



MECHANICAL INC

A mechanical systems contractor

2279 Route 20 East
PO Box 690
Freeport, Illinois
61032

Tel 815 235 1955
Fax 815 235 1940

July 25, 2019

Randy Klatt
City of Plano
17 E Main St
Plano IL 60545

RE: HVAC Preventative Maintenance Agreement Renewal for the Police Department

Thank you for allowing Mechanical Incorporated to be your HVAC Service contractor of choice. We appreciate your business and value our partnership.

Our current Maintenance Agreement price is \$1,769.64 and will automatically renew on 10/1/19. The new Agreement term is one-year, at the annual price of \$1,813.88.

Thank you again for allowing Mechanical, Inc. the opportunity to service your facility. Please call or email if you have any questions.

Sincerely,

Sue Smalley

Sue Smalley
Customer Service Representative
815-297-6102
ssmalley@mechinc.com



Preventative Maintenance Service Agreement

for

Plano Zoning Building

Mechanical, Inc.
2601 Beverly Dr.
Aurora, IL 60502
Tel: 815-235-1955

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January 25, 2019

A Mechanical Systems Contractor

Randy Klatt
 City Of Plano
 17 E. Main Street
 Plano, IL 60504

809 W Detweiller
 Suite 815
 Peoria, Illinois
 61615

Tel 309-285-8089

RE: Preventative Maintenance Agreement

Dear Randy,

Mechanical Incorporated would like to thank you for the opportunity to provide this proposal for your consideration. Partnering with Mechanical Incorporated for this work will ensure you are receiving the highest technical expertise in our industry. Our mechanical service procedures promote the highest safety and environmentally conscious practices available.

The following pages will provide greater detail regarding our "Basic" Preventative Maintenance Program. In summary, the program highlights are as follows:

- Perform (4) Quarterly Operational Inspections with Seasonal Startups and Shutdowns, including air filter changes – Roof Top Units
- Perform (1) Annual Coil Cleaning – Roof Top Units
- Perform (1) Annual Operational Inspection – Exhaust Fans
- Furnish and Install Belts, as Needed
- Provide electronic service tickets following each visit with any suggested corrective action
- Preferred labor rate on all service calls and/or repairs, to be quoted in advance for approval
- Emergency on-call service 24/7 with a guarantee response time of 2 hours

Notes:

- Work to be performed during normal working hours of 7:00am thru 3:30pm, Monday thru Friday.
- Repairs/replacement may be quoted in advance for approval.
- Valid for 30 days.

Exclusions:

- Excludes glycol, contactors, refrigerant, insulation, controls, sensors, and any other material, unless noted above.
- Temporary or rental equipment.
- Building Automation System

Thank you again for your consideration of our proposal. Please do not hesitate to contact me direct should you have any additional questions or comments.

Respectfully,
 Jess Sierer
 Service Sales Representative
 Mechanical, Inc.
 Ph. 309-280-0570
 Email: jsierer@mechinc.com

 Authorized Signature
 of Approval

 Date



"Your MSCA Star Certified Contractor"

Our MSCA STAR Qualified Contractor designation gives you peace of mind by guaranteeing the job will be done efficiently, safely and professionally.



MECHANICAL INC

A mechanical systems contractor

900 Oakmont Lane
Suite 200
Westmont, Illinois
60559

800.747.1955
www.mechincservice.com

ABOUT MECHANICAL

History and Locations: Mechanical, Inc. was established in 1968, with 100% of its activities devoted to the installation and service of HVAC, Plumbing, Sheet Metal and Building Automation Systems. We service (5) states, Illinois, Indiana, Iowa, Wisconsin & Nebraska. The corporate headquarters is in Freeport, Illinois, with branch offices located in Aurora, Westmont, Fox Lake, Rockford, Peoria, Champaign, Waukesha, and Omaha.

Staffing: Mechanical, Inc. has a Construction Division, a Service Division, a Sheet Metal Division and a Controls Division. There are (150) Service Technicians that service Illinois (including 35 dedicated to Chicago and the surrounding suburbs), Southern Indiana, Iowa, Northern Wisconsin, and Nebraska.

Capabilities: HVAC/R and Plumbing Service, Repair, Preventative Maintenance Programs, Equipment Replacement, New Installations, Pipe-Fitting, Sheet metal, Fire Damper Inspections, Design/Build, and energy projects/evaluations.

