT ALL ELECTRICAL CONNECTIONS, CONTACTORS AND RELAYS.  
VERIFY PROPER OPERATION OF THE COMPRESSORS.  
RECORD RUNNING AMPS, VOLTAGE, AND PRESSURES.

#### AIR HANDLERS

REMOVE AND REPLACE AIR FILTERS.  
REMOVE AND WASH FILTERS WHEN APPLICABLE.  
VERIFY PROPER OPERATION OF CONDENSATE PUMPS.  
CLEAN EVAPORATOR COIL SURFACE WITH A BRUSH.  
CONFIRM PROPER OPERATION OF THE INDOOR FAN MOTOR AND WHEEL. INSPECT  
AND CLEAN DRAIN PANS, FLUSH DRAIN LINES WITH CO2 WHEN NECESSARY.  
CONFIRM PROPER OPERATION OF ELECTRONIC EXPANSION VALVES.



CITY OF NEWPORT BEACH

THEATER ARTS  
CENTER

**JOB LOCATION:**

CITY OF NEWPORT BEACH - THEATER ARTS CENTER  
2501 CLIFF DR.  
NEWPORT BEACH, CA 92663

**JOB SUBJECT:** PERFORM QUARTERLY HVAC MAINTENANCE

**EQUIPMENT LISTED:**

- (3) AIR HANDLERS
- (3) CONDENSERS
- (1) ROOF TOP PACKAGED UNIT
- (1) ROOF TOP EXHAUST FAN

| LOCATION                    | MANUFACTURER | MODEL #      | SERIAL #   |
|-----------------------------|--------------|--------------|------------|
| DOWN STAIRS MECHANICAL ROOM |              |              |            |
| AIR HANDLERS                |              |              |            |
| AIR HANDLERS                | CARRIER      | 58CTX045-12  | 2007A15373 |
| GROUND LEVEL OUTSIDE        |              |              |            |
| CONDENSER                   |              | N4H348AKE100 | E110415032 |
| CONDENSER                   |              | N4H348AKF200 | E144219597 |



#### MAIN FLOOR THEATER ROOM

|                            |     |                  |            |
|----------------------------|-----|------------------|------------|
| ROOF TOP PACKAGE UNIT      | BDP | 655ANX036000AAAF | 2499G43394 |
| ROOF TOP EXHAUST FAN (D/D) |     |                  |            |
| ROOF TOP CONDENSER         |     |                  |            |

#### SCOPE OF WORK:

##### CONDENSERS

INSPECT PHYSICAL CONDITION OF THE CONDENSER FOR SIGNS OF OIL AROUND THE CONDENSER COILS OR COMPRESSORS.  
INSPECT REFRIGERANT LINE SET FOR PROPER INSULATION.  
WASH THE CONDENSER COILS WITH WATER EACH TIME ONSITE.  
INSPECT AND CLEAN THE FAN BLADES AND HOUSING.  
CHECK REFRIGERANT PRESSURES AND OPERATING PARAMETERS.  
INSPECT ALL ELECTRICAL CONNECTIONS, CONTACTORS AND RELAYS.  
VERIFY PROPER OPERATION OF THE COMPRESSORS.  
RECORD RUNNING AMPS, VOLTAGE, AND PRESSURES.

##### AIR HANDLERS

REMOVE AND REPLACE AIR FILTERS.  
REMOVE AND WASH FILTERS WHEN APPLICABLE.  
VERIFY PROPER OPERATION OF CONDENSATE PUMPS.  
CLEAN EVAPORATOR COIL SURFACE WITH A BRUSH.  
CONFIRM PROPER OPERATION OF THE INDOOR FAN MOTOR AND WHEEL.  
INSPECT AND CLEAN DRAIN PANS, FLUSH DRAIN LINES WITH CO2 WHEN NECESSARY.  
CONFIRM PROPER OPERATION OF ELECTRONIC EXPANSION VALVES.

