

S O V D A

Scope of Work

Preparing for Pearl Mini Commissioning & Training

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Introduction

Thank you for choosing Sovda for your quality control and conveyance needs! We are pleased to offer in-house installation and service that matches the coffee industry oriented attention to detail fundamental in our equipment designs.

Overview

This Scope of Work covers installation and assembly steps required prior to the arrival of your Technical Brand Ambassador and performance of your Commissioning & Training. This Scope includes preparation work for the Pearl Mini, Precision Fill, and Lift. An accompanying Installation Manual elaborates on each step. Sovda offers an Assembly Service for an additional charge; please contact your Technical Brand Ambassador for additional information.

Client Performed Work

Before Equipment Delivery

1. Review the “To Read First” document sent by your TBA
 - a. Fill out as much of the Site Preparation form linked in the To Read First document
 - b. Familiarize yourself with the installation and site preparation resources provided in the To Read First document
2. Install required utilities in accordance with your Site Preparation Guide, including:
 - a. Air compressor
 - b. All air line plumbing
 - c. Electrical
 - d. Any special circumstances (ie wall penetrations, etc) required for your install.

Deliverable 1: Space & Equipment Receival

1. Equipment Receival
 - a. Receive Equipment from Carrier
 - b. Photograph Exterior of Crates
 - c. Remove Crate Lid

Note: If there is damage evident on the exterior of the crates, make sure this is documented on the BOL/shipping receipt/anything the driver asks you to sign. Please also take clear photo/video documentation of the damage and contact your TBA within 24 hours. Failure to do so may result in a loss of insurance coverage.

2. Remove Equipment from Crates
 - a. Open the Crates

- b. Photograph Crate Contents
 - i. Photograph Equipment near Crate Walls
- c. Remove Equipment from Crates
 - i. Keep Equipment Organized
- d. Fill out Packing List Inventory
- e. Photograph any Damage
 - i. Report Damage to TBA
- f. Photograph All Equipment once Organized

Note: If there is damage evident on any equipment, please document the damage and report it to the delivery carrier and TBA **within 24 hours**. Failure to do so may result in a loss of insurance coverage.

Deliverable 2: Assemble Pearl Mini

1. Install Wheels or Feet on Base
 - a. Thread Wheels or Feet into Base
 - b. Level Base
 - c. Secure Jam Nuts
2. Lift Main Unit onto Base
 - a. Orient Main Unit so Bolt Holes Align with Base
 - b. Tighten Bolts Securely
3. Lift Upper Unit onto Main Unit
 - a. Orient Upper Unit so Bolt Holes Align with Main Unit
 - b. Ensure Wing Nuts are Positioned on the Rear of Machine
 - c. Tighten Bolts Securely
 - d. Remove Vibrator Support Shims
 - e. Remove Cardboard from Fins and Install Fins
4. Position Equipment in Install Location or Staging Area
 - a. Ensure Electrical Plug Located near Machine
 - b. Connect Air Gun and Airlines
 - c. Connect Ethernet Cable to Wifi network (or provide Wifi Extender)
5. Software Unlock If Requested by TBA (depending on timezones)
 - a. Plug in Pearl Mini
 - i. In 110/120v countries, use provided power converter
 - b. Remove Rear Panel
 - c. Flip Breakers as Requested by TBA
 - d. Power On Unit
 - e. Provide Code Indicated on Screen to TBA
 - f. Enter Key Provided by TBA
 - i. Do not turn the machine off after providing the code to the TBA before TBA returns the encryption key. Power cycling the machine will reset the encryption code.

Deliverable 3: Assemble the Precision Fill (If Ordered)

1. Install Wheels or Feet on Base
 - a. Thread Wheels or Feet into Base
 - b. Level Base
 - c. Secure Jam Nuts
2. Lift Main Unit onto Base
 - a. Orient Main Unit so Bolt Holes Align with Base
 - b. Tighten Bolts Securely
3. Position Equipment in Install Location or Staging Area
 - a. Remove Shipping Support Brace inside Machine
 - b. Install Air Gun and Connect Airlines
 - c. Plug in Precision Fill

Deliverable 4: Conveyance System Installation (For All Ordered Lifts)

1. Install Cyclone(s)
 - a. Orient Mounting Plate on Equipment
 - b. Secure Mounting Plate
 - c. Orient & Secure Cyclone Inlet
 - d. Orient & Secure Cyclone Outlet
 - e. Connect Compressed Air to Cyclone
2. Install Hopper(s)
 - a. Cut Hopper Wall for Roaster or Pearl Mini Outlet Chute if Necessary
 - b. Orient Hopper in Final Install Location
 - c. Connect Tri-Clamp Tubing Run to Lower Cyclone Inlet
 - i. Secure Horizontal Run if longer than 12 Feet/3 Meters
3. Install Vacuum(s)
 - a. Identify Preferred Vacuum Location
 - b. Mount Vacuum
 - c. Connect Vacuum Flex Hose to Upper Cyclone Inlet
 - d. Plug In Vacuum
4. Install Control Panel(s)
 - a. Identify Preferred Control Box Location
 - b. Mount Control Box
 - c. Connect Control Wires for Cyclone and Vacuum
 - d. Plug In Control Box
5. Verify Installation
 - a. Check Tri-Clamps for Aesthetics, Stability and Seal
 - b. Check Control Box Operation:
 - i. Control Box Activates Vacuum
 - ii. Control Box Activates Cyclone Butterfly Valve
 - iii. Control Box Properly Cycles
6. Ensure Lift Runs Properly

- a. Place 100g Coffee in Hopper
 - i. For the Pearl, you will not be able to recover this coffee until the machine is commissioned
- b. Turn Lift On
- c. Allow Lift to Fully Cycle (~45 seconds)
- d. Verify Coffee Passes into Load Device
 - i. For the Pearl, you can verify by checking for coffee on the vibrator, accessible from the rear top of the machine.

