

KIRWAN

MECHANICAL SERVICE

City of Crest Hill
20600 City Center Blvd.
Crest hill, IL 60403

April 8th, 2024

Attn- Don Seeman, Building Commissioner

RE- Crest Hill City Center HVAC/Mechanical On-going Maintenance Proposal

Don-

We are pleased to offer this on-going maintenance proposal for the HVAC system within the Crest Hill City Center. Our on-going maintenance services would include four inspections per calendar year. Each inspection would include seasonal maintenance tasks encouraged by the manufacturers for optimal reliability and efficiency.

Visits-

- ✓ **Air conditioning seasonal start-up (May)**
- ✓ **Air conditioning mid-season start-up (July)**
- ✓ **Heating seasonal start-up (October)**
- ✓ **Heating mid-season (January)**

Tasks-

- ✓ **Filter replacement and/or cleaning on each inspection visit.**
- ✓ **Condenser cleaning and inspection during both air conditioning inspections.**
- ✓ **Refrigerant system analysis completed during the air conditioning start-up.**
- ✓ **Furnace blower, ducting and OA damper inspection on each inspection visit.**
- ✓ **Testing and inspection of the thermostats and controls of each system per inspection.**
- ✓ **Furnace heating analysis completed during the heating start-up inspection.**
- ✓ **Cleaning of the burners, sensors and condensate drains during the heating start-up inspection.**
- ✓ **Allowance of time to investigate complaints or concerns during our inspection visits.**
- ✓ **Inspection of the exhaust equipment during the heating start-up inspections.**
- ✓ **Inspection of the server cooling systems during each inspection.**

Equipment-

This proposal covers the HVAC and ventilation equipment throughout the facility. We are covering the furnaces, air conditioners, filters, dampers, controls and exhaust fans that serve the village administration offices, police department and council chamber.

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Scheduling-

Each inspection will be based on the current conditions, we try to coordinate the air conditioning start up when the outdoor temperature is a minimum of 60 degrees and the heating when it is a maximum of 50 degrees. Each inspection is a multi-day process, each inspection will generate a series of reports from each piece of equipment. These will be emailed roughly a week after the inspections are completed. In the event of a problem or concern we will reach out and communicate a repair quote or guidance. We will typically provide notice a week in advance of our inspection plans.

Access-

We will require access to the thermostats, mechanical room and server rooms to efficiently complete our tasks. We typically work during the hours of 7am-3pm M-F, we can adjust those hours to the building requirements.

Pricing-

\$12,120	Per year
\$3,030	Invoiced quarterly

Invoicing-

Our first invoice would be generated the first week of July. Invoices go out July, October, January and April.

Sincerely,



Brian Newell
Kirwan Mechanical Service
(630) 514-3454
bnewell@kirwan-mech.com

Signature of approval

Date

Name

Position