##### PACKAGE UNITS

REPLACE FILTERS EACH QUARTER.  
INSPECT INDOOR BLOWER MOTOR, BEARINGS, BELT, AND PULLEY.





LUBRICATE BEARINGS WITH GREASE AS NECESSARY.  
CHANGE BELT ANNUALLY.  
INSPECT EVAPORATOR COIL, CONDENSER COILS, AND COMPRESSOR FOR SIGNS OF OIL.  
CONFIRM COMPRESSOR OPERATION AND AMERAGE DRAW.  
CONFIRM PROPER OPERATION OF THE CONDENSER FAN MOTOR AND FAN BLADES.  
INSPECT ELECTRICAL CONNECTIONS, CONTACTORS, RELAYS, AND CAPACITORS.  
WASH CONDENSER COILS EACH QUARTER.  
CONFIRM CONDENSATE DRAIN LINES AND DRAIN PANS ARE CLEAR OF OBSTRUCTIONS.  
VERIFY THERMOSTAT OPERATIONS.  
CONFIRM SUPPLY AND RETURN AIR TEMPERATURE AT THE REGISTERS.

EXHAUST FANS  
CONFIRM PROPER OPERATION OF BELT DRIVEN EXHAUST FANS.  
CHANGE BELT ANNUALLY.  
INSPECT PULLIES AND BEARINGS FOR SIGNS OF WEAR.  
GREASE BEARINGS EACH VISIT.  
CONFIRM PROPER OPERATION OF ELECTRICAL SWITCHES.  
WIPE OUT INTERIOR OF THE MOTOR COMPARTMENT.



CITY OF NEWPORT BEACH

**Site:** CARROLL BEEK  
CENTER

**JOB LOCATION:**

CITY OF NEWPORT BEACH - CARROLL BEEK CENTER  
115 AGATE AVE  
NEWPORT BEACH, CA 92662

**JOB SUBJECT:** PERFORM QUARTERLY HVAC MAINTENANCE

**EQUIPMENT LISTED:**

| LOCATION                  | MANUFACTURER                   | MODEL #      | SERIAL #   |
|---------------------------|--------------------------------|--------------|------------|
| CRAWL SPACE ABOVE KITCHEN |                                |              |            |
| AIR HANDLER               |                                |              |            |
| ROOF TOP CONDENSER        | INTERNATIONAL COMFORT PRODUCTS | N4A636GKA101 | E154018498 |
| EXHAUST FAN (BELT DRIVEN) |                                |              |            |

**SCOPE OF WORK:**

CONDENSERS



INSPECT PHYSICAL CONDITION OF THE CONDENSER FOR SIGNS OF OIL AROUND THE CONDENSER COILS OR COMPRESSORS.

INSPECT REFRIGERANT LINE SET FOR PROPER INSULATION.

WASH THE CONDENSER COILS WITH WATER EACH TIME ONSITE.

INSPECT AND CLEAN THE FAN BLADES AND HOUSING.

CHECK REFRIGERANT PRESSURES AND OPERATING PARAMETERS.

INSPECT ALL ELECTRICAL CONNECTIONS, CONTACTORS AND RELAYS.

VERIFY PROPER OPERATION OF THE COMPRESSORS.

RECORD RUNNING AMPS, VOLTAGE, AND PRESSURES.

#### AIR HANDLERS

REMOVE AND REPLACE AIR FILTERS.

REMOVE AND WASH FILTERS WHEN APPLICABLE.

VERIFY PROPER OPERATION OF CONDENSATE PUMPS.

CLEAN EVAPORATOR COIL SURFACE WITH A BRUSH.

CONFIRM PROPER OPERATION OF THE INDOOR FAN MOTOR AND WHEEL.

INSPECT AND CLEAN DRAIN PANS, FLUSH DRAIN LINES WITH CO2 WHEN NECESSARY.

CONFIRM PROPER OPERATION OF ELECTRONIC EXPANSION VALVES.

