

**RESOLUTION NO. 2022 - 33**

A Resolution Awarding the Contract for the HVAC Preventive Maintenance Services Project, Project 2022-3.

**RECITALS:**

**Whereas**, at 2:00pm on April 7<sup>th</sup>, 2022, three bids for the HVAC Preventive Maintenance Services Project, Project 2022-3, were publicly opened and read aloud; and

**Whereas**, the low bidder, Long Building Technologies Inc, met all of the bid requirements, and should be considered the lowest responsible bidder; and

**Whereas**, the funds for this project is included in the proposed FY22/23 budget.

**NOW, THEREFORE, BE IT RESOLVED BY THE COMMON COUNCIL OF THE CITY OF McMinnville, OREGON, as follows:**

1. That entry into a Goods and Services Contract with Long Building Technologies Inc in the amount of \$ 303,465.00 for a five-year term or \$60,693 per year for the HVAC Preventive Maintenance Services Project, Project 2022-3, is hereby approved.
3. That the City Manager is hereby authorized and directed to execute the Goods and Services Contract with Long Building Technologies Inc is attached hereto as **Exhibit 1**.
4. That this resolution shall take effect immediately upon passage and shall continue in full force and effect until revoked or replaced.

Adopted by the Common Council of the City of McMinnville at a regular meeting held the 24th day of May 2022 by the following votes:

Ayes: Drabkin, Garvin, Geary, Peralta

Nays: \_\_\_\_\_

Approved this 24th day of May 2022.

*Scott A. Hunt*

\_\_\_\_\_  
MAYOR

Approved as to form:

*Walter J. Brown*  
\_\_\_\_\_  
Interim City Attorney

Attest:

*Claudia Cisneros*  
\_\_\_\_\_  
City Recorder

Exhibit 1:

- Goods and Services Contract with Long Building Technologies Inc.

Resolution No. 2022-33

Effective Date: May 24, 2022

Page 1 of 1

**CITY OF McMinnville**  
**GOODS AND SERVICES CONTRACT**

This Goods and Services Contract (“Contract”) for the City Facility HVAC Preventive Maintenance Services (Project No. 2022-3) Project (“Project”) is made and entered into on this \_\_\_\_\_ day of \_\_\_\_\_ 2022 (“Effective Date”) by and between the **City of McMinnville**, a municipal corporation of the State of Oregon (hereinafter referred to as the “City”), and **Long Building Technologies Inc.**, a Colorado corporation (hereinafter referred to as “Contractor”).

**RECITALS**

WHEREAS, the City requires services which Contractor is capable of providing, under terms and conditions hereinafter described; and

WHEREAS, Contractor represents that Contractor is qualified to perform the services described herein on the basis of specialized experience and technical expertise; and

WHEREAS, Contractor is prepared to provide such services, as the City does hereinafter require.

NOW, THEREFORE, in consideration of these mutual promises and the terms and conditions set forth herein, the parties agree as follows:

**AGREEMENT**

**Section 1. Scope of Work**

Contractor will perform the city facility HVAC preventive maintenance services, as more particularly described in the Scope of Work for the Project, attached hereto as **Exhibit A** and incorporated by reference herein (the “Work”).

**Section 2. Term**

The term of this Contract shall be from the Effective Date until all Work required to be performed hereunder is completed and accepted, or no later than five years from the Effective Date, whichever occurs first, unless earlier terminated in accordance herewith or an extension of time is agreed to, in writing, by the City. Contractor shall diligently perform the Work according to the requirements identified in the Project bid documents dated March 9, 2022 and Contractor’s Bid submitted in response thereto.

**Section 3. Contract Sum/Project Scope**

3.1. Except as otherwise set forth in this **Section 3**, the City agrees to pay Contractor a not-to-exceed amount of THREE HUNDRED THREE THOUSAND FOUR HUNDRED SIXTY-FIVE AND NO/00 DOLLARS (\$303,465.00) for performance of the Work (“Contract

Sum”), which may be correspondingly increased in accordance with **Subsection 3.2**. Except as provided in **Subsection 3.2** herein, any compensation in excess of the Contract Sum will require an express written Change Order between the City and Contractor.

3.2. Contractor’s pricing is set forth in **Exhibit B**, attached hereto and incorporated by reference herein. Contractor may increase the pricing list in Exhibit B by no more than five percent (5%) on each yearly anniversary of the Effective Date. Such increase is not effective until received and approved, in writing, by the City Project Manager.

3.3. Contractor’s Contract Sum is all inclusive and includes, but is not limited to, all work-related costs, expenses, salaries or wages, plus fringe benefits and contributions, including payroll taxes, workers compensation insurance, liability insurance, profit, pension benefits, and all other contributions and benefits, office expenses, travel expenses, mileage, and all other indirect and overhead charges.

3.4. Contractor will be paid for Work upon completion of the Work and within thirty (30) days of receipt of an itemized invoice, unless the City disputes such invoice. In that instance, the undisputed portion of the invoice will be paid by the City within the above timeframe. The City will set forth its reasons for the disputed claim amount and make good faith efforts to resolve the invoice dispute with Contractor as promptly as is reasonably possible.

#### **Section 4. City’s Rights and Responsibilities**

4.1. The City will designate a Project Manager to facilitate day-to-day communication between Contractor and the City, including timely receipt and processing of invoices, requests for information, and general coordination of City staff to support the Project.

4.2. Award of this Contract is subject to budget appropriation. Funds are approved for Fiscal Year 2021-22. If not completed within this fiscal year, funds may not be appropriated for the next fiscal year. The City also reserves the right to terminate this Contract early, as described in **Section 13**.

#### **Section 5. Project Managers**

The City’s Project Manager is Jeff Gooden. Contractor’s Project Manager is Marci Muchmore.

#### **Section 6. Subcontractors and Assignments**

Unless expressly authorized in writing by the City, pursuant to **Subsection 14**, Contractor shall not subcontract with others for any of the Work prescribed herein. Contractor shall not assign any of Contractor’s rights acquired hereunder without obtaining prior written approval from the City. Some Work may be performed by persons other than Contractor, provided Contractor advises the City of the names of such subcontractors and the services which they intend to provide, and the City specifically agrees, in writing, to such subcontracting. Contractor acknowledges such services will be provided to the City pursuant to a subcontract(s) between Contractor and subcontractor(s) and no privity of contract exists between the City and the

subcontractor(s). Unless otherwise specifically provided by this Contract, the City incurs no liability to third persons for payment of any compensation provided herein to Contractor. Any attempted assignment of this Contract without the written consent of the City shall be void. Except as otherwise specifically agreed, all costs for services performed by others on behalf of Contractor shall not be subject to additional reimbursement by the City.

## **Section 7. Contractor Is Independent Contractor**

Except as otherwise mandated by state law, the performance of Work under this Contract is at Contractor's sole risk. All damages or loss to Work, equipment, or materials incurred during the performance of the Work shall be at Contractor's sole risk. Contractor is an independent contractor for all purposes and shall be entitled to no compensation other than the Contract Sum provided for under **Section 3** of this Contract. Contractor will be solely responsible for determining the manner and means of accomplishing the end result of Contractor's Work. The City does not have the right to control or interfere with the manner or method of accomplishing said Work. The City, however, will have the right to specify and control the results of Contractor's Work so such Work meets the requirements of the Project.

## **Section 8. Contractor's Responsibilities**

8.1. Contractor must comply with all applicable Oregon and federal wage and hour laws. Contractor shall make all required workers compensation and medical care payments on time. Contractor shall be fully responsible for payment of all employee withholdings required by law, including but not limited to taxes, including payroll, income, Social Security (FICA), and Medicaid. Contractor shall also be fully responsible for payment of salaries, benefits, taxes, Industrial Accident Fund contributions, and all other charges on account of any employees. Contractor shall pay to the Department of Revenue all sums withheld from employees pursuant to ORS 316.167.

8.2. No person shall be discriminated against by Contractor or any subcontractor in the performance of this Contract on the basis of sex, gender, race, color, creed, religion, marital status, age, disability, sexual orientation, gender identity, or national origin. Any violation of this provision shall be grounds for cancellation, termination, or suspension of the Contract, in whole or in part, by the City. Contractor shall comply with all federal, state, and local laws, regulations, executive orders, and ordinances applicable to the Contract or to the implementation of the Project. Without limiting the generality of the foregoing, Contractor expressly agrees to comply with the following laws, regulations, and executive orders to the extent they are applicable to the Contract or the implementation of the Project: (a) all applicable requirements of state civil rights and rehabilitation statutes, rules, and regulations; (b) Titles VI and VII of the Civil Rights Act of 1964, as amended; (c) Sections 503 and 504 of the Rehabilitation Act of 1973, as amended; (d) the Americans with Disabilities Act of 1990, as amended, and ORS 659A.142; (e) Executive Order 11246, as amended; (f) the Health Insurance Portability and Accountability Act of 1996; (g) the Age Discrimination in Employment Act of 1967, as amended, and the Age Discrimination Act of 1975, as amended; (h) the Vietnam Era Veterans' Readjustment Assistance Act of 1974, as amended; (i) all regulations and administrative rules

established pursuant to the foregoing laws; and (j) all other applicable requirements of federal civil rights and rehabilitation statutes, rules, and regulations.

8.3. Contractor shall make payment promptly, as due, to all parties supplying to such Contractor labor or material for the prosecution of the Work provided for in the Contract.

8.4. Contractor shall make payment promptly, as due, to any party furnishing medical, surgical, hospital, or other needed care and attention, incident to sickness or injury, to the employees of Contractor, of all sums which Contractor agreed to pay or collected or deducted from the wages of employees pursuant to any law, contract, or agreement for the purpose of providing payment for such service.

8.5. With certain exceptions listed below, Contractor shall not require or permit any person to work more than ten (10) hours in any one (1) day, or forty (40) hours in any one (1) week, except in case of necessity, emergency, or where public policy requires it, and in such cases the person shall be paid at least time and a half for:

8.5.1. All overtime in excess of eight (8) hours in any one (1) day or forty (40) hours in any one (1) week when the work week is five (5) consecutive days, Monday through Friday; or

8.5.2. All overtime in excess of ten (10) hours in any one (1) day or forty (40) hours in any one (1) week when the work week is four (4) consecutive days, Monday through Friday; and

8.5.3. All work performed on the days specified in ORS 279B.020(1)(b) for public contracts.

8.6. Contractor must give notice to employees who work on a public contract, in writing, either at the time of hire or before commencement of Work on the Contract, or by posting a notice in a location frequented by employees, of the number of hours per day and days per week that the employees may be required to work.

