

COMPANIES CONSULTATION FILE Request for Tenders (RFT)

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1. ADMINISTRATIVE CLAUSES -

1.1. CONTRACTING PARTIES

This operating contract will be concluded between:

- Lycée Louis Massignon - Abou Dhabi, represented by its Principal, hereinafter referred to as "**THE CLIENT**" on the one hand,

AND

- The Company which will be declared the successful bidder at the end of the present Request of Tender and which will be awarded and receive notification of the contract, hereinafter referred to as "**THE OPERATOR**", on the other hand,

1.2. PURPOSE OF THE CONTRACT

The purpose of this consultation file is to define the maintenance services for the air conditioning and ventilation installations and systems of the premises.

1.3. DOCUMENTS OF THE CONTRACT

The constituent documents of this Contract are as follows:

- a) The Contract Agreement,
- b) This Consultation File,

1.4. CONDITIONS OF THE CONSULTATION

1.4.1. Term of the Contract

The term of the Contract is fixed at two (02) financial years starting from the date of notification of the Contract.

During the first year, which shall be considered as a trial period, the Client will have the option to terminate the contract at any time, with one month's notice. It shall not be required to justify its decision.

After the first year of trial period, the Client shall have the option of terminate the contract every year, with six months' notice. The contractor shall have the right to terminate the contract only after the two-year period, with six months' notice as well before the end of the contract.

This contract shall then be renewable by express renewal for one year unless terminated by either party six months prior to the expiration date by registered letter, with acknowledgement of receipt.

In accounting terms, the financial years shall correspond to the calendar years. Therefore, the first financial year shall end on December 31, 2021.

Any termination of the contract shall be final and without indemnity.

1.4.2. Variations, options and other additional services

No variations shall be allowed, and no options or additional services may be provided.

1.4.3. Selection of applications and judgement of tenders

The bidding shall be made in UAE Dirham.

The Client will select the successful tenderer on the basis of the following weighted criteria:

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CRITERIA	WEIGHTING (/100%)
Technical Value of the offer: The technical value of the offer will be assessed on the basis of the technical response form submitted. This assessment will take into account the following elements: <ul style="list-style-type: none">- Profile of the proposed dedicated team;- Outlined operating conditions;- Proposed organization and follow-up;- General methods of respect for sustainable development by the company.	60% i.e. 30% 15% 10% 5%
Price: The price will be assessed - for 25% - on the basis of the sum exclusive of tax indicated on the undertaking form for the lump sum part, and - for 15% - on the basis of the amount of the standard work order. In both cases, the prices will be compared and evaluated using the formula Mark = Lowest bid X weighting Analyzed offer. In the event that a price range or similar is indicated, the highest amount will be used for the analysis.	40%

1.4.4. Conditions for sending and submission of bids

The deadline for submission of bids is: 31 May 2021 at 12:00

Bids and offers must be submitted electronically to the following address: dafadjoint@louismassignon.com.

If the bidder sends several different offers in dematerialized form, only the last received offer, under the conditions hereof, in dematerialized form shall be examined.

The bidder may send its file or document accompanied by a backup copy on paper or, if necessary, on an electronic medium sent within the time limits laid down for the submission of applications or tenders; this copy, identified as a backup copy, will be placed in a sealed envelope and will only be opened

- If a malicious computer program is detected;
- if the computerized offer has not been received within the time limit due to a transmission problem linked to the functioning of the mail box;

The envelope containing the backup copy will be destroyed by the Client if it is not opened. The sealed envelope containing the backup copy shall be sent or delivered to the following address with the following indications

Marché n° 2021-01 : EXPLOITATION DES INSTALLATIONS DE CLIMATISATION ET DE VENTILATION

COPIE DE SAUVEGARDE - NE PAS OUVRIR

Lycée Louis Massignon

DAF / Pôle achats

Rabdan Street P.O. Box 2314

ABU DHABI U.A.E.

1.4.5. Additional information

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In order to obtain any further information that they may need during their study, bidders may send their questions and requests for additional information by e-mail to the following address: dafadjoint@louismassignon.com

An answer will then be sent to all the companies having withdrawn the file or having downloaded it after identification, 6 days at the latest before the deadline for the receipt of the offers if the request was formulated in due time.

The Client shall have the right to make detailed changes to the consultation file no later than 6 days before the deadline for receipt of tenders. Bidders must then reply on the basis of the amended file without being able to raise any complaint on this subject.

If the deadline for the receipt of tenders is extended while the tender documents are being studied by the candidates, the previous provision will apply in accordance with this new date.

1.5. CONSISTENCY OF THE INSTALLATIONS

1.5.1. Knowledge of the Installations

The contractor shall be fully informed of the characteristics of the buildings and the existing installations made available to it in the context of the execution of its contract and shall have taken note of all useful documents, and shall have visited the site to visit the premises and make all necessary contacts with the person in charge of the users.

The operator shall obtain the plans of all the installations to ensure the location of the equipment to be maintained.

1.5.2. Modifications by the Client

The operator shall formulate its observations or reservations by registered letter, within a maximum period of fifteen days, when a technical modification of the installations and buildings is made by the Client.

1.5.3. Modifications by the Operator

No technical modification can be made to the installation by the Operator, even at its own expense, without the Client having been informed beforehand.

These modifications shall be subject to a prior agreement providing, at the end of the performance of the contract, either for the reinstatement of the initial installation, or for the transfer of the modification made, or for the repurchase of the modification by the public entity at a price agreed upon by amendment to the initial contract.