#### EXHAUST FANS

CONFIRM PROPER OPERATION OF BELT DRIVEN EXHAUST FANS.

CHANGE BELT ANNUALLY.

INSPECT PULLIES AND BEARINGS FOR SIGNS OF WEAR.

GREASE BEARINGS EACH VISIT.

CONFIRM PROPER OPERATION OF ELECTRICAL SWITCHES.

WIPE OUT INTERIOR OF THE MOTOR COMPARTMENT.



CITY OF NEWPORT BEACH

**Site:** BONITA CREEK  
COMMUNITY CENTER

**JOB LOCATION:**

CITY OF NEWPORT BEACH - BONITA CREEK CENTER  
3010 LA VIDA  
NEWPORT BEACH, CA 92660

**JOB SUBJECT:** PERFORM QUARTERLY HVAC MAINTENANCE

**EQUIPMENT LISTED:**

| LOCATION                 | MANUFACTURER | MODEL #   | SERIAL #  |
|--------------------------|--------------|-----------|-----------|
| GROUND LEVEL             |              |           |           |
| CONDENSER                | BLUERIDGE    | BM30Y18C  |           |
| FAN COIL (DUCTLESS)      | BLUERIDGE    | BM30Y18WM |           |
| INDOOR CLOSET (FURNANCE) |              |           |           |
|                          | RHEEM        |           |           |
| ROOF TOP                 |              |           |           |
| CONDENSER                | FUJITSU      | AOU12RQ   | BPN005374 |
| FAN COIL (DUCTLESS)      | FUJITSU      |           |           |



## **SCOPE OF WORK:**

### **CONDENSERS**

INSPECT PHYSICAL CONDITION OF THE CONDENSER FOR SIGNS OF OIL AROUND THE CONDENSER COILS OR COMPRESSORS.

INSPECT REFRIGERANT LINE SET FOR PROPER INSULATION.

WASH THE CONDENSER COILS WITH WATER EACH TIME ONSITE.

INSPECT AND CLEAN THE FAN BLADES AND HOUSING.

CHECK REFRIGERANT PRESSURES AND OPERATING PARAMETERS.

INSPECT ALL ELECTRICAL CONNECTIONS, CONTACTORS AND RELAYS.

VERIFY PROPER OPERATION OF THE COMPRESSORS.

RECORD RUNNING AMPS, VOLTAGE, AND PRESSURES.

### **AIR HANDLERS**

REMOVE AND REPLACE AIR FILTERS.

REMOVE AND WASH FILTERS WHEN APPLICABLE.

VERIFY PROPER OPERATION OF CONDENSATE PUMPS.

CLEAN EVAPORATOR COIL SURFACE WITH A BRUSH.

CONFIRM PROPER OPERATION OF THE INDOOR FAN MOTOR AND WHEEL.

INSPECT AND CLEAN DRAIN PANS, FLUSH DRAIN LINES WITH CO2 WHEN NECESSARY.

CONFIRM PROPER OPERATION OF ELECTRONIC EXPANSION VALVES.

