



1459 Washington St.  
Muscatine, IA 52761-5040  
(563) 263-8933  
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**Public Works**

**City Transit**  
263-8152

MEMORANDUM

**Equipment Maintenance**  
**Roadway Maintenance**  
**Collection & Drainage**  
**Building & Grounds**  
**Engineering**

To: Mayor and City Council Members

CC: Gregg Mandsager, City Administrator

FROM: Brian Stineman, Public Works Director

DATE: October 3, 2016

RE: Request to Enter into Contract for HVAC maintenance at the Public Safety Building

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**INTRODUCTION:**

HVAC system at the Public Safety Building requires periodic maintenance above and beyond what can be provided by the Building and Grounds Division of Public Works. Therefore this maintenance is contracted to a qualified vendor.

**BACKGROUND:**

The city initially contracted with Hometown Plumbing & Heating to provide this service however several issues lead to the cancellation of their contract. The city has negotiated a contract with Total Maintenance Incorporated, Inc. (TMI) to provide the necessary maintenance for the Public Safety Building HVAC. This will be a yearly contract with either party able to cancel with thirty days written notice to the other party.

**RECOMMENDATION/RATIONALE:**

Staff recommends that council approve this request to enter into the contract with Total Maintenance Incorporated, Inc. for an annual sum of \$8,988.00. Funds are available in the Building & Grounds budget to cover the expense of this contract.

**BACKUP INFORMATION:**

Form of contract



*Proposal for: City of Muscatine*

*PPM-16005*

*Premium Programmed Maintenance Agreement*

**By and Between:**

**"TMI"**

**Total Maintenance, Inc.  
1017 State Street  
Bettendorf, IA. 52722-4855**

**"Client"**

**City of Muscatine  
1459 Washington.  
Muscatine, IA 52761  
Stan O'brien (563) 263-8933**

**Services will be provided at the following location:**

**Public Safety Building  
312 E. Fifth St.  
Muscatine, IA 52761**

**Prepared by: Rob Schmit  
September 23, 2016**

**This Proposal is of a proprietary nature. It remains the property of Total Maintenance, Inc.**

## AGREEMENT FOR PERIODIC MAINTENANCE

By and between:

"TMI"  
**Total Maintenance, Inc.**  
**1017 State Street**  
**Bettendorf, IA. 52722-4855**

"Customer"  
**City of Muscatine**  
**1459 Washington.**  
**Muscatine, IA 52761**

Services will be provided at the following location:  
**Public Safety Building**  
**312 E. Fifth St.**  
**Muscatine, IA 52761**

Please provide the customer indicated above with Total Maintenance Inc. Periodic Maintenance according to the conditions of this agreement.

### MAINTENANCE INSPECTIONS WILL INCLUDE:

- A. Regular and systematic examination, adjustment, lubrication, calibration and cleaning of all thermostats, humidity controls, temperature controls, pressure controls, valves, relays, motors and accessories directly related to the temperature control systems listed on Schedule A.
- B. Regular and systematic lubrication of such components as air compressors, valve packing glands, damper bearings linkages and switches directly related to the temperature control systems listed on Schedule A.
- C. Replacing of valve packing materials of control valves as often as may be necessary in order to maintain the valves without leaking.
- D. Regular and systematic examination, adjustment, calibration, lubrication and cleaning of all equipment listed on Schedule A.
- E. Lubrication and cleaning materials for equipment listed on Schedule A.
- F. Furnish and install replacement filter media as indicated on the filter schedule for all equipment listed on Schedule A of this agreement – **Four (4)** times per year.

## **TMI SERVICES**

TMI will provide periodic maintenance service **FOUR(4)** times per year under this agreement.

## **GENERAL PROVISIONS**

Normal working hours under this agreement are from 8:00 a.m. to 4:30 p.m. each day, Monday through Friday inclusive except for legal holidays. Scheduled work will not be performed during other hours.

If a call other than a scheduled call is made at the request of the customer, it is to be charged at the prevailing hourly service rate plus transportation charges and expenses.

The customer agrees to pay for any parts used or replacement devices required under this agreement. This agreement does not include labor or parts for repairs.

The client will provide safe and reasonable means of access to all equipment covered by this agreement. TMI will be free to start and stop all primary equipment incidental to the operation of the mechanical systems, as arranged with client's representative.

## **LIMITATION OF LIABILITY**

TMI is not responsible for any additional labor, material, expenses, or equipment required to comply with laws or regulations imposed or set forth by governmental agencies, including, but not limited to, the storage, handling, recovery and/or recycling of refrigerants, asbestos removal and indoor air quality.

