



February 16, 2016

## Preventative HVAC Maintenance Proposal

Prepared For: Mayor Jill Dabbs  
City of Bryant  
Bryant, AR 72022

Presented By: Bradley Harrell  
Commercial Maintenance  
Middleton Heat & Air  
bharrell@middletoninc.com

22039 I-30 Bryant, AR 72022 • 501.224.4888 • Fax 501.847.7711

[www.middletoninc.com](http://www.middletoninc.com)





PO Box 506  
Bryant, AR 72089  
M 501.224.4888  
C 501.529.3507  
F 501.847.7711

bharrell@middletoninc.com

**February 16, 2016**

**To:** City of Bryant  
Bryant, AR 72022

**Attn:** Mayor Jill Dabbs

**Subject:** Planned Maintenance of the HVAC Mechanical Systems

Middleton Heat & Air appreciates the opportunity to submit our planned maintenance proposal for your facility. The comprehensive maintenance program is designed to ensure that the covered equipment is maintained at optimum operating condition, which will provide significantly reduced energy usage, and extend equipment life.

After conducting a survey of your HVAC equipment and careful consideration of your operating environment, it has been determined that the equipment should be maintained on a:

**Semi-annual Maintenance Program with Monthly Filter Changes**

The following enclosures are included, which along with this agreement constitute our planned maintenance agreement:

- List of Mechanical Equipment to be Covered
- Maintenance Inspection Checklist
- Conditions, Repair Rate Schedule and Terms
- General Conditions

This program is designed to ensure your equipment will be maintained on a scheduled basis, and is supported by our 24-hour emergency service when required.

The following are provided as part of our planned maintenance program:

- Condensing unit comprehensive cooling inspection and coil cleaning (Once a year)
- Furnace comprehensive heating inspection and cleaning (Once a year)
- Air Handler comprehensive heating inspection and cleaning (Once a year)
- Package unit comprehensive heating inspection and coil cleaning (Once a year)
- Package unit comprehensive cooling inspection and cleaning (Once a year)
- Boiler comprehensive heating inspection and cleaning (Once a year)
- Cooling tower comprehensive inspection and cleaning (Once a year)
- Make up air comprehensive inspection and cleaning (Twice a year)
- Water source heat pump inspection and cleaning (Twice a year)
- Return air filter changes (On a quarterly basis)

<b>Fire Department</b>	<b>\$ 4,527.83</b> per year
<b>Police Department</b>	<b>\$ 2,168.10</b> per year
<b>City Hall</b>	<b>\$ 1,687.40</b> per year
<b>Street Department</b>	<b>\$ 670.14</b> per year
<b>Animal Control</b>	<b>\$ 473.04</b> per year
<b>Water Department</b>	<b>\$ 324.12</b> per year
<b>Waste Water Department</b>	<b>\$ 335.07</b> per year
<b>Parks (Ashley, Midland, Alcoa, Bishop)</b>	<b>\$ <u>925.28</u></b> per year
<b>Total Cost for City</b>	<b>\$11,110.98</b> per year or <b>\$2,777.75</b> quarterly

The cost outlined above include applicable state and local taxes. Additional service and emergency repair service will be billed in accordance the Middleton Heat & Air's current customer discounted rates.

This agreement shall become effective immediately upon signature by Customer and Contractor and automatically renews on any anniversary date subject to any price revision. Either party may terminate this agreement upon thirty (30) days written notice.

Middleton Heat & Air is pleased to be of professional service to City of Bryant. If you have questions or require further information, feel free to call our office at any time.