8.7. The hourly rate of wage to be paid by any Contractor to employed workers or other persons doing or contracting to do all or part of the work contemplated by a public contract shall be not less than the applicable wage required by law.

8.8. Contractor, and all employers working under the Contract, are subject employers under the Oregon Workers Compensation Law and shall comply with ORS 656.017 unless otherwise exempt under ORS 656.126.

8.9. In the performance of this Contract, Contractor shall comply with all applicable federal, state, and local laws and regulations, including but not limited to those dealing with the prevention of environmental pollution and the preservation of natural resources (and avoidance of natural resource damages) in the performance of the Contract, including but not limited to ORS 279C.525. If new or amended statutes, ordinances, or regulations are adopted, or

Contractor encounters a condition not referred to in this Contract, not caused by Contractor, and that was not discoverable by reasonable site inspection, which requires compliance with federal, state, or local laws or regulations dealing with the preservation of the environment, both the City and Contractor shall have all the rights and obligations set forth in ORS 279C.525.

8.10. Contractor shall be liable for any fine imposed against Contractor, the City or the 'Project' as a result of a violation of any laws or permitting requirements by Contractor or any suppliers.

## **Section 9. Indemnity**

9.1. Indemnification. Contractor acknowledges responsibility for liability arising out of the performance of this Contract, and shall defend, indemnify, and hold the City harmless from any and all liability, settlements, loss, costs, and expenses in connection with any action, suit, or claim resulting or allegedly resulting from Contractor's negligent acts, omissions, errors, or willful or reckless misconduct pursuant to this Contract, or from Contractor's failure to perform its responsibilities as set forth in this Contract. The review, approval, or acceptance by the City, its Project Manager, or any City employee of documents or other work performed, prepared, or submitted by Contractor shall not be considered a negligent act, error, omission, or willful misconduct on the part of the City, and none of the foregoing shall relieve Contractor of its responsibility to perform in full conformity with the City's requirements, as set forth in this Contract, and to indemnify the City as provided above and to reimburse the City for any and all costs and damages suffered by the City as a result of Contractor's negligent performance of this Contract, failure of performance hereunder, violation of state or federal laws, or failure to adhere to the standards of performance and care described in **Subsection 9.2**. Contractor shall defend the City (using legal counsel reasonably acceptable to the City) against any claim that alleges negligent acts, omissions, errors, or willful or reckless misconduct by Contractor. As used herein, the term "Contractor" applies to Contractor and its own agents, employees, and suppliers, and to all of Contractor's subcontractors, including their agents, employees, and suppliers.

9.2. Standard of Care. In the performance of the Work, Contractor agrees to use at least that degree of care and skill exercised under similar circumstances by reputable members of Contractor's profession practicing in the Portland metropolitan area. Contractor will re-perform any Work not meeting this standard without additional compensation. Contractor's re-performance of any Work, even if done at the City's request, shall not be considered as a limitation or waiver by the City of any other remedies or claims it may have arising out of Contractor's failure to perform in accordance with the applicable standard of care of this Contract and within the prescribed timeframe.

## **Section 10. Insurance**

10.1. Insurance Requirements. Contractor must maintain insurance coverage acceptable to the City in full force and effect throughout the term of this Contract. Such insurance shall cover all risks arising directly or indirectly out of Contractor's activities or work hereunder. Any and all agents or subcontractors with which Contractor contracts for any portion of the Work must have insurance that conforms to the insurance requirements in this Contract. Additionally,

if a subcontractor is an engineer, architect, or other professional, Contractor must require the subcontractor to carry Professional Errors and Omissions insurance and must provide to the City proof of such coverage. The amount of insurance carried is in no way a limitation on Contractor's liability hereunder. The policy or policies maintained by Contractor shall provide at least the following minimum limits and coverages at all times during performance of this Contract:

10.1.1. Commercial General Liability Insurance. Contractor and all subcontractors shall obtain, at each of their own expense, and keep in effect during the term of this Contract, comprehensive Commercial General Liability Insurance covering Bodily Injury and Property Damage, written on an "occurrence" form policy. This coverage shall include broad form Contractual Liability insurance for the indemnities provided under this Contract and shall be for the following minimum insurance coverage amounts: The coverage shall be in the amount of **\$2,000,000** for each occurrence and **\$3,000,000** general aggregate and shall include Products-Completed Operations Aggregate in the minimum amount of **\$2,000,000** per occurrence, Fire Damage (any one fire) in the minimum amount of **\$50,000**, and Medical Expense (any one person) in the minimum amount of **\$10,000**. All of the foregoing coverages must be carried and maintained at all times during this Contract.

10.1.2. Business Automobile Liability Insurance. If Contractor or any subcontractors will be using a motor vehicle in the performance of the Work herein, Contractor shall provide the City a certificate indicating that Contractor and its subcontractors have business automobile liability coverage for all owned, hired, and non-owned vehicles. The Combined Single Limit per occurrence shall not be less than **\$2,000,000**.

10.1.3. Workers Compensation Insurance. Contractor, its subcontractors, and all employers providing work, labor, or materials under this Contract that are subject employers under the Oregon Workers Compensation Law shall comply with ORS 656.017, which requires them to provide workers compensation coverage that satisfies Oregon law for all their subject workers under ORS 656.126. Out-of-state employers must provide Oregon workers compensation coverage for their workers who work at a single location within Oregon for more than thirty (30) days in a calendar year. Contractors who perform work without the assistance or labor of any employee need not obtain such coverage. This shall include Employer's Liability Insurance with coverage limits of not less than **\$500,000** each accident.

10.1.4. Insurance Carrier Rating. Coverages provided by Contractor and its subcontractors must be underwritten by an insurance company deemed acceptable by the City, with an AM Best Rating of A or better. The City reserves the right to reject all or any insurance carrier(s) with a financial rating that is unacceptable to the City.

10.1.5. Additional Insured and Termination Endorsements. The City will be named as an additional insured with respect to Contractor's liabilities hereunder in insurance coverages. Additional Insured coverage under Contractor's Commercial General Liability, Automobile Liability, and Excess Liability Policies, as applicable, will

be provided by endorsement. Additional insured coverage shall be for both ongoing operations via ISO Form CG 2010 or its equivalent, and products and completed operations via ISO Form CG 2037 or its equivalent. Coverage shall be Primary and Non-Contributory. Waiver of Subrogation endorsement via ISO Form CG 2404 or its equivalent shall be provided. The following is included as additional insured: “The City of McMinnville, its elected and appointed officials, officers, agents, employees, and volunteers.” An endorsement shall also be provided requiring the insurance carrier to give the City at least thirty (30) days’ written notification of any termination or major modification of the insurance policies required hereunder. Contractor must be an additional insured on the insurance policies obtained by its subcontractors performing any of the Work contemplated under this Contract.

10.1.6. Certificates of Insurance. As evidence of the insurance coverage required by this Contract, Contractor shall furnish a Certificate of Insurance to the City. This Contract shall not be effective until the required certificates and the Additional Insured Endorsements have been received and approved by the City. Contractor agrees that it will not terminate or change its coverage during the term of this Contract without giving the City at least thirty (30) days’ prior advance notice and Contractor will obtain an endorsement from its insurance carrier, in favor of the City, requiring the carrier to notify the City of any termination or change in insurance coverage, as provided above.

10.2. Primary Coverage. The coverage provided by these policies shall be primary, and any other insurance carried by the City is excess. Contractor shall be responsible for any deductible amounts payable under all policies of insurance. If insurance policies are “Claims Made” policies, Contractor will be required to maintain such policies in full force and effect throughout any warranty period.

## **Section 11. Warranty**

11.1. Contractor warrants to the City that any materials and equipment furnished under this Contract will be new and of good quality, unless otherwise required or permitted by this Contract, that the Services will be free from defects, and that the Services will conform to the requirements of this Contract. Services not conforming to these requirements, including substitutions not properly approved and authorized in writing by the City, may be considered defective.

## **Section 12. Suspension**

The City may suspend, delay, or interrupt all or any part of the Services for such time as the City deems appropriate for its own convenience by giving written notice thereof to Contractor. An adjustment in the time of performance or method of compensation shall be negotiated as a result of such delay or suspension, unless the reason for the delay was within Contractor’s control. The City shall not be responsible for Services performed by any subcontractors after notice of suspension is given by the City to Contractor.



### **Section 13. Early Termination; Default**

13.1. This Contract may be terminated prior to the expiration of the agreed upon terms:

13.1.1. By mutual written consent of the parties;

13.1.2. By the City, for any reason, and within its sole discretion, effective upon delivery of written notice to Contractor by mail or in person; or

13.1.3. By Contractor, effective upon seven (7) days' prior written notice, in the event of substantial failure by the City to perform in accordance with the terms through no fault of Contractor, where such default is not cured within the seven (7) day period by the City. Withholding of disputed payment is not a default by the City.

13.2. If the City terminates this Contract in whole or in part, due to default or failure of Contractor to perform Work in accordance with the Contract, the City may procure, upon reasonable terms and in a reasonable manner, services similar to those so terminated. In addition to any other remedies the City may have, both at law and in equity, for breach of contract, Contractor shall be liable for all costs and damages incurred by the City as a result of the default by Contractor, including, but not limited to all costs incurred by the City in procuring services from others as needed to complete this Contract. This Contract shall be in full force to the extent not terminated by written notice from the City to Contractor. In the event of a default, the City will provide Contractor with written notice of the default and a period of three (3) days to cure the default. If Contractor notifies the City that it cannot, in good faith, do so within the three (3) day cure period provided, then the City may elect, in its sole discretion, to extend the cure period to an agreed upon time period, or the City may elect to terminate this Contract and seek remedies for the default, as provided above.

