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HEATING • AIR CONDITIONING • PROCESS COOLING • ENERGY MANAGEMENT

## MAINTENANCE AND EMERGENCY SERVICE PROPOSAL

March 17, 2021

Alpha Borough Municipal Building  
1001 East Blvd.  
Alpha, NJ 08865

ATTN: Todd Pantuso

RE: Maintenance and Emergency Service Proposal for the HVAC equipment listed below, located at your facility at 1001 East Boulevard, Alpha, New Jersey

Comfort Temp Inc. will provide semi-annual preventative maintenance inspections plus one cooling seasonal start-up, complete with diagnostic readings to evaluate system performance during the spring of the year. This maintenance agreement will begin upon acceptance of this proposal and remain in force for one year.

Inspections will be made to ensure systems, equipment, and parts are operating to specifications and to identify defective equipment and/or parts that may result in equipment down time.

Normal wear items, such as belts and filters, will be replaced as needed at the time of inspection and are included in the cost of this agreement. Major parts, such as motors, housings, etc., will be repaired or replaced after authorization. Replacement or repair of all parts will be billed on a time and material basis.

### **EQUIPMENT COVERED BY THIS AGREEMENT:**

(1) Carrier	M/N 48TCED17A2K5AOBOAO	S/N 4009U21485
(1) Trane	M/N YCD181F3HAAA	S/N 120210428D

**SCOPE OF WORK:**

*Semi-annual maintenance checks:*

- Belts and sheaves, adjust if necessary
- Operation of all fan motors and fan wheels
- Air filters
- Compressor crank case heaters
- System economizer operation
- Piping and wiring condition
- Electrical connections

*Seasonal cooling start-up:*

- Start-up mechanical cooling and complete diagnostic readings to evaluate system performance. Make adjustments as needed.
- Check evaporator and condenser coils for cleanliness.

*Seasonal heating start-up checks:*

- Gas valves
- Pilot flame and main flame
- Safety and limit controls
- Overall condition of gas piping

**GENERAL NOTES:**

- Heating controls and equipment will be checked during the fall/winter inspection only.
- Mechanical cooling will be checked during the spring/summer inspection only.

**LIMITATIONS:**

As part of this agreement, Comfort Temp Inc. will not be responsible for:

- Malfunctioning conditions existing prior to this agreement.
- Damage caused by acts of nature, fire, theft, vandalism, or willful neglect.
- Loss of business.

**RATES:**

Regularly scheduled inspection service, as specified herein, shall be performed during normal work hours (8:00 a.m. to 4:30 p.m., Monday through Friday). Emergency service calls will be billed at \$105.00 per hour during normal work hours, time and one-half if other than normal work hours, and at double time on Sundays and holidays.



The labor rate shown above will remain in effect for the duration of this contract, but is subject to change on the anniversary date of this agreement.

For services outlined in this agreement, Alpha Borough agrees to pay Comfort Temp Inc. the annual sum of \$2,100.00 plus applicable sales tax. Preferred method of payment would be in two equal installments billed at the time of the inspections.

COMFORT TEMP INC.

  
Accepted for Alpha Borough Municipal Building

  
Douglas Thorsen

4-20-2021  
Date of Acceptance

