



Helm

Service

Preventative Maintenance Service Agreement

for

City Of Plano

Helm Service
2601 Beverly Drive
Suite 111
Aurora, IL 60502
Tel: 800-747-1955

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Helm Service

February 10, 2021

A mechanical systems contractor

Randy Klatt
City Of Plano –Train Depot 17 E. Main Street
Plano, IL 60545

2601 Beverly Drive
Suite 111
Aurora, IL
60502

RE: Preventative Maintenance Agreement – City Hall

800.747.1955
www.helmservice.com

Dear Randy,

Helm Service would like to thank you for the opportunity to provide this proposal for your consideration. Partnering with Helm Service 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
- 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:

- Belts
- 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
Helm Service
Ph. 309-280-0570
Email: jsierer@helmgroupp.com

Authorized Signature
of Approval

Date



February 10, 2021

A mechanical systems contractor

Randy Klatt
City Of Plano –Train Depot 17 E. Main Street
Plano, IL 60545

2601 Beverly Drive
Suite 111
Aurora, IL
60502

RE: Preventative Maintenance Agreement - Police Department

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Dear Randy,

Helm Service would like to thank you for the opportunity to provide this proposal for your consideration. Partnering with Helm Service 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 (2) Semi-Annual operational inspections per year – (2) Lochinvar Boilers
- Provide electronic service tickets following 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 guaranteed response time of 2 hours

Clarifications –

- Per manufacturer recommendations water probes need to be changed approximately every 2-3 years, which is beyond scope and will be T&M as needed.
- Any glycol is not included
- Work to be performed during normal working hours – M-F 7:00am-3:30pm
- Proposal is valid for 30 days

Exclusions –

- Belts
- The scope of this proposal does not include the replacement of any other components of the mechanical or controls systems that are not specifically listed in this proposal.
- Temporary HVAC equipment or rental equipment.
- Permits, Inspection fees of any kind.
- Isolation valves, strainers, check valves, etc. unless specifically noted.
- Electrical work of any kind, starters, disconnects, VFD’s wire, conduit, breakers, fuses, etc. Unless noted above.
- Roofing, cutting, patching, flashing, painting.
- All work associated with Fire/Life Safety, including interfaces and interlocks to the Fire Alarm System, smoke detectors, fire dampers, smoke control dampers, and smoke/fire dampers.
- Structural building/walls; cutting, patching, and coring.
- Payment and performance bonds.
- All responsibility for Lead and asbestos identification, abatement, removal, and disposal prior to start of job.

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
Helm Service
Ph. 309-280-0570
Email: jsierer@helmgroupp.com

Authorized Signature Date
of Approval



February 10, 2021

A mechanical systems contractor

Randy Klatt
City Of Plano –Train Depot 17 E. Main Street
Plano, IL 60545

2601 Beverly Drive
Suite 111
Aurora, IL
60502

RE: Preventative Maintenance Agreement - Train Depot

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

- Perform (2) Semi-Annual operational inspections, including filter changes, per year – (1) HW Boiler, and (2) Blower Coil Units
- Perform (1) Annual operation inspection, including coil cleaning, per year – (2) Condensers
- Provide electronic service tickets following 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 guaranteed response time of 2 hours

Clarifications –

- Per manufacturer recommendations water probes need to be changed approximately every 2-3 years, which is beyond scope and will be T&M as needed.
- Any glycol is not included
- Work to be performed during normal working hours – M-F 7:00am-3:30pm
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- Electrical work of any kind, starters, disconnects, VFD’s wire, conduit, breakers, fuses, etc. Unless noted above.
- Roofing, cutting, patching, flashing, painting.
- All work associated with Fire/Life Safety, including interfaces and interlocks to the Fire Alarm System, smoke detectors, fire dampers, smoke control dampers, and smoke/fire dampers.
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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
Helm Service
Ph. 309-280-0570
Email: jsierer@helmgroupp.com

Authorized Signature Date
of Approval



ABOUT HELM SERVICE

History and Locations: Helm Service 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 (12) states, Illinois, Indiana, Iowa, Wisconsin, Nebraska, Kansas, Missouri, Kentucky, Tennessee, Mississippi, Arkansas, and Alabama. The corporate headquarters is in Freeport, Illinois, with branch offices located in Aurora, Westmont, Fox Lake, Rockford, Peoria, Champaign, Waukesha, Omaha and Kansas City.

Staffing: Helm Service has a Project 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), Western Indiana, Iowa, Northern Wisconsin, Nebraska, and Kansas.

Capabilities: HVAC/R and Plumbing Service, Repair, Preventative Maintenance Programs, Equipment Replacement, Controls (Direct Digital Controls/Building Automation), Electrical, New Installations, Pipe-Fitting, Sheet metal, Fire Damper Inspections, Design/Build, and energy projects/evaluations.

Emergency Service: Response time to emergency service is 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

Helm Service

Chicago Area Dispatcher

815-297-6105

Email: agerman@helmgroupp.com.