13.3. If the City terminates this Contract for its own convenience not due to any default by Contractor, payment of Contractor shall be prorated to, and include the day of, termination and shall be in full satisfaction of all claims by Contractor against the City under this Contract.

13.4. Termination under any provision of this **Section 13** shall not affect any right, obligation, or liability of Contractor or the City that accrued prior to such termination. Contractor shall surrender to the City items of work or portions thereof, for which Contractor has received payment or the City has made payment.

### **Section 14. Contract Modification; Change Orders**

Any modification of the provisions of this Contract shall not be enforceable or binding unless reduced to writing and signed by both the City and Contractor.

### **Section 15. Notices**

Any notice required or permitted under this Contract shall be in writing and shall be given when actually delivered in person or forty-eight (48) hours after having been deposited in the United

States mail as certified or registered mail, addressed to the addresses set forth below, or to such other address as one party may indicate by written notice to the other party.

To City: City of McMinnville  
Attn: Jeff Gooden, Engineering Technician  
230 NE Second Street  
McMinnville, OR 97128

To Contractor: Long Building Technologies Inc.  
Attn: Marci Muchmore  
5000 SE 25<sup>th</sup> Avenue  
Portland, OR 97202

## **Section 16. Miscellaneous Provisions**

16.1. Integration. This Contract, including all exhibits attached hereto, contains the entire and integrated agreement between the parties and supersedes all prior written or oral discussions, representations, or agreements. In case of conflict among these documents, the provisions of this Contract shall control.

16.2. Legal Effect and Assignment. This Contract shall be binding upon and inure to the benefit of the parties hereto and their respective heirs, personal representatives, successors, and assigns. This Contract may be enforced by an action at law or in equity.

16.3. No Assignment. Contractor may not assign this Contract, nor delegate the performance of any obligations hereunder, unless agreed to in advance and in writing by the City.

16.4. Adherence to Law. This Contract shall be subject to, and Contractor shall adhere to, all applicable federal, state, and local laws (including the McMinnville Code and Public Works Standards), including but not limited to laws, rules, regulations, and policies concerning employer and employee relationships, workers compensation, and minimum and prevailing wage requirements. Any certificates, licenses, or permits that Contractor is required by law to obtain or maintain in order to perform the Work described in this Contract shall be obtained and maintained throughout the term of this Contract.

16.5. Governing Law. This Contract shall be construed in accordance with and governed by the laws of the State of Oregon, regardless of any conflicts of laws. All contractual provisions required by ORS Chapters 279A, 279B, 279C, and related Oregon Administrative Rules to be included in public agreements are hereby incorporated by reference and shall become a part of this Contract as if fully set forth herein.

16.6. Jurisdiction. Venue for any dispute will be in Yamhill County Circuit Court.

16.7. Legal Action/Attorney Fees. If a suit, action, or other proceeding of any nature whatsoever (including any proceeding under the U.S. Bankruptcy Code) is instituted in connection with any controversy arising out of this Contract or to interpret or enforce any rights

or obligations hereunder, the prevailing party shall be entitled to recover attorney, paralegal, accountant, and other expert fees and all other fees, costs, and expenses actually incurred and reasonably necessary in connection therewith, as determined by the court or body at trial or on any appeal or review, in addition to all other amounts provided by law. If the City is required to seek legal assistance to enforce any term of this Contract, such fees shall include all of the above fees, whether or not a proceeding is initiated. Payment of all such fees shall also apply to any administrative proceeding, trial, and/or any appeal or petition for review.

16.8. Nonwaiver. Failure by either party at any time to require performance by the other party of any of the provisions of this Contract shall in no way affect the party's rights hereunder to enforce the same, nor shall any waiver by the party of the breach hereof be held to be a waiver of any succeeding breach or a waiver of this nonwaiver clause.

16.9. Severability. If any provision of this Contract is found to be void or unenforceable to any extent, it is the intent of the parties that the rest of the Contract shall remain in full force and effect, to the greatest extent allowed by law.

16.10. Modification. This Contract may not be modified except by written instrument executed by Contractor and the City.

16.11. Time of the Essence. Time is expressly made of the essence in the performance of this Contract.

16.12. Calculation of Time. Except where the reference is to business days, all periods of time referred to herein shall include Saturdays, Sundays, and legal holidays in the State of Oregon, except that if the last day of any period falls on any Saturday, Sunday, or legal holiday observed by the City, the period shall be extended to include the next day which is not a Saturday, Sunday, or legal holiday. Where the reference is to business days, periods of time referred to herein shall exclude Saturdays, Sundays, and legal holidays observed by the City. Whenever a time period is set forth in days in this Contract, the first day from which the designated period of time begins to run shall not be included.

16.13. Headings. Any titles of the sections of this Contract are inserted for convenience of reference only and shall be disregarded in construing or interpreting any of its provisions.

16.14. Number, Gender and Captions. In construing this Contract, it is understood that, if the context so requires, the singular pronoun shall be taken to mean and include the plural, the masculine, the feminine and the neuter, and that, generally, all grammatical changes shall be made, assumed, and implied to individuals and/or corporations and partnerships. All captions and paragraph headings used herein are intended solely for convenience of reference and shall in no way limit any of the provisions of this Contract.

16.15. Good Faith and Reasonableness. The parties intend that the obligations of good faith and fair dealing apply to this Contract generally and that no negative inferences be drawn by the absence of an explicit obligation to be reasonable in any portion of this Contract. The obligation to be reasonable shall only be negated if arbitrariness is clearly and explicitly permitted

as to the specific item in question, such as in the case of where this Contract gives the City “sole discretion” or the City is allowed to make a decision in its “sole judgment.”

16.16. Other Necessary Acts. Each party shall execute and deliver to the other all such further instruments and documents as may be reasonably necessary to carry out this Contract in order to provide and secure to the other parties the full and complete enjoyment of rights and privileges hereunder.

16.17. Interpretation. As a further condition of this Contract, the City and Contractor acknowledge that this Contract shall be deemed and construed to have been prepared mutually by each party and it shall be expressly agreed that any uncertainty or ambiguity existing therein shall not be construed against any party. In the event that any party shall take an action, whether judicial or otherwise, to enforce or interpret any of the terms of the contract, the prevailing party shall be entitled to recover from the other party all expenses which it may reasonably incur in taking such action, including attorney fees and costs, whether incurred in a court of law or otherwise.

16.18. Entire Agreement. This Contract, all documents attached to this Contract, and all Contract Documents and laws and regulations incorporated by reference herein represent the entire agreement between the parties.

16.19. Counterparts. This Contract may be executed in one or more counterparts, each of which shall constitute an original Contract but all of which together shall constitute one and the same instrument.

16.20. Authority. Each party signing on behalf of Contractor and the City hereby warrants actual authority to bind their respective party.

[Remainder of Page Intentionally Left Blank]

The Contractor and the City hereby agree to all provisions of this Contract.

**CONTRACTOR:**

**CITY:**

LONG BUILDING TECHNOLOGIES INC.

CITY OF McMinnville

By: \_\_\_\_\_

By: \_\_\_\_\_

Print Name: \_\_\_\_\_

Print Name: \_\_\_\_\_

As Its: \_\_\_\_\_

As Its: \_\_\_\_\_

Employer I.D. No. \_\_\_\_\_

APPROVED AS TO FORM:

\_\_\_\_\_  
City Attorney  
City of McMinnville, Oregon

# **EXHIBIT A - SCOPE OF WORK**

CITY OF McMinnville, Oregon

## ***CITY FACILITY HVAC PREVENTIVE MAINTENANCE SERVICES***

Project 2022-3

### **TECHNICAL SPECIFICATIONS**

#### **300 PROJECT REQUIREMENTS**

##### **301 Scope of Work**

The Contractor shall provide HVAC inspection and preventive maintenance services on the City facilities listed below. The inspection and preventive maintenance requirements for each building are outlined on the individual worksheets that follow these technical specifications.

The specific buildings and areas covered by this contract are as follows:

1. McMinnville Public Library, 225 NW Adams Street
2. McMinnville Chamber of Commerce, 417 NW Adams Street
3. McMinnville City Hall, 230 NE Second Street
4. Community Development Center, 231 NE Fifth Street
5. McMinnville Community Center, 600 NE Evans Street
6. McMinnville Senior Center, 2250 NE McDaniel Lane
7. Oregon State Police Building, 3975 Cirrus Avenue
8. Airport Maintenance Hangars, 4006 & 4010 Cirrus Avenue
9. McMinnville Public Works Shops, 1900 NE Riverside Drive
10. Kent L. Taylor Civic Hall, 200 NE 2<sup>nd</sup> Street

##### **302 Service Requirements**

(A) The City will designate a contact person at each facility (Note: the designated contacts are included with the individual site requirements of these specifications). **THE CONTRACTOR'S MAINTENANCE AND SERVICE PERSONNEL SHALL CHECK IN WITH EACH FACILITY'S CONTACT PERSON PRIOR TO PERFORMING ANY WORK. UPON COMPLETION OF THE SERVICE, A WRITTEN CHECKLIST OF THE ITEMS COMPLETED AND A REPORT OR SERVICE ORDER DESCRIBING ANY RECOMMENDED WORK SHALL BE LEFT WITH THE FACILITY'S CONTACT PERSON.**

These files must be kept by the contractor for the life of the contract.

Additionally, a copy of the written report or service order shall be mailed to:

**David Renshaw, Public Works Operations Superintendent**  
City of McMinnville  
1900 NE Riverside Drive  
McMinnville, OR 97128

Failure to properly check-in prior to each service, or to provide copies of the written service orders will result in withholding of payment for that billing period.

### **303 Safety and Health Standards / Accident Prevention**

In accordance with generally accepted safety practice, the Contractor shall be solely and completely responsible for conditions on the job site, including safety of all persons and property during the performance of the work.

The Contractor shall instruct employees about and otherwise safeguard them against any possible injuries associated with the HVAC equipment, as well as other potential hazards within the City's facilities. The Contractor shall comply with all applicable OSHA and Oregon OSHA laws, including hazardous materials identification rules and lock out/tag out rules. The Contractor shall properly and securely label all chemicals used on the City's premises. The Contractor shall properly dispose of chemical waste and chemical waste receptacles.

