



PROGRAMMED MAINTENANCE **Planned Maintenance Program**

Proposal Number: H-103-CITY PM

Prepared for:

**CITY OF VICKSBURG-PD
820 VETO DR
VICKSBURG, MS 39180**

Prepared by:



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Serving Customers in Mississippi and Louisiana Since 1994

"Providing Leadership Quality Service for the HVAC/R Industry"

Table of Contents

EXECUTIVE SUMMARY	3
BENEFITS OF PLANNED MAINTENANCE	4
ENERGY DOLLAR SAVINGS	4
OPERATING COST SAVING	4
ELIMINATION OF EXPENSIVE DOWN TIME	5
EXTENDING EQUIPMENT LIFE	5
IMPROVED INDOOR AIR QUALITY	5
INCREASED COMFORT CONTROL	5
PLANNED MAINTENANCE PERFORMED AROUND YOUR SCHEDULE	5
INCLUDES ENGINEERING SUPPORT	5
GUARANTEED PRIORITY EMERGENCY SERVICE RESPONSE	5
PROGRAM FEATURES	6
PROGRAM IMPLEMENTATION TEAM	8
ANNUAL INVESTMENT	9
TERMS AND CONDITIONS	10
INVENTORY OF EQUIPMENT	APPENDIX A

EXECUTIVE SUMMARY

Metro Building Services would like to thank CITY OF VICKSBURG-PD for this opportunity to propose the following custom tailored mechanical maintenance solution for your heating, ventilation and air conditioning (HVAC) equipment.

In today's economy, companies like CITY OF VICKSBURG-PD are charged with finding ways to continually improve upon quality service while containing or reducing costs. During this time, effective strategic decision making is crucial to meeting these higher standards. Metro Building Services is a resource that offers turnkey integrated mechanical maintenance solutions designed to help meet these goals. Metro Building Services is dedicated to identifying, developing, and implementing strategies that will reduce your cost structure through the implementation of optimally designed mechanical maintenance programs and innovative procurement strategies.

Metro Building Services is not only the best, but also one of the largest service organizations in the Metro area with the most sophisticated computerized dispatch and maintenance management system available. Our purchasing power of HVAC equipment and maintenance materials through our subscription in the Contractor Support System is second to none in the industry. Our purchasing power keep our costs lower, which in turn benefits you directly in all categories of HVAC work we perform on your behalf. We have, for more than 19 years, been able to provide our customers with the best value for their investment dollar.

BENEFITS OF PLANNED MAINTENANCE

The Planned Maintenance Agreement you are about to review is the optimum choice for CITY OF VICKSBURG-PD to maintain its HVAC equipment operation at peak efficiency. This program is customized to meet all of the unique requirements of your specific HVAC equipment. CITY OF VICKSBURG-PD will experience many benefits from a well-designed and implemented planned maintenance program such as the one we are offering here.

Metro Building Services's maintenance program is designed to help you reduce the cost of operating and maintaining your HVAC systems. Studies have shown that our type of maintenance program can help you:

- **Reduce Equipment Failure and Down Time.**
- **Increase Equipment Reliability.**
- **Improve Comfort Conditions.**
- **Reduce Energy Cost by 10% to 25%.**
- **Extend the Life of Equipment.**
- **Provide a Fixed Cost Budget.**

Our goal is to help you control your overall maintenance costs via an optimum blend of predictive, diagnostic, and scheduled maintenance tasking services. With this Planned Maintenance Agreement, CITY OF VICKSBURG-PD will receive the following benefits:

1.1. Energy Dollar Savings

Planned maintenance keeps CITY OF VICKSBURG-PD's equipment in peak operating condition, thereby reducing energy consumption. Our program will provide the proper maintenance tasking procedures that will include cleaning all heat transfer surfaces and calibrating your equipment to operate at peak performance.

1.2. Operating Cost Saving

Metro Building Services has aggregated buying power, which attracts huge purchasing discounts from major equipment manufacturers and support material vendors. This allows us to give you the lowest possible price on replacement parts, while providing the highest quality and efficient services and support systems available. As we implement this Planned Maintenance Program, system efficiency is returned to an optimum level. Operating costs and productivity losses are reduced to a minimum.

