



Huntton Services

SERVICE AGREEMENT
Choice Facilities Partners #14/021JN-05
MECHANICAL SERVICES
SCHEDULED MAINTENANCE



Texas City
EST. 1911

City of Texas City – Criminal Justice Center

Texas City, TX

8/26/21

Authorized Warranty Service
TACLA009290C - MPL38267



Air Conditioning Heating Plumbing Refrigeration Ventilation Controls

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Agreement

HEATING, VENTILATION, and AIR CONDITIONING (HVAC) SCHEDULED MAINTENANCE

Hunton Services will provide complete maintenance services for the equipment listed in section “B” below, *Equipment Covered*. All work will be performed during normal working hours unless otherwise indicated in the *Terms and Conditions* section of this agreement.

To accomplish the proper maintenance on the listed equipment, Hunton Services will utilize factory-trained technicians. The tasks outlined in the maintenance schedules will be performed in accordance with the guidelines set forth by the equipment manufacturers.

Agreement performance shall be completed and submitted to the owner or representative after each inspection. Recommendations, if any, will be listed and should be considered to reduce overall operating costs and/or improve equipment performance. Operating instruction will be provided on applicable equipment during schedule inspections.

A. Scope of Services Provided

MECHANICAL SERVICES SCHEDULED MAINTENANCE (PM)

This agreement is for Scheduled Maintenance services to be provided for the equipment referenced herein as identified under “Equipment Covered” below. Scheduled Maintenance coverage provides for annual and maintenance inspections on the equipment identified in this agreement. The Scheduled Maintenance program includes 4 inspections per year: 3 scheduled inspections and 1 annual inspection per year. **(Excludes Refrigerant)**

Equipment List

Coverage	Tag	Manuf	Model	Serial
PM	CH-1	Trane	CGAM080F	U13J38902
PM	CH-2	Trane	CGAM080F	U13J38901
PM	AHU1	Trane	-	-
PM	AHU2	Trane	-	-
PM	AHU3	Trane	-	-
PM	AHU4	Trane	-	-
PM	AHU5	Trane	-	-
PM	AHU6	Trane	-	-
PM	AHU7	Trane	-	-
PM	AHU8	Trane	-	-
PM	EF1	-	-	-
PM	EF2	-	-	-
PM	EF3	-	-	-
PM	EF4	-	-	-
PM	EF5	-	-	-
PM	EF6	-	-	-
PM	EF7	-	-	-
PM	EF8	-	-	-
PM	EF9	-	-	-
PM	EF10	-	-	-
PM	EF11	-	-	-
PM	EF12	-	-	-
PM	EF13	-	-	-
PM	EF14	-	-	-
PM	SF1	-	-	-
PM	SF2	-	-	-
PM	SF3	-	-	-
PM	SF4	-	-	-
PM	CHP1	TACO	-	-
PM	CHP2	TACO	-	-
PM	HWP1	TACO	-	-
PM	RH1	-	-	-
PM	RH2	-	-	-
PM	B-1	Rite	-	-

Payment Terms

1. The term of this agreement is for three (3) year(s). The total price for this agreement is payable in quarterly payments per the schedule below, net thirty (30) days from invoice date. Authority is hereby given to furnish additional labor or materials that may be required for items not covered under this agreement. **(Not to exceed \$500.00 per service call without customer approval).**
Year 1 – 4 quarterly payment(s) of \$7,005.60
Year 2 – 4 quarterly payment(s) of \$8,090.91
Year 3 – 4 quarterly payment(s) of \$7,577.25
2. The agreement shall become effective upon the date of acceptance by the purchaser or by the seller, whichever is the latter and shall remain in effect for term of contract from such date and shall be deemed to be automatically renewed thereafter for continuous consecutive yearly periods unless this agreement be otherwise terminated or changed by either parties as permitted under the general conditions.
3. All work and services covered by the Agreement will be done during normal working hours between 7:30 AM and 4:00 PM, Monday through Friday, except for legal holidays. Emergency service and repairs are available on 24 hours per day, seven days per week and will be invoiced separately at the preferential service agreement rates.
4. Taxes have not been included in this quote and will be billed **extra** when applicable.

IN WITNESS THEREOF, THE PARTIES HERETO HAVE EXECUTED THIS AGREEMENT:



Submitted by: _____

Jose Duron, Service / Solution Sales
Hunton Services – 5622 Luce St, Houston, TX

CUSTOMER ACCEPTANCE

By: _____

Title: _____

Company: _____

Acceptance Date: _____

Start Date: _____

Billing Information (Please indicate where to send invoices and a contact name)

Company: _____

Attention (Name): _____

Title: _____

Address: _____

City, State, Zip: _____

Special Invoice Instructions? _____

Terms and Conditions

GENERAL:

This Service Agreement, together with all documents contained herein, shall constitute the entire Agreement between Hunton Services, hereafter referred to as "The Company" and customer and may not be modified, amended, without the express written consent of an officer of The Company.