### **304 Performance Requirement**

The Contractor shall perform all of the HVAC inspection and preventive maintenance requirements at each location as specified. Failure of the Contractor to perform all of the required activities specified herein, at any location, will result in the withholding of payment for that location.

When possible and practical, the City will notify the Contractor of noted maintenance deficiencies to allow for the Contractor to perform corrections. Failure of the City to provide notice of the deficiencies to the Contractor shall not excuse the Contractor from the requirements of these specifications, and shall not be the basis for payment claims by the Contractor.

The work is to be performed as per the schedules noted on each facility's individual technical specification. Seasonal visits are as follows: Spring (pre-cooling, March/April); Summer (Cooling, June/July); Fall (pre-heating, September/October), Winter (heating, December/January). Work shall be performed with four weeks of dates noted on the facility technical specification, unless otherwise arranged with the facility contact.

Four or more incidents of non-performance by the Contractor over the period of the contract, including any extension, shall be considered sufficient cause for termination of the contract upon written notice by the City.

The work shall include preventive maintenance and repair services for the following categories:

1. Air handling systems, including rooftop package heat pumps, wall mounted heat pumps air handling units with split system refrigeration, central station air handling systems, fan-coil units, exhaust fans, unit heaters, pad mounted heat pumps, and ductless systems.

2. Furnaces: various furnaces including electric, oil and natural gas.
3. Water chillers: water chillers of various types including centrifugal, reciprocating, rotary screw, water cooled and air cooled.
4. Boilers: boilers of various types including heating water boilers, boilers fired by natural gas, boilers fired by oil and electric boilers.
5. Cooling towers: Includes open circuit cooling towers.
6. Hydronic systems: includes water pumps, related piping systems, pipe fittings, accessories, appurtenances and pipe insulation.
7. Water chemistry: perform water chemistry tests on chilled water, heating water and condensing water systems as required or requested. All results shall be delivered to the Owner along with recommendations to correct the water chemistry.
8. Automatic temperature controls: includes pneumatic, electric, electronic and direct digital systems. The work includes air compressors, air driers, temperature control instruments, logic devices, programming and all related accessories and appurtenances.
9. Mechanical Systems: work may include requested/required work related to sheet metal works, fabricating and installing galvanized aluminum and stainless steel ductwork in a wide range of applications.
10. Filters: all filters shall be MERV 13 unless otherwise noted.

All service technicians shall have current local and state licenses required for the work. Proof of qualifications must be provided to the City upon request.

### **305 Damages**

The Contractor shall report, without delay, any damage to the City's equipment or property. The Contractor shall be liable for damages caused by the Contractor, Contractor's vehicular traffic, or Contractor's employees. The City may, at its option, repair any areas of Contractor damage and deduct the costs from any monies due the Contractor.

### **306 Service Request Response, Emergencies, and Emergency Numbers**

Contractor shall be available for direct telephone contact by the City during the City's normal working hours. The Contractor shall employ person(s) to answer the telephone (complaints, requests for service, etc.). The Contractor shall respond to any routine request from the City within 24 hours.



In the event of emergency situations (health or safety) involving the City's buildings, equipment, or personnel, the Contractor or its agent shall immediately report same to the City.

The Contractor is further required to provide the City with two 24-hour emergency numbers for contact outside normal working hours. These emergency numbers shall be used to contact a responsible representative of Contractor who can take the necessary action required to alleviate an emergency condition which threatens to cause damage to any property.

The Contractor shall respond to any emergency call-out by the City within three (3) hours, except when delayed by problems caused by vehicle accidents or an Act of God. Any emergency call response shall be considered part of the normal contract, and shall be paid at the call-out rates contained in the Contractor's Proposal.

### **307 Invoicing and Payment**

The Contractor shall submit monthly or quarterly invoices (at the Contractors option) for services rendered to the City. Each invoice shall be itemized to show the amounts due per each building, with the amounts due being the prorated amount of the yearly total for the building (1/4<sup>th</sup> for quarterly billings or 1/12<sup>th</sup> for monthly billings) plus any call-out services for the building.

Work performed outside the scope the preventative maintenance tasks noted in this contract shall be pre-authorized by the City. The Contractor shall provide the facility contact with a written estimate of the cost of such work prior to work commencing. All such estimates will detail all costs in an itemized manner, including but not limited to parts, labor, surcharges, etc. The City reserves the right to seek additional quotes from other vendors for any such work at its discretion.

The Invoice(s) shall be delivered to:  
David Renshaw, Public Works Operations Superintendent  
City of McMinnville  
230 NE Second Street  
McMinnville, OR 97128

The invoice must show the name, address, and telephone number of Contractor, invoice number, billing period, amount due for each site, and grand total.

Payment shall not exceed the amounts listed in the proposal without the prior approval of the City. Total payments to Contractor shall not exceed the amount specified in the contract without prior written approval of the City. Payment will be made as promptly as the ordinary payment procedure of the City will permit.

### **308 Length of Contract**

This Contract is effective on the date that it is fully executed. The contract shall span five fiscal years (July 1<sup>st</sup> thru June 30<sup>th</sup>) to align with the City's Fiscal Year accounting . The City reserves the right to terminate this contract at the end of

the fiscal year should the City fail to appropriate the sufficient funds to pay for the contract in the next fiscal year. The Contract shall expire, unless otherwise terminated or extended on June 30, 2027.

The parties may, upon written agreement, extend the expiration date of the contract two times for an two additional two years each (to June 30, 2029, and to June 30, 2031).

CITY OF MCMINNVILLE, OREGON

**CITY FACILITY HVAC PREVENTIVE MAINTENANCE SERVICES**

Project 2022-3

**LOCATION:** **LIBRARY**  
225 NW Adams Street

**DESIGNATED CONTACT:** **Jenny Berg, Library Director**  
**503.435.5550**

**GENERAL CONDITIONS:**

1. The required work shall be performed at such times as to neither inconvenience the employees nor interfere with the events of the building.
2. The Contractor's maintenance and service personnel shall check in with the above listed contact **PRIOR** to performing any work.
3. Upon completion of the service, a written report or service order detailing the work or services performed SHALL be left with designated contact (*additionally a copy of the written report/service order and completed checklist shall be mailed or faxed to David Renshaw, Public Works Superintendent per section 302 of the Technical Specifications*).
4. The contractor shall be responsible for securing the building upon completion of the required work.
5. Access:
  - a. Units are located in HVAC room in Library basement and 1<sup>st</sup> floor of Carnegie Building. Cooling tower is located in outdoor pit at SW corner of building
- 6.

**REQUIRED TASKS:**

**Fall (Pre-Heating, September)**

**A. Heating and Cooling Units**

- 1) Check units for refrigerant leaks
- 2) Check pressures, amperages and voltages on all compressors
- 3) Check and calibrate safety and operating controls
- 4) MEG test hermetic compressors
- 5) Check and tighten all electrical and motor terminals, ensure they are free from corrosion
- 6) Check starters and motor controllers for wear
- 7) Check oil level in compressor (where applicable), provide recommendation for oil change interval, change oil with approval

- 8) Check crankcase heater for proper operation, repair or replace as necessary
- 9) Check operation of burner or heating elements

**B. Air Handlers**

- 1) Inspect fin tubing/coils, clean, vacuum as needed for efficient heat transfer
- 2) Inspect drains and insure that lines are clear and free from debris and biological growth. Clean as necessary
- 3) Check bearings and motor mounts.
- 4) Check amperages and voltages on blower motors
- 5) Lubricate fan motors and field serviceable bearings as needed
- 6) Check belt alignment and tension (adjust or replace as needed)
- 7) Check external water circulation pumps for proper operation and excessive wear. Lubricate bearings and shafts
- 8) Check all dampers for proper operation, settings, and ensure that all linkage connections are secure and all actuators are working properly
- 9) Change all filters with high efficiency pleated filters.

**C. Air Compressor**

- 1) Inspect for proper operation and pressures
- 2) Check oil level
- 3) Inspect and drain any accumulated water from water separation filter, replace filter element as necessary to maintain proper operation
- 4) Inspect all electrical connections for correct amperages and voltages
- 5) Tighten all electrical connections and ensure that they are free from corrosion
- 6) Inspect main pneumatic lines for moisture build up.

**Winter (Heating, December)**

**D. Air handlers**

- 1) Lubricate fan motors and field serviceable bearings as needed
- 2) Check belt alignment and tension (adjust or replace as needed)
- 3) Check external water circulation pumps for proper operation and excessive wear. Lubricate bearings and shafts
- 4) Check all dampers for proper operation, settings, and ensure that all linkage connections are secure and all actuators are working properly
- 5) Change all filters with high efficiency pleated filters.

**E. Air Compressor**

- 7) Inspect for proper operation and pressures
- 8) Check oil level

- 9) Inspect and drain any accumulated water from water separation filter, replace filter element as necessary to maintain proper operation
- 10) Inspect all electrical connections for correct amperages and voltages
- 11) Tighten all electrical connections and ensure that they are free from corrosion
- 12) Inspect main pneumatic lines for moisture build up.

### **Spring (Pre-cooling, March)**

#### **A. Cooling tower**

- 1) Inspect water pump
- 2) Inspect float valve assembly
- 3) Inspect bleed off line and overflow
- 4) Inspect tower strainers
- 5) Inspect tower spray nozzles and eliminators
- 6) Flush cooling tower after cleaning
- 7) Check sump heaters
- 8) Check and adjust fan belts, replace as necessary
- 9) Fill system after cooling tower has been inspected and cleaned
- 10) Check for leaks
- 11) Lubricate fan motors and all field serviceable bearings
- 12) Check amperage on motors
- 13) Check and adjust condenser water temperature
- 14) Check cooling tower pump for proper operation. Repair or replace as needed
- 15) Clean platform and surrounding area

#### **B. Air handlers**

- 1) Lubricate fan motors and field serviceable bearings as needed
- 2) Check belt alignment and tension (adjust or replace as needed)
- 3) Check external water circulation pumps for proper operation and excessive wear. Lubricate bearings and shafts
- 4) Check all dampers for proper operation, settings, and ensure that all linkage connections are secure and all actuators are working properly
- 5) Change all filters with high efficiency pleated filters.