1.3. Elimination of Expensive Down Time

Proper functioning equipment means money in your pocket. This Planned Maintenance Program provides the manufacturers recommended maintenance tasking procedures for your equipment on a predetermined schedule. Our program reduces equipment failures, and costly equipment downtime while increasing employee productivity.

1.4. Extending Equipment Life

Metro Building Services's Planned Maintenance Program keeps your equipment in optimum condition. This maintenance program is custom tailored to increase the life expectancy of your equipment over that of improperly maintained equipment. This results in the deferral of costly replacement expenditures.

1.5. Improved Indoor Air Quality

This program is designed to allow your equipment to operate within the original design environmental specifications they were engineered to provide. The first line of defense against possible perceived or real environmental complaints is proof of a verifiable maintenance program that provides for proper ventilation, filter changes, and comfort control. Our program will help you meet these challenges while providing an environment that is healthy for your tenants.

1.6. Increased Comfort Control

Consistent comfort control keeps your tenants happy which studies have shown increases productivity levels to peak performance.

1.7. Preventive Maintenance Performed Around Your Schedule

We have incorporated your business and technical requirements into this maintenance program. Our call center automatically dispatches the manufacturers recommended maintenance tasking procedures for your equipment on a predetermined schedule that best meets both your business and your equipment requirements.

2. PROGRAM FEATURES

The implementation plan of your Planned Maintenance Program will include the following scope of service to be provided on the equipment described in the "List of Maintained Equipment" located in the Appendix A section of this agreement.

Scheduled Inspections: Metro Building Services will provide one (1) Annual and three (3) Operational inspections per year, which will be in accordance with the manufacturer's recommendations, equipment application and our own extensive experience. We will determine the proper maintenance tasking procedures, which our technicians precisely follow.

Our program includes all maintenance materials, gaskets, oils, and lubricants required to perform these inspections tasking procedures. Also included is belt replacement if they are found to be worn or broken.

Air Filter Maintenance: Included in your program are four (4) air filter changes per year. Metro Building Services will provide the labor, materials, and disposal of the used filters.

Emergency and Trouble Call Coverage: Even with the comprehensive care provided in this program, occasional failures can occur. Although the cost of emergency service labor and materials are not included in this program, you will receive top priority trouble call response during peak heating or cooling periods. We will be on-site within 4 hours from receipt of your request.

Additional Services: Metro Building Services and its sister company Metro Mechanical, Inc. work together to offer the most comprehensive list of services available in the Metro Area. Services include:

- 24 hour Plumbing Service
- Vacuum Truck Service
- Sheet Metal and Steel Fabrication
- Energy Management Systems and Audits
- Design Build
- Engineering
- HVAC and Plumbing Construction

Preferred Customer Pricing: As a valued customer, this agreement allows CITY OF VICKSBURG-PD to receive a 10% discount on labor for any and all of the additional services provided. This discount applies to emergency repairs not covered in this agreement.

Refrigerant Containment Service: We will use recovery, recycling and reclamation of your refrigerant as appropriate to minimize costs of replacement refrigerant. Such work will be done per all federal, state and local regulatory guidelines.

Service Documentation: We will document all scheduled and unscheduled service work showing the time, date, name of service technician, equipment identification and brief description of work. This documentation will be made available upon request.

Customer Assurance Review Evaluation (C.A.R.E.) Program: We will meet with you annually or more frequently upon request to evaluate and make modifications, if necessary, to this maintenance program to assure that it continues to meet both your business and technical requirements.

3. YOUR PROGRAM INVESTMENT

This Planned Maintenance Program will be for an original term of 3 years, beginning on 2/1/2018. At the end of the original term of this agreement, the program will automatically renew from year to year unless either party gives written notice to the other with intent not to renew thirty (30) days prior to the anniversary date. CITY OF VICKSBURG-PD's annual investment in this program is shown below:

TERM	PRICE	% ADJUSTMENTS
2/1/2018 - 1/31/2019	\$5,844.00	
2/1/2019 - 1/31/2020	\$6,020.00	3.00%
2/1/2020 - 1/31/2021	\$6,200.00	3.00%

The annual agreement prices shown above can only be adjusted if equipment is added or deleted from the original agreement. Price adjustments after the term of this agreement expires are discussed in the terms and conditions of this agreement.