Customer acknowledges the complexity and expense of any air conditioning and refrigeration equipment as well as the need for specially trained and qualified personnel to service and/or repair such equipment. Therefore, to reduce the risk of damage, the customer agrees not to contract any other service company to perform service on the equipment covered by a Select Service Agreement without the expressed written permission of The Company.

PAYMENT:

Service agreements are billed in advance and payment is due within 30 days of invoice date. If payments are past due, the company reserves the right to suspend all services and coverages under this agreement. The Company may cancel this agreement for delinquency and in the event collection action is taken, the company reserves the right to add a surcharge of 1½ % of the principal per month. Should legal action be required to enforce payment for monies due from the customer, the customer agrees to pay reasonable attorney's fees and court costs.

COVERAGE:

The Company shall provide the services described in this Agreement with respect to the listed Equipment with reasonable promptness in a workmanlike manner in accordance with industry standards generally applicable in the area. The Company may at its discretion either replace or repair faulty equipment.

EXCLUSIONS:

Unless specifically noted otherwise in the agreement, the following items are not covered:

- a) Any repairs or service covered by mechanical insurance.
- b) Any and all special alterations or provisions necessary to facilitate safe access to service or repair of unit, including, but not limited to, special rigging, cranes and/or rental equipment if required.
- c) Repairs for damages due to acts of God, including but not limited to fire, floods, wind

- damage, freezing, wars, vandalism, strikes, force of nature.
- d) Any loss consisting of, caused by, contributed to, or aggravated by rust, mold, mildew, fungus, wet or dry rot and any resulting loss is always excluded under this contract, however caused.
- e) Repairs for damages due to corrosion, erosion, and deterioration, including but not limited to corrosion relating to equipment installation in corrosive (marine, industrial) environments, regardless of equipment age.
- f) Any responsibility for the identification, detection, or removal/abatement of asbestos related materials.
- g) Repairs for damages due to misuse, abuse, negligence, misapplication or other causes beyond the company's control.
- h) Items not mechanically maintainable such as casings, cabinets and supports. Non-standard modifications or enclosures such as explosion-proofing, theft-proofing, etc. may require additional labor for maintenance and repairs, to be billed at the company's prevailing preferred customer service rates.
- i) Troubleshooting or repairs to controls communications wiring.
- j) Unless specifically listed, all devices not an integral part of the equipment including but not limited to any component upstream of unit's starter such as conductors, transformers, fuses, disconnects, circuit breakers, flow switches, fire/ smoke detectors, building automation/temperature control systems, high-voltage starters and/or switchgear etc.
- k) Unless specifically listed, all Variable/Adaptive Frequency Drives (VFDs/AFDs).
- l) Unless specifically listed, all control devices not an integral part of the equipment including but not limited to flow switches, smoke and fire stats, building automation systems, etc, or any damage done by these devices.
- m) Repairs or replacement of combustion chambers, burners, heat exchangers, flues, chimneys, ductwork, dampers, insulation, steam lines, water lines, gas lines, condensate lines, evaporator and condenser heat transfer surfaces, including tube, coils and chiller barrels.
- n) Repairs for damages caused by the electric utility service, electrical connection maintenance or any power related issues.
- o) Modifications or alterations of existing equipment due to requirements of governmental, regulatory, or insurance agencies.
- p) Any parts not available due to obsolescence

Terms and Conditions

LIMITED LIABILITY:

The Company shall not under any circumstances be liable for personal injury, breakage, loss or damage to the equipment or property unless such loss or damage is caused solely by the negligent acts of omission or commission by The Company's employees or subcontractors.

Neither party to this agreement shall hold the other responsible for any consequential damages such as, but not limited to, loss of revenue or loss of any use of equipment.

INDEMNIFICATION:

Both parties shall indemnify, defend, and hold each other harmless from any and all claims, actions, costs, damages, and liabilities resulting from death or bodily injury or damage to property of the other or other persons, unless such losses result from the sole negligence or misconduct of their respective employees or agents in connection with their duties pursuant to this agreement.

CONDITIONS:

The customer will provide timely and reasonable means of access to all equipment covered by this agreement and will allow the company the right to start and stop all primary equipment incidental to the mechanical system as necessary to perform its duties. Failure to do so by customer may result in loss of coverage.

