

TERRY SERVICE, INC.

POST OFFICE BOX 1557	♦	RIDGELAND, MS 39158-1557
746 S. RIDGEWOOD ROAD	♦	RIDGELAND, MS 39157
PHONE: 601 956-9211	♦	MS WATTS: 1-800-898-0116
OFFICE FAX: 601-957-9340	♦	SERVICE FAX: 601-956-8898

SUPPORT SERVICES AGREEMENT FOR:

Vicksburg Convention Center
1600 Mulberry Street
Vicksburg, MS 39180

1. FIRST PRIORITY ON EMERGENCY SERVICE REQUESTS

Our objective is to provide prompt service to all our customers. There are times during peak service seasons when all customer requests for service cannot be met immediately. Under such circumstances, equipment covered by this agreement will be given emergency service attention priority relative to equipment not covered by similar contracts. The cost of emergency service is **not** included in this proposal.

2. EQUIPMENT COVERED UNDER AGREEMENT:

- (3) Trane Intellipak Rooftop Units with Gas Heat
- (1) Trane Voyager 3 Rooftop Unit with Gas Heat
- (2) Trane Voyager 1 Rooftop Units with Gas Heat
- (7) Trane Precedent Rooftop Units with Gas Heat
- (1) Trane 7 ½ Ton Split System
- (1) Trane 15 Ton Split System
- (1) Daiken 3 Ton Ductless Mini Split Air Conditioner
- (1) SE Building Automation Controls System
- (1) Lot Exhaust Fans

3. PREVENTATIVE MAINTENANCE INSPECTION SCOPE:

A. Frequency of Equipment Inspections: Semi Annual

B. Inspection Procedures- Will be performed according to the equipment manufacturer's recommended procedures (See Pages 5-11 for Inspection Forms)

C. Additional Services- The following services are included in the Agreement

- X Annual Belt Replacement Service on all Belt Driven Units
- X Annual Belt Replacement Service on Belt-Driven Exhaust Fans
- X Annual Condenser Coil Cleaning on All Air-Cooled Units
- X Quarterly Air Filter Service on Administration and Engineering Units
- X Semi-Annual Air Filter Service on All Other Units

4. REPAIR SERVICE: Available 24 hours a day seven days a week including holidays over and above this service agreement per the attached Terms and Conditions.

5. TERMS AND CONDITIONS: Attached at end of this Service Agreement Proposal.

6. RENEWAL: This agreement can be automatically renewed from year to year and is subject to price adjustment in accordance with paragraph below unless either party gives the other written notice to the contrary at least thirty (30) days prior to the end of the contract year. Neither party shall be liable in any manner to the other on account of such termination.

This quotation is subject to acceptance within thirty days from date of Service Agreement Proposal. Pricing is then subject to review. Any increase/decrease in pricing of signed Service Agreement must be submitted forty-five (45) days prior to contract renewal date.

7. CONTRACT PRICING AND ACCEPTANCE:

The price for this Service Agreement Proposal is **\$17,784.00 per year** and is payable **\$1,482.00 per month, net forty-five (45) days from submission of invoice.**

Submitted by : Austin Terry
Title: Existing Building Sales
Date: May 4, 2026

TERRY SERVICE, INC. APPROVAL:

Signature: _____

Title: _____

Date: _____

CUSTOMER ACCEPTANCE:

Signature: _____

Title: _____

Date: _____

CONTRACT EFFECTIVE DATE: August 1, 2026

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GENERAL TERMS AND CONDITIONS

CUSTOMER OBLIGATIONS:

- A. Operate the equipment in accordance with manufacturer's recommended instructions.
- B. Promptly notify Terry Service, Inc. of any unusual operating conditions.
- C. Pay for any services and materials not specifically included in this contract.
- D. Allow Terry Service, Inc. to perform all approved repairs to equipment listed on Agreement on a fixed price contract or time and materials basis.

SUPPLEMENTAL CONDITIONS AND CLARIFICATIONS:

- A. This agreement includes only the labor and material needed to perform the inspection procedures and/or additional services as described in Service Agreement Proposal.
- B. This agreement does not include refrigerant, repair parts, repair labor or emergency service calls unless specifically noted in Service Agreement Proposal.
- C. Deficiencies and needed repairs may be discovered upon inspection. Upon discovery, any such condition will be brought to the Customer's attention and an estimate will be furnished for the cost of correcting the problem.
- D. Additional repair work will not be performed unless approved verbally or in writing by the Customer or his authorized representative.
- E. Applicable taxes are not included in Service Agreement Proposal pricing.
- F. Refrigerant Recovery/Recycle/Reclaim and oil disposal procedures are now required by law and will be followed by Terry Service, Inc. Personnel.