#### **C. Air Compressor**

- 1) Inspect for proper operation and pressures
- 2) Check oil level
- 3) Inspect and drain any accumulated water from water separation filter, replace filter element as necessary to maintain proper operation
- 4) Inspect all electrical connections for correct amperages and voltages
- 5) Tighten all electrical connections and ensure that they are free from corrosion

- 6) Inspect main pneumatic lines for moisture build up.

### **Summer (Cooling, June)**

#### **A. Air handlers**

- 1) Lubricate fan motors and field serviceable bearings as needed
- 2) Check belt alignment and tension (adjust or replace as needed)
- 3) Check external water circulation pumps for proper operation and excessive wear.  
Lubricate bearings and shafts
- 4) Check all dampers for proper operation, settings, and ensure that all linkage connections are secure and all actuators are working properly
- 5) Change all filters with high efficiency pleated filters.

#### **B. Air Compressor**

- 1) Inspect for proper operation and pressures
- 2) Check oil level
- 3) Inspect and drain any accumulated water from water separation filter, replace filter element as necessary to maintain proper operation
- 4) Inspect all electrical connections for correct amperages and voltages
- 5) Tighten all electrical connections and ensure that they are free from corrosion
- 6) Inspect main pneumatic lines for moisture build up.

CITY OF MCMINNVILLE, OREGON

**CITY FACILITY HVAC PREVENTIVE MAINTENANCE SERVICES**

Project 2022-3

**LOCATION:** **CHAMBER OF COMMERCE**  
417 NW Adams Street

**DESIGNATED CONTACT:** **David Renshaw, PW Operations Supt.**  
**503.434.7316**

**GENERAL CONDITIONS:**

1. The required work shall be performed at such times as to neither inconvenience the employees nor interfere with the events of the building.
2. The Contractor's maintenance and service personnel shall check in with the above listed contact **PRIOR** to performing any work.
3. Upon completion of the service, a written report or service order detailing the work or services performed SHALL be left with designated contact (*additionally a copy of the written report/service order and completed checklist shall be mailed or faxed to David Renshaw, Public Works Superintendent per section 302 of the Technical Specifications*).
4. The contractor shall be responsible for securing the building upon completion of the required work.
5. Access:
  - a. Heat pump: outdoors along south wall
  - b. AC unit: outdoors along west wall
  - c. Furnaces
    - i. Gas fired unit: in basement, building access required
    - ii. Electric furnace: in attic, narrow stairway access, building access required.

**REQUIRED TASKS:**

**Fall (Pre-Heating, October; Heating/Cooling units)**

- 1) Cycle and check each unit for proper heating operation
- 2) Check units for refrigerant leaks
- 3) Check pressures, amperages and voltages on all compressors
- 4) Check amperages on fan motors
- 5) Check safety and operating controls, calibrate as necessary, including thermostats
- 6) Check crankcase heater
- 7) Check defrost on heat pump

- 8) Check operation of gas furnace, check burners and flue for deterioration, condensation and combustion products. Clean, test and adjust combustion process as necessary.
- 9) Inspect fin tubing/coils, clean, vacuum as needed for efficient heat transfer
- 10) Check motor controllers for wear
- 11) Lubricate fan motors and all field serviceable bearings. Inspect condition of fan blades
- 12) Inspect drives and sheaves

**Fall (Pre-Heating, October; Heating/Cooling units)**

- 13) Check and tighten electrical terminals, ensure that they are free from corrosion. Visually inspect all wiring.
- 14) Change all filters with high efficiency pleated filters
- 15) Clean washable filters (if applicable)

**Winter (Heating, January)**

- 1) Change all filters with high efficiency pleated filters
- 2) Clean washable filters (if applicable)

**Spring (Pre-heating, April)**

- 1) Cycle and check each unit for proper cooling operation
- 2) Check motor controllers for wear
- 3) Inspect drains and insure that lines are clear and free from debris and biological growth. Clean as necessary
- 4) Inspect drives and sheaves
- 5) Check and tighten electrical terminals, ensure that they are free from corrosion. Visually inspect all wiring.
- 6) Check belt alignment and tension (adjust or replace as needed)
- 7) Change all filters with high efficiency pleated filters
- 8) Clean washable filters (if applicable)

**Summer (Cooling, July)**

- 1) Check and maintain all building exhaust fans and blowers, including attic fans. Clean as necessary, check switch operation. If fans are automatically controlled, check thermostat operation.
- 2) Change all filters with high efficiency pleated filters
- 3) Clean washable filters (if applicable)



CITY OF MCMINNVILLE, OREGON

**CITY FACILITY HVAC PREVENTIVE MAINTENANCE SERVICES**

Project 2022-3

**LOCATION:** **CITY HALL**  
230 NE Second Street

**DESIGNATED CONTACT:** **Ron Ponto**  
**503.437.6240**

**GENERAL CONDITIONS:**

1. The required work shall be performed at such times as to neither inconvenience the employees nor interfere with the events of the building.
2. The Contractor's maintenance and service personnel shall check in with the above listed contact **PRIOR** to performing any work.
3. Upon completion of the service, a written report or service order detailing the work or services performed SHALL be left with designated contact (*additionally a copy of the written report/service order and completed checklist shall be mailed or faxed to David Renshaw, Public Works Superintendent per section 302 of the Technical Specifications*).
4. The contractor shall be responsible for securing the building upon completion of the required work.
5. Access:
6. a. Central air handler and boiler in basement, building access required
7. b. Heat pumps and split unit are on roof, ladder required

**REQUIRED TASKS:**

**Fall (Pre-Heating, October; Heating/Cooling units, air handler, boiler)**

- 1) Cycle and check each unit for proper heating operation
- 2) Check units for refrigerant leaks
- 3) Check pressures, amperages and voltages on all compressors
- 4) Check amperages on fan motors
- 5) Check safety and operating controls, calibrate as necessary, including thermostats
- 6) Check operation of heating elements, inspect contacts and wiring
  - a. Check boiler burner for deterioration, moisture problems, condensation and combustion products. Clean, test and adjust combustion process for proper operation
  - b. Visually inspect fuel filter, clean, repair or replace as necessary
  - c. Check fuel pump for proper operation. Repair or replace as necessary.

- 7) Check crankcase heater
- 8) Check defrost on heat pumps and split a/c unit
- 9) Inspect fin tubing/coils, clean, vacuum as needed for efficient heat transfer

**Fall (Pre-Heating, October; Heating/Cooling units, air handler, boiler), CONT.**

- 10) Check motor controllers for wear
- 11) Lubricate fan motors and all field serviceable bearings. Inspect condition of fan blades
- 12) Inspect drives and sheaves
- 13) Check and tighten electrical terminals, ensure that they are free from corrosion. Visually inspect all wiring.
- 14) Check belt alignment and tension (adjust or replace as needed)
- 15) Change all filters with high efficiency pleated filters
- 16) Clean washable filters (if applicable)

**Winter (Heating, January)**

- 1) Change all filters with high efficiency pleated filters
- 2) Clean washable filters (if applicable)

**Spring (Pre-heating, April)**

- 1) Cycle and check each unit for proper cooling operation
- 2) Check motor controllers for wear
- 3) Inspect drains and insure that lines are clear and free from debris and biological growth. Clean as necessary
- 4) Inspect drives and sheaves
- 5) Check and tighten electrical terminals, ensure that they are free from corrosion. Visually inspect all wiring.
- 6) Check belt alignment and tension (adjust or replace as needed)
- 7) Change all filters with high efficiency pleated filters
- 8) Clean washable filters (if applicable)

**Summer (Cooling, July)**

- 1) Check and maintain all building exhaust fans and blowers, including attic fans. Clean as necessary, check switch operation. If fans are automatically controlled, check thermostat operation.
- 2) Check window mounted AC units for proper cooling operation
- 3) Change all filters with high efficiency pleated filters
- 4) Clean washable filters (if applicable)

CITY OF MCMINNVILLE, OREGON

**CITY FACILITY HVAC PREVENTIVE MAINTENANCE SERVICES**

Project 2022-3

**LOCATION:** **COMMUNITY DEVELOPMENT CENTER**  
231 NE Fifth Street

**DESIGNATED CONTACT:** **David Renshaw, Public Works Operation Supt.**  
**503.434.7316**

**GENERAL CONDITIONS:**

1. The required work shall be performed at such times as to neither inconvenience the employees nor interfere with the events of the building.
2. The Contractor's maintenance and service personnel shall check in with the above listed contact **PRIOR** to performing any work.
3. Upon completion of the service, a written report or service order detailing the work or services performed SHALL be left with designated contact (*additionally a copy of the written report/service order and completed checklist shall be mailed or faxed to David Renshaw, Public Works Superintendent per section 302 of the Technical Specifications*).
4. The contractor shall be responsible for securing the building upon completion of the required work.
5. Access:
  - a. Units are roof top mounted, access is through mechanical room. Pull down ladder available on site.

**REQUIRED TASKS:**

**Fall (Pre-Heating, October; Heating/Cooling units)**

- 1) Cycle and check each unit for proper heating operation
- 2) Check units for refrigerant leaks
- 3) Check pressures, amperages and voltages on all compressors
- 4) Check amperages on fan motors
- 5) Check safety and operating controls, calibrate as necessary, including thermostats
- 6) Check operation of heating elements, inspect contacts and wiring
- 7) Check defrost on heat pumps
- 8) Inspect fin tubing/coils, clean, vacuum as needed for efficient heat transfer
- 9) Check motor controllers for wear
- 10) Lubricate fan motors and all field serviceable bearings. Inspect condition of fan blades
- 11) Inspect drives and sheaves

12) Check and tighten electrical terminals, ensure that they are free from corrosion. Visually inspect all wiring.

13) Check belt alignment and tension (adjust or replace as needed)

**Fall (Pre-Heating, October; Heating/Cooling units.), CONT.**

14) Change all filters with high efficiency pleated filters

15) Clean washable filters (if applicable)

**Winter (Heating, January)**

1) Change all filters with high efficiency pleated filters

2) Clean washable filters (if applicable)

**Spring (Pre-heating, April)**

1) Cycle and check each unit for proper cooling operation

2) Check motor controllers for wear

3) Inspect drains and insure that lines are clear and free from debris and biological growth.  
Clean as necessary

4) Inspect drives and sheaves

5) Check and tighten electrical terminals, ensure that they are free from corrosion. Visually inspect all wiring.