Emergency Service: Response time to emergency service is 1 to 2 hours. We provide 24 hour, 7 day a week emergency service.

Contact Information: During regular hours (M-F, 7:00 am to 3:30pm) please call **DISPATCH:**

Ashton German
Mechanical, Inc.
Chicago Area Dispatcher
815-297-6105
Email: agerman@mechinc.com
800-747-1955 afterhours, weekends, or holidays.

Your Dedicated Account Manager:

Jess Sierer
Mechanical, Inc.
Service Account Representative
Mobile: 309-280-0570
Email: jsierer@mechinc.com

Certifications and Affiliations:

- All technicians are MSCA certified
- All technicians hold CFC certification cards for refrigerant recovery
- All technicians belong to the Plumbers and Pipefitters Unions, and are licensed and certified as required by local, state, federal, OSHA and EPA standards

Energy and Sustainability: Mechanical, Inc. is a Trade Ally and participates in the Nicor energySmart and ComEd Smart Ideas Programs. We have registered PE's, Certified Energy Managers and LEED Associates on staff who can offer assistance to assess and identify Sustainability Improvements & Energy Conservation Measures (ECM's) within your facility, campus or system-wide environments. We work with Nicor and ComEd to identify potential discounts or incentives that your energy project may qualify, and along with the operational savings, we help you financially assess the overall benefits of your Energy Projects.

Safety: Mechanical, Inc. currently has an EMR (Experience Modification) rating of 0.52.:

- 1 Full time Risk and Claims Manager
- 4 Full time Safety Professionals



A mechanical systems contractor

900 Oakmont Lane
Suite 200
Westmont, Illinois
60559

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- Comprehensive Corporate Safety Program
- Weekly Safety Training Requirements
- Pro-Active Safety Approach
- Incentive Program

Expertise: The following are just some of the **Equipment** our technicians are trained and certified to work on:

- Boilers (Hot water and Steam)
- Chillers up to 2400 tons (Screw, Centrifugal, Absorbers)
- Air handlers
- Roof top units
- Make up air units
- Pumps
- Computer Room Units
- Humidifiers
- Pneumatic and DDC Controls

The following are just some of the **Manufacturers** that our technicians have received training and certifications from:

- Trane
- Carrier
- York
- Engineered Air
- McQuay
- Liebert
- Lennox
- Temptrol
- Armstrong
- Aerco
- Bryan
- Hydrotherm
- Lochinvar
- A.O. Smith

Mechanical, Inc. has come to realize the irreplaceable value maintenance staff can bring to their respective facilities. We are dedicated to help enhance and support that staff as an extension, and never a replacement.



Plano Zoning Building 1.24.19

Type	Tag	Manufacturer	Model	Serial	# Visits/Yr
RTU	RTU-1	Trane	YCD180B3H0HB	509100895D	4
RTU	RTU-2	Trane	YSC060A3EHA1N	50310063L	4
RTU	RTU-3	Trane	YSC060A3EHA1R	515102296L	4
Exhaust Fan	EF-1				1
Exhaust Fan	EF-2				1

Preventative Maintenance Tasking

Equipment Type: PACKAGED RTU UNIT



Inspection Frequency: QUARTERLY

General Maintenance:

- Check crankcase heater
- Remove debris from within and around unit
- Inspect for refrigerant and other leaks
- Inspect and calibrate safety controls
- Inspect electrical connections, contactors, relays and operating safety controls
- Inspect starter, tighten terminals and check contact for wear
- Lubricate motor bearings
- Lubricate fan bearings
- Inspect and clean fan blades - as required
- Lubricate dampers and linkage - verify operation
- Inspect motor operating conditions
- Inspect external interlocks
- Inspect vibration eliminators - adjust as required
- Inspect coils for blockage filth - straighten fins as required
- Check burner or heating elements - where applicable
- Inspect and clean drain and pans
- Verify operation of control circuit
- Log temperatures, pressures, voltages, amperages, etc.
- Check economizer - if applicable
- Check auxiliary heater operation
- Check heating elements - electric heat
- Check operation and calibration of gas train components
- Check burner operation and sequence
- Inspect heat exchanger
- Check and clean combustion and blower
- Shut off burner and open electrical disconnect
- Close fuel supply valves

Belts, Coil Cleaning:

- Inspect belts and sheaves - adjust/replace as required
- Check compressor oil level - fill as required
- Coil Cleaning - Annual
- QUARTERLY FILTER CHANGES