LABOR RATES AND PAYMENT TERMS:

- A. Normal working hours: 8:00 AM to 5:00 PM, Monday through Friday
- B. Overtime working hours: 5:01 PM to 7:59 AM, Monday through Friday and Weekends and Holidays.
- C. There will be a one (1) hour minimum on regular time and overtime service calls during week and a two (2) hour minimum on weekend and holidays.
- D. Service calls not covered under Service Agreement Proposal will be billed at current rates. Time starts and stops at our facility. Rates are subject to change on the 1st day of July each year. Our current rates are as follows:

Equipment Repair Mechanic Rate:	\$120.00 per hour
Overtime Mechanic Rate	\$180.00 per hour
Energy Management Service Rate:	Same as Mechanic Rates
Truck Charge	\$ 50.00 per billable service call
Per Diem and Overnight Expense:	N/A
Mileage Charge:	N/A

- E. Payment of each invoice will be made by Customer within forty-five (45) days from its date and will not be delayed due to insurance claims or other settlements.

WARRANTIES AND LIABILITIES:

- A. Terry Service, Inc. warrants for a period of one year that all replacement parts furnished by it under this work order are free from defects in workmanship and material.
- B. The obligations and liabilities of Terry Service, Inc. under this warranty are limited to replacement parts not conforming to this warranty which have been returned freight prepaid to Terry Service, Inc. furnished F.O.B. shipping point, or freight collect to buyer's city.
- C. No liability whatever shall attach to Terry Service, Inc. until said parts have been paid for by the Customer. Then liability is limited to the purchase price.
- D. Labor is warranted for ninety (90) days unless otherwise noted in repair proposals.
- E. Any further warranty must be in writing, signed by an officer of Terry Service, Inc.
- F. In no event shall Terry Service, Inc. be obligated to pay for the cost of lost refrigerant due to mechanical breakdown of equipment, leaks, or improper use of equipment.
- G. The warranty and liability set forth herein are in lieu of all other warranties and liabilities whether in contract or in negligence, express or implied, in law or in fact, including implied warranties of merchantability and fitness for particular use.

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INSPECTION FORM: AIR HANDLING UNITS

CUSTOMER:

UNIT MARK: (SAMPLE)

PROCEDURES:

- ___ 1. Check electrical wiring and electrical components for proper operation.
- ___ 2. Verify unit thermostat controller operates properly.
- ___ 3. Inspect safeties for proper mounting and operation.
- ___ 4. Inspect coils and fan wheels or blades for cleanliness and condition.
- ___ 5. Inspect shaft and motor bearings.
- ___ 6. Lubricate shaft and motor bearings if necessary.
- ___ 7. Verify proper pulley alignment.
- ___ 8. Inspect belts and adjust as required. Replace annually.
- ___ 9. Inspect condition of air filters and notify Owner if they need changing.
- ___ 10. Inspect drain pan for proper water drainage through piping system.
- ___ 11. Check operation of variable frequency drive & clean air intakes of heat sync fans.

COMMENTS:

TECHNICIAN

DATE COMPLETED

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INSPECTION FORM

Large Condensing Units (10-30 Tons)

CUSTOMER:

UNIT MARK: (SAMPLE)

PROCEDURES:

- ___ 1. Check condenser fan motors for proper operation.
- ___ 2. Check proper operating pressures, temperatures and amperages.
- ___ 3. Check unit wiring and tighten electrical connections.
- ___ 4. Inspect condenser coils for dirt and debris. Clean during Spring Inspection.
- ___ 5. Inspect compressor contactors, fan motor contactors and relays for deficiencies.
- ___ 6. Inspect operation of hot gas bypass option (if applicable).
- ___ 7. Inspect refrigerant circuits for signs of leaks.
- ___ 8. Run a systems check on solid state controls and safeties.
- ___ 9. Submit a written report on any deficiencies found.

COMMENTS:

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INSPECTION FORM:

Large Condensing Units

OPERATING LOG

CUSTOMER:

UNIT MARK: (SAMPLE)

- | | | | | |
|-------------------------------|---------|---------|---------|---------|
| 1. Compressor Oil Levels: | #1_____ | #2_____ | #3_____ | #4_____ |
| 2. Suction Pressures: | #1_____ | #2_____ | #3_____ | #4_____ |
| 3. Discharge Pressures: | #1_____ | #2_____ | #3_____ | #4_____ |
| 4. Oil Pressures: | #1_____ | #2_____ | #3_____ | #4_____ |
| 5. Liquid Line Sight Glasses: | #1_____ | #2_____ | #3_____ | #4_____ |

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INSPECTION FORM

Exhaust Fan

CUSTOMER:

UNIT MARK: (SAMPLE)

PROCEDURES:

- ___ 1. Check belts for wear/condition & adjust as needed. Replace annually.
- ___ 2. Check linkage joints for signs of wear and verify flexibility.
- ___ 3. Clean air intake opening of fan motor where applicable.
- ___ 4. Check fan motor bearings and lubricate as required.
- ___ 5. Make note of any deficiencies found.