800-747-1955 afterhours, weekends, or holidays.

Your Dedicated Account Manager:

Jess Sierer

Helm Service

Service Sales Representative

Mobile: 309-280-0570

Email: jsierer@helmgroupp.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: Helm Service 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: Helm Service currently has an EMR (Experience Modification) rating of 0.52.:

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

Helm Service 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.



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Plano Police Department

Tag Number	Type	Manufacturer	Model	Serial Number	Visits/Year
Boiler -1	Boiler	Lochinvar	CHN0652	I11H00235645	2
Boiler -2	Boiler	Lochinvar	CHN0652	I11H00235646	2



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Plano Train Depot

Tag Number	Type	Manufacturer	Model	Serial Number	Visits/Year
Boiler -1	Hot Water Boiler	Weil McLean	N/A	N/A	2
Blower Coil Unit -1	Blower Coil Unit	SpacePak	ESP-4860D	AAP-3248	2
Blower Coil Unit -2	Blower Coil Unit	SpacePak	ESP-4860D	AAP-3249	2
Condenser - 1	Air Cooled Condenser	American Standard	2A7A4060B1000BA	7261S722F	1
Condenser - 2	Air Cooled Condenser	American Standard	2A7A4060B1000BA	7261URP2F	1



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Plano City Hall

Tag Number	Type	Manufacturer	Model	Serial Number	Visits/Year
RTU-1	Roof Top Unit	Trane	YCD180B3H0HB	509100895D	4
RTU-2	Roof Top Unit	Trane	YSC060A3EHA1N	50310063L	4
RTU-3	Roof Top Unit	Trane		515102296L	4
EF-1	Exhaust Fan				1
EF-2	Exhaust Fan				1

Preventative Maintenance Tasking

Equipment Type: AIR COOLED CONDENSING UNIT

Inspection Frequency: SEMI-ANNUAL



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General Maintenance:

- Clean heat exchanger surface
- Inspect for refrigeration and other leaks
- Inspect condenser blade and housing clearance
- Lubricate condenser fan bearings
- Lubricate motor bearings
- Check operation of temperature controls
- Check motor current and voltage
- Inspect electrical connection, contactors and relays

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

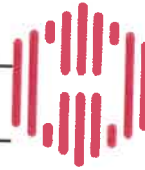
- Check and clean condenser coil
- Note if splitting of coil is required

*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: HOT WATER BOILER

Inspection Frequency: SEMI-ANNUAL



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Preseason Startup:

- Inspect fireside of boiler
- Inspect flues and combustion chamber
- Inspect firebrick and refractory
- Inspect boiler pressure vessel for leaks
- Inspect low-water cutoff
- Inspect hand valves and automatic feed equipment
- Inspect fuel piping for leaks
- Inspect burner and combustion control equipment
- Verify burner sequence of operation and combustion equipment

Seasonal Startup:

- Review manufacturer's start-up recommendations
- Verify fuel supply
- Verify auxiliary equipment operation
- Start burner, check operation controls
- Test safety controls and pressure relief valves
- Perform combustion test and adjust burner

Operation Inspection:

- Inspect boiler and burner - make adjustments as needed
- Test low-water cutoff and pressure relief valve
- Verify operating and safety controls

**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: LOCHINVAR BOILER

Inspection Frequency: SEMI-ANNUAL



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General Maintenance:

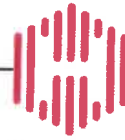
- Inspect vent and air piping
- Check air and vent screens
- Check relief valve
- Check condensate drain system
- Check boiler piping (gas and water) for leaks
- Clean condensate trap and fill with fresh water
- Check for leaks (water, gas, flue, air, condensate)
- Check ignition and flame sense electrodes
- Check wiring connections
- Inspect flame and flame signal
- Clean HEX, burner and blower wheel 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.*

Preventative Maintenance Tasking

Equipment Type: EXHAUST FAN

Inspection Frequency: ANNUAL



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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.

Preventative Maintenance Tasking

Equipment Type: PACKAGED RTU UNIT

Inspection Frequency: QUARTERLY



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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.*



Helm
Service

People Building Value

PREVENTATIVE MAINTENANCE AGREEMENT

Helm Service is pleased to provide the services described within this proposal for

City Of Plano

Terms of Payment Information:

Basic Preventative Maintenance Coverage – Quarterly Annual Service

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

Seven Thousand Three Hundred Seventy Five Dollars and no/100.....\$7,375.00

This service agreement shall begin on May 1, 2021 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

Name: Randy Klatt

Title:

Signature: _____

Date: _____

Helm Service

Name: Jess Sierer

Title: Service Sales Representative

Signature: _____

Date: _____

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.



HELM SERVICE 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) Helm Service 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 Helm Service employee or subcontractor.
- 3) Helm Service 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 Helm Service in addition to our agreement price, all present & future taxes & government charges.
- 5) Either party reserves the right to discontinue this agreement within 30 day's 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 I.

- 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.
- 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) 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.