



Mechanical & Building Solutions

2010 Vernal Pike; P.O. Box 1998, Bloomington, IN 47402-1998
812-339-2579 www.harrell-fish.com

2018 COMMERCIAL EQUIPMENT INSPECTION AND MAINTENANCE AGREEMENT

Harrell-Fish Inc. agrees to provide air conditioning and heating equipment inspection scheduled maintenance and repairs according to the terms and conditions herein to (hereafter referred to as Customer):

City of Bloomington Public Works
401 North Morton Street, Suite 210
Bloomington, IN 47404
(812) 349-3406

For Facility Site:

Bloomington Police Dispatch Center
301 South Walnut Street
Bloomington, IN 47404

A. Harrell-Fish Inc. Shall:

1. Perform scheduled maintenance and inspection as outlined in this Agreement on a Semi-Annual basis.
2. Scheduled maintenance and inspection shall be on only equipment listed in Exhibit "A".
3. Furnish Customer with a written report of each inspection and of any conditions which require repairs or corrective action. If authorized by the Customer, HFI will make the needed repairs at the Customer service rate listed in the Agreement.
4. Perform scheduled maintenance and inspection functions as a part of the Agreement fee to include:
 - Packaged Rooftop Unit
 - Semi-Annual Service
 - Clean condenser coils
 - Check electrical connections
 - Check and adjust safety controls
 - Check and adjust operating controls

- Replace air filters
 - Check condition of fan belts
 - Check and clean as needed, economizer filters
 - Grease and lubricate motors and bearings
 - Inspect and clean condensate drains
 - Inspect condenser fans
 - Inspect and lubricate economizer dampers
 - Annual Service
 - Change air filters
 - Replace fan belts
- VAV Boxes – Fan Powered with Reheat
 - Semi-Annual Service
 - Check condition of fan motors and squirrel cages
 - Check condition of reheat elements
 - Replace air filters
 - Check operation
 - Check electrical connections
 - Check overall condition of VAV boxes
 - Annual Service
 - Replace air filters
- Liebert Condensing Unit
 - Semi-Annual Service
 - Clean condenser coils
 - Check fan operation
 - Check electrical connections
 - Check ambient temperature controls
 - Grease and lubricate motors and bearings
- Liebert Mini-Mate Air Handling Unit
 - Semi-Annual Service
 - Check condensate pump, drain pan and piping
 - Check electrical connections
 - Flush and clean humidifier pans
 - Change air filters
 - Lubricate/grease motors and bearings
 - Check condition of fan belt
 - Check operating controls
 - Check safety controls
 - Annual Service
 - Replace air filter
 - Replace fan belt
- Unit Heaters
 - Semi-Annual Service
 - Check operation
 - Check condition of burners or elements
 - Clean as needed
- Exhaust Fans

- Semi-Annual Service
 - Clean unit
 - Verify operation
 - Lubricate/grease applicable bearings and motors
- Ductless Mini Split
 - Semi-Annual Service
 - Clean condenser coils
 - Check electrical connections
 - Lubricate/grease applicable bearings and motors
 - Clean air filter
 - Check and adjust operating controls
 - Check and adjust safety controls
 - Check overall operation
 - Annual Service
 - Clean air filter
- Intake Damper for Stairwell
 - Semi-Annual Service
 - Clean intake damper
 - Lubricate/grease applicable bearings and motors
 - Check overall operation

5. Provide above services at the cost of:

Invoiced Annually at: \$3,760.00
Invoiced Monthly at: \$1,880.00

6. If repairs outside of scheduled maintenance and inspections listed are to be made, labor shall be invoiced at our current (discounted) rate of **\$80.00** per hour for 7:00 a.m. to 3:30 p.m., Monday thru Friday. Emergency call outs during other hours shall be invoiced at our current (discounted) rate of **\$100.00** per hour. All labor is billed to the nearest half hour. All emergency call outs shall be invoices on a portal to portal basis.

7. Air filters and belts are included at no extra charge under this Agreement.

B. Excluded from this Agreement:

1. Parts, material, and refrigerant needed for repairs.
2. Altering of equipment from manufacturer's recommendations.
3. Acts of God i.e., lightening, flood, wind, etc.

C. Customer Shall:

1. Provide access to the building and to the equipment to be serviced, and remove any fixtures, merchandise, walls, etc. necessary for the performance of work under this Agreement.
2. Operate covered equipment according to manufacturer's recommendations.

3. Call only HFI personnel to perform service on the covered equipment.
4. Make all payments in full when due.

D. Terms of Agreement:

1. Initial terms of this Agreement shall continue in force for a period of one (1) year with either party able to cancel with a thirty (30) day written notice. In order to not interrupt service, this Agreement will automatically renew on a year-to-year basis after the original term ends unless customer or HFI gives the other written notice not to renew at least thirty (30) days prior to the end of the Agreement term.
2. HFI will provide customer with notice of any adjustments in the Agreement price and hourly service rates applicable to a renewal period no later than thirty (30) days prior to the commencement of that renewal period. Unless the customer terminates the Agreement, the adjusted price shall be the price for the renewal period. If HFI fails to timely provide such notice, the Agreement shall continue at the existing price, adjusted by previous year's increase in prevailing service consumer price index.
3. HFI may terminate this Agreement at any time if Customer fails to make payments in full when due. Terms are NET thirty (30) days from invoice date. Separate invoices shall be prepared for scheduled maintenance and inspections and repair work.

HARRELL-FISH INC.



Aaron Wagoner, Account Manager

DATE 4/16/18

ACCEPTED BY:

(Authorized Signature)

DATE _____

EXHIBIT "A"

Qty.	Manuf.	Location	Make	Model	Serial
1	Liebert	Roof	Condensing Unit	PFH067A-AH7	Y13JG10844
1	Liebert	Above Ceiling	Mini Mate	MMD60E7AJSLGS92	Y13JB18193
1	Trane	Roof	Packaged Unit	WSD180E4RGA	131910403D
1	Mitsubishi	Roof	Condensing Unit	MUZGE09NA2	4002082T
1	Mitsubishi	Elevator Room	Evaporator	N/A	N/A
10	N/A	Above Ceiling	VAV Boxes	N/A	N/A
2	N/A	Roof	Exhaust Fans	N/A	N/A
1	Honeywell	Room	Front End Controls	N/A	N/A