Sincerely,

*Bradley Harrell*

Bradley Harrell  
Commercial Maintenance Services  
501.529.3507  
bharrell@middletoninc.com

**Customer's Acceptance:** (Please complete information below and return FAX to:  
501-847-7711 OR scan to bharrell@middletoninc.com)

Billing Option:      (please circle one)      Annual      Quarterly  
Effective Date: \_\_\_\_\_  
Customer: \_\_\_\_\_  
On Site Contact: \_\_\_\_\_  
On Site Phone #: \_\_\_\_\_  
Billing Address: \_\_\_\_\_  
City, State, ZIP: \_\_\_\_\_  
Signature: \_\_\_\_\_  
Print Name: \_\_\_\_\_  
Title: \_\_\_\_\_  
Date: \_\_\_\_\_  
Email: \_\_\_\_\_

## INVENTORY OF EQUIPMENT

BUILDING NAME: **Bryant Fire Department**

FACILITY ADDRESS: 312 Roya Lane, Bryant, AR 72022

SYSTEM COMPONENT	MAKE	MODEL #	SERIAL #	LOCATION	TONS
WSHP #4-1	Florida	EM018-1HZC-FLE	*	1 <sup>ST</sup> Floor -SCBA/Tool Rm	*
WSHP #1-1	Florida	EM007-1HZC-FLE	*	1 <sup>ST</sup> Floor-O/S Chief's Office	*
WSHP #5-1	Florida	EM024-1HZC-FLE	*	1 <sup>ST</sup> Floor-O/S Project Rm	*
WSHP #6-2	Florida	EM028-1HZC-FLE	*	1 <sup>ST</sup> Floor-O/S Mechanical Rm	*
WSHP #6-6	Florida	EM028-1-HZC-FLE	*	1 <sup>ST</sup> Floor-O/S Asst. Chief's Office	*
WSHP #9-2	Florida	EM042-1HZC-FLE	*	1 <sup>ST</sup> Floor-Training Rm	*
WSHP #9-3	Florida	EM042-1HZC-FLE	*	1 <sup>ST</sup> Floor-O/S Restrooms	*
WSHP #2-1	Florida	EM012-1HZC-FLE	*	2 <sup>ND</sup> Floor-O/S Conf Rm	*
WSHP #2-2	Florida	EM018-1HZC-FLE	*	2 <sup>ND</sup> Floor-O/S dayroom	*
WSHP #3-2	Florida	EM007-1HZC-FLE	*	2 <sup>nd</sup> Floor-O/S BC Sleep Rm	*
WSHP #4-3	Florida	EM024-1HZC-FLE	*	2 <sup>nd</sup> Floor-O/S Honor Guard Closet	*
WSHP #6-4	Florida	EM028-1HZC-FLE	*	2 <sup>nd</sup> Floor-O/S Workout Rm	*
WSHP #6-7	Florida	EM028-1-HZC-FLE	*	2 <sup>nd</sup> Floor-O/S Shower Room/Main Hall	*
WSHP #8-3	Florida	EM042-1HZC-FLE	*	2 <sup>nd</sup> Floor-Inside Men's Dorm Rm	*
WSHP #8-4	Florida	EM042-1HZC-FLE	*	2 <sup>nd</sup> Floor-Outside Day Rm	*
MUA #1	Innovent	TAC 24-100	*	Above PD Training Rm	*
MUA #2	Innovent	TAC 24-100	*	Above Men's Dorm/Shower Rm	*
BOILER	Raypac	*	*	Room in Rear of Station	*
C TOWER	*	*	*	Behind Station	*

\* TBL – To Be Listed Upon First Inspection  
Filters: TBD

BUILDING NAME: **Bryant Police Department**

FACILITY ADDRESS: 312 Roya Lane, Bryant, AR 72022

SYSTEM COMPONENT	MAKE	MODEL #	SERIAL #	LOCATION	TONS
WSHP #4-2	Florida	EM018-1HZC-FLE	*	Dispatch	*
WSHP #9-1	Florida	EM007-1HZC-FLE	*	Admin Lobby	*
WSHP #8-1	Florida	EM024-1HZC-FLE	*	Lt Office Downstairs	*
WSHP #7-1	Florida	EM028-1HZC-FLE	*	Outside Evidence Rm	*
WSHP #9-4	Florida	EM028-1-HZC-FLE	*	Outside Code Office	*
WSHP #7-2	Florida	EM042-1HZC-FLE	*	Elevator Lobby	*
WSHP #6-5	Florida	EM042-1HZC-FLE	*	Outside Training SGT Office	*
WSHP #6-2	Florida	EM012-1HZC-FLE	*	Gregs Office, Svr Rm	*
WSHP #6-6	Florida	EM018-1HZC-FLE	*	Outside Training Rm	*
WSHP #6-3	Florida	EM007-1HZC-FLE	*	Outside Men's Rm Upstairs	*
MUA #1	Innovent	TAC24-100	*	Roof Top	*