Payments in the amount of **\$1,461.00** will be made on a **Quarterly** basis for the first year and in advance of any scheduled service. Recurring payments will be based on the annual amounts listed above. Payment terms will be thirty (30) days after date of invoice. Metro Building Services reserves the right to discontinue its service anytime payments have not been made as agreed. Failure to make payments when due or impairment of customer's credit shall relieve Metro Building Services of any and all obligations pertaining to work or performance of work.

PROPOSAL OFFERED BY: *Adam Brewer, Contract Sales*
DATE: JANUARY 11, 2018

CITY OF VICKSBURG-PD

Metro Building Services

ACCEPTED BY: _____

ACCEPTED BY: _____

TITLE: _____

TITLE: _____

DATE: _____

DATE: _____

4. TERMS AND CONDITIONS

- A.** Planned and or routine maintenance services provided under this agreement will be performed during normal working hours.
- B.** The guarantees and services provided under the scope of this agreement are conditioned upon CITY OF VICKSBURG-PD operating and maintaining systems/equipment. CITY OF VICKSBURG-PD will do so in according to industry accepted practices and in consideration of our recommendations.
- C.** CITY OF VICKSBURG-PD will provide and permit reasonable access to all covered equipment. Metro Building Services will be allowed to start and stop equipment as necessary to perform its services and be permitted use of existing facilities and building services.
- D.** This proposal assumes that all pieces of equipment are in proper operating condition. Metro Building Services shall inspect and report to the CITY OF VICKSBURG-PD any malfunctions and defects within thirty (30) days after commencement of the contract. If the equipment cannot be operated within the thirty (30) day period due to seasonal conditions or other factors beyond our control the period for initial inspection will be extended for a mutually agreed upon period. Upon completion of the inspection, it shall be the responsibility of Metro Building Services to make recommendations and to assist the CITY OF VICKSBURG-PD in restoring the equipment to proper operating condition. However, all of the restoration costs shall be borne by the CITY OF VICKSBURG-PD unless otherwise stated in this proposal. Any piece of covered equipment will be excluded from liability if the reported recommendations from the inspection are not accepted and repair work performed.
- E.** It is agreed that the costs of all repair, replacement components, and emergency services that may be provided during the term of this agreement shall be borne by CITY OF VICKSBURG-PD in accordance with Metro Building Services's currently established rates. In the case of refrigeration system such as walk-in boxes, reach-in boxes, etc., this agreement does not include the repair or replacement of hardware such as door handles closing mechanisms or related parts. These costs shall be borne by CITY OF VICKSBURG-PD.
- F.** Any repairs or services resulting from power failures, freezing, roof leaks through curbs or equipment, or air side corrosion will be paid for by the CITY OF VICKSBURG-PD in accordance with Metro Building Services's currently established rates.
- G.** Under no circumstances will Metro Building Services be responsible for loss of use, loss of profits, increased operating or maintenance expense, claims of CITY OF VICKSBURG-PD's tenants or clients, or any special, indirect or consequential damages.
- H.** The agreement does not include responsibility for system design deficiencies, such as, but not limited to poor air distribution, water flow imbalances, etc. It does not include responsibility for system, equipment and component obsolescence, electrical failures, unserviceable equipment, and operating the system(s).
- I.** Metro Building Services will not be liable for delays or failure to obligate due to fire, flood, strike, lockout, freezing, unavailability of material, riots, acts of god, or cause beyond reasonable control.
- J.** Metro Building Services is not responsible for the removal or disposal of any hazardous materials or any cost associated with these materials unless otherwise noted in this Agreement.
- K.** The agreement does not include repairing any damage resulting from improper/inadequate water treatment or filter service not supplied by Metro Building Services