**Note: The tasking above is applicable to the type of equipment and are based on industry standards. This tasking is general in nature and is not specific to a certain manufacturer or brand, unless specifically noted at the top of the page. Also, not all listed tasking will be applicable due to tasks that are seasonally dependent. For example: Heating coils and gas burners used for comfort are best checked during fall months rather than spring.*

Preventative Maintenance Tasking

Equipment Type: EXHAUST FAN

Inspection Frequency: ANNUAL



General Maintenance:

- Lubricate fan bearings
- Lubricate motor bearings
- Check for proper operation
- Check motor starter - if applicable

Belts, Filters, Coil Cleaning, Oil Analysis & Combustion Analysis:

- Inspect belts and sheaves - adjust/replace as needed

*Note: The tasking above is applicable to the type of equipment and are based on industry standards. This tasking is general in nature and is not specific to a certain manufacturer or brand, unless specifically noted at the top of the page. Also, not all listed tasking will be applicable due to tasks that are seasonally dependent. For example: Heating coils and gas burners used for comfort are best checked during fall months rather than spring.



**People Building Value
PREVENTATIVE MAINTENANCE AGREEMENT PRICING**

Mechanical Inc. is pleased to provide the services described within this proposal for

Plano Zoning Building

Terms of Payment Information:

Basic Preventative Maintenance Coverage – Quarterly Annual Service

Annual Service shall be furnished for the total annual amount of:

Three Thousand Eight Hundred Six and no/100.....\$3,806.00

hq

start date of March 1, 2019

This service agreement shall begin on ~~February 1, 2019~~ and remain in effect for a term of 3 years. *Invoices shall be issued quarterly or as agreed upon. Our payment terms are 30 days from the date of invoice.*

Approval Signatures:

City Of Plano Zoning
Name: Randy Klatt
Title: Maintenance Manager
Signature: STBWLJ tr
Date: 2/18/19

Mechanical, Inc.
Name: Jess Sierer
Title: Service Sales Representative
Signature: K ccca_ 0, T gpcp
Date: 2-19-19

Terms and Conditions:

1. Either party may reserve the right of cancellation via a written 30-day notification, and the final date to fall at the end of a calendar month.
2. Belts will be changed during Quarterly Preventative Maintenance visits only as needed. Any necessary belt replacements, needed beyond this routine, will be invoiced separately.
3. This proposed amount and scope assumes, a man-lift, or other means of access to high-bay equipment, will be beyond this agreement and at an additional fee as necessary.
4. Until agreement is executed, standard street rates may apply.
5. Multiyear agreement will be a fixed rate without escalation for the agreement duration.

**MECHANICAL INC.
GENERAL TERMS & CONDITIONS**

- 1) Our agreement assumes that the system's we are covering, are in working order and are able to be maintained. If any repairs are found to be needed after or during our original contract startup period, those repairs will be identified and the appropriate charges will be submitted for approval.
- 2) Mechanical will not, under any circumstances be liable for injury to persons or property damage, unless such damage or injury is caused by a negligent act of a Mechanical Inc. employee or subcontractor.
- 3) Mechanical assumes no liability as a result of the following contingencies: fire, floods, low water pressure, strikes, war, non-delivery, work stoppage, lightning strikes, & other power related damages.
- 4) The customer shall pay Mechanical in addition to our agreement price, all present & future taxes & government charges.
- 5) Either party reserves the right to discontinue this agreement within 30 days written notice.
- 6) Customer shall permit and provide Contractor free, safe, and timely access to all equipment areas. Contractor will be allowed to start and stop the equipment, as necessary to perform required services. All planned work under this Agreement will be performed during Contractor normal working hours. Any additional equipment (lifts, scaffolds etc.) needed to provide service will be the responsibility of the customer, unless otherwise stated in this Agreement.
- 7) In case of any failure to perform its obligations under this Agreement, Contractor's liability is limited to repair or replacement at its option, and such repair or replacement shall be Customer's sole remedy. This warranty is conditioned upon proper operation and maintenance by Customer and shall not apply if the failure is caused or contributed to by accident, alteration, abuse or misuse, and shall not extend beyond the term of this Agreement.
- 8) The annual Agreement price is conditioned upon the system(s) covered being in a maintainable condition. If the initial inspection or initial seasonal start-up indicates repairs are required, a firm quotation will be submitted for Customer's approval. Should Customer not authorize the repairs, Contractor may remove the unacceptable system(s), component(s) or part(s) from its scope of responsibility and adjust the annual Agreement price accordingly or cancel this Agreement.
- 9) Customer will promptly pay invoices within thirty (30) days of receipt. Should a payment become sixty (60) days or more delinquent, Contractor may stop all work under this Agreement without notice and/or cancel this agreement, and the entire Agreement amount shall become due and payable immediately upon demand.
- 10) Excluded from this Agreement, unless otherwise stated herein, is main power service, electrical wiring, main or branch fuse replacement, equipment starters and contactors, VFD's, ductwork, insulation, oil, gas, and other storage tanks, water or air piping, cleaning of ductwork interiors and or systems, total system replacement. EXCLUDED are repairs or replacement of non-maintainable parts of the system such as, but not limited to, flues; shell and tubes for boilers, chillers or evaporators; heat exchangers; unit cabinets; external casings; drain pans; fan blades; boiler refractory material; water, steam or DX coils and equipment structural supports are not covered by this agreement. Repairs, installation of components or parts and all service calls only apply to the equipment covered by this agreement as listed on schedule 1.
- 11) This agreement does not include responsibility for design of the system, obsolescence of parts, safety tests, valve body repairs, dampers, repairs caused by freezing weather, electrical power problems, main or branch fuse replacement, low water or gas pressure, vandalism, misuse or abuse of equipment, negligence or improper operation by others (including Customer), requirements of governmental, regulatory or insurance agencies, or other causes beyond the control of Contractor.



