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EXECUTIVE SUMMARY

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Comfort Control Systems proposal for a **Service Preventive Maintenance Program** for the **City of Willowick** is presented below. A complete description of all services is included on the following pages. A report of the services performed will be provided to you after each visit.

PROFESSIONAL PREVENTIVE MAINTENANCE PROGRAM

This program is designed to maintain the efficiency, safety, reliability, and durability of your environmental control equipment.

This program provides investment protection, reduced operating costs, and peace of mind. As a contract client, you will receive preferred service rates, a TWO HOUR GUARANTEED RESPONSE on all emergency service calls and Comfort Control Systems UNCONDITIONAL GUARANTEE. Copies of these guarantees are included with this proposal.

The investment for a Comfort Control Systems Professional Preventive Maintenance Program With **(2) visits** annually (see on equipment page) is **\$6,980.00 per year**, to be paid **Quarterly** in advance, beginning on **February 1, 2025**

In brief, the scope of Comfort Control Systems services include:

X	CONDENSATE PAN TREATMENT		FACILITY AUTOMATION
X	AIR CONDITIONING EQUIPMENT		PRECISION AIR CONDITIONING EQUIPMENT
X	HEATING EQUIPMENT		ELECTRICAL EQUIPMENT
X	FILTRES & BELTS LABOR/MATEIAL		INDUSTRIAL CONTROL/RECORDERS
X	COIL CLEANING/LABOR /MATERIAL		COMPRESSED AIR SYSTEM
	WATER TREATMENT		REMOTE MONITORING

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**PROFESSIONAL PREVENTIVE MAINTENANCE PROGRAM**  
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Comfort Control Systems Proactive Preventive Maintenance Program is designed to protect your capital investment, minimize downtime, and eliminate costs for emergency service for the term of the agreement. It is based on a preventive maintenance concept, which incorporates efficiency, safety, reliability, and durability (service life) as its objectives. Some typical procedures performed with this agreement are as follows:

- Complete inspection of unit as described within
- Annual belt change per manufacturer's specifications
- Test, and record operating parameters per manufacturers recommendations
- Verification of proper operating sequences
- Proactive preventive maintenance per manufacturers recommendations
- Comfort Control Systems UNCONDITIONAL GUARANTEE

The usual manner of maintaining equipment uses a failure response or inspection only approach. The failure response approach means repairing equipment after it has failed. The inspection approach means regular filter changes and visual inspections. Neither approach addresses the efficiency, reliability, and durability of your equipment.

The benefits of a professional proactive preventive maintenance program are particularly important for the mechanical systems in your facility. Comfort Control Systems understands the critical nature of these systems and the costs incurred if they should fail to operate. Our goal is to insure that these mechanical systems will never be the cause of facility "down time."

Mechanical systems are responsible for approximately 25% of your facility's utility consumption. It is therefore prudent to keep this equipment operating at peak efficiency. Comfort Control Systems professional proactive preventive maintenance programs are designed to do just that.

By performing these procedures it protects and optimizes your investment, lowers power consumption, and offers peace of mind. As a valued service agreement client, you will receive a TWO HOUR GUARANTEED RESPONSE on all emergency service calls.

An ASHRAE (American Society of Heating, Refrigerating and Air Conditioning Engineers) Technical Committee conducted a nationwide survey to determine the expected service life of various equipment. With proper, qualified proactive preventive maintenance your equipment will exceed the average life expectancy for mechanical equipment in the ASHRAE survey. A Proactive Preventive Maintenance Program can also provide the following advantages:

INVESTMENT PROTECTION - your mechanical system represents a substantial capital investment. A Comfort Control Systems professional proactive preventive maintenance program can extend the service life of that investment.

LOWER POWER CONSUMPTION - Properly maintained equipment operates at peak efficiencies, which saves you money.

PREFERRED SERVICE – Comfort Control Systems agreement clients receive preferred service ahead of non-agreement customers and at a PREFERRED SERVICE RATE described in "Terms and Conditions."

DOCUMENTATION - A report of the services performed is provided to you every time your facility is visited.

PEACE OF MIND - Most problems can be caught in the early stages before complete system failure occurs. Expensive and disruptive emergency calls are thus reduced.

IMPROVED COST CONTROL - Maintenance costs are known and can be budgeted.

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**DESCRIPTION OF EQUIPMENT**

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Comfort Control Systems proposes to perform professional proactive preventive maintenance for **City of Willowick** on the equipment listed below. The specific items to be checked are listed on the page below:

**EQUIPMENT LIST**

Qty.	Building	Location	Component	Model
1	MUNICIPAL CENTER	SOUTH SIDE OF GROUND	POLICE DISPATCH	130722DA4F
1	MUNICIPAL CENTER	DISPATCH CEILING	POLICE DISPATCH	12A00545T
1	MUNICIPAL CENTER	ROOF	ROOFTOP COOLING UNIT	C11C01603
1	MANRY RECREATION	ROOF	GYM MUA UNIT	M6651-HV1
1	MANRY RECREATION	ROOF	RTU HVAC UNIT	P26104178D
1	MANRY RECREATION	ROOF	CONDENSING UNIT #1	2507G40054
1	MANRY RECREATION	ROOF	CONDENSER #2	2507G40053
1	FIRE DEPT	DAY RM CEILING	LUNCHROOM FURNACE	BHYPO14234
1	FIRE DEPT	LOCKER RM CEILING	DORM RM FURNACE	BHYP017861
1	FIRE DEPT	LAUNDRY RM CEILING	CLASSRM FURNACE	BHYP016219
1	FIRE DEPT	FILE RM CEILING	OFFICE FURNACE	BCYP024101
1	FIRE DEPT	BAY	HEATER	
1	FIRE DEPT		AC UNIT	4A7C4048A4000AA
1	FIRE DEPT		AC UNIT	4TTA3036B4000AA
1	FIRE DEPT		AC UNIT	27AC3048A4000AA
1	FIRE DEPT		AC UNIT	H2CB048S46A
1	SERVICE DEPT	ROOF	HVAC UNIT#1	N29102592D
1	SERVICE DEPT	ROOF	HVAC UNIT #2	N262JH41H
1	SERVICE DEPT	ROOF	HVAC UNIT #3	N262PTW1H
1		Dudley Field House	Furnace	
1		Dudley Field House	AC UNIT	GSX130481BH
		Dudley Field House	AC UNIT	GSX130481BH
		POOL MANRY	POOL HEATER	MT14001N09C19NJX
	COMMUNITY BLDG	MAIN UNIT	ROOFTOP UNIT	YSJ240A3SAH024D

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**PROACTIVE PROFESSIONAL MAINTENANCE PROGRAM**  
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Comfort Control Systems proposes to perform professional **Proactive Preventive Maintenance** service for the equipment at **City of Willowick**, as outlined below:

<b>EQUIPMENT</b>	<b>SERVICE DESCRIPTION</b>	
ROOFTOP HVAC UNIT	Filter Section Fresh Air Damper Return Air Damper Exhaust Air Damper Return and Supply Fans Return and Supply Fan Motors Electrical Disconnect Condenser fan Condenser Coil	REPLACE FILTERS AS NEEDED. CHECK FOR PROPER OPERATION. ADJUST AND CALIBRATE. LUBRICATED BEARINGS. CHECK FOR PROPER OPERATION. ADJUST AND CALIBRATE. LUBRICATE BEARINGS. CHECK FOR PROPER OPERATION. ADJUST AND CALIBRATE. LUBRICATE BEARINGS. LUBRICATE BEARINGS. CHECK FOR BEARING WEAR. CLEAN DIRT ACCUMULATION. CHECK DRIVE COUPLINGS AND TIGHTEN. CHECK BELTS AND REPLACE AS NECESSARY. CHECK ALIGNMENT OF SHAFT. CHECK FAN BLADE TIGHTNESS TO SHAFT. INSPECT STARTER COILS. INSPECT AND CLEAN CONTACTS. TIGHTEN ALL ELECTRICAL CONNECTIONS. CHECK OPERATING CURRENT AND VOLTAGE. CHECK FOR VIBRATION. LUBRICATE BEARINGS. CHECK MOTOR INSULATION RESISTANCE. CHECK MOTOR MOUNTS AND TIGHTEN. INSPECT AND CLEAN CONTACTS. CHECK FOR PROPER OPERATION. CLEAN DIRT ACCUMULATION. LUBRICATE BEARINGS. CHECK FOR BEARING WEAR. CHECK DRIVE COUPLING AND BELTS. ADJUST TIGHTNESS OR CHANGE BELTS AS NECESSARY. CLEAN FIN SURFACES. COMB BENT FINS. CHECK FOR LEAKS.

Compressor	<p>CHECK FOR CORROSION.  INSPECT COMPRESSOR.  CHECK FOR VIBRATION.  CHECK OPERATION OF UNLOADERS.  TAKE OIL SAMPLE FOR ANALYSIS IF APPLICABLE.  CHANGE OIL AS NEEDED.  PERFORM ACID TEST.  CHECK CRANKCASE HEATER.  CHECK SUCTION, DISCHARGE AND SUPERHEAT AND RECORD.  CHECK AND ADJUST REFRIGERANT CONTROLS.  LEAK TEST SYSTEM – ELECTRONIC.  VERIFY COMPRESSOR AMP DRAW.  VERIFY PROPER OIL PRESSURE AND LEVEL.  VERIFY PROPER REFRIGERANT CHARGE.  VERIFY PROPER OPERATING TEMPERATURES AND PRESSURES.  ADJUST AS NEEDED.</p>
Cooling Coil	<p>INSPECT AND CLEAN SURFACES.  COMB BENT FINS.</p>
Burner Section	<p>CHECK FOR CORROSION AND LEAKS.  PERFORM DRAFT AND COMBUSTION TEST.  CLEAN AND INSPECT NOZZLES.  CLEAN AND INSPECT BLOWER.  LUBRICATE BLOWER MOTOR.  TEST SAFETY CONTROLS.</p>
Heating Section	<p>INSPECT AND CLEAN.  CHECK FOR CORROSION.  CHECK FOR LEAKS.</p>
General	<p>CHECK OUTSIDE AIR INTAKE</p>
SCREENS.	<p>CHECK ECONOMIZER OPERATION &amp; MINIMUM POSITION.</p>