- L.** This agreement does not include any services occasioned by improper operation, negligence, vandalism, or alterations, modifications, abuse, or misuse, or repairs to equipment not performed Metro Building Services. Also excluded is the furnishing of materials and supplies for painting or refurbishing equipment.
- M.** Metro Building Services shall not be required to furnish any items of equipment, labor, or make special tests recommended or required by insurance companies, Federal State Municipal or other authorities except as otherwise included in this Agreement.
- N.** This agreement does not include the cleaning of any air passages, grilles, or air balancing of systems.
- O.** In the event either party must commence a legal action in order to enforce any rights under this contract, the successful party shall be entitled to all court costs and reasonable attorney's fees as determined by the court for prosecuting and defending the claim, as the case may be.
- P.** Metro Building Services shall not be liable for the operation of the equipment nor for injuries to persons or damage to property, except those directly due to the negligent acts or omissions of its employees and in no event shall it be liable for consequential or speculative damages. It shall not be liable for expense incurred in removing, replacing or refinishing any part of the building structure necessary to the execution of this Agreement. It shall not be held liable for any loss by reason of strikes or labor troubles affecting its employees who perform the service called for herein. Delays in transportation, delays caused by priority or preference rating, or orders or regulations established by any government, authority, or by unusual delays in procuring supplies or for any other cause beyond its reasonable control.
- Q.** Only Metro Building Services's personnel or agent are authorized to perform the work included in the scope of this Agreement. Metro Building Services may, at its option, cancel or waive its obligations under this Agreement should non-authorized individuals perform such work.
- R.** This Agreement and all rights hereunder shall not be assignable unless approved by Metro Building Services.
- S.** In the event of additional freight, labor, or material costs resulting from a CITY OF VICKSBURG-PD's request to avoid delays with respect to equipment warranties, or accelerated delivery of parts and supplies, CITY OF VICKSBURG-PD agrees to pay these additional costs at Metro Building Services's currently established rates.
- T.** Metro Building Services's scope of work shall not include the identification, detection, abatement, encapsulation or removal of asbestos or products or materials containing asbestos or similar hazardous substances. In the event Metro Building Services encounters such material in performing its work, Metro Building Services will have the right to discontinue work and remove its employees until the hazard is corrected or its determined no hazard exists.
- U.** This Agreement contains the entire Contract and the parties hereby agree that this Agreement has been agreed to and the entire Agreement is then accepted and approved by an authorized person for both parties. No statement remarks agreement or, understanding, oral or written, not contained herein, will be recognized or enforced.
- V.** This agreement does not include the disposal of hazardous waste; any charges incurred for their proper disposal will be born by CITY OF VICKSBURG-PD as an extra to the contract price.

- W.** CITY OF VICKSBURG-PD agrees that in the event that there shall have been passed a federal and/or state law which shall compel Metro Building Services to contribute to a federal and/or state health plan for its employees, then the terms of this Agreement shall be subject to adjustment. Contract adjustment would reflect the cost of such mandated contributions and offset Metro Building Services's cost of performing this contract.
- X.** CITY OF VICKSBURG-PD acknowledges and agrees that any purchase order issued by CITY OF VICKSBURG-PD, in accordance with this Agreement, is intended only to establish payment authority for CITY OF VICKSBURG-PD's internal accounting purposes. No purchase order shall be considered to be a counteroffer, amendment, modification, or other revision to the terms of this agreement. No term or condition included in CITY OF VICKSBURG-PD's purchase order will have any force or effect.
- Y.** Should the contract be canceled without due cause, CITY OF VICKSBURG-PD shall pay Metro Building Services 25% of the annual price in addition to any previous amount paid.

5. APPENDIX A - LIST OF MAINTAINED EQUIPMENT

The following HVAC equipment was identified during our survey and will be covered as a part of CITY OF VICKSBURG-PD's Planned Maintenance Agreement.

The covered equipment is located at:

CITY OF VICKSBURG-PD
820 VETO DR
VICKSBURG, MS 39180