These modifications will not change the economic terms and conditions of the contract.

1.5.4. Evolution of the Assets

The Client may, during the term of the contract, make changes to the assets covered by this operating contract, either by extension, reduction, transformation or renovation.

For each change affecting the content of the installations covered by this contract, an amendment shall be negotiated between the Client and the operator, by applying the rules of similarity.

In the conduct of this negotiation, the Client may be assisted by any external service provider of its choice.

The absence of agreement on the terms of this amendment will constitute a breach of contract clause.

1.6. CONTROL OF THE CONTRACT

The Client may, at any time, ensure that the contract is performed in accordance with the technical and administrative specifications. For this purpose, the Client must have permanent access to any place under the responsibility of the Operator and be accompanied by any competent person of its choice.

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On the other hand, the controls shall be carried out by examining the maintenance book, which must contain all the information on the visits, interventions and observations of the Operator. The Client may ask for this book at any time to verify the proper execution of the contract.

The Operator shall produce each quarter, with its request for an advance payment:

- A copy of the maintenance records, as defined herein, for all Installations maintained.

Payment of the quarterly installments shall be suspended upon issuance of such records.

The Operator shall produce an annual operating report, attached to its billing statement for the year. This report will include, at a minimum:

- a statement of all parts replaced under the package, by location
- a copy of the control sheets, as defined in the present document, for all the equipment maintained
- a statement of proposed equipment replacements, with justification comments.

The control of the conditions of execution of the contract or the technical or economic verification of the characteristics thereof may be entrusted by the Client to any person it deems appropriate to intervene in order to ensure the satisfactory operation of the equipment placed at the disposal of the Operator. The latter must accept any visit or control carried out by the Client or decided by it and may be accompanied by any person of its choice.

1.7. OBLIGATIONS AND RESPONSIBILITIES OF CONTRACTORS

1.7.1. Obligations of the Operator

Operation and Maintenance

The Operator shall operate, monitor, adjust and maintain the refrigeration production installations, the hydraulic distribution networks, the terminal air conditioning installations and the direct expansion ventilation and air conditioning installations, including the control and electrical equipment specific to the climate control installations.

The maintenance in a clean state of the premises placed at the disposal of the Operator is also the responsibility of the latter.

The Operator shall ensure the control of the balancing of the installations, as well as the adjustment of the systems.

For this purpose, it must assign to these operations the competent personnel of control and execution, knowing perfectly the devices and equipment of the technical premises to obtain an optimal operation of the installations.

Periodicity of visits to the technical premises

The Operator shall have to proceed to a quarterly visit of all the technical premises. This periodicity is a minimum request; the Operator may visit the technical premises as many times as it wishes. On the other hand, during each of these visits, the Operator will have to report its visit to the site and sign a register made available by the Client.

The Operator shall have access to the site after having made a prior request to the Client. This request must be made at least one week before the scheduled intervention.

Conformity of the installations

If the installation or the premises made available to it cease to comply with the legislation or regulations in force, the Operator, as soon as it becomes aware of it, must inform the Client. Provided that the installation and the premises referred to above remain in conformity with these regulations, the Operator is responsible for the proper observance of the safety and air and water pollution control regulations.

Maintenance Book

The Operator shall be responsible for keeping the general maintenance book, in which all events, interventions, repairs carried out on the installations will be recorded. This book will also include all the temperature, consumption and performance measurements of the installations.

This book must be permanently available to the Client.

It shall provide the Client with an extract from it, with each brief. The absence of the extract from the maintenance book will suspend the payment of the annual operating report.

Handover of the installation at the end of the contract

The Operator undertakes to leave, at the end of the execution of the contract, the installation in a perfect normal state of cleanliness, maintenance and operation. This state will be recorded in a joint report. The Operator will then be obliged to proceed to any repair of the materials or equipment, whose state would be considered as defective by the cause of a bad maintenance.

1.7.2. Obligations of the Client

The Client shall provide the Operator, free of charge, for the entire term of the contract:

- The technical ventilation premises.
- The refrigeration production room.

The Client shall keep the premises available to the operator closed, covered and in good condition, in accordance with the police and insurance regulations. The Client shall not use the Installations described in this document for any other purpose.

The Operator shall have access to the technical premises, but will not have the use of these premises. In particular, the Client may use the areas concerned for other purposes, provided that it leaves free access and the necessary spaces for the operator to carry out maintenance and operation tasks.

The Client shall undertake to ensure, in the event of a change in the regulations, that the equipment is brought into conformity after having been notified by the Operator.

1.7.3. Common Obligations

A joint report on the state of the premises and installations shall be drawn up at the beginning and end of the execution of the contract. These inventories shall be carried out on the initiative of the Operator, failing which any anomaly may be imputed to it within the framework of its contract and it shall be required to remedy it. The same applies to any transformation carried out during the contract period.

1.8. RESPONSE TIMES

The Operator shall respond to any call from the Manager or one of its designated representatives. The maximum response time shall be:

- Two hours between 6:00 am and 8:00 pm on working days
- Four hours between 8:00 pm and 6:00 am on working days
- Six hours on holidays and Sundays

Penalties shall be applied to the Operator if these deadlines are exceeded.

1.9. SUBROGATION

The Client shall subrogate the Operator in its rights and actions born or to be born against the suppliers, installers, previous Operators and any third party responsible or deemed responsible for damage or for any damage to the installations for which it is responsible.

If the damage involves the biennial or ten-year liability of the installer, suppliers, builders or a third party, the Operator undertakes to provide the Client with any detailed report with a view to preparing any amicable or contentious action against them.