6) Check belt alignment and tension (adjust or replace as needed)

7) Change all filters with high efficiency pleated filters

8) Clean washable filters (if applicable)

**Summer (Cooling, July)**

1) Check and maintain all building exhaust fans and blowers, including attic fans. Clean as necessary, check switch operation. If fans are automatically controlled, check thermostat operation.

2) Change all filters with high efficiency pleated filters

3) Clean washable filters (if applicable)

CITY OF MCMINNVILLE, OREGON

**CITY FACILITY HVAC PREVENTIVE MAINTENANCE SERVICES**

Project 2022-3

**LOCATION:** **COMMUNITY CENTER**  
600 NE Evans Street

**DESIGNATED CONTACT:** **Katie Noyd, Community Center Supervisor**  
**503.434.7310**

**GENERAL CONDITIONS:**

1. The required work shall be performed at such times as to neither inconvenience the employees nor interfere with the events of the building.
2. The Contractor's maintenance and service personnel shall check in with the above listed contact **PRIOR** to performing any work.
3. Upon completion of the service, a written report or service order detailing the work or services performed SHALL be left with designated contact (*additionally a copy of the written report/service order and completed checklist shall be mailed or faxed to David Renshaw, Public Works Superintendent per section 302 of the Technical Specifications*).
4. The contractor shall be responsible for securing the building upon completion of the required work.
5. Access to Equipment Obtain Keys at the front desk  
Boiler, Chiller, Cooling tower Control air compressor and HCU18 are in the Northeast Basement Mechanical room  
Air handlers are in the Basement mechanical and storage rooms  
Rooftop units are accessible via the ladder and hatch in the 2<sup>nd</sup> floor kitchen  
The Air conditioner for the Racquet ball court is on the roof, east side of the dome  
The Pneumatic control main board is in the reception office

**REQUIRED TASKS:**

**Fall (Pre-Heating, September)**

- A. Heating and Cooling Units (Electric Boiler, Chiller and Basement Unit Heaters)**
- 1) Check units for refrigerant leaks
  - 2) Check pressures, amperages and voltages on all compressors
  - 3) Check and calibrate safety and operating controls
  - 4) MEG test hermetic compressors
  - 5) Check and tighten all electrical and motor terminals, ensure they are free from corrosion
  - 6) Check starters and motor controllers for wear

- 7) Check oil level in compressor (where applicable), provide recommendation for oil change interval, change oil with approval
- 8) Check crankcase heater for proper operation, repair or replace as necessary
- 9) Check operation of burner or heating elements

**B. Air Handlers**

- 1) Inspect fin tubing/coils, clean, vacuum as needed for efficient heat transfer
- 2) Inspect drain pans and insure that lines are clear and free from debris and biological growth. Clean as necessary
- 3) Check bearings and motor mounts, lubricate bearings/shafts
- 4) Check amperages and voltages on fan motors, ensure electrical connections are secure and free of corrosion
- 5) Lubricate fan motors and field serviceable bearings as needed
- 6) Check belt alignment and tension (adjust or replace as needed)
- 7) Check external water circulation pumps for proper operation and excessive wear. Lubricate bearings and shafts
- 8) Check all dampers for proper operation, settings, and ensure that all linkage connections are secure and all actuators are working properly
- 9) Change all filters with high efficiency pleated filters. (M13)

**C. Air Compressor**

- 1) Inspect for proper operation and pressures
- 2) Check oil level
- 3) Inspect and drain any accumulated water from water separation filter, replace filter element as necessary to maintain proper operation
- 4) Inspect all electrical connections for correct amperages and voltages
- 5) Tighten all electrical connections and ensure that they are free from corrosion
- 6) Inspect main pneumatic lines for moisture build up.

**Winter (Heating, December)**

**A. Air handlers**

- 1) Lubricate fan motors and field serviceable bearings as needed
- 2) Check belt alignment and tension (adjust or replace as needed)
- 3) Check external water circulation pumps for proper operation and excessive wear. Lubricate bearings and shafts
- 4) Check all dampers for proper operation, settings, and ensure that all linkage connections are secure and all actuators are working properly
- 5) Change all filters with high efficiency pleated filters. (M13)

## **B. Air Compressor**

- 1) Inspect for proper operation and pressures
- 2) Check oil level
- 3) Inspect and drain any accumulated water from water separation filter, replace filter element as necessary to maintain proper operation
- 4) Inspect all electrical connections for correct amperages and voltages
- 5) Tighten all electrical connections and ensure that they are free from corrosion
- 6) Inspect main pneumatic lines for moisture build up.

## **Spring (Pre-cooling, March)**

### **A. Cooling tower**

- 1) Inspect water pump
- 2) Inspect float valve assembly
- 3) Inspect bleed off line and overflow
- 4) Inspect tower strainers
- 5) Inspect tower spray nozzles and eliminators
- 6) Flush cooling tower after cleaning
- 7) Check sump heaters
- 8) Check and adjust fan belts, replace as necessary
- 9) Fill system after cooling tower has been inspected and cleaned
- 10) Check for leaks
- 11) Lubricate fan motors and all field serviceable bearings
- 12) Check amperage on motors
- 13) Check and adjust condenser water temperature
- 14) Check cooling tower pump for proper operation. Repair or replace as needed
- 15) Clean platform and surrounding area

### **B. Air handlers**

- 1) Lubricate fan motors and field serviceable bearings as needed
- 2) Check belt alignment and tension (adjust or replace as needed)
- 3) Check external water circulation pumps for proper operation and excessive wear. Lubricate bearings and shafts
- 4) Check all dampers for proper operation, settings, and ensure that all linkage connections are secure and all actuators are working properly
- 5) Change all filters with high efficiency pleated filters. (M-13)

### **C. Air Compressor**

- 1) Inspect for proper operation and pressures
- 2) Check oil level

- 3) Inspect and drain any accumulated water from water separation filter, replace filter element as necessary to maintain proper operation
- 4) Inspect all electrical connections for correct amperages and voltages
- 5) Tighten all electrical connections and ensure that they are free from corrosion
- 6) Inspect main pneumatic lines for moisture build up.

### **Summer (Cooling, June)**

#### **A. Air handlers**

- 1) Lubricate fan motors and field serviceable bearings as needed
- 2) Check belt alignment and tension (adjust or replace as needed)
- 3) Check external water circulation pumps for proper operation and excessive wear. Lubricate bearings and shafts
- 4) Check all dampers for proper operation, settings, and ensure that all linkage connections are secure and all actuators are working properly
- 5) Change all filters with high efficiency pleated filters. (M13)

#### **B. Air Compressor**

- 1) Inspect for proper operation and pressures
- 2) Check oil level
- 3) Inspect and drain any accumulated water from water separation filter, replace filter element as necessary to maintain proper operation
- 4) Inspect all electrical connections for correct amperages and voltages
- 5) Tighten all electrical connections and ensure that they are free from corrosion
- 6) Inspect main pneumatic lines for moisture build up.

#### **C. Building Exhaust Fans**

- 1) Check and maintain all building exhaust fans and blowers. Clean as necessary.
- 2) Check belt alignment and tension (adjust or replace as needed)



CITY OF MCMINNVILLE, OREGON

**CITY FACILITY HVAC PREVENTIVE MAINTENANCE SERVICES**

Project 2022-3

**LOCATION:** **SENIOR CENTER**  
2250 NE McDaniel Lane

**DESIGNATED CONTACT:** **Erin Guinn, Recreation Supervisor**  
**503.474.4965**

**GENERAL CONDITIONS:**

1. The required work shall be performed at such times as to neither inconvenience the employees nor interfere with the events of the building.
2. The Contractor's maintenance and service personnel shall check in with the above listed contact **PRIOR** to performing any work.
3. Upon completion of the service, a written report or service order detailing the work or services performed SHALL be left with designated contact (*additionally a copy of the written report/service order and completed checklist shall be mailed or faxed to David Renshaw, Public Works Superintendent per section 302 of the Technical Specifications*).
4. The contractor shall be responsible for securing the building upon completion of the required work.
5. Access:
  - a. Heat pumps: in locked fenced enclosure outdoors on north side of building
  - b. Furnaces and air handlers: in attic, access port is outside on north side of building; ladder required.

**REQUIRED TASKS:**

**Fall (Pre-Heating, September; Heating/Cooling units)**

- 1) Cycle and check each unit for proper heating operation
- 2) Check units for refrigerant leaks
- 3) Check pressures, amperages and voltages on all compressors
- 4) Check amperages on fan motors
- 5) Check safety and operating controls, calibrate as necessary, including thermostats
- 6) Check operation of gas furnaces. Check burner for deterioration, moisture problems, condensation and combustion products. Clean, test and adjust combustion process for proper operation
- 7) Check crankcase heater
- 8) Check operation of heating elements, inspect contacts and wiring

- 9) Check defrost on heat pumps
- 10) Inspect fin tubing/coils, clean, vacuum as needed for efficient heat transfer
- 11) Check motor controllers for wear
- 12) Lubricate fan motors and all field serviceable bearings. Inspect condition of fan blades
  
- 13) Check and tighten electrical terminals, ensure that they are free from corrosion. Visually inspect all wiring.
- 14) Change all filters with high efficiency pleated filters
- 15) Clean washable filters (if applicable)

#### **Winter (Heating, December)**

- 1) Change all filters with high efficiency pleated filters
- 2) Clean washable filters (if applicable)

#### **Spring (Pre-heating, March)**

- 1) Cycle and check each unit for proper cooling operation
- 2) Check motor controllers for wear
- 3) Inspect drains and insure that lines are clear and free from debris and biological growth. Clean as necessary
- 4) Check and tighten electrical terminals, ensure that they are free from corrosion. Visually inspect all wiring.
- 5) Change all filters with high efficiency pleated filters
- 6) Clean washable filters (if applicable)
- 7) Service the exhaust fan on the roof, clean, lubricate

#### **Summer (Cooling, June)**

- 1) Check and maintain all building exhaust fans and blowers, including attic fans. Clean as necessary, check switch operation. If fans are automatically controlled, check thermostat operation.
- 2) Change all filters with high efficiency pleated filters
- 3) Clean washable filters (if applicable)

CITY OF MCMINNVILLE, OREGON

**CITY FACILITY HVAC PREVENTIVE MAINTENANCE SERVICES**

Project 2022-3

**LOCATION:** **OREGON STATE POLICE BUILDING**  
3975 Cirrus Avenue

**DESIGNATED CONTACT:** **Kimberly Henry, Administrative Specialist 1**  
**503.472.0294**

**GENERAL CONDITIONS:**

1. The required work shall be performed at such times as to neither inconvenience the employees nor interfere with the events of the building.
2. The Contractor's maintenance and service personnel shall check in with the above listed contact **PRIOR** to performing any work. The OSP building is a secure facility, and site visits should be pre-scheduled with OSP staff.
3. Upon completion of the service, a written report or service order detailing the work or services performed **SHALL** be left with designated contact (*additionally a copy of the written report/service order and completed checklist shall be mailed or faxed to David Renshaw, Public Works Superintendent per section 302 of the Technical Specifications*).
4. The contractor shall be responsible for securing the building upon completion of the required work.
5. Access:
  - a. Heat pumps: all units are roof top mounted. Access is via the Telcom Room, through roof hatch. Ladder provided on site.
  - b. Split unit: outdoors, along west wall. Access is via OSP secure parking lot.