\* TBL – To Be Listed Upon First Inspection  
Filters: TBD

BUILDING NAME: **Bryant City Hall**

FACILITY ADDRESS: 210 Southwest 2<sup>nd</sup> Street, Bryant, AR 72022

SYSTEM COMPONENT	MAKE	MODEL #	SERIAL #	LOCATION	TONS
RTU #1	Carrier	24ABC624A300	4211EO2526	Roof	*
RTU #2	Rheem	RSPL-B024JK	7446F481102988	Roof	*
RTU #3	Rheem	RRNL-B042JK10E	2G7411ADBAF511104781	Roof	*
RTU #4	Trane	4TCX3018A1000A	6481RBX9H	Roof	*
COND #1	Carrier	24ABC660A300	3811E09643	Rear by Ballfields	*
COND #2	Trane	4TTX5042A1000BA	10402PSF2F	Rear by Ballfields	*
COND #3	Carrier	24ABC660A300	4511E00988	Rear by Ballfields	*
COND #4	Carrier	24ABC660A300	4511E00982	Rear by Ballfields	*
COND #5	Carrier	24ABC624A300	4211E02514	HR Side by Fence	*
COND #6	Carrier	24ABC642A300	4311E03533	HR Side by Fence	*
COND #7	Carrier	24ABC642A300	4311E03528	HR Side by Fence	*
COND #8	Trane	4TXCC044BC3HCAA	110462K753	Upstairs	*
FURN #1	Carrier	CNPVT6024ATAACAA	3011X27909	Upstairs	*
FURN #2	*	*	*	*	*
FURN #3	Carrier	CNPVT6024ATAACAA	3011X27906	Outside Maint Office	*
FURN #4	Carrier	CNPVT6024ATAACAA	3011X27906	HR Hallway by Small Kitchen	*
FURN #5	Carrier	CNPVP2414ATAACAA	3311X30828	Closet Hallway by CT Rm	*
FURN #6	Carrier	CNPVT4821ATAACAA	4111X22715	Closet Hallway by CT Rm	*
FURN #7	Carrier	CNPVT4821ATAACAA	4111X22757	Closet Hallway by CT Rm	*
FC #1	*	24HX6-240	U10B198076	CT Front Office	*

\* TBL – To Be Listed Upon First Inspection  
Filters: TBD

BUILDING NAME: **Bryant Street Department**

FACILITY ADDRESS: 1017 Southwest 2<sup>nd</sup> Street, Bryant, AR 72022

SYSTEM COMPONENT	MAKE	MODEL #	SERIAL #	LOCATION	TONS
COND #1	Trane	2TTR4036A1000AA	*	Outside Building	3.0
COND #2	Trane	2TTR4060A1000AA	*	Outside Building	5.0
COND #3	Trane	2TTR4060A1000AA	*	Outside Building	5.0
COND #4	Trane	4TTB3018D1000AA	*	Mechanic Shop- O/S Bldg	1.5
FURN #1	Trane	2TXCA018BC3HCBA	*	Upstairs Inside Bldg	
FURN #2	Trane	2TXCD061AC3HCAA	*	Upstairs Inside Bldg	
FURN #3	Trane	2TXCD061AC3HCAA	*	Upstairs Inside Bldg	
FURN #4	Trane	4TXCA018BC3HCBA	*	Mechanic Shop – U/S Inside Bldg	