# **EXHIBIT B**

## **SCHEDULE OF BILLING RATES**

**Section 1: Monthly/Quarterly Preventative  
Maintenance Pricing**

| CITY FACILITY          | ADDRESS                    | COST FOR MONTHLY MAINTENANCE | COST FOR QUARTERLY MAINTENANCE | TOTAL ANNUAL MAINTENANCE COST |
|------------------------|----------------------------|------------------------------|--------------------------------|-------------------------------|
| Corporation Yard       | 592 Superior Ave           |                              | \$1694.75                      | \$6779.00                     |
| Utilities Yard         | 949 W. 16 <sup>th</sup> St |                              | \$2501.77                      | \$10007.08                    |
| Back Bay Science       | 600 Shellmaker Rd          |                              | \$645.62                       | \$2582.48                     |
| Police Dept. HQ        | 870 Santa Barbara Ave      |                              | \$2897.02                      | \$11588.08                    |
| Animal Shelter         | 20282 Riverside Dr         |                              | \$322.81                       | \$1291.24                     |
| Fire Station # 1       | 110 E Balboa Blvd          |                              | \$80.70                        | \$322.80                      |
| Fire Station # 2       | 2807 Newport Blvd          | \$1092.13                    |                                | \$13105.61                    |
| Fire Station # 3       | 868 Santa Barbara Dr       |                              | \$888.50                       | \$3554.00                     |
| Fire Station # 4       | 124 Marine Ave             |                              | \$242.11                       | \$968.44                      |
| Fire Station # 5       | 410 Marigold Ave           |                              | \$706.70                       | \$2826.80                     |
| Fire Station # 6       | 1348 Irvine Ave            |                              | \$80.70                        | \$322.80                      |
| Fire Station # 7       | 20401 SW Acacia St         |                              | \$651.49                       | \$2605.98                     |
| Fire Station # 8       | 6502 Ridge Park Rd         |                              | \$570.79                       | \$2283.17                     |
| Lifeguard HQ           | 70 Newport Pier            | \$621.28                     |                                | \$7455.38                     |
| Jr Lifeguard Building  | 901 East Ocean Front       | \$232.29                     |                                | \$2787.54                     |
| CDM Lifeguard HQ       | 3029 Ocean Blvd            | \$293.37                     |                                | \$3520.47                     |
| Balboa Library         | 100 E Balboa Blvd          |                              | \$674.02                       | \$2696.06                     |
| Corona Del Mar Library | 410 Marigold Ave           |                              | \$800.57                       | \$3202.27                     |

## COST FILE

|                                |                                 |                   |                    |                     |
|--------------------------------|---------------------------------|-------------------|--------------------|---------------------|
| The Jetty Snack Shack          | 3029 Ocean Blvd                 |                   | \$254.44           | \$1017.76           |
| Marina Park                    | 1600 W Balboa Blvd              |                   | \$7294.48          | \$29,177.92         |
| Oasis Senior Center            | 801 Narcissus Ave               |                   | \$9338.98          | \$37,355.92         |
| Newport Coast Community Center | 6401 San Joaquin Hills Rd       |                   | \$3240.00          | \$12,960.00         |
| Community Youth Center         | 3000 5th Ave                    |                   | \$714.00           | \$2856.00           |
| Cliff Drive Youth Center       | 301 Riverside Ave               |                   | \$242.67           | \$970.68            |
| Newport Theater Arts Center    | 2501 Cliff Dr                   |                   | \$726.82           | \$2907.28           |
| Carroll Beek                   | 115 Agate Ave                   |                   | \$417.03           | \$1668.12           |
| Bonita Creek Community Center  | 3010 La Vida                    |                   | \$551.05           | \$2204.20           |
| Police Dept. HQ Refrigeration  | 870 Santa Barbara Ave           |                   | \$1433.77          | \$5735.08           |
|                                |                                 |                   |                    |                     |
|                                |                                 |                   |                    |                     |
|                                |                                 |                   |                    |                     |
|                                |                                 |                   |                    |                     |
|                                |                                 |                   |                    |                     |
|                                |                                 |                   |                    |                     |
|                                |                                 |                   |                    |                     |
|                                | <b>Total for all Facilities</b> | <b>\$2,239.07</b> | <b>\$36,970.79</b> | <b>\$174,752.16</b> |



**Section 2: On-Call Repair Services Pricing**

*\*For purposes of the project costs score, on-call will be estimated at 100 hours annually*

| UNIT                                                                                                                                                              | MINIMUM HOURS  | COST                            |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------|---------------------------------|
| Labor Charge                                                                                                                                                      | <u>1</u> Hours | <b>\$<u>141.78</u> Per Hour</b> |
| <b>After Hours Labor</b><br><i>(To be used for work performed after 4:30 PM Monday – Thursday, after 3:30 PM on Fridays, and all of Sat., Sun., and holidays.</i> | <u>2</u> Hours | <b>\$<u>212.67</u> Per Hour</b> |
| <b>Replacement Equipment, Parts, Materials, and Equipment Rentals Markup %</b><br><b>(Maximum 15%)</b>                                                            | <u>15</u> %    |                                 |

CPI ADJUSTMENT: Billing rates may be given up to a 2% annual CPI increase upon the first anniversary of the contract and each anniversary thereafter.