**REQUIRED TASKS:**

**Fall (Pre-Heating, October; Heating/Cooling units)**

- 1) Cycle and check each unit for proper heating operation
- 2) Check units for refrigerant leaks
- 3) Check pressures, amperages and voltages on all compressors
- 4) Check amperages on fan motors
- 5) Check safety and operating controls, calibrate as necessary, including thermostats
- 6) Check operation of heating elements, inspect contacts and wiring
- 7) Check crankcase heater
- 8) Check defrost on heat pumps
- 9) Replace charcoal filters

- 10) Check motor controllers for wear.
- 11) Check and tighten electrical terminals, ensuring that they are free from corrosion
- 12) Inspect fin tubing/coils, clean, vacuum as needed for efficient heat transfer
- 13) Lubricate fan motors and all field serviceable bearings. Inspect condition of fan blades
- 14) Inspect drives and sheaves
- 15) Check and tighten electrical terminals, ensure that they are free from corrosion. Visually inspect all wiring.
- 16) Check belt alignment and tension (adjust or replace as needed)
- 17) Change all filters with high efficiency pleated filters
- 18) Clean washable filters (if applicable)

### **Winter (Heating, January)**

- 1) Change all filters with high efficiency pleated filters
- 2) Clean washable filters (if applicable)

### **Spring (Pre-heating, April)**

- 1) Cycle and check each unit for proper cooling operation
- 2) Check motor controllers for wear.
- 3) Check and tighten electrical terminals, ensuring that they are free from corrosion. Visually inspect all wiring.
- 4) Inspect fin tubing/coils, clean, vacuum as needed for efficient heat transfer
- 5) Lubricate fan motors and all field serviceable bearings. Inspect condition of fan blades
- 6) Inspect drives and sheaves
- 7) Check belt alignment and tension (adjust or replace as needed)
- 8) Change all filters with high efficiency pleated filters
- 9) Clean washable filters (if applicable)

### **Summer (Cooling, July)**

- 1) Check and maintain all building exhaust fans and blowers, including attic fans. Clean as necessary, check switch operation. If fans are automatically controlled, check thermostat operation.
- 2) Change all filters with high efficiency pleated filters
- 3) Clean washable filters (if applicable)

CITY OF MCMINNVILLE, OREGON

**CITY FACILITY HVAC PREVENTIVE MAINTENANCE SERVICES**

Project 2022-3

**LOCATION:** **AIRPORT MAINTENANCE HANGARS**  
4006 & 4010 Cirrus Avenue

**DESIGNATED CONTACT:** **Rob Dehner, Potcake Aviation**  
**503.376.0190**

**GENERAL CONDITIONS:**

1. The required work shall be performed at such times as to neither inconvenience the employees nor interfere with the events of the building.
2. The Contractor's maintenance and service personnel shall check in with the above listed contact **PRIOR** to performing any work.
3. Upon completion of the service, a written report or service order detailing the work or services performed SHALL be left with designated contact (*additionally a copy of the written report/service order and completed checklist shall be mailed or faxed to David Renshaw, Public Works Superintendent per section 302 of the Technical Specifications*).
4. The contractor shall be responsible for securing the building upon completion of the required work.
5. Access:
  - a. Units are in Airport hangars, contact designated contact for access.

**REQUIRED TASKS:**

**Fall (Pre-Heating, October; Heating units)**

- 1) Cycle and check each unit for proper heating operation
- 2) Service oil furnace
  - a. Check fuel pump for proper operation
  - b. Visually inspect fuel filters, clean, repair, replace as necessary
  - c. Check combustion chamber, burner and flue for deterioration, moisture problems, condensation and combustion products. Clean, test and adjust combustion process for proper operation.
  - d. Clean blower and remove debris
- 3) Service electric furnace
  - a. Clean blower and remove debris
  - b. Check blower belt for tension and wear
  - c. Check operation of heating elements

- 4) Check amperages on fan motors
- 5) Check safety and operating controls, calibrate as necessary, including thermostats
- 6) Change all filters with high efficiency pleated filters
- 7) Clean washable filters (if applicable)

CITY OF MCMINNVILLE, OREGON

**CITY FACILITY HVAC PREVENTIVE MAINTENANCE SERVICES**

Project 2022-3

**LOCATION:** **PUBLIC WORKS OPERATIONS COMPLEX**  
1900 NE Riverside Drive

**DESIGNATED CONTACT:** **David Renshaw**  
**503.434.7316**

**GENERAL CONDITIONS:**

1. The required work shall be performed at such times as to neither inconvenience the employees nor interfere with the events of the building.
2. The Contractor's maintenance and service personnel shall check in with the above listed contact **PRIOR** to performing any work.
3. Upon completion of the service, a written report or service order detailing the work or services performed SHALL be left with designated contact (*additionally a copy of the written report/service order and completed checklist shall be mailed or faxed to David Renshaw, Public Works Superintendent per section 302 of the Technical Specifications*).
4. The contractor shall be responsible for securing the building upon completion of the required work.
5. Access:
  - a. Building 6 office; exterior wall mounted heat pumps, ladder required
  - b. Building 1, shop: roof top unit, ladder required

**REQUIRED TASKS:**

**Fall (Pre-Heating, October)**

- 1) Cycle and check each unit for proper heating operation
- 2) Check units for refrigerant leaks
- 3) Check pressures, amperages and voltages on all compressors
- 4) Check amperages on fan motors
- 5) Check safety and operating controls, calibrate as necessary, including thermostats
- 6) Check operation of heating elements, inspect contacts and wiring
- 7) Check crankcase heater
- 8) Check defrost on heat pumps
- 9) Inspect fin tubing/coils, clean, vacuum as needed for efficient heat transfer
- 10) Check motor controllers for wear
- 11) Lubricate fan motors and all field serviceable bearings. Inspect condition of fan blades

- 12) Inspect drives and sheaves
- 13) Check and tighten electrical terminals, ensure that they are free from corrosion. Visually inspect all wiring.

**Fall (Pre-Heating, October; Heating/Cooling units)**

- 14) Check belt alignment and tension (adjust or replace as needed)
- 15) Change all filters with high efficiency pleated filters
- 16) Clean washable filters (if applicable)

**Winter (Heating, January)**

- 1) Change all filters with high efficiency pleated filters
- 2) Clean washable filters (if applicable)

**Spring (Pre-heating, April)**

- 1) Cycle and check each unit for proper cooling operation
- 2) Check motor controllers for wear
- 3) Inspect drains and insure that lines are clear and free from debris and biological growth. Clean as necessary
- 4) Inspect drives and sheaves
- 5) Check and tighten electrical terminals, ensure that they are free from corrosion. Visually inspect all wiring.
- 6) Check belt alignment and tension (adjust or replace as needed)
- 7) Change all filters with high efficiency pleated filters
- 8) Clean washable filters (if applicable)

**Summer (Cooling, July)**

- 1) Check and maintain all building exhaust fans and blowers, including attic fans. Clean as necessary, check switch operation. If fans are automatically controlled, check thermostat operation.
- 2) Check window mounted AC units for proper cooling operation
- 3) Change all filters with high efficiency pleated filters
- 4) Clean washable filters (if applicable)



CITY OF MCMINNVILLE, OREGON

**CITY FACILITY HVAC PREVENTIVE MAINTENANCE SERVICES**

Project 2022-3

**LOCATION:** **Civic Hall**  
200 SE 2<sup>nd</sup> Street

**DESIGNATED CONTACT:** **Ron Ponto, Public Safety Building Facility Manager**  
**503.437.6240**

**GENERAL CONDITIONS:**

1. The required work shall be performed at such times as to neither inconvenience the employees nor interfere with the events of the building. No work is to be scheduled on Wednesdays
2. The Contractor's maintenance and service personnel shall check in with the above listed contact **PRIOR** to performing any work.
3. Upon completion of the service, a written report or service order detailing the work or services performed **SHALL** be left with designated contact (*additionally a copy of the written report/service order and completed checklist shall be mailed or faxed to David Renshaw, Public Works Superintendent per section 302 of the Technical Specifications*).
4. The contractor shall be responsible for securing the building upon completion of the required work.
5. Access to equipment:  
Air handling unit FC-1 and RF-1 are in the mechanical/electrical room outside access through fenced area  
Outdoor condensing units are in the fenced in area Key required  
3-Unit heaters are mounted above ceiling height requires ladder access  
ACU-1 is in the data room  
Exhaust fans are roof mounted Ladder required

**REQUIRED TASKS:**

**Fall (Pre-Heating, October; Heating/Cooling units)**

- 1) Cycle and check each unit for proper heating operation
- 2) Check units for refrigerant leaks
- 3) Check pressures, amperages and voltages on all compressors
- 4) Check amperages on fan motors
- 5) Check safety and operating controls, calibrate as necessary, including thermostats
- 6) Check operation of heating elements, inspect contacts and wiring
- 7) Check defrost on heat pumps