\* TBL – To Be Listed Upon First Inspection  
Filters: TBD

BUILDING NAME: **Bryant Animal Control**

FACILITY ADDRESS: 25700 I-30 North, Bryant, AR 72022

SYSTEM COMPONENT	MAKE	MODEL #	SERIAL #	LOCATION	TONS
PKG #1	Rheem	RSPL-B060JK	7455F481102972	West side of building	
PKG #2	Rheem	RSPL-B060JK	7455F481102971	West side of building	
COND #1	Carrier	24ABC648A310	4411E12575	West side of building	
FURN #1	Carrier	*	*	Interior over bathroom	

\* TBL – To Be Listed Upon First Inspection  
*Filters: TBD*

BUILDING NAME: **Bryant Water Department**

FACILITY ADDRESS: 1019 Southwest 2<sup>nd</sup> Street, Bryant, AR 72022

SYSTEM COMPONENT	MAKE	MODEL #	SERIAL #	LOCATION	TONS
COND #1	Lennox	14HPX06023018	*	NW End of Bldg	5.0
COND #2	Lennox	14HPX04823017	*	Nw End of Bldg	4.0
FURN #1	Lennox	CBX26UH0602302	*	Closet Inside	*
FURN #2	Lennox	CBX26UH0482302	*	Closet Inside	*

\* TBL – To Be Listed Upon First Inspection  
*Filters: TBD*

BUILDING NAME: **Bryant Waste Water Department**

FACILITY ADDRESS: 1020 Southwest 2<sup>nd</sup> Street, Bryant, AR 72022

SYSTEM COMPONENT	MAKE	MODEL #	SERIAL #	LOCATION	TONS
PKG	Lennox	CHA165136G	*	*	*
WU #1	Comfort Star	*	*	*	*
WU #2	LG Hampton Bay	*	*	*	*
WU #3	Electrolux	*	*	*	*

\* TBL – To Be Listed Upon First Inspection  
*Filters: TBD*

BUILDING NAME: **Ashley Ballfield**  
 FACILITY ADDRESS: 343 Southwest 3<sup>rd</sup> Street, Bryant, AR 72022

SYSTEM COMPONENT	MAKE	MODEL #	SERIAL #	LOCATION	TONS
COND #1	*	*	*	*	*
COND #2	*	*	*	*	*
FURN #1	*	*	*	*	*
FURN #2	*	*	*	*	*

\* TBL – To Be Listed Upon First Inspection  
*Filters: TBD*

BUILDING NAME: **Alcoa Ballfields**  
 FACILITY ADDRESS: 1110 Shobe Road, Bryant, AR 72022

SYSTEM COMPONENT	MAKE	MODEL #	SERIAL #	LOCATION	TONS
COND #1	*	*	*	*	*
AH #1	*	*	*	*	*
WU #1	*	*	*	*	*
WU #2	*	*	*	*	*

\* TBL – To Be Listed Upon First Inspection  
*Filters: TBD*

BUILDING NAME: **Midland Ballfields**  
 FACILITY ADDRESS: 3865 Midland Road, Bryant, AR 72022

SYSTEM COMPONENT	MAKE	MODEL #	SERIAL #	LOCATION	TONS
COND #1	*	*	*	*	*
FURN #1	*	*	*	*	*

\* TBL – To Be Listed Upon First Inspection  
*Filters: TBD*

BUILDING NAME: **Bishop Ballfields**  
 FACILITY ADDRESS: 1110 Shobe Road Street, Bryant, AR 72022

