



School Board of Brevard County
 1254 S. Florida Avenue, Rockledge, FL 32955
 Brian T. Binggeli, Ed.D., Superintendent
 Phone (321) 633-3580 ~ Fax (321) 633-3596

FACILITIES PLANT OPERATIONS & MAINTENANCE WORK REQUEST

Project Title: Remove and Replace HVAC Units on 52 Portable Classrooms	
Project Location: Multiple Locations	Bid Number: WR-031714-001
Project #: N/A	W/O Number: None

Resource To Be Affected: Portable Classroom HVAC Bard Units		Estimated Start Date: May 25, 2014	
Requestor: Robert J. Wiebel, Project Administration Specialist	Date: 03/17/2014	Approved By: Dennis Bonny, Director	Date: 03/17/2014

Revision Number	Revision Description	Approved By	Date
0	Original Work Request Release	Dennis Bonny	03/17/2014
1	Section 12 - Scope of Work: School Site Reduction of Units	Dennis Bonny	05/06/2014
2	Section 13 - Project Work Schedule	Dennis Bonny	05/06/2014
3	Section 12 - Scope of Work: Changed the Freedom 7, Satellite High, and Viera High underscore to a strike through.	Dennis Bonny	05/13/2014
4	Section 12 - Scope of Work: Add scope revision statement.	Dennis Bonny	05/16/2014



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1. PURPOSE

The purpose of this scope of work is to contract with a HVAC Service Provider that will provide all materials, labor, tools, equipment, design, permitting and other associated tasks necessary to perform the HVAC work identified herein. This scope of work is to be used by the HVAC contractor to provide the School Board Plant Operations and Maintenance Representative with a cost estimate and any information that may supplement this work request.

2. SCOPE

This document applies to all Brevard Public School Plant Operations and Maintenance employees and/or contractor and contractor’s employees responsible for the completion of the work defined herein.

3. APPLICABLE DOCUMENTS

The following document(s) become part of this document to extent specified herein:

DOCUMENT TITLE	RELEASE DATE	DOCUMENT DESCRIPTION
Florida Building Code	2010	Building and Existing Building Volumes
School Requirements for Educational Facilities	2009	State new construction, remodeling and renovation requirements.
School Board of Brevard Design Standards	2009	School district new construction, remodeling and renovation requirements.
NFPA 70 (NEC)	2011	National Electric Code
NFPA 1	2009	Standards of the National Fire Protection Association, the fire Code, Florida Edition, Adopted.

4. DEFINITIONS



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Contract Management Representative (CMR):	The CMR is a School Board appointed project manager from the Facility Services Planning and Project Management and Plant Operations and Maintenance departments. The CMR is responsible for the day-to-day management of all approved work performed under the terms and condition of this RFP and associated awarded contracts.
Scope of Work (SOW):	SOW is a document used to define the work to be subcontracted out to licensed construction contractors.
Work Request:	A work request is a document used to define work that is to be completed by a Contractor.

5. DEBRIS

Contractor shall be responsible for the prompt removal of all construction debris including all the portable classroom Bard Wall Mounted Air Conditioner units that are to be removed and replaced from the school area which are a result of this work request. **DO NOT USE THE SCHOOL'S TRASH RECEPTACLES.** The School Board of Brevard County will have the salvage right if requested for all parts and material that is removed from each project.

6. PERMITTING

Generally, all work (including, but not limited to: structural, plumbing, electrical *such as line voltage, low voltage, fiber, voice, video, data, etc.*, flooring, roofing, framing, painting, casework, millwork, ceiling, doorways/doors, exterior envelope, irrigation, concrete, asphalt, pavers, and site work) that is done on/at/to any BPS facility needs to be permitted.

The work contained in this scope of work shall be permitted using an "Annual Maintenance Permit".

The School Board will not approve any plans for the construction, renovation, remodeling, or demolition of any educational or ancillary plants unless the plans conform to the requirements of the Florida Building Code and the Florida Fire Prevention Code.

Copies of the permit document shall be on file with the Permitting and Plant Operations and Maintenance offices prior to the start of work.

7. ERRORS AND OMISSIONS

The Contractor shall be responsible to the Owner for any acts and/or omissions of all entities or persons performing or supplying any portion of the work for which the Contractor is contracted.

8. PROJECT PRE-CONSTRUCTION KICK-OFF MEETING & WORK SITE VISIT

A mandatory project pre-construction kick-off meeting and a work site visit may be scheduled and conducted prior to the start of any work mobilization. This meeting will give the contractor and Plant Operations and Maintenance project managers and/or supervisors the opportunity to discuss



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the scope of work and identify any unknown circumstances or additions, changes or deletions to the scope of work that may affect the completion and quality of the work.

9. PROJECT INSPECTION AND ACCEPTANCE

All work will be inspected for code compliance, workmanship and/or quality. The inspection of the work will be performed by the School Board Building Official and/or Plant Operations and Maintenance designee at intervals related to complexity of the work through the project.

10. PROJECT CLOSEOUT

A final project walk through, work inspection and/or test will be performed by the School Board Building Official or Plant Operations and Maintenance designee at the end of all work performed under this scope of work. Deficiencies will be noted and corrected by the contractor.

11. CONTRACTOR INSTRUCTIONS

Upon receipt of this Work Request form from the District’s authorized representative(s) sent via email or other venue, the Contractor shall prepare an independent written estimate of the labor and materials required for the completion of this project. This estimate shall provide specific information including, but not limited to the following: detailed scope of work with price breakout per site. The estimate shall include the required amount of time to complete project with proposed start date(s). The Contractor shall also identify any additional tasks necessary to satisfactorily accomplish the overall intent of this Scope of Work.