1.10. FORM AND CONTENT OF PRICES

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The Operator shall provide the services of operating, monitoring, adjusting and maintaining the refrigeration production installations, the hydraulic distribution networks, the ventilation installations, including the regulation and electrical equipment specific to the climatic installations, as well as the self-contained air conditioners.

In order to carry out this mission, the Operator will propose a global annual fee. The maintenance package must include, in addition to labor services:

- the supply of consumable products and ingredients,
- the replenishment of the reserve of filters and belts,
- the supply of any part or component, with a unit value less than or equal to AED 500.00 excluding VAT, market value,
- Labor and travel for all repairs, not falling within the operations requiring the purchase of components above the above fixed price.

The operations of repair or transformation of the installations, involving the supply of elements whose amount is higher than AED 1,000.00 exclusive of tax, market value, shall be the subject of a preliminary estimate sent to the Client, distinguishing between supply and Labor. The works will only be carried out after agreement on this estimate. The Client shall reserve the right to order this type of repair from any other organization of its choice, without the Operator being able to object in any way whatsoever.

The hourly rate, by qualification of the intervening party, shall appear in the contract and will be used as a basis of calculation for the estimate of interventions outside the package.

A complete set of pre-filters and bag filters, as well as a complete set of transmission belts will be maintained permanently on site, and replenished as and when required. Belt replacement is included in the annual package. The supply of filters is not included in the annual package, but replenishment shall be by quotation from the operator.

In addition, the operator shall provide, prior to final contract signature, a detailed list of emergency spare parts, with for each component:

- the manufacturer and part number of the component,
- the unit price of the component
- the storage location,
- The time required for installation on site.

The work not included in the annual maintenance package may be entrusted to the Operator. In this case, an estimate will always be established showing the amount of all the supplies in purchase value, the sales coefficient appearing in the act of engagement, the number of hours, the qualification and the hourly rate of the contributors. The final invoice will be established with copies of the paid invoices of the suppliers.

The Client shall have the right not to follow up on a work estimate from the Operator and to entrust the said work to a company of its choice.

1.11. PRICE ADJUSTMENT

1.11.1. Annual Fixed Price and Manpower

The annual lump sum for driving and maintenance will be revised within the limits of -5% to +5% following an annual performance review.

The meeting shall take place between the first and the last day of February of each year.

The unit amount of the hourly labor rates will be revised by applying the following formula: "Annual Conduct and Maintenance Package" revision rate.

1.11.2. Value of supplies included and excluded in/ from the package

The threshold limit of the unit amount of the parts included in the package and the threshold for application of the coefficient on the invoice will be revised by application of the following formula

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Rate of revision of the "Annual Conduct and Maintenance Package".

1.12. TERMS OF PAYMENT

Billing

The annual conduct and maintenance package shall be paid, on the one hand, in three instalments of 1/4 of the annual amount, presented on the following dates:

- . April 5th,
- . July 5th,
- . October 5th,

On the other hand, the annual general statement will be presented within 30 days after the end of the financial year. It shall be drawn up with the calculation of the revision indices for the entire financial year and the advance payments will be deducted.

The calculation of the revision shall always be made with reference to the indices of month M0 of the offer.

A final invoice shall be sent to the Client within 30 days of the date of the end of the financial year, with the calculation of the revision applicable to the past financial year.

Payment of the progress payments and the annual statement of account shall be suspended until the documents indicated in paragraph 1.6 have been supplied.

Terms of payment

Each invoice or request for an advance payment shall be paid by bank transfer within 30 days of the end of the month, without discount and without charge.

The payment requests will be established by carrying, in addition to the legal mentions, the following indications:

- the date and number of the invoice
- the name and address of the contractor;
- the holder's bank or postal account number as specified in the offer;
- the VAT number of the contractor;
- the contract reference (2021-1);
- the name, address and budgetary references of the purchasing department;
- the date(s) and number(s) of the purchase order(s);
- the total amount in AED excluding taxes;
- the rate and amount of VAT;
- the total amount in AED including VAT;

1.13. NON-COMPLIANT SERVICES - PENALTIES

1.13.1. Delay of intervention

The maximum response time, on a call from a site manager or after an alarm is triggered, shall be:

- Four hours, on working days,
- Eight hours, on Saturdays, Sundays and holidays

If the time of intervention, to follow up a call for malfunction or weather conditions out of tolerance range, is not respected, it shall be applied the following conditions:

- Intervention between 4 hours and 24 hours after the call: penalty of 5/100th of the annual maintenance fee
- No intervention within 24 hours after the call: Request for intervention by a third party company at the expense of the operator.
- No intervention within 48 hours following the call: Possible termination of the contract by the Client. In this case, the termination will be confirmed by registered letter and the Client will be able to take all necessary measures at the expense of the operator to ensure the normal running of the installations. The Operator may not claim any compensation for termination.

1.13.2. Internal Climatic Conditions

If the internal climatic conditions are outside the tolerance range, due to the lack of maintenance of the installations, the Operator will be applied the same penalties as in the previous paragraph.

Climatic conditions are considered unsatisfactory if the temperatures reached in the air-conditioned premises are higher than **27°C**.

If the deficiencies are noted more than three times during an operating year, the Client may terminate the contract by operation of law and without the Operator being entitled to claim compensation.

In the event of a malfunction of the refrigeration unit lasting more than 48 hours, the manufacturer must be called in to repair or replace the faulty components. In this case, the intervention of the manufacturer will be paid for by the operator, except for the cost of the replaced parts.