## **ENTIRE AGREEMENT**

**TMI SHALL BE REQUIRED TO PERFORM ONLY THE WORK SPECIFIED IN THIS AGREEMENT. THIS AGREEMENT SHALL CONSTITUTE THE ENTIRE AGREEMENT BETWEEN THE PARTIES.**

## SCHEDULE A

### LIST OF MAINTAINED EQUIPMENT MECHANICAL ROOM

1	Powers Control Pneumatic Air Compressor			
1	1 Electric Motor			
1	Hankison Pneumatic Air Dryer			
3	Multistack Water Cooled Geothermal Units			
	Model # MS30XSA2R0-R410A			
	Serial #JI-03-212			
	2ea. Compressors	44.0	RLA	
	R410A Refrigerant			
3	Stream(sock) Filters			
3	Lower pipe filters	Note: Have never been changed.		
2	Baldor Pumps	1HP	ea	
1	Bell & Gossett Pump	1/2	HP	
1	Baldor Pump	1/2	HP	
2	Pumps	10	HP	
2	Baldor Pumps	3	HP	
1	Florida Heat Pump Geothermal Unit – Located in Mech. Room			
	Model #EV018-1HZC	R410A	208/230v.	
	Serial # SD108582			
1	Compressor	10.3	RLA	
1	Supply Fan Motor	1/4	HP	
1	Loop Pump	1/6	HP	

### HALLWAY

1	Florida Heat Pump Geothermal Unit – Serves Data Room			
	Model #EV018-1HZC	R410A	208/230v.	
	Serial # SD1085_ _			
1	Compressor	10.3	RLA	
1	Supply Fan Motor	1/4	HP	
1	Loop Pump	1/6	HP	

### PENTHOUSE

AHU#1	McQuay Air Handling Unit			
	Mod/Part E846177010			
	CAH025GDDC			
1	Supply Fan Motor	15	HP	
8	24x24x2			

AHU#2	McQuay Air Handling Unit			
	Model# LHD1080GH			
	Serial # 981772-030			
1	Supply Fan Motor			
6	16x25x2			

- 1 KPE Humidifier  
Model # SK320M  
083918604
  
- 1 Indeeco Electric Duct Heater  
Item # 201-209017  
Order # C116281-1  
2 24x24x2
  
- 1 Greenheck Environmental Recovery Unit  
Model # ERM-52H-30  
Serial # 11731327
  
- 1 Return Air Fan  
1 Electric Motor 10 HP

Talon Control System  
24 VAV Boxes

ALL AUTOMATIC TEMPERATURE CONTROLS ASSOCIATED WITH THE ABOVE LISTED EQUIPMENT IN THE PRESENT BUILDING COMPLEX.

### SCHEDULE B - FILTER SCHEDULE

Furnish and install replacement media for the following air filters.

**All air handling unit schedule A**  
And make FOUR (4) media changes per annum.

IT IS FURTHER AGREED that should experience show that additional or more frequent changes are required such charges will be made after mutual consent at the established selling prices per additional filter changes.

## SCHEDULE C

### WATER TREATMENT

Provide water treatment service on the following boiler including the services listed below:

<u>MAKE</u>	<u>MODEL</u>	<u>FIXTURE</u>
<u>Geothermal Tanks and Loops</u>		
At the request of the client, water treatment is not included under this agreement. TMI can provide this service at an additional investment.		

## SCHEDULE D – GEOTHERMAL WATER FILTERS

Currently, this agreement does not provide for the filter replacement in the lower pipes or the stream (sock) filters. Multistack, the manufacturer, recommends this service to be performed annually.

TMI can provide this service. The service can be done under our preferred hourly rate the first time. Once the full scope of this work is clearly understood by the client and TMI, the geothermal water filters can be folded into this agreement at an additional charge.

### Special Notes:

This agreement does not provide for the heat exchanger flush. This service can be added to the agreement at a future date on the entire procedure has been completed once.

This agreement does not provide for the Flushgun from Multistack.

**YOUR PROGRAM INVESTMENT**

Client agrees to pay TMI the annual sum of **Eight Thousand Nine Hundred Eighty-Eight and no/100 (\$8,988.00/Year)** payable (in advance) upon presentation of an invoice as follows:

- ( ) Annually      ( ) Semi-annually      ( ) Quarterly      ( ) Monthly

There will be a 4% discount if paid annually in full within 30 days of invoice date.

The mechanical maintenance service under this Programmed Maintenance Agreement shall begin on the \_\_\_\_\_ day of \_\_\_\_\_, 2016, and shall continue for a period of \_\_\_\_\_ year(s). The PMA shall automatically renew from year to year thereafter. Either party may terminate this agreement by giving thirty (30) days written notice to the other party.

The price may be adjusted yearly by TMI to account for annual increases in prevailing labor, material and other associated costs associated with delivering our service.

In addition to the price set forth herein, client shall pay any present or future taxes or other governmental charges now or hereafter imposed with respect to the sale, transfer, use, ownership or possession of the services and/or equipment sold under the PMA.

**Proposal Expiration**

The proposed price quoted herein shall expire in 90 days from proposal date at bottom of page.

CITY OF MUSCATINE

TOTAL MAINTENANCE, INC.

BY \_\_\_\_\_  
Print

*Rob Schmit*  
Rob Schmit

BY \_\_\_\_\_

By *[Signature]*

Title \_\_\_\_\_

Title *President*

Date \_\_\_\_\_

Date *9-23-16*

Proposal No.: PPM-16005