- 8) Inspect fin tubing/coils, clean, vacuum as needed for efficient heat transfer
- 9) Check motor controllers for wear
- 10) Lubricate fan motors and all field serviceable bearings. Inspect condition of fan blades
- 11) Inspect drives and sheaves
- 12) Check and tighten electrical terminals, ensure that they are free from corrosion. Visually inspect all wiring.
- 13) Check belt alignment and tension (adjust or replace as needed)

**Fall (Pre-Heating, October; Heating/Cooling units), CONT.**

- 14) Change all filters with high efficiency pleated filters (M-13)
- 15) Clean washable filters on data room wall unit
- 16) Clean evaporator coils as necessary

**Winter (Heating, January)**

- 1) Change all filters with high efficiency pleated filters (M-13)
- 2) Clean washable filters on data room wall unit

**Spring (Pre-cooling, April)**

- 1) Cycle and check each unit for proper cooling operation
- 2) Check motor controllers for wear
- 3) Inspect drains and insure that lines are clear and free from debris and biological growth. Clean as necessary
- 4) Inspect drives and sheaves
- 5) Check and tighten electrical terminals, ensure that they are free from corrosion. Visually inspect all wiring.
- 6) Check belt alignment and tension (adjust or replace as needed)
- 7) Change all filters with high efficiency pleated filters (M13)
- 8) Clean washable filters on data room wall unit
- 9) Clean evaporator coils as necessary

**Summer (Cooling, July)**

- 1) Check and maintain all building exhaust fans and blowers, including attic fans. Clean as necessary, check switch operation. If fans are automatically controlled, check thermostat operation.
- 2) Change all filters with high efficiency pleated filters (M-13)
- 3) Clean washable filters on data room wall unit

Unit #	Manufacturer	Type	Model#	Location	Area Served	Filter	Quantity
FCU-1	Trane	Air Handler Return	TWE120B3	Mech Rm	Main Chamber	16x25x1	4
RF-1	Greenheck	Fan	BSQ180	Mech Rm	Main Chamber		
GF-1	Trane	Furnace	TUX1D120A	Storage	Lobby Conference	16x20x1	1
GF-2	Trane	Furnace	TUX1D120A	West Hall Kit	110	20x24x1	1
GF-3	Trane	Furnace	TUX1D120A	Storage	Kit/Office 113	22x22x1	1
ACCU-1	Trane	Condenser	4TTA3060A3	Yard	GF-1		
ACCU-2	Trane	Condenser	4TTA3042A3	Yard	GF-2		
ACCU-3	Trane	Condenser	4TTA3030A3	Yard	GF-3		
AC-1	Mitsubishi	Fan Coil	MSA12WA	Room		Washable	
ACCU-4	Mitsubishi	Condenser Heat	MUA12WA	Yard	AC-1		
HP-1	Trane	Pump Exhaust	TWA120B3	Yard	FCU-1		
EF-1	Greenheck	Fan Exhaust	GB091	Roof	Restrooms		
EF-2	Greenheck	Fan Exhaust	GB071	Roof	Toilet 110A		
EF-3	Greenheck	Fan	GB071	Roof	Kitchen		

CITY OF McMinnville, OREGON

**CITY FACILITY HVAC PREVENTIVE MAINTENANCE SERVICES**

Project No. 2022-3

**Anticipated Filter Sizes-contractor to provide MERV 13 filters**

	LOCATION	Quantity	Filter Size
1	<b>McMinnville Public Library</b> 225 NW Adams Street	12	16x20x1
		14	16x25x2
2	<b>McMinnville Chamber of Commerce</b> 417 NW Adams Street	1	spaceguard 201
		1	16x20x4
3	<b>McMinnville City Hall</b> 230 NE Second Street	4	16x20x2
		1	20x25x2
		1	16x25x2
4	<b>Community Development Center</b> 231 NE Fifth Street	8	16x20x2
		4	20x20x2
5	<b>McMinnville Community Center</b> 600 NE Evans Street	26	20x25x2
		26	20x20x2
		4	16x20x2
		1	16x20x1
		1	18x46x0.5
6	<b>McMinnville Senior Center</b> 2250 NE McDaniel Lane	1	16x20x1
7	<b>Oregon State Police Building</b> 3975 Cirrus Avenue	1	16x25x2
		4	20x25x2
		4	24x24x4
		5	16x25x1
8	<b>Airport Maintenance Hangars</b> 4006 & 4010 Cirrus Avenue	1	24x24x1
		2	16x20x2
9	<b>McMinnville Public Works Shops</b> 1900 NE Riverside Drive	2	16x25x1
		2	14.5x30.25x1
10	<b>Civic Hall</b> 200 SE 2 <sup>nd</sup> St	1	16x25x1
		1	16x20x1
		1	20x24x1
		1	22x22x1
		1	1 washable

### City of McMinnville HVAC Service Schedule

	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	March	April	May	June
Library			Pre-Heat			Heat			Pre-cool			Cool
Chamber	Cool			Pre-Heat			Heat			Pre-cool		
City Hall	Cool			Pre-Heat			Heat			Pre-cool		
CDC	Cool			Pre-Heat			Heat			Pre-cool		
Civic Hall	Cool			Pre-Heat			Heat			Pre-cool		
Community Center			Pre-Heat			Heat			Pre-cool			Cool
Senior Center			Pre-Heat			Heat			Pre-cool			Cool
OSP	Cool			Pre-Heat			Heat			Pre-cool		
FBO				Pre-Heat								
PW			Pre-Heat			Heat			Pre-cool			Cool

## EXHIBIT B

### PRICING

#### BID AMOUNTS:

Bid Item	Service Time	Service Bid Amount	
<b>Public Library - 225 NW Adams Street</b>			
1	Dec 1st to Dec 31st - heat	\$580.00	
2	Mar 1st to Mar 31st - pre cool	\$1,740.00	
3	June 1st to June 30th - cool	\$1,160.00	
4	Sept 1st to Sept 30th - pre heat	\$1,160.00	
<b>Public Library Total</b>			\$4,640.00
<b>Chamber of Commerce - 417 NE Adams Street</b>			
5	Jan 1st to Jan 31st - heat	\$240.00	
6	April 1st to April 30th - pre cool	\$750.00	
7	July 1st to July 31st - cool	\$300.00	
8	Oct 1st to Oct 31st - pre heat	\$750.00	
<b>Chamber of Commerce Total</b>			\$2,040.00
<b>City Hall - 230 NE Second Street</b>			
9	Jan 1st to Jan 31st - heat	\$218.00	
10	April 1st to April 30th - pre cool	\$725.00	
11	July 1st to July 31st - cool	\$290.00	
12	Oct 1st to Oct 31st - pre heat	\$362.00	
<b>City Hall Total</b>			\$1,595.00
<b>Community Development Center - 231 NE Fifth Street</b>			
13	Jan 1st to Jan 31st - heat	\$145.00	
14	April 1st to April 30th - pre cool	\$290.00	
15	July 1st to July 31st - cool	\$290.00	
16	Oct 1st to Oct 31st - pre heat	\$290.00	
<b>Community Development Center Total</b>			\$1,015.00
<b>Community Center - 600 NE Evans Street</b>			
17	Dec 1st to Dec 31st - heat	\$1,160.00	
18	Mar 1st to Mar 31st - pre cool	\$2,320.00	
19	June 1st to June 30th - cool	\$1,740.00	
20	Sept 1st to Sept 30th - pre heat	\$2,320.00	
<b>Community Center Total</b>			\$7,540.00
<b>Senior Center - 2250 NE McDonald Lane</b>			
21	Dec 1st to Dec 31st - heat	\$580.00	
22	Mar 1st to Mar 31st - pre cool	\$879.00	
23	June 1st to June 30th - cool	\$879.00	
24	Sept 1st to Sept 30th - pre heat	\$1,160.00	
<b>Senior Center Total</b>			\$3,498.00

Bid Item	Service Time	Service Bid Amount
<b>Oregon State Police Building - 3975 Cirrus Avenue</b>		
25	Jan 1st to Jan 31st - heat	\$435.00
26	April 1st to April 30th - pre cool	\$1,160.00
27	July 1st to July 31st - cool	\$435.00
28	Oct 1st to Oct 31st - pre heat	\$1,160.00
<b>Oregon State Police Total</b>		\$3,190.00
<b>Airport Maintenance Hangers - 4000, 4006 &amp; 4010 Cirrus Ave</b>		
29	Oct 1st to Oct 31st - pre heat	\$300.00
<b>Airport Maintenance Hanger Total</b>		\$300.00
<b>Public Works Shops Complex - 1900 NE Riverside Drive</b>		
30	Dec 1st to Dec 31st - heat	\$580.00
31	Mar 1st to Mar 31st - pre cool	\$290.00
32	June 1st to June 30th - cool	\$290.00
33	Sept 1st to Sept 30th - pre heat	\$580.00
<b>Public Works Shops Total</b>		\$1740.00
<b>Civic Hall - 200 SE 2<sup>nd</sup> Street</b>		
31	Jan 1st to Jan 31st - heat	\$290.00
32	April 1st to April 30th - pre cool	\$580.00
33	July 1st to July 31st - cool	\$580.00
34	Oct 1st to Oct 31st - pre heat	\$435.00
<b>Civic Hall Total</b>		\$1,885.00

**Total Amount**  
\$27,443.00      ~~\$27,479.00~~

Estimated hours		Total Amount
Regular Call out Rate (List Days/hours these rates apply)	100    \$ 145.00/hr	14,500.00
After Hours Call out Rates (List days/hours these rates apply)	\$ 217.50/hr	
Exclusions to service and/or extra cost items		<span style="border: 1px solid black; padding: 2px;">\$18,750.00</span>

Estimated parts		Total Amount
Percent Mark-up on Materials and Parts \$15,000	<u>25</u> %	<del>\$20,000.00</del>

**Total Base Bid**  
 (Services Total + Call out Rate Total + Materials and Parts Total)  
\$61,979.00  
\$60,693.00