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- 12) Any alteration to, or deviation from, this Agreement involving extra work, material or labor will become an extra charge (fixed-price amount to be negotiated or on a time-and-material basis at Contractor's rates then in effect) over the sum stated in this Agreement.
- 13) Contractor shall permit only their personnel or agents to perform the work included in the scope of this Agreement. Should anyone other than Contractor's personnel perform such work, Contractor may, at its option, cancel this Agreement or eliminate of equipment from inclusion in this Agreement.
- 14) In the event Contractor must commence legal action in order to recover any amount payable under this Agreement, Customer shall pay all court costs and Contractor attorneys' fees incurred.
- 15) Any legal action against Contractor relating to this Agreement, or the breach thereof, shall be commenced within one (1) year from the date of work.
- 16) Contractor shall not be liable for any delay, loss, damage, or detention caused by unavailability of machinery, equipment or materials, delay of carriers, strikes, including those by its employees, lockouts, civil or military authority, priority regulations, insurrection or riot, action of the elements, forces of nature, or by any cause beyond its control.
- 17) To the fullest extent permitted by law, Customer shall indemnify and hold harmless Contractor, its agents and employees from and against all claims, damages, losses and expenses, including but not limited to attorneys' fees, arising out of or resulting from the performance of work hereunder, provided that such claim, damage, loss or expense is caused in whole or in part by an active or passive act or omission of Customer, anyone directly or indirectly employed by Customer, or anyone for whose acts Customer may be liable for, regardless of whether it is caused in part by the negligence of Contractor.
- 18) Customer shall make available to Contractor personnel all pertinent Material Safety Data Sheets (MSDS) pursuant to OSHA'S Hazard Communication Standard Regulations.
- 19) Contractor's obligation under this proposal and any subsequent contract does not include the identification, abatement or removal of asbestos or any other toxic or hazardous substances, hazardous wastes or materials. In the event such substances, wastes or materials are encountered, Contractor sole obligation will be to notify the Owner of their existence. Contractor shall have the right thereafter to suspend its work until such substances, wastes or materials and the resultant hazards are removed. The time for completion of the work shall be extended to the extent caused by the suspension and the contract price equitably adjusted.
- 20) This contract will renew automatically each year with a percentage increase in keeping with the published "COLA" report at three to six percent.
- 21) UNDER NO CIRCUMSTANCES, WHETHER ARISING IN CONTRACT, TORT (INCLUDING NEGLIGENCE), EQUITY OR OTHERWISE, WILL CONTRACTOR BE RESPONSIBLE FOR LOSS OF USE, LOSS OF PROFIT, INCREASED OPERATING OR MAINTENANCE EXPENSES, CLAIMS OF CUSTOMER'S TENANTS OR CLIENTS, OR ANY SPECIAL, INDIRECT OR CONSEQUENTIAL DAMAGES.