This agreement assumes that the equipment listed has been properly maintained and is in operating condition at the time of acceptance of this offer. Following the first inspection, The Company shall report to the customer any deficiencies or repairs necessary to the equipment. If such repairs are not done, The Company reserves the right to adjust the coverage accordingly.

The agreement shall commence on the start date indicated by both parties and shall remain in effect for term of agreement and shall be deemed continuously renewed yearly unless either party gives written notice of termination as defined below.

CANCELLATION: Either party may cancel during the contract period by giving the other party 30 day written notice sent by certified mail. Customer agrees to pay The Company the greater of the amount of the contract balance due to date of effective cancellation or the cost for all work performed to date of cancellation billable at current Published Time & Material non- contract rates, not to exceed the balance of the annual contract amount.

SUCCESSORS:

This Contract and each provision of it shall operate to the benefit of the parties and to their respective successors in interest, legal representatives and assigns.

SEVERABILITY:

Should any of the qualifications, terms or conditions set forth heretofore and hereafter, be contrary to, prohibited by, or be held invalid under applicable laws or court of law having jurisdiction, in that event, such provisions shall be considered inapplicable and omitted, but shall not invalidate any remaining provisions.

GOVERNING LAWS:

This shall be construed as an agreement in accordance with the laws of the State of Texas. Texas State licenses TACLA009290C. Regulated by The Texas Department of Licensing and Regulation, P.O. Box 12157, Austin, Texas 78711, 1-800-803-9202, 512-463-6599, www.license.state.tx.us.

AHU and Fan Scope

This program describes the basic Scheduled maintenance procedures that will be performed by HUNTON SERVICES. These procedures comply with all EPA regulations regarding maintenance and repair of air conditioning/heating equipment and systems.

SCHEDULED MAINTENANCE

- Inspect coil conditions.
- Lubricate fan and motor bearings as necessary.
- Inspect bearing and motor mounting.
- Log motor operating voltage and amperage.
- Tighten electrical connections as necessary.
- Inspect and adjust belt tension as necessary.
- Inspect condensate drain pan and drain line.
- Inspect drive sheaves. Tighten set screw(s) as required.
- Rotate the fan wheel and check for obstructions in the fan housing.
- Inspect unit for unusual noise or vibrations. Recommend action as necessary.

ANNUAL SERVICES

- Provide material and labor to replace belts 1 time per year. **(Overtime not included)** Additional changes will be billed to customer on a T&M basis.

Written Report (Daily Timesheet)

- Provided to customer representative following each regular inspections or emergency call.



Boiler Scope

This schedule describes the basic Scheduled maintenance procedures that will be performed by HUNTON SERVICES. These procedures comply with all EPA regulations and Hunton Services Safety Procedures regarding maintenance of air conditioning/heating equipment and systems.

ANNUAL MAINTENANCE

- Inspect relief valve.
- Inspect water temp sensors.
- Wire brush and repaint exhaust gas chamber with corrosion resistant paint.
- Pull and clean main burner assembly.
- Replace flame sensor.
- Test safeties and control points.
- Clean boiler internally and externally. Touch up paint as needed.
- Check wiring and tighten all connections.
- Clean and inspect permanent filter.
- Inspect boiler mounted circulation pump.
- Flush boiler water chamber to remove any sediment.
- Leak check gas lines and assy.
- Inspect gaskets.
- Perform a combustion analysis and adjust as needed.
- Pull and clean hot water loop strainer.

SCHEDULED MAINTENANCE

- Inspect relief valve operation
- Inspect gaskets
- Inspect the pressure relief valve.
- Inspect all operating controls for proper operation.
- Report any deficiencies to customer



Trane CGAM Chiller Scope

This scope describes the scheduled maintenance procedures that will be performed by HUNTON SERVICES. These procedures comply with all EPA regulations and Hunton Services Safety Procedures regarding maintenance of air conditioning/heating equipment and systems.

ANNUAL MAINTENANCE

- Complete operating logs before and after annual.
- Inspect, clean and wipe control panels.
- Clean and paint touch-up (original manufacturers color) on compressors.
- Clean pad underneath and around chiller.
- Perform chiller refrigerant leak check using soap or an electronic leak detector.
- Check the oil level and refrigerant charge. Routine changing of oil is not required. Compressor oil level should be clearly visible within the sight glass when the compressors are off.
- Check the evaporator and condenser refrigerant pressures in the Refrigerant Report menu of the CH530 display.
- Verify that compressor oil sump heaters are connected tightly around the compressor
- Check the electronic expansion valve sight glasses. ***Important: A clear sight glass alone does not mean that the system is properly charged. Also check the system superheat, subcooling and unit operating pressures.***
- Inspect all piping components for leaks and damage.
- Inspect and calibrate safety controls.
- Meg compressor motor and record data.
- Manually rotate the condenser fans to ensure that there is proper clearance on the fan shroud openings. Inspect the entire system for unusual conditions.