Deliverable 5: Site Close-Out and Technician Scheduling

1. Check Site for Safety Issues
2. Complete the Site Preparation Checklist and Send to Sovda
 - a. Upon checklist verification, a Sovda technician will coordinate commissioning dates with the Client at least 4 weeks in advance. Expedited services may be available in limited cases for an additional charge.

Contractor Note: The Client is responsible for all electrical, air line, and site-access/layout requirements. A plumber or tradesperson may be required to run airlines; installation of airlines is not included. An electrician will be required for installation of shutoff and final wiring for the air compressor and may be required to provide necessary circuits. Documentation of required preparation work can be found in the Site Preparation Guide and the Site Preparation Checklist in the To Read First document.

Sovda Performed Work

Deliverable 1: Inspection

1. Site Survey
 - a. Safety & Utility Check
 - b. Site Preparation Checklist
 - c. Workspace & Workflow Overview
 - d. Secure Workspace
 - e. Material, Equipment and Tool Inventory
 - f. Employee Safety Orientation
2. Inspect Equipment for Proper Installation & Damage
 - a. Pearl Mini
 - b. Precision Fill (If Ordered)
 - c. Conveyance Systems

Deliverable 2: Calibration & Training

1. Calibrate Pearl Mini
2. (Optional Service) Calibrate Precision Fill
3. Train Client on Operations

Deliverable 3: Site Close-Out

1. Clean Equipment & Workspace
2. Tool Inventory & Packing
3. Safety & Cleanliness Overview

Notable Exclusions

The Commissioning & Training Service does not include site preparation work such as running or connecting air lines or electrical, installing air compressors, Lifts or piping, or assembling equipment. Prior to commencing the Commissioning & Training Service for your equipment, all utility connection points must be installed in accordance with the Sovda Site Preparation Guide. Failure to do so may result in additional charges (see Billing).

Billing

Sovda offers Commissioning & Training service for a flat-rate charge paid on your first invoice plus pre-billed travel costs billed prior to service commencement. The flat-rate charge includes all consumables, tools, and labor. The travel cost billing includes all lodging, flights, transportation, and per diem. Occasionally, additional items that fall outside the scope of work may be billed back to the client at-cost if not provided by the client.

Should the Client Performed Work included in the above scope not be completed upon arrival of your Technical Brand Ambassador, and result in an extension beyond the 3 days allotted for the commissioning, a Change Order will be issued describing the additional work needed and additional costs associated with the work (charged at \$1000 per day of extension plus additional travel costs). An administrative fee of \$500 may be added to the change order. Change Orders must be signed and paid prior to engaging in work and are dependent upon technician availability.

Additional Client Requirements

- **Recording and Social Media Release.** Sovda reserves the rights to record audio, video and still-images in and around the installation location for documentation purposes. Unless Sovda is notified in writing before the install begins that discretion is required, Sovda reserves the right to post recorded audio, video and still-images of the install location in social media and marketing campaigns.
- **Utility access & safety.** Compressed air and electrical shutoffs must be clearly marked and accessible. During commissioning, the immediate workspace must be restricted for installation purposes only and not available to the public, used for storage, etc. If the installation takes place in an active production environment, all employees that may need to pass through the install location must meet with the Sovda Technical Ambassador for a safety brief prior to beginning the install. Sovda requires 300 square feet or 28 square meters to stage and install equipment.

- **Third party tradespeople.** Trade work requiring special licensing (electricians, plumbers, etc) may be coordinated with Sovda prior to booking for proper scheduling. Coordination with trades does not imply a subcontracting relationship.
- **Disposal of waste & leftover material.** Client must dispose of leftover materials (may include solvents, crate materials, etc.)
- **Change orders.** Requests for work outside the above scope will require a change order in writing. Any additional labor, travel, materials or other costs associated with the change order will be billed to the client. Sovda reserves the right to request payment prior to initiating work outlined in the change order. Sovda charges \$1000/day for change orders plus additional travel costs.
- **Cancellations & delays.** For delays / cancellations caused by weather, travel delays, inadequate site preparation/workspace, missing parts not communicated to Sovda prior to booking, Force Majeure, Sovda may bill for work completed and may bill additional travel and labor costs as necessary. Sovda Technical Brand Ambassadors are tasked with performing installations to industry-leading standards while maintaining a safe workspace for all involved; as a result, your Technical Ambassador has the final call on cancellation and rescheduling.
- **Local Codes, Permitting & Insurance.** Since Sovda sells equipment world-wide, we are unable to provide input or expertise on local code and permitting requirements. Check with a local contractor to validate equipment and installation requirements in your area. Sovda equipment is CE rated from the factory; field inspections may be required depending on your location for local compliance (such as UL or CSA certification). Additionally, check with your insurance provider for any impact to your insurance. The Client is responsible for compliance with all local laws and insurance requirements (excluding insurance for work performed by Sovda technicians).