**EXHIBIT C**  
**INSURANCE REQUIREMENTS – MAINTENANCE/REPAIR/JANITORIAL SERVICES**

1. Provision of Insurance. Without limiting Contractor's indemnification of City, and prior to commencement of Work, Contractor shall obtain, provide and maintain at its own expense during the term of this Agreement, policies of insurance of the type and amounts described below and in a form satisfactory to City. Contractor agrees to provide insurance in accordance with requirements set forth here. If Contractor uses existing coverage to comply and that coverage does not meet these requirements, Contractor agrees to amend, supplement or endorse the existing coverage.
2. Acceptable Insurers. All insurance policies shall be issued by an insurance company currently authorized by the Insurance Commissioner to transact business of insurance in the State of California, with an assigned policyholders' Rating of A- (or higher) and Financial Size Category Class VII (or larger) in accordance with the latest edition of Best's Key Rating Guide, unless otherwise approved by the City's Risk Manager.
3. Coverage Requirements.
  - A. Workers' Compensation Insurance. Contractor shall maintain Workers' Compensation Insurance, statutory limits, and Employer's Liability Insurance with limits of at least one million dollars (\$1,000,000) each accident for bodily injury by accident and each employee for bodily injury by disease in accordance with the laws of the State of California, Section 3700 of the Labor Code.

Contractor shall submit to City, along with the certificate of insurance, a Waiver of Subrogation endorsement in favor of City, its City Council, boards and commissions, officers, agents, volunteers and employees.
  - B. General Liability Insurance. Contractor shall maintain commercial general liability insurance and, if necessary, umbrella liability insurance, with coverage at least as broad as provided by Insurance Services Office form CG 00 01, in an amount not less than two million dollars (\$2,000,000) per occurrence, four million dollars (\$4,000,000) general aggregate. The policy shall cover liability arising from premises, operations, products-completed operations, personal and advertising injury, and liability assumed under an insured contract (including the tort liability of another assumed in a business contract).
  - C. Automobile Liability Insurance. Contractor shall maintain automobile insurance at least as broad as Insurance Services Office form CA 00 01 covering bodily injury and property damage for all activities of Contractor arising out of or in connection with Work to be performed under this Agreement, including coverage for any owned, hired, non-owned or rented vehicles, in an amount not less than one million dollars (\$1,000,000) combined single limit each accident.

4. Other Insurance Requirements. The policies are to contain, or be endorsed to contain, the following provisions:
- A. Waiver of Subrogation. All insurance coverage maintained or procured pursuant to this Agreement shall be endorsed to waive subrogation against City, its City Council, boards and commissions, officers, agents, volunteers and employees or shall specifically allow Contractor or others providing insurance evidence in compliance with these requirements to waive their right of recovery prior to a loss. Contractor hereby waives its own right of recovery against City, and shall require similar written express waivers from each of its subcontractors.
  - B. Additional Insured Status. All liability policies including general liability, products and completed operations, excess liability, pollution liability, and automobile liability, if required, shall provide or be endorsed to provide that City, its City Council, boards and commissions, officers, agents, volunteers and employees shall be included as insureds under such policies.
  - C. Primary and Non Contributory. All liability coverage shall apply on a primary basis and shall not require contribution from any insurance or self-insurance maintained by City.
  - D. Notice of Cancellation. All policies shall provide City with thirty (30) calendar days notice of cancellation (except for nonpayment for which ten (10) calendar days notice is required) or nonrenewal of coverage for each required coverage.
5. Additional Agreements Between the Parties. The parties hereby agree to the following:
- A. Evidence of Insurance. Contractor shall provide certificates of insurance to City as evidence of the insurance coverage required herein, along with a waiver of subrogation endorsement for workers' compensation and other endorsements as specified herein for each coverage. Insurance certificates and endorsement must be approved by City's Risk Manager prior to commencement of performance. Current certification of insurance shall be kept on file with City at all times during the term of this Agreement. The certificates and endorsements for each insurance policy shall be signed by a person authorized by that insurer to bind coverage on its behalf. At least fifteen (15) days prior to the expiration of any such policy, evidence of insurance showing that such insurance coverage has been renewed or extended shall be filed with the City. If such coverage is cancelled or reduced, Contractor shall, within ten (10) days after receipt of written notice of such cancellation or reduction of coverage, file with the City evidence of insurance showing that the required insurance has been reinstated or has been provided through another insurance company or companies. City reserves the right to