- The Contractor shall be provided a Scope of Work by the District, which identifies the Work required.
- The Contractors shall provide the owner with revised “As-Built” drawings upon completion of the project.(if applicable)
- The Contractor shall test all products, systems and materials pursuant to codes and specifications.
- The Contractor shall be responsible to the Owner for any acts and/or omissions of all entities or persons performing or supplying any portion of the work for which the Contractor is responsible.
- The Contractor shall perform all work while conforming to the School District of Brevard County’s specifications, all applicable codes and Building Official’s requirements.

The Contractor shall return an estimate to the District’s authorized representative(s) within (5) workdays, from receipt of this Work Request form or if a site visit is required from the date of the site visit, but no later than 25 March 2014.



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The Contractor’s estimate shall be evaluated to determine if the Scope of Work has been clearly and accurately understood by the Contractor, the Work has been properly estimated with supporting data presented and the materials and equipment estimates are reasonable and properly documented.

The estimate provided by the Contractor shall be firm; no increases shall be permitted unless unforeseen circumstances arise. Unforeseen circumstances will require an additional quote from the current contractor and an additional purchase order from the district. On rare occasion additional work may be requested by the owner. If the additional work is estimated under \$3,000 the current contractor will provide a quote and receive an additional purchase order. If the additional work is estimated to exceed \$3,000 the work will be quoted by all awarded contractors.

12. SCOPE OF WORK (R3 & R4)

Contractor shall provide all materials, labor, tools, equipment, design, permitting and other associated costs necessary to:

1. Remove and replace 52 Bard HVAC “N” & “T” units at the following location sites.

Area 4 Portable Buildings (21):

- Saturn Elementary(6): T-204 / T-262 / T-263 / T-264 / T-415 / T-432
- Cocoa High(5): T-331 / T-333 / T-335 / T-336 / T-340
- Cambridge Elementary(4): T-100 / T-101 / T-240 / T-243

Area 3 Portable Buildings (40):

- Endeavor Elementary(5): T-204 / T-206 / T-211 / T-213 / T-275
- Kennedy Middle(7):N-032 / N-937 / T-110 / T-280 / T-424 / T-428 / T-430
- Manatee Elementary(5): T-203 / T-302 / T-265 / T- 266 / T-434

Area 2 Portable Buildings (16):

- Cocoa Beach High(5):T-445 / T-202 / T-443 / T-284 / T-172
- West Shore High(4): T-446 / T-447 / T-448 / T-439

Area 1 Portable Buildings (17):





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- Meadowlane Intermediate(4):T-408 / T-245 / T-236 / T-247
- Discovery Elementary(7):T-330 / T-411 / T-412 / T-309 / T-311 / T-329 / T-353

2. The replacements for the portable classroom HVAC units are as follows. The Bard Wall mounted Air Conditioner is the district Standard. No substitutions allowed.

- Portable Classroom “T” (4 Ton): W48A2D Bard Unit.
- Portable Classroom “N” (3 Ton): W36A2D Bard Unit.

HVAC contractor may have to make minor adjustments in order to install the new units. No structure modifications will be required. In the event that a modification is needed, the Contractor shall immediately contact either of the PO&M Supervisors for direction.

The new Bard Wall Mounted Air Conditioners shall be connected to the existing HVAC control system.

The Bard Wall Mounted Air Condition will be an “Owner Direct Purchase”. Contractor shall coordinate the purchase with the Plant Operations and Maintenance Supervisor responsible for this project prior to placing the order.

The Contractor shall verify the Bard Wall Mounted Air Condition full model number with the Plant Operations and Maintenance Supervisor prior to placing long lead order.

The Contractor shall field verify if each unit is a Right Hand or Left Hand air conditioner.

The Contractor is responsible for storage of all Bard Wall Mounted Air Conditioners. The School Board of Brevard County does not have an appropriate storage facility to support this project. Storage containers may be used by the Contractor to store Bard Wall Mounted Air Conditioning units.

13. PROJECT / WORK SCHEDULE (R2)

The Services required under this Scope of Work shall begin on May 25, 2014 and shall be completed by July 20th, 2014 *a date that is mutually acceptable between the School Board Project Manager and the Contractor* (District representative will provide a detailed, tentative schedule at the Pre-Construction Meeting).

Start of Work: May 25, 2014

Last Day of Work: July 20, 2014.

Project Close Out: July 23-27, 2014

Warranty Period: July 28, 2014 - June 28, 2015.

PO&M Supervisory Points of Contact:

South Areas 1 & 2 - Linda Conners - 321-652-8877



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North Areas 3 & 4 - Al Mlodynia - 321-403-9100

14. Contractor Acceptance

This completed Work Request form must be submitted along with the Contractor’s written estimate. The estimate shall be evaluated to determine if the Scope of Work has been clearly and accurately understood by the Contractor, the Work has been properly estimated with supporting data presented and the materials and equipment estimates are reasonable and properly documented.

The Contractor providing the lowest qualified quote for the required scope of work will receive a purchase order for the work requested.

The Contractor acknowledges that work shall be performed only after receipt of an authorized purchase order is received and a building permit has been issued by the School Board building Official.

Company Name _____

Authorized Signature _____

Print Name of Authorized Person _____

Email Address for Authorized Person _____

Telephone Number _____

Fax Number _____