



Le Sueur County, MN

Tuesday, January 8, 2019

Board Meeting

Item 5

9:45 a.m. Jim McMillen, Maintenance Director (5 min)

RE: Schwickert's Proposal

Staff Contact:



Date: December 17, 2018

To: Le Sueur County Courthouse
88 S Park Ave
Le Center, MN 56057

Attn: Jim McMillen

Re: HVAC-R Tracker Inspection & Planned Service

Dear Jim,

Thank you for choosing Schwickert's Tecta America, LLC for your commercial HVAC-R needs. The benefits of regular maintenance stem from two principle areas. Maintaining the HVAC-R equipment, through an annual maintenance program, helps avoid future financial emergency repairs and unplanned downtime. In addition, ongoing maintenance helps prolong the life of the unit and ensures maximum efficiency, thus delaying the capital expenditure and improving return on investment.

The HVAC Tracker & Planned Maintenance program is designed to take the worry out of HVAC-R maintenance and budgeting, while protecting and prolonging the life of each unit by:

- Providing predictable HVAC-R expenses and lowering overall repair costs.
- Helping you budget for capital spending and predict unit replacements.
- Helps avoid unexpected budget and mechanical issues, facility downtime, and premature unit failure or replacement.
- Tailoring a program to specifically fit your facility's HVAC-R needs and budget.

Benefits included with the HVAC-R Tracker & Planned Maintenance program include:

- Priority status for service calls.
- Fewer emergency service calls.
- No overtime charged if you need emergency service after hours or on weekends & holidays.
- A 15% discount on any service needed in addition to your Tracker & Planned Maintenance calls.
- Easy-to-use, Web-Based Program with all of your facilities HVAC-R information in one place.

Thank you for your time and this opportunity to work together. We look forward to working with you now and in the future!

Sincerely,
Schwickert's Tecta America, LLC

Neil Bannerman
HVAC-R Service Manager

330 Poplar Street
Mankato, MN 56001
507.387.3101

204 Schuman Drive NW,
Stewartville, MN 55976
507.281.0611

8600 West 125th Street,
Savage, MN 55378
612.284.4233

1841 E 1450 Road
Lawrence, KS 66044
913.674.4445

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SCHWICKERT'S TECTA AMERICA, LLC HVAC TRACKER & PLANNED SERVICE AGREEMENT

WHEREAS, Schwickert's Tecta America LLC., herein called "Contractor" and Le Sueur County Courthouse, herein called "Owner" enter into an Agreement which defines and allocates responsibility for accomplishing various tasks to Owner's mechanical equipment located at (See Attachment #1), subject to the terms and conditions of this agreement.

NOW, THEREFORE, Contractor and Owner hereby agree as follows:

HVAC-R Platinum Tracker Inspection Program

\$1,992.00

During the inspection:

- Visual survey of the exterior condition of each unit.
- Photos of all defects, assessment of unit life based on industry MAP (Mechanical Assessor Points) score.
- All OSHA and customer safety guidelines will be followed at all times.

After the inspection:

- Delivery and review of annual report which includes: outline of work performed, repair recommendations and pricing, general condition statement, estimated unit life, updated photographs, unit replacement budgeting estimates.
- Access to web based program which includes all of the above information and on-going history of HVAC-R repairs and service calls.

HVAC-R Platinum Planned Service Program

\$6,958.00

- Service all heating, cooling, refrigeration, and ventilation equipment located at each facility per the attached schedule and scope of work (See Attachment #1 and Attachment #2).
- Priority status for service calls.
- 15% discount on all service calls & repairs, billed at the Planned Service flat rate.
- No overtime charged if emergency service is needed after hours, on a weekend or a holiday.
- Filters are ^{not} included in the contract price.
- Belts are not included in the contract price and will be recommended as needed.
- All OSHA and customer safety guidelines will be followed at all times.

Total Annual Cost of Platinum HVAC-R Tracker Inspection and Planned Service:

\$8,950.00. Eight Thousand Nine Hundred Fifty Dollars and 00/100.

- **Option:** Include a not to exceed amount of **\$500.00** per unit to perform additional emergency repairs found while on site during the inspection and Planned Service.

Initial and date to accept the above option.