1.13.3. Operating documents

The inspection and maintenance reports will be sent to the Client with the quarterly situation or the annual invoice, within one month of the end of the invoiced period, i.e.:

- **before April 30**
- **before July 31**
- **before October 31**
- **before January 31**

The absence or incomplete submission of the operating documents will be sanctioned by the refusal of the situation or the annual operating invoice.

A penalty of 1/20th of the annual fee shall be applied for each month of delay in submitting the operating documents.

1.13.4. Notices

The Operator shall be notified by registered letter of prolonged or repeated breaches of the terms and conditions of its contract.

The Operator shall be obliged to remedy the situation within 48 hours of receipt. Beyond this period, the Client will take all necessary measures at the contractor's expense to ensure normal operation.

If, fifteen (15) days after receipt of the registered letter, the Operator has not been able to ensure the resumption of normal operation, the Client may terminate the contract as of right, without delay, and with compensation for the prejudice suffered by him.

1.13.5. Causes of Force Majeure

Interruption or insufficiency of air-conditioning for external causes, not attributable to the contractor, and which it could neither foresee nor prevent, will be considered as causes of force majeure, excluding the application of penalties and the formal notice procedure.

Nevertheless, the contracting party must provide proof that the causes of the disruption are not related to its activity.

In the event of such events, the Operator shall be required to propose to the Client all safeguard or substitution measures to neutralize the effect of these causes and avoid their repetition.

1.14. PERSONNEL

The Client shall reserve the right to request the Contractor to replace a member of staff without the Client having to justify the reasons for its request.

1.15. INSURANCE

Throughout the performance of the contract, the Operator shall be liable for any damage that may be caused either to persons or property or to the installations under its control.

The Operator shall assume all risks of civil liability arising from the operations entrusted to it. For this purpose, it must take out insurance taking effect at least on the date of commencement of performance of the contract and covering all risks, in particular:

- accidents
- fire
- explosions
- theft
- water damage
- electrical damage
- natural phenomena: storms, hail, floods, tornadoes

This insurance must include a non-recourse clause to the Client.

Damage due to the intervention of a third party that the Operator did not have the material possibility of preventing is excluded from its responsibility, subject to proof provided by the Operator.

The Operator shall provide with each statement closing a financial year, a certificate justifying the presence of this insurance and the payment of the corresponding premiums.

1.16. DISPUTES

All disputes arising out hereof which cannot be settled amicably shall be brought before the courts of the United Arab Emirates.

Abu Dhabi, 18/04/2021

2. TECHNICAL CLAUSES -

2.1. SITUATION AND CONDITION OF THE INSTALLATIONS

Bidders shall be deemed having inspected and are aware of the situation of the complexes to be operated, the state of the installations, the premises placed at their disposal and, in general, the entire environment in which the operating mission will be carried out.

The successful bidder may not, under any circumstances, take advantage of an unknown element to avoid carrying out its mission in full or request a modification of its contract.

2.2. - REGULATIONS

The general conditions of operation are governed by the laws, regulations and reference texts of the United Arab Emirates.

* * * *

3. DESCRIPTION OF THE INSTALLATIONS -

The installations are described in the attached Excel file "AC DETAILS".

The electrical installations specific to the air conditioning and ventilation installations are part of this contract.

The general electrical installations, as well as the connections between the T.G.B.T. and the cabinets of the AC installations are excluded from the scope of this contract.

* * * *

4. OPERATION AND MAINTENANCE -

4.1. OPERATION OF THE SYSTEM

4.1.1. Contractual operating characteristics

- **Period covered by a fiscal year: January 1 to December 31.**

4.1.2. Commissioning and change of system

The operator is responsible for commissioning after maintenance. The change of chilled water temperature according to the external conditions will be ensured by the operator.

4.1.3. Indoor temperature

The maximum ambient conditions to be obtained in the center of the air-conditioned premises, at about 1.50 m from the ground, shall be 27°C.

To ensure the temperature conditions, the operator will make all the necessary adjustments and at the frequency it deems useful, to respect the contractual conditions.

4.1.4. Premises provided

In order to carry out its mission, the technical premises are made available to the operator who will ensure that they are kept in a perfect state of cleanliness and where it can store the parts and documents necessary for the proper operation of the installation.

On the other hand, the Client, or any principal, reserves the right to carry out inspection visits, as often as it deems necessary. For this purpose, the Campus Manager must be able to access the technical premises at any time.

The Operator shall have access to the premises subject to having made a prior request to the Client. However, it shall not have permanent use of the means of access to these premises.

Outside the normal opening periods of the site, the Operator must be assisted by an official of the Client, in order to intervene on the protection devices of the premises and to respect the surveillance procedures. These interventions will have to remain exceptional and will only be authorized insofar as the work envisaged cannot be carried out during working hours.

4.1.5. Monitoring of the Installations

The operator shall have sufficient and suitably qualified personnel available at all times to provide the required service and to respond to any reported incidents. The operator shall provide the telephone number(s) of the duty stations where a competent person can be contacted, day and night, in case of emergency.

The operator may carry out part of its mission by remote monitoring from equipment it deems useful to put in place. In this case, all the adjustments to be made to the installations will be made under the control of the Client, who may appoint any competent person to examine the planned installations and prescribe any adaptation deemed necessary in relation to the operator's proposals.

The telephone line necessary for remote monitoring will be paid for by the operator as regards the connection as well as the subscription and the consumptions.