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INSPECTION FORM: ROOF-TOP PACKAGE UNIT (5-30 Tons)

CUSTOMER:

UNIT MARK/ID: (SAMPLE)

PROCEDURES:

- ___ 1. Evaporator motor volts: AB ___ AC ___ BC ___ and amps:
A ___ B ___ C ___
- ___ 2. Check electrical connections, evaporator fan motor section & lubricate motor.
- ___ 3. Visually inspect refrigerant piping & connections for vibration & signs of leaks.
- ___ 4. Check condenser coil condition. Clean coils during Spring Major Inspection.
- ___ 5. Adjust belt(s) as needed. Replace belt(s) annually.
- ___ 6. Check crankcase heaters of compressors if applicable.
- ___ 7. Check operating & safety controls & calibrate as needed.
- ___ 8. Perform Heating Performance Test during Fall Major Inspection.
- ___ 9. Inspect condensate piping system for proper flow and clean out P-trap.
- ___ 10. Check operation of economizer if applicable.
- ___ 11. Log refrigerant circuits on operating log.

Compressor Oil Levels: Circuit #1 ___ Circuit #2 ___

Suction Pressures: Circuit #1 ___ Circuit #2 ___

Discharge Pressures: Circuit #1 ___ Circuit #2 ___

Liquid Line Sight Glasses: Circuit #1 ___ Circuit #2 ___

- ___ 12. List any deficiencies found upon completion of unit inspection.

COMMENTS:

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INSPECTION FORM

INTELLIPAK ROOF TOP UNITS- D/X COOLING/GAS HEAT

CUSTOMER:

UNIT MARK: (SAMPLE)

PROCEDURES- COOLING SEASON:

- ___ 1. Inspect the air filters for cleanliness.
- ___ 2. Check drain pans and condensate piping to ensure that there are no blockages.
- ___ 3. Inspect condenser coils for dirt and debris. Clean during Spring Inspection.
- ___ 4. Check condenser fans for proper operation and motor bearings for wear.
- ___ 5. Inspect fresh/return air damper hinges and pins to ensure proper operation.
- ___ 6. Verify that all damper linkages move freely and lubricate as needed.
- ___ 7. Check supply fan motor bearings and lubricate with approved grease.
- ___ 8. Check the fan shaft bearings for wear.
- ___ 9. Check the supply fan belt(s) for condition. Replace annually.
- ___ 10. Check the condition of the gasket around the control panel doors.
- ___ 11. Verify that all wire terminal connections are tight.
- ___ 12. Check compressor oil levels, suction and discharge pressures, and superheat.

PROCEDURES- HEATING SEASON:

- ___ 1. Inspect the air filters for cleanliness.
- ___ 2. Check supply fan motor bearings and lubricate with approved lubricant.
- ___ 3. Inspect main control panel and heat section control box for loose components.
- ___ 4. Check heat exchanger for any corrosion, cracks or holes.
- ___ 5. Check the combustion air blower for dirt and clean as needed.
- ___ 6. Verify that the ignition system operates properly.

VOLTAGE: ___ L1 ___ L2 ___ L3 AIR TEMPS: SUPPLY ___ RETURN ___

REFRIGERANT CIRCUIT #1
AMB COMP SUCT DISCH SUPER SUB SIGHT
TEMP OIL PRES PRES HEAT COOL GLASS
(F) LEVEL (PSIG) (PSIG) (F) (F) COND

REFRIGERANT CIRCUIT #2
COMP SUCT DISCH SUPER SUB SIGHT
OIL PRES PRES HEAT COOL GLASS
LEVEL (PSIG) (PSIG) (F) (F) COND

COMMENTS: _____

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INSPECTION FORM

DUCTLESS MINI-SPLIT

CUSTOMER:

UNIT MARK: (Sample)

Outdoor Unit

1. Inspect for visible refrigerant leaks
2. Inspect flare connections and refrigerant lines
3. Inspect wiring, electrical components and control unit
4. Verify correct voltage to equipment
5. Inspect condenser coil, motor & fan blade
6. Inspect safety controls

Indoor Unit(s)

1. Inspect and change batteries in remote if needed
2. Inspect filters
3. Inspect blower wheel, indoor housing and indoor coil
4. Inspect condensate line & verify condensate pump operation. Flush drain line
5. Verify correct voltage and communication to equipment
6. Inspect and clean louvers
7. Cycle system to verify operation

COMMENTS: _____

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