



Exhibit A – Mechanical Contractor Services in the Trade of Heating, Ventilation and Air Conditioning (HVAC) Potential Work

- Provide HVAC repair services per the Project Scope of Work. Examples include but are not limited to: compressors, coil cleaning, air handling units, chilled water piping, chillers, variable air volume, terminal, fan coil units, boilers (natural gas and electric), exhaust fans, thermostats, ductwork, pipe insulation, duct insulation, refrigerant piping, utility connections, minor renovation, repair, and equipment installations ranging from residential to industrial sizes.
- Provide new HVAC units and installation of those units per the Project Scope of Work.
- Install HVAC equipment per the Project required Scope of Work
- Include all equipment rental in pricing.
- When finishes are disturbed, self-repair or utilize appropriate subcontractors to restore to original condition or better.
- Perform all work in accordance with current building code and ASHRE standards.
- Permit all work requiring permitting through the Facilities & Safety Building Code Official.
- Fill out a nondisclosure agreement with Facilities & Safety.
- Provide as-built drawings at the completion of each project.
- Provide coring services up to 6”.
- Adhere to all applicable current UCF Design, Construction, and Renovation Standards.
- Meet all State statutes, regulations, OSHA regulations, and laws concerning safety and security for educational facilities.
- Adhere to UCF rules and regulations concerning service vehicles, employee conduct, and vendor dress code.
- Have current business licenses registered in Florida and liability insurance of at least \$2,000,000.00.
- Other, as requested

Note: ALL projects will need to ensure the safety of faculty, staff, and students. Projects may be located on the University of Central Florida main campus or branch campuses.

Employees working on UCF campuses must wear a uniform shirt from your company and have a picture ID affixed on the front of the shirt.

When an individual Project arises, the Contractor will be provided a detailed description of the Project scope (plans and specifications, when applicable) and asked to provide to the designated UCF Project Manager a cost proposal for completing the work. The cost of the work will include all costs related to completing the work, plus a proposed percentage fee for overhead and profit, which will be negotiated for each individual Project. The Contractor will be required to seek competitive bids for all subcontracted work, which will be included as part of the cost. Upon approval of the cost, the UCF Project Manager will submit a requisition to the University

Purchasing Division, which, in turn, will issue a Purchase Order to the Contractor for the work. Contractor cannot start work on projects until a Purchase Order is issued.