## ADDITIONAL SERVICES INCLUDED

- YEARLY CONDENSATE PAN BACTERIA TREATMENT
- AS NEEDED BUT AT LEAST ONE TIME PER YEAR  
CONDENSER COIL CLEANING
- FOLLOW UP REPORTS ON CONDITION AND  
RECOMMENDATIONS AFTER EACH VISIT
- PLEATED FILTER CHANGE 2X PER YEAR
- YEARLY BELT CHANGE
- 2 INSPECTIONS PER YEAR



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**PROFESSIONAL PREVENTIVE MAINTENANCE AGREEMENT  
PRICING AND ACCEPTANCE**  
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CLIENT: **City of Willowick**  
**31230 Vine St.**  
**Willowick, OH 44095**  
ATTN: Mr. Terry McCarthy

**LOCATIONS:**

Willowick Municipal Center	30435 Lakeshore Blvd.
Community Center	314 East 314 <sup>th</sup> Street
Manry Recreation	30001 Arnold Drive
Dudley Pool	31500 Willowick Drive
Fire Department	30435 Lakeshore Blvd
Service Department	31230 Vine Street

Comfort Control Systems agrees to perform the proactive preventive maintenance, service and repairs on the equipment listed on page 5 in accordance with the "General Terms and Conditions."

**City of Willowick**, will be provided after each visit with a report of all services performed, findings and recommendations. Comfort Control Systems will provide all labor, tools, test equipment and materials where required to perform this professional proactive preventive maintenance program.

All preventive maintenance shall be done during regular working hours (7:00 AM - 5:00 PM Monday through Friday) unless otherwise specified. **City of Willowick**, to permit properly identified representatives of Comfort Control Systems access to the mechanical systems in your facility. Emergency service is available 24 hours per day.

The AGREEMENT PRICE is **\$6,980.00 per year**, to be paid **Quarterly** in advance, beginning on **February 1, 2025** and mailed to Comfort Control Systems 10147 H Royalton Rd. North Royalton, Ohio 44133 440/877-2000

This agreement is EFFECTIVE from the acceptance date for a period of one year.

Proposed by: *Jim Finucane* Date: February 1, 2025

**CLIENT APPROVAL**

Signature: \_\_\_\_\_

Title: \_\_\_\_\_

Acceptance Date: \_\_\_\_\_



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**GENERAL TERMS AND CONDITIONS**

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PRICE ADJUSTMENT

The AGREEMENT PRICE is subject to adjustment by Comfort Control Systems on the agreement anniversary date. This adjustment would provide for changes in labor and material costs. Notice of adjustment to the agreement price shall be provided in writing 30 days prior to the contract anniversary date.

LIABILITY

Comfort Control Systems responsibility for injury to persons or property shall be limited to injury caused directly by its negligence in performing operations under this agreement. Comfort Control SYSTEMS will not be liable for any equipment damaged by reason of client negligence, faulty system design, misuse, abuse by others or caused by conditions beyond our reasonable control. The certified coverage plan does not include the maintenance, repair or replacement of: electrical disconnects, cabinets, ductwork, insulation of any equipment not covered by this agreement, damage from freezing, corrosion, electrolysis, drain stoppage, or plumbing beyond equipment, gas lines, domestic water lines, non-moving parts of heating, cooling and ventilating equipment such as ductwork. In no event shall Comfort Control Systems be liable for business interruption losses or consequential or speculative damage. However, this shall not relieve Comfort Control System of liability for damages to property or injury to persons resulting from accidents caused directly by the negligence of Comfort Control Systems in the performance of its obligations under this agreement

ADDITIONAL WORK

Additional work or repairs as authorized by **City of Willowick, Willowick Municipal Center** and shall be billed in accordance with the PREFERRED PAYMENT TERMS AT THE PREFERRED CUSTOMER RATES.

PAYMENT TERMS:

**Net 30 days, over 30 days,  
1 1/2 % interest charge per month from date of invoice**

PREFERRED CUSTOMER RATES

Straight time \$95.00 per hour.  
Overtime \$142.50 per hour.  
20% discount off List Price on all parts and materials.

CLIENT RESPONSIBILITY

- Operate the equipment in accordance with manufacturer's recommendations.
- Promptly notifies Comfort Control Systems of unusual operating conditions.
- Pay for all materials and services not included in this agreement.
- Exceptions under this agreement Comfort Control Systems will pay for direct damage to equipment (not for any consequential damage or loss).

**Exclusions**

- Nuclear Destruction; War or Military Action; Ordinance or Law; Improper Conditions such as Light, Heat, Cold, Power; Environmental Catastrophe such as Floods, Earthquakes, Tornado, etc.

**With this program the responsibility for maintaining your environmental control equipment is located at a single source, in the capable hands of a company that demonstrates a high level of technical competence, Comfort Control Systems.**