The equipment installed to ensure remote monitoring will remain the property of the Client at the end of the contract.

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The remote monitoring will be done on a PC type computer and the diskettes of the remote monitoring operating software, with its user's guide, will be given to the Client when the system is set up.

4.1.6. Response Times

The maximum intervention times, on a call from a branch manager or after an alarm has been triggered shall be

- Two (02) hours, on working days, between 06:00am and 08:00 pm.
- Four (02) hours, on working days, between 8:00 pm and 6:00 am
- Six (06) hours, on holidays and Sundays

The operator's personnel must have at their disposal at all times the tools and control equipment necessary for the proper performance of their duties. It shall also have a stock of emergency spare parts, to be built up by him, to avoid any interruption for supply reasons.

The operator must inform the Client of any constraint preventing it from carrying out its contract normally or of any technical or regulatory change that the installation may undergo.

4.2. - MAINTENANCE OF THE INSTALLATIONS

4.2.1. Scope of Services

All maintenance and repair operations necessary for the proper functioning of the installations are included in the contract.

Major maintenance operations or repairs involving equipment replacements exceeding the unit price of AED 500.00 exclusive of tax will be carried out in accordance with the procedure indicated in paragraph 1.10. hereof.

4.2.2. Competence of the operating personnel

Maintenance and repair operations must be carried out by personnel with established competence in the field of intervention for which they are working.

In particular, specific interventions such as: refrigeration systems, electrical systems and automation must be carried out by specialized operators.

If a deficiency is noted in terms of the personnel involved, the Client reserves the right to dismiss the employee concerned and to call in a third party if the time limits for restoration are exceeded. These external interventions will then be deducted from the Operator's fixed price.

4.2.3. Maintenance supplies

Within the framework of its mission of maintenance, cleaning and routine repairs, the operator must supply the products necessary for its interventions, particularly:

- Cleaning tools and instruments,
- Rags,
- Oils and greases,
- Detergents and cleaning products,
- Maintenance paint,
- Seals and glands,
- Screws, bolts and fittings,
- Water conditioning products.
- Means of handling, lifting and access to the various equipment.

In addition, any component of the installation whose unit price invoiced by the supplier is less than or equal to AED 500 excluding VAT, value at the date of the contract, will also be supplied. This amount

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will be discounted according to the formula applicable to the operating package. The labor required to replace these components is part of the operating package.

4.2.4. Maintenance Operations

The Operator shall maintain the installations in perfect working order, with optimal efficiency and performance conditions. Particular attention will be requested from the Operator on the cleanliness of the premises placed at its disposal, in particular the technical premises and their surroundings, as well as the various components of the installation.

The maintenance operations must strictly respect the programs defined by the suppliers of the materials constituting the installations placed at the disposal of the Operator. For this purpose, a copy of the operating instructions will be made available to the operator. These instructions will be available for consultation on site, but in no case will they be taken away by the operator.

The maintenance operations will necessarily take place during the following periods

- Between February 15th and March 14th: quarterly visit
- Between May 15 and June 14: semi-annual visit
- Between August 15 and September 14: quarterly visit
- Between November 15 and December 14: annual visit

Without this description being exhaustive, the following control, adjustment and maintenance operations will be carried out:

Periodicity indications:

Q : Quarterly

S : Semi-annually

A : Annually

EQUIPEMENT	Maintenance Intervals			REMARKS
	Q	S	A	
TECHNICAL PLACES - Cleaning of the place		X		
REGULATION - Control of settings and action of regulators - Control of thermostats and operation - Control of pressure switches and operation			X X X	
SANITARY FITTING -Valve operation -Cleaning of filter screens -Sealing of seals and glands - Condition of temperature / pressure indicators		X X X	X	
FILLING DEVICE - Operation of the self-cleaning filter - Reading the filling meter - Maintenance of the backflow preventer - Checking and topping up the treatment - Analysis of the water in the circuit	X X		X X X	
EXPANSION DEVICE - Pressure control and possible topping up - Nitrogen pressure control	X		X	
CHILLED WATER REFRIGERATION UNIT - Cleaning of the unit, batteries, fans - General tightness control - Control of the refrigeration circuit - Examination of the heat insulators - Checking the motor-fans - Test of the flow controller - Measurement of the irrigation flow		X X X X X	X X	

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- Control of desiccant cartridges - Oil acidity test and supplement - Control of the regulation automaton - Adjustment of safety devices - Control of the servo-controls - Control of operating pressures - Electrical measurements of compressors and motors - Control of electrical protections			X X X X X X X X	
PUMPS - Switching of pumps - Pressure control - Leakage control - Cleaning of body and motor	X X X			X
HYDRAULIC NETWORK - Checking the condition and operation of the traps - Condition of the insulation and paint - Cleaning of the insulation	X		X X	
AIR HANDLING UNITS - Operation of valves - Cleaning of hydraulic filters - Cleaning the condensate tray - Control of the condensate drain - Cleaning / replacing air filters - Cleaning the battery and the fan - Cleaning the exterior of the units - Control of the transmission and adjustment - Electrical control of the motor - Lubrication of bearings - General mechanical control and noise - Control of the damper motor and the contacts - Control of the servo systems and safety devices - Control and adjustment of the regulation - Control of the airflow - Checking the electrical connections	X X X X		X X X X X X X X X X X X	
BLOWING NETWORKS - Cleaning of the outside of the ducts - Cleaning of diffusers - Cleaning of the flow control modules - Cleaning of the fresh air intake grilles			X X X X	
MECHANICAL VENTILATION SYSTEMS - Cleaning of air inlets and extractor units - Cleaning of fans and casings - Electrical control of motors - Greasing of bearings - General mechanical control and noise - Control of safety devices - Checking the air flow rates - Verification of electrical connections			X X X X X X X X	
VENTILO-CONVECTORS and CASSETTES - Operating the valves - Cleaning of the condensate tank - Checking the condensate pump - Checking the condensate drain - Cleaning or replacing the filter - Checking the fan motor and speeds - Electrical check of the fan motor - Checking the electrical connections - Check the thermostat	X X X X X		X X X X	
SPLIT SYSTEM AIR CONDITIONER - Cleaning of the indoor unit and the tray	X			