SYSTEM COMPONENT	MAKE	MODEL #	SERIAL #	LOCATION	TONS
PKG #1	*	*	*	*	*
PKG #2	*	*	*	*	*

\* TBL – To Be Listed Upon First Inspection  
*Filters: TBD*

## **MAINTENANCE INSPECTION CHECKLIST**

### HEAT PUMP CONDENSER UNIT – (Air Cooled) COMPREHENSIVE INSPECTION

1. Check condenser coil for obstructions and visually inspect for refrigerant leaks.
2. Clean condenser coils with non-acid, biodegradable foam cleaner.
3. Check condenser fan motor mounts and for proper rotation.
4. Check and log condenser fan motor operating amperage.
5. Check control set points.
6. Check for proper operation of relays, fan switched and limit switches.
7. Check and calibrate safeties.
8. Check for proper operation of crankcase heater.
9. Check for visible refrigerant and oil leaks.
10. Check oil level and condition if applicable.
11. Check and log refrigerant discharge pressure.
12. Check and log refrigerant suction pressure.
13. Check and log refrigerant sub-cool/superheat.
14. Check and log compressor operating amperage.
15. Check motor starter coils, contacts, connections and then tighten as necessary.
16. Check for proper operation of reversing valve.
17. Check and tighten as required all screws, mounting bolts, collars and hold down screws.
18. Report any abnormalities to the owner.

### AIR HANDLER UNIT COMPREHENSIVE INSPECTION

1. Inspect unit for abnormal vibration or noise.
2. Check control set points.
3. Check for proper operation of relays, fan switched and limit switches.
4. Check and calibrate safeties.
5. Check evaporator coil for obstructions and leaks.
6. Check expansion valves for proper feed and superheat.
7. Check temperature differential across the evaporator coil.
8. Check and clean condensate drain pan and drain.
9. Check for proper operation of the condensate pump if applicable.
10. Check blower components for excessive dirt build-up.
11. Check blower fan condition, alignment, clearance and proper rotation.
12. Lubricate all moving parts as required.
13. Check blower fan drive belt alignment, pulleys and sheaves.
14. Change blower fan drive belt as required.
15. Check and log blower motor operating amperage.
16. Check motor starter coils, contacts, connections and then tighten as necessary.
17. Check for proper operation of strip heat if applicable.
18. Report any abnormalities to the owner.



## **CONDITIONS, RATES AND TERMS**

### **CONDITIONS:**

The planned maintenance work necessary for proper operation of the mechanical system will be the responsibility of Middleton Heat & Air and will be billed at the agreement rate. Middleton Heat & Air will provide necessary tools, material, equipment, labor and trucks required to perform this work during normal business hours, which are 8:00 AM to 5:00 PM, Monday through Friday except holidays.

Customers under a Planned Maintenance Agreement will receive priority response. Emergency service will be available at any time, 24 hours per day.

Middleton Heat & Air will make recommendations, as deemed necessary, to improve the system performance. Such recommendations will include estimates when requested.

### **REPAIR LABOR RATE:**

- Maintenance agreement customers receive a **10%** discount off the prevailing repair labor rate at the time of service.
- Labor rates for repairs outside normal business hours and on holidays are 1 ½ times the discounted rate.
- Maintenance agreement customers receive priority response time.

### **TERMS:**

- This agreement shall become effective immediately upon signature by Customer and Contractor and automatically renews on any anniversary date subject to any price revision. Contractor agrees to provide sixty (60) days' notice of any price revision before such revision is actually billed to the Customer. The Contractor will submit a notice of price change indicating the current price under contract and the proposed price to City of Bryant, Attn: Finance Director - Contract price change, 210 S.W. 3rd Street, Bryant, AR 72022. Either party may terminate this agreement upon thirty days (30) written notice.
- Middleton Heat & Air terms of payment – due upon receipt
- Quoted prices are valid for thirty days unless otherwise specified.

## GENERAL CONDITIONS

Customer agrees not to assign or transfer this agreement without written approval of Middleton Heat & Air; to do so may result in the cancellation of the agreement by Middleton Heat & Air and a charge to the customer for work performed to date.

Where equipment is located above ceiling space, Middleton Heat & Air shall not be liable for any damages caused from water, including, but not limited to, damage caused by stopped up drain lines and overflowed drain pans.

The services to be performed under this agreement are not a guarantee against obsolescence. Normal wear and inspections shall not be construed as an approval or guarantee of the condition of the equipment.

Labor rates for repairs may change without notice due to increasing cost of operations. Discounts for repairs do not apply to replacement equipment prices.