require complete, certified copies of all required insurance policies, at any time.

- B. City's Right to Revise Requirements. City reserves the right at any time during the term of the Agreement to change the amounts and types of insurance required by giving Contractor sixty (60) calendar days advance written notice of such change. If such change results in substantial additional cost to Contractor, City and Contractor may renegotiate Contractor's compensation.
- C. Right to Review Subcontracts. Contractor agrees that upon request, all agreements with subcontractors or others with whom Contractor enters into contracts with on behalf of City will be submitted to City for review. Failure of City to request copies of such agreements will not impose any liability on City, or its employees. Contractor shall require and verify that all subcontractors maintain insurance meeting all the requirements stated herein, and Contractor shall ensure that City is an additional insured on insurance required from subcontractors. For CGL coverage, subcontractors shall provide coverage with a format at least as broad as CG 20 38 04 13.
- D. Enforcement of Agreement Provisions. Contractor acknowledges and agrees that any actual or alleged failure on the part of City to inform Contractor of non-compliance with any requirement imposes no additional obligations on City nor does it waive any rights hereunder.
- E. Requirements not Limiting. Requirements of specific coverage features or limits contained in this Section are not intended as a limitation on coverage, limits or other requirements, or a waiver of any coverage normally provided by any insurance. Specific reference to a given coverage feature is for purposes of clarification only as it pertains to a given issue and is not intended by any party or insured to be all inclusive, or to the exclusion of other coverage, or a waiver of any type. If the Contractor maintains higher limits than the minimums shown above, the City requires and shall be entitled to coverage for higher limits maintained by the Contractor. Any available insurance proceeds in excess of the specified minimum limits of insurance and coverage shall be available to the City.
- F. Self-insured Retentions. Any self-insured retentions must be declared to and approved by City. City reserves the right to require that self-insured retentions be eliminated, lowered, or replaced by a deductible. Self-insurance will not be considered to comply with these requirements unless approved by City.
- G. City Remedies for Non-Compliance. If Contractor or any subcontractor fails to provide and maintain insurance as required herein, then City shall have the right but not the obligation, to purchase such insurance, to terminate this Agreement, or to suspend Contractor's right to proceed

until proper evidence of insurance is provided. Any amounts paid by City shall, at City's sole option, be deducted from amounts payable to Contractor or reimbursed by Contractor upon demand.

- H. Timely Notice of Claims. Contractor shall give City prompt and timely notice of claims made or suits instituted that arise out of or result from Contractor's performance under this Agreement, and that involve or may involve coverage under any of the required liability policies. City assumes no obligation or liability by such notice, but has the right (but not the duty) to monitor the handling of any such claim or claims if they are likely to involve City.
- I. Contractor's Insurance. Contractor shall also procure and maintain, at its own cost and expense, any additional kinds of insurance, which in its own judgment may be necessary for its proper protection and prosecution of the Work.