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- Checking the condensate pump	X			
- Checking the condensate drain	X			
- Cleaning or replacing the filter	X			
- Cleaning the outdoor unit and evaporator		X		
- Cleaning of the fan motor		X		
- Mechanical check of both units			X	
- Checking the refrigeration circuit			X	
- Inspection and maintenance of the insulation			X	
- Checking the operating pressures			X	
- Checking the refrigeration safety devices			X	
- Electrical measurements of compressor and motors			X	
- Control of the regulation			X	
REGULATIONS				
- Control of the thermostat set points			X	
- Control of pressure switch set points			X	
- Control of the programming of regulators			X	
- Tests of the servo devices			X	
- Checking of electrical connections			X	
ELECTRICAL CABINETS				
- Dust Removal			X	
- Tightening of the lugs			X	
- Functional check of the lighting	X			
- Checking the operation of the lights	X			
- Control of the programming of the clocks	X			
- Tests of the servo devices			X	
- Measurements of the intensities of each circuit			X	
- Control of the isolations of each circuit			X	

At the end of each financial year, the operator shall draw up an operating report which will include all the observations it considers useful, the incidents encountered and the repairs to be undertaken. This report will also record the adaptations required by the evolution of the regulations in force, in order to maintain compliance.

The inspection and maintenance reports will be sent to the Client with the quarterly statement or the annual invoice, in the month following the end of the invoiced period.

4.2.5. Spare Parts

A complete set of filters for air handling units, fan coils, cassettes and air handling units must be present on site when the installations are taken over. The presence of the filters will be checked during the initial visit. Each pre-filter or bag filter replacement must be recorded on the maintenance records.

Also, a set of transmission belts, a set of twenty condensate pumps and five thermostats must be present on site.

If necessary, the complement will be carried out as of the assumption of responsibility so as to preserve this complete set of spare parts.

The operator shall, at the time of signing the contract, provide a list of emergency components, with the place of availability and the time of supply and installation.

4.2.6. Operation book

An operating book will be kept at all times, in which will be recorded all controls, readings, maintenance operations with dates and the name of the operator. This operating book will be permanently available to the Client.

This book shall be made up of troubleshooting sheets and periodic maintenance sheets.
A copy of the breakdown sheets shall be submitted with the annual operating invoice.

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The periodic maintenance sheets will consist of three models:

- Quarterly maintenance
- Semi-annual maintenance
- Annual maintenance

These different documents will be established from the models that will be proposed by the Client.

Failure to provide these documents, or their incomplete drafting, will constitute a cause for rejection of the situation or of the annual invoice.

4.2.7. Additional Equipment

The operator may equip the installations with any additional equipment that it deems useful for the proper execution of its contract, provided that it has informed the Client, obtained its agreement, and complies with the legal and regulatory provisions.

At the end of the contract, these additional devices will remain the property of the Operator but the Client shall reserve the right to become the owner after agreement on a residual repurchase value.

4.2.8. Operating Report

At the end of each year of maintenance, when the annual reports are submitted, a summary meeting will be held at the Client's headquarters with the Operator's representative. The purpose of this meeting will be to comment on the annual reports, to give an account of the state of the installations, the operating reports, the particular problems encountered during the past year and any proposals for change.

4.2.9. Handover of the installation at the end of the contract

At the end of the contract, a joint report will be drawn up between the operator and the Client in which the perfect state of maintenance of the installation will be recorded. If this contract highlights the need for maintenance or renewal operations, these will be required of the operator before the installation is returned.

* * * *

5. MAINTENANCE RECORDS-

5.1. QUARTERLY MAINTENANCE

Date:

Building:

EQUIPEMENT	Executed	Remarks
CHILLED WATER REFRIGERATION UNIT - Cleaning of the unit, batteries, fans - General tightness control - Control of the refrigeration circuit - Examination of the heat insulators - Checking the motor-fans		
FILLING DEVICE - Operation of the self-cleaning filter - Reading of the filling counter		
EXPANSION DEVICE - Pressure control and possible topping up		
PUMPS - Switching of pumps - Pressure control - Leakage control		
HYDRAULIC NETWORK - Checking the condition and operation of the traps		
AIR HANDLING UNITS - Operation of valves - Cleaning the condensate tray - Control of the condensate drain - Cleaning / replacing air filters		
FAN COILS - Operating the valves - Cleaning the condensate pan - Checking the condensate drain - Cleaning or replacing the filter		
SPLIT SYSTEM AIR CONDITIONER - Cleaning the indoor unit and the tray - Checking the condensate drain - Cleaning or replacing the filter		
SPLIT SYSTEM AIR CONDITIONER - Cleaning the indoor unit and the tray - Checking the condensate drain - Cleaning or replacing the filter		

Comments:

5.2. SEMI-ANNUAL MAINTENANCE

Date:

Building:

EQUIPEMENT	Executed	Remarks
CHILLED WATER REFRIGERATION UNIT - Cleaning of the unit, batteries, fans - General tightness control - Control of the refrigeration circuit - Examination of the heat insulators - Checking the motor-fans		
TECHNICAL ROOM - Cleaning of the room		
SANITARY FITTINGS - Valve operation - Sealing of seals and glands - Condition of temperature / pressure indicators		
FILLING DEVICE - Operation of the self-cleaning filter - Reading of the filling meter		
EXPANSION DEVICE - Pressure control and possible topping up		
PUMPS - Switching of pumps - Pressure control - Leakage control		
HYDRAULIC NETWORK - Checking the condition and operation of the traps		
AIR HANDLING UNITS - Operation of valves - Cleaning the condensate tray - Control of the condensate drain - Cleaning / replacing air filters		
FAN COILS - Operating the valves - Cleaning the condensate pan - Checking the condensate drain - Cleaning or replacing the filter		
SPLIT SYSTEM AIR CONDITIONER - Cleaning the indoor unit and the tray - Checking the condensate drain - Cleaning or replacing the filter - Cleaning the outdoor unit and evaporator - Cleaning of the fan motor		
ELECTRICAL UNITS - Functional check of the lighting - Control of the operation of the lights - Control of the programming of the clocks		

Comments:

5.2. ANNUAL MAINTENANCE

Date:

Building:

EQUIPEMENT	Executed	Remarks
TECHNICAL ROOM - Cleaning of the room		
REGULATION - Control of settings and action of regulators - Control of thermostats and operation - Control of pressure switches and operation		
SANITARY FITTINGS - Valve operation - Cleaning of filter screens - Sealing of seals and glands - Condition of temperature / pressure indicators		
FILLING DEVICE - Operation of the self-cleaning filter - Reading of the filling meter - Maintenance of the backflow preventer - Checking and topping up the treatment - Analysis of the water in the circuit		
EXPANSION DEVICE - Pressure control and possible topping up - Nitrogen pressure control		
CHILLED WATER REFRIGERATION UNIT - Cleaning of the unit, batteries, fans - General tightness control - Control of the refrigeration circuit - Examination of the heat insulators - Checking the motor-fans - Test of the flow controller - Measurement of the irrigation flow - Control of desiccant cartridges - Oil acidity test and supplement - Control of the regulation automaton - Adjustment of safety devices - Control of the servo-controls - Control of operating pressures - Electrical measurements of compressors and motors - Control of electrical protections		
PUMPS - Switching of pumps - Pressure control - Leakage control - Cleaning of body and motor		
HYDRAULIC NETWORK - Checking the condition and operation of the traps - Condition of the insulation and paint - Cleaning of the insulation		
AIR HANDLING UNITS - Operation of valves - Cleaning of hydraulic filters - Cleaning the condensate tray - Control of the condensate drain - Cleaning / replacing air filters - Cleaning the battery and the fan - Cleaning the exterior of the units - Control of the transmission and adjustment		

<ul style="list-style-type: none"> - Electrical control of the motor - Lubrication of bearings - General mechanical control and noise - Control of the damper motor and the contacts - Control of the servo systems and safety devices - Control and adjustment of the regulation - Control of the airflow - Checking the electrical connections 		
<p>BLOWING NETWORKS</p> <ul style="list-style-type: none"> - Cleaning of the outside of the ducts - Cleaning of diffusers - Cleaning of flow control modules 		
<p>MECHANICAL VENTILATION SYSTEMS</p> <ul style="list-style-type: none"> - Cleaning of air inlets and extractor units - Cleaning of the fan and the casing - Electrical control of the motor - Greasing of the bearings - General mechanical control and noise - Control of safety devices - Checking the air flow rates - Verification of the electrical connections 		
<p>VENTILO-CONVECTORS and CASSETTES</p> <ul style="list-style-type: none"> - Operating the valves - Cleaning the condensate pan - Checking the condensate drain - Cleaning or replacing the filter - Checking the fan motor and speeds - Electrical check of the fan motor - Check the thermostat - Check the control valve - Checking the electrical connections 		
<p>SPLIT SYSTEM AIR CONDITIONER</p> <ul style="list-style-type: none"> - Cleaning the indoor unit and the tray - Checking the condensate drain - Cleaning or replacing the filter - Cleaning the outdoor unit and evaporator - Cleaning of the fan motor - Mechanical check of both units - Checking the refrigeration circuit - Inspection and maintenance of the insulation - Checking the operating pressures - Checking the refrigeration safety devices - Electrical measurements of compressor and motors - Control of the regulation 		
<p>REGULATIONS</p> <ul style="list-style-type: none"> - Control of the thermostat set points - Control of pressure switch set points - Control of the programming of regulators - Tests of the servo devices - Checking of electrical connections 		
<p>ELECTRICAL UNITS</p> <ul style="list-style-type: none"> - Dusting - Tightening of the lugs - Functional check of the lighting - Checking the operation of the lights - Control of the programming of the clocks - Tests of the servo devices - Measurements of the intensities of each circuit - Control of the isolations of each circuit 		

Comments:

6. CONTROL RECORDS

6.1. REFRIGERATION UNIT

<ul style="list-style-type: none"> - Brand: - Type: - Nature of refrigerant : - Nominal cooling capacity (water at 7°C / air at 40°C) : - Number of compressors : - Number of fans : - Power supply voltage : - Nominal power input : - Nominal current : - Refrigerant charge: 		
Settings	Nominal Value	Measured value
<p>Power supply</p> <ul style="list-style-type: none"> - Power supply voltage : <ul style="list-style-type: none"> U 1 U 2 U 3 - Control circuit supply voltage - Current consumption of the compressors : <ul style="list-style-type: none"> Compressor n° 1 Compressor n° 2 Compressor n° 3 Compressor n° 4 - Current consumption of fans : <ul style="list-style-type: none"> Fans n° 1 Fans n° 2 Fans n° 3 Fans n° 4 <p>Refrigeration circuit</p> <ul style="list-style-type: none"> - Oil level - Acidity test - Winding insulation : <ul style="list-style-type: none"> Compressor n° 1 Compressor n° 2 Compressor n° 3 Compressor n° 4 - Anti-freeze resistor - Low pressure switch <ul style="list-style-type: none"> Circuit n° 1 / Circuit n° 2 - High pressure switch <ul style="list-style-type: none"> Circuit n° 1 / Circuit n° 2 - Safety valve setting <ul style="list-style-type: none"> Circuit n° 1 / Circuit n° 2 	<p>unloaded / loaded</p>	<p>unloaded / loaded</p>

6.2. - FILLING - EXPANSION

Date:

Building:

Equipment:

<p>Filling meter - Brand: - Type: - Reading:</p>	<p>Expansion tank - Brand: - Type: - Nitrogen pressure</p>
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6.3. - PUMPS

Date:

<p>Pump 1 - Brand : - Type: - Motor power: - Rotational speed: - Supply voltage: - Rated current:</p>	<p>Pump 2 - Brand : - Type: - Motor power: - Rotational speed: - Supply voltage: - Rated current:</p>	
Settings	Nominal Value	Measured value
<p>Pump 1 - Water flow in m3/h - Head in m W.C. - Winding insulation : - Terminal voltage in volts : U1 U2 U3 - Absorbed current in amperes : I1 I2 I3</p>		
<p>Pump 2 - Water flow in m3/h - Head in m W.C. - Winding insulation : - Terminal voltage in volts : U1 U2 U3 - Absorbed current in amperes : I1 I2 I3</p>		

6.4. - ANALYSIS HYDRAULIC CIRCUIT WATER

Date:

Building:

Circuit:

Settings	Nominal Value	Measured value
- pH - T.H. in French degrees - Conductivity at 20° in mS/cm - A.T. in French degrees - C.A.T. in French degrees - Dissolved oxygen in mg/l - Carbonates in mg/l of CO ₃ - Sulfates in mg/l of SO ₄ - Copper in mg/l of Cu - Iron in mg/l		

6.5. - AIR HANDLING UNITS

Date:

Building:

Circuit:

- Make: - Supply voltage: - Motor speed: - Fan type: - Fan speed: - Pre-filter type and size:	- Type: - Motor power: - Motor pulley: - Belt type: - Fan pulley: - Filter type and size:		
Settings	Nominal Value	Measured value	
Power supply - Voltage at motor terminals in volts : <div style="text-align: right; padding-right: 20px;"> <i>U1</i> <i>U2</i> <i>U3</i> </div> - Motor current in amperes : <div style="text-align: right; padding-right: 20px;"> <i>I1</i> <i>I2</i> <i>I3</i> </div>			
Filtration - Pre-filter pressure drop in Pa - Pressure loss of bag filters in Pa			
Battery - Water inlet/outlet temperatures in °C - Air inlet/outlet temperatures in °C			
Fan - Air flow in m ³ /h : - Static fan pressure in Pa			
Control - safety - Room temperature in °C - Supply air temperature limit in °C			

6.6. - EXHAUST FAN WITH TRANSMISSION

Date:

Building:

Circuit:

<ul style="list-style-type: none"> - Make: - Supply voltage: - Motor speed: - Fan type: - Fan speed: 			<ul style="list-style-type: none"> - Type: - Motor power: - Motor pulley: - Belt type: - Fan pulley: 		
Settings		Nominal Value		Measured value	
<p>Power supply</p> <p>- Voltage at motor terminals in volts :</p> <p style="text-align: right; margin-right: 20px;"><i>U1</i></p> <p style="text-align: right; margin-right: 20px;"><i>U2</i></p> <p style="text-align: right; margin-right: 20px;"><i>U3</i></p> <p>- Motor current in amperes :</p> <p style="text-align: right; margin-right: 20px;"><i>I1</i></p> <p style="text-align: right; margin-right: 20px;"><i>I2</i></p> <p style="text-align: right; margin-right: 20px;"><i>I3</i></p>					
<ul style="list-style-type: none"> - Air flow in m3/h : - Static suction pressure in Pa 					

7. – PRICE LIST

The spare parts listed below shall be permanently available on the site

MATERIAL DESIGNATION	Number	Unit Price (€)	TOTAL
CTA filter xxx: G4	X		
Air handling unit filter xx : F7	X		
Air handling unit fan belt	X		
Fan coil filter (1 set)	X		
Fan coil control valve	X		
Room thermostat	X		
Split filter	X		

CHILLED WATER PRODUCTION:

The cost of labor related to the replacement of equipment is included in the unit prices.

MATERIAL DESIGNATION	Number	Unit Price (€)	TOTAL
HP Pressure Transmitter	2		
Pressure transmitter LP	2		
Chilled water temperature sensor	4		
Freon load	XX KG		
Filter cartridge dehydrator	2		
Refrigerator oil	XX Liters		
Complete evaporator fan motor	1		