- Check-tighten control panel terminals.
- Clean evaporator protection strainer
- Inspect IFM and immersion heater operation.
- Check operation of condenser fan(s).
- Provided to customer representative daily updates on progress.
- Report any uncorrected deficiencies.
- Provide operating logs to customer and office.

OPTIONAL ANNUAL SERVICES

- Water wash Microchannel coils 1 time(s) per year. **(Overtime not included)** Additional cleaning will be billed to customer on a T&M basis
- Oil analysis for acid content and moisture. Samples to be taken 1 time(s) per year. **(Overtime not included)** Additional samples will be billed to customer on a T&M basis. Use Trane Oil Testing Kit KIT06815 only for testing lubricating oil.



Trane CGAM Chiller Scope

SCHEDULED MAINTENANCE

- Verify that compressor oil sump heaters are connected tightly around the compressor.

- Check the operating pressures and temperatures. Check the evaporator and condenser refrigerant pressures in the Refrigerant Report menu of the CH530 display. Pressures are referenced at sea level (14.6960 psia).

- Check the electronic expansion valve sight glasses. *Important: A clear sight glass alone does not mean that the system is properly charged. Also check the system superheat, subcooling and unit operating pressures.*

- Report any deficiencies.

- Provide operating logs to customer and office.

- Visual inspection of condenser coil(s)

Exhaust Fan Scope

This program describes the basic Scheduled maintenance procedures that will be performed by HUNTON SERVICES. These procedures comply with all EPA regulations regarding maintenance and repair of air conditioning/heating equipment and systems.

ANNUAL MAINTENANCE

- Inspect drive sheaves and if needed tighten set screws.
- Inspect belt alignment and tension.
- Lubricate fan and motor bearings as required.
- Inspect bearing and motor mounting.
- Tighten electrical connections.
- Inspect motor operating voltage and amperage.
- Inspect the control and power box wiring for secure connections and insulation.
- Rotate the fan wheel and check for obstructions in the fan housing.
- Check unit for unusual noise or vibration.
- Inspect unit casing for corrosion.

SCHEDULED MAINTENANCE

- Check and adjust belt tension.
- Lubricate fan and motor bearings as required.
- Inspect bearing and motor mounting.
- Inspect motor operating voltage and amperage.
- Check unit for unusual noise or vibration.



Pump Scope

This schedule describes the basic Scheduled maintenance procedures that will be performed by HUNTON SERVICES. These procedures comply with all EPA regulations and Hunton Services Safety Procedures regarding maintenance of air conditioning/heating equipment and systems.

ANNUAL MAINTENANCE

- Lubricate pump bearings per manufacturer's recommendations.
- Lubricate motor bearings per manufacturer's recommendations.
- Tighten all nuts and bolts. Inspect motor mounts and vibration pads.
- Visually inspect pump alignment and coupling.
- Inspect motor operating conditions.
- Inspect electrical connections and conductors.
- Inspect operation of isolation valves.
- Visually inspect mechanical seals or pump packing.
- Measure and record amp draws and pump pressures.
- Provided to customer representative daily updates on progress.
- Report any deficiencies.
- Provide operating logs to customer and office.

SCHEDULED MAINTENANCE

- Lubricate pump bearings per manufacturer's recommendations.
- Lubricate motor bearings per manufacturer's recommendations.
- Inspect suction and discharge pressures.
- Visually inspect packing or mechanical seals.
- Inspect motor voltage and amperage.
- Provided to customer representative daily updates on progress.
- Report any deficiencies.
- Provide operating logs to customer and office.



VFD Scope

This schedule describes the basic Scheduled maintenance procedures that will be performed by HUNTON SERVICES. These procedures comply with all EPA regulations and Hunton Services Safety Procedures regarding maintenance of air conditioning/heating equipment and systems.

ANNUAL MAINTENANCE

- Check-tighten electrical connections.
- Verify proper operation of drive.
- Check drive for proper response to control signal.
- Check entering and leaving amperages and voltage.
- Clean fans and filters
- Clean heat-transfer plates.
- Provide Annual Condition Report

SCHEDULED MAINTENANCE

- Check-tighten electrical connections.
- Verify proper operation of drive.
- Check drive for proper response to control signal.
- Check entering amperages and voltage.
- Check leaving amperages and voltage.

Written Reports

- Provided to customer representative daily updates on progress.
- Report any deficiencies.

- Provide operating logs to customer and office.