Middleton Heat & Air shall be excused for any delay in completion of the agreement and shall not be liable for the loss of or damage to air conditioning equipment caused by natural disasters, acts of the owner or the owner's agent, employee or independent contractor, stormy weather, labor trouble, acts of public utilities, public bodies or inspectors, extra work, transportation conditions, materials shortages, or damages attributable to additions, alterations, adjustments, repairs made by others, or other contingencies unforeseen by Middleton Heat & Air and beyond the reasonable control of Middleton Heat & Air.

Should the Customer, or his representative, direct any modification or addition to the work covered by this agreement, the costs shall be adjusted accordingly

Ductwork, air balancing, variable air volume boxes, electrical power wiring outside equipment cabinets, plumbing, or any work required because of negligence, misuse of equipment, vandalism, sabotage, fire, flood or acts of natural causes, shortage of high voltage electrical supply, will not be included in the agreement. If the equipment covered is altered, modified, changed or moved, or quantity of systems increase, the price of this agreement may be increased accordingly or terminated.

Middleton Heat & Air requires payment within thirty (30) days of date of invoice. Middleton Heat & Air shall have the right to stop work if any payment shall not be made to Middleton Heat & Air under this agreement, within the forty-five (45) days.

If the Customer should default in any of his obligations under this agreement, Middleton Heat & Air shall have the right to recover, as damages, at Middleton Heat & Air's option, either the reasonable value of work performed by Middleton Heat & Air or the balance of the agreement price plus any other damages sustained as a result of the Customer's default. It is agreed that title to and ownership of all equipment and materials installed by Middleton Heat & Air remain the property of Middleton Heat & Air until payment in full. In the event of default hereunder, Middleton Heat & Air shall have the right without notice to enter the premises at any time of the contracting party wherein any materials or equipment of Middleton Heat & Air is located and to take possession and remove the same without recourse to any legal proceedings for the purpose, or without any liability whatsoever arising there from.

If either party becomes involved in litigation arising out of this agreement or the performance hereof, the court or arbitration panel shall award reasonable costs and expenses, including attorney's fees, to the party entitled thereto. In awarding attorney's fees, the court or arbitration panel will not be bound by any court fee scheduled, but shall, if it is in the interest of justice to do so, award full amount of costs, expenses and attorney's fees paid or incurred in good faith.

In the event of any dispute of the parties hereto, whether involving a claim in tort, agreement or otherwise, the same shall be submitted to arbitration. Within a reasonable period of time after receipt of notice of demand for arbitration, the parties to the dispute shall each appoint a party arbitrator and give notice of such appointment to the other. Within a reasonable period of time after the appointment of the party arbitrators, the two arbitrators so selected shall select a neutral arbitrator and give notice of the selection thereof to the parties. The arbitrators shall hold a hearing within a reasonable period of time from the date of notice of selection of the neutral arbitrator. Arbitration shall be compulsory and binding and except as provided herein governed by the provisions of the Arkansas Code of Civil Procedure pertaining to arbitration. Either party is entitled to utilize attachment and mechanic's lien proceedings concurrently with arbitration proceedings, and neither party will be held to have waived the right to arbitrate by virtue of levy of attachment or recording and perfecting a mechanic's lien.

No action of any character arising from or related to this agreement, or the performance thereof, shall be commenced by either party against the other more than two years after completion or cessation of work under this agreement.

This agreement becomes effective upon signing by the Customer and Contractor and automatically renews on any anniversary subject to customer approval of any price revision. Either Customer or Contractor may cancel this agreement by thirty (30) day written notice. If the agreement is canceled in written format before the thirty (30) days prior to the anniversary date, customer agrees to pay for all services and materials rendered to date of cancellation at normal rates.

Unless specifically stated otherwise, all terms and conditions set forth in these General Conditions shall be incorporated by reference in any purchase order or agreement written by the customer, and is based in whole or in part as a result of this document and accepted by Middleton Heat & Air or its authorized agent.