Initial

Date

330 Poplar Street
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TERMS & CONDITIONS

1. Nothing in this Repair Work shall make the Contractor liable in any respect for any damage to the Owner's building or improvements, including any components or contents thereof; or interruption of any business conducted in the building arising as a result of mold, mildew or other issues involving air quality. The Owner is solely responsible for inspecting ceilings and overhangs periodically for signs of leakage.
2. Contractor is not responsible for indoor air quality including growth of mold or other organisms. The Owner shall defend, indemnify, and hold the Contractor harmless from all claims, including claims of tenants and occupants, arising from or relating to indoor air quality for any reason whatsoever, including claims resulting from Owner's failure to maintain the interior and exterior of building in a manner to avoid growth of mold.
3. Owner agrees to pay for the work and materials referenced in this Contract upon completion of work. Owner further agrees to pay finance charges of 1.5% per month on any unpaid sums due under this Contract which are not paid in full within 30 days of invoice date. Owner further agrees to pay all costs of collecting any unpaid balance, including attorney's fees, court costs, filing fees, and all other collection related expenses incurred by Contractor.
4. Contractor reserves the right, without penalty from Owner, to stop work on the project if Owner does not make payments to Contractor when due. Owner hereby releases Contractor of notice requirements for lien rights in the even payments are not made when due as outlined.
5. **CONTRACTOR SHALL NOT BE LIABLE FOR ANY INCIDENTAL OR CONSEQUENTIAL DAMAGES**
6. This Proposal/Contract may be withdrawn by Contractor if not accepted within 30 days.
7. **This agreement shall continue for a term of three years and thereafter from year to year.** Either party may terminate this Agreement effective as of any annual anniversary of the date of execution hereof upon notification in writing to the other party thirty days prior to such anniversary date. Prices will not be raised for the following renewal periods without notifying Owner. A new agreement will then be made unless renewed upon such terms and conditions as the parties may agree.

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PRE-LIEN NOTICE OF PRIME CONTRACTOR

(To be Attached as Rider to all Prime Contracts for Work on Private Property)

(a) ANY PERSON OR PERSON OR COMPANY SUPPLYING LABOR OR MATERIALS FOR THIS IMPROVEMENT TO YOUR PROPERTY MAY FILE A LIEN AGAINST YOUR PROPERTY IF THAT PERSON OR COMPANY IS NOT PAID FOR THE CONTRIBUTIONS.

(b) UNDER MINNESOTA LAW, YOU HAVE THE RIGHT TO PAY PERSONS WHO SUPPLIED LABOR OR MATERIALS FOR THIS IMPROVEMENT DIRECTLY AND DEDUCT THIS AMOUNT FROM OUR CONTRACT PRICE, OR WITHHOLD THE AMOUNTS DUE THEM FROM US UNTIL 120 DAYS AFTER COMPLETION OF THE IMPROVEMENT UNLESS WE GIVE YOU A LIEN WAIVER SIGNED BY PERSONS WHO SUPPLIED ANY LABOR OR MATERIAL FOR THE IMPROVEMENT AND WHO GAVE YOU TIMELY NOTICE."

RECEIPT

Receipt of this Pre-Lien Notice, and a copy hereof, is hereby acknowledged by

SUBMITTED BY
SCHWICKERT 'S TECTA AMERICA LLC.


(Signature)

Neil Bannerman
(Print Name)

Title: HVAC-R Service Manager

Date: 12-17-18

ACCEPTED BY
OWNER: LE SUEUR COUNTY COURTHOUSE

(Signature)

(Print Name)

Title:

Date:

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ATTACHMENT #1

SCHWICKERT'S TECTA AMERICA, LLC
HVAC-R TRACKER INSPECTION & PLANNED SERVICE AGREEMENT

Le Sueur County Courthouse

FACILITIES, MAINTENANCE SCHEDULE AND EQUIPMENT INCLUDED:

Facilities:

- Le Sueur County Courthouse – 88 S Park Ave, Le Center MN 56057

Maintenance Schedule:

- February Planned Service & HVAC Tracker Inspection

Equipment Included:

- 65 – Heat Pumps (Above Ceiling)
- 1 – MUA (Aam)
- 1 – MUA (w/ DX)
- 1 – Condensing Unit (for MUA)

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ATTACHMENT #2

SCHWICKERT'S TECTA AMERICA, LLC HVAC-R TRACKER INSPECTION & PLANNED SERVICE AGREEMENT

Le Sueur County Courthouse

PS SCOPE OF WORK INCLUDED:

Commercial Geothermal Heat Pump

- Check all wiring to make sure connections are secure/tight and inspect for any signs of hot spots, etc.
- Check all safety controls to make sure they are operating correctly and within range.
- Inspect blower motors, blower motor wheels, and blower motor contactors and relays for excessive wear on the contacts.
- Check compressor amperage, blower amperage and/or pump amperage if applicable.
- Verify refrigerant levels.
- Check and record temperature rise (Heating Mode) and temperature drop (Cooling Mode).
- Visually inspect the evaporator coils for any signs of leaks and or excessive dirt build-up.
- Replace air filters (if filters are included in the Planned Service agreement).
- Check TXV bulbs for good contact with the copper lines and verify they are tight and fully insulated.
- Verify reversing valve is operating correctly.
- Check and clean the strainer (if applicable).
- Verify proper operation in the heating and/or cooling mode.
- Provide a maintenance report (Copy of Service Ticket) at the time of completion to the Facility Manager.

Note: All OSHA and customer safety guidelines will be followed at all times

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