



MAINTENANCE AGREEMENT

Proposal Date: **December 8, 2023**

Proposal #: **P-20231101-0052**

Customer:

**City of Killeen
3304 Community Blvd.
Killeen, TX 76542**

Site:

**Killeen Police Headquarters
3304 Community Blvd.
Killeen, TX 76542**

We are pleased to offer this proposal to provide the following:

- ☐ Full Service Maintenance Agreement ☒ Maintenance & Inspection Agreement

BuyBoard 720-23

The Brandt Companies, LLC is pleased to submit the following preventive maintenance proposal pertaining to the specific mechanical equipment at the above referenced site.

Scheduled preventive maintenance will be performed annually (1) on the HVAC equipment outlined as per the attached scope pages. Filters will be replaced quarterly (4). Booster pump system will be serviced biannually (2). Upon completion of each visit, a Brandt operational log form will be completed on each unit, which will detail the operating performances.

Industry standard recommended preventive maintenance procedures will be adhered to as listed in our scope of work of this proposal. Work shall be completed under Existing Terms & Conditions of City of Killeen.

Your investment for this service is as follows:	<u>2023-2024</u>	<u>2024-2025</u>
Total Annual Price	\$ 21,557.94	\$ 21,557.94

Your payment options will be as follows:	<u>2023-2024</u>	<u>2024-2025</u>
☐ Annual payment plus applicable tax	\$ 21,557.94	\$ 21,557.94
☒ Quarterly payment plus applicable tax	\$ 5,389.49	\$ 5,389.49
☐ Monthly payment plus applicable tax	\$ 1,796.50	\$ 1,796.50

If this proposal is acceptable, please sign below and return by facsimile to 254-772-9758 with a purchase order, if needed. A signed acceptance must be received prior to our commencing work. Our terms are net ten days from the invoice date, and past due after thirty days. This proposal is valid for 30 days.

Best Regards,

James Seymour

Cell No. 254-640-9495
Fax No. 254-772-9758

BUILDING OWNER

Name: _____
Address: _____
City, State, Zip: _____

CUSTOMER ACCEPTANCE

Accepted by: **Lauren Wilson** Digitally signed by Lauren Wilson
Date: 2023.12.27 16:26:30 -06'00'
Name: Kent Cagle
Title: City Manager
Company: City of Killeen
Date: _____

SIGN HERE

THE BRANDT COMPANIES, LLC

Accepted by: *James Seymour*
Name: James Seymour
Title: Account Manager
Date: 12/8/2023

Upon acceptance, Brandt shall furnish service starting effective TBD This Agreement shall continue for a period of 2 year(s) (the term) from said date.

This contract is subject to a price revision upon the renewal date. The revision will be based on the current Consumer Price Index (CPI)
This Agreement is not valid without signature of customer and associated attachments.

Remit to: **P.O. Box 227351, Dallas, TX 75222-7351**

Regulated by The Texas Department of Licensing and Regulation P.O. Box 12157, Austin, TX 78711, 1-800-803-9202, 512-463-6599, www.tdlr.texas.gov

Brandt Office Locations:

Austin: 1340 Airport Commerce Drive, Ste. 575, Austin, TX 78741, 512.491.9100, TACLA15221C/TECL20109/M18098
Dallas: 1728 Briercroft Ct., Carrollton, TX 75006, 972.395.6000, TACLA000468C/TECL20109/M40211
Fort Worth: 2502 Gravel Drive, Fort Worth, TX 76118, 817.626.0033, TACLA26872C/TECL20109/M40211
Houston: 13810 Hollister Drive, Suite 100, Houston, TX 77086, 832.714.3200, TACLA21186C/TECL20109/M35506
San Antonio: 6023 Corridor Pkwy, Ste 100, Schertz, TX 78154, 210.599.6120 TACLA49777C/TECL20109/M18098
Waco: 205 Schroeder Dr., Waco, TX 76710, 254.772.1693 TACLA26979C/TECL20109/M40211

www.brandt-companies.com



WATER SOURCE HEAT PUMP

6/28/2021

Quantity	Basic Description	Size	Tag	Model #	Serial #	# Visits per calendar year
103	Trane Heat Pump	1/2 - 5 ton				1

Routine Inspection:

- * Check water side pressure drops for proper water flow.
- * Check relays, safety controls and crankcase heater.
- * Inspect and tighten electrical connections.
- * Check wiring and contacts.
- * Check for oil and refrigerant leaks.
- * Check refrigerant and oil levels.
- * Check operating temperatures / pressures as applicable.

rd 631-20 Log operation of equipment. Provide copy to customer.

Options / Clarifications:

If included in the proposal the box preceding the option will be checked.

- ☒ Filter Replacement (☐ Monthly ☒ Quarterly ☐ Annually)
☐ Clean Evaporator Coil

☒ Unit Operating Inspections Annually

Actual maintenance functions will vary due to difference in equipment because of age, type and manufacturer. Task listed above will be performed as applicable to the equipment and agreed scope of work.

Proposal # : P-20231101-0052

Accepted by:

SITE:

Lauren
Wilson

Digitally signed by
Lauren Wilson
Date: 2023.12.21
14:58:51 -06'00'

-
Killeen Police Headquarters JT AP
3304 Community Blvd.
Killeen, TX 76542



EXHAUST FAN

6/28/2021

Quantity	Basic Description	Size	Tag	Model #	Serial #	# Visits per calendar year
9	Greenheck Ex Fans					1

Routine Inspection:

- * Check bearing locking set screws. Lubricate bearing if necessary
- * Lubricate fan and motor bearings.
- * Check sheave alignment and level of shafts.
- * Check belt tension and adjust as necessary.
- * Check electrical connections and tighten as necessary.
- * Check damper operation.
- * Log operation of equipment. Provide copy to customer.

ard 631-20

Options / Clarifications:

If included in the proposal the box preceding the option will be checked.

☐ Belt Replacement



Actual maintenance functions will vary due to difference in equipment because of age, type and manufacturer. Task listed above will be performed as applicable to the equipment and agreed scope of work.

Proposal # : P-20231101-0052

Accepted by:

SITE:

Lauren
Wilson

Digitally signed by
Lauren Wilson
Date: 2023.12.21
14:59:17 -06'00'

Killeen Police Headquarters
3304 Community Blvd.
Killeen, TX 76542

JT

AP



ENERGY RECOVERY UNIT

6/28/2021

Quantity	Basic Description	Size	Tag	Model #	Serial #	# Visits per calendar year
6	Energy Recovery Unit					1

Routine Inspection:

- * Check bearing locking set screws. Lubricate bearing if necessary
- * Lubricate fan and motor bearings.
- * Check sheave alignment and level of shafts.
- * Check belt tension and adjust as necessary.
- * Check electrical connections and tighten as necessary.
- * Check damper operation.
- * Log operation of equipment. Provide copy to customer.

BuyBoard 631-20

Options / Clarifications:

If included in the proposal the box preceding the option will be checked.

☐☐

Actual maintenance functions will vary due to difference in equipment because of age, type and manufacturer. Task listed above will be performed as applicable to the equipment and agreed scope of work.

Proposal # : P-20231101-0052

Accepted by:

SITE:

Lauren
Wilson

Digitally signed by
Lauren Wilson
Date: 2023.12.21
14:59:32 -06'00'

Killeen Police Headquarters
3304 Community Blvd.
Killeen, TX 76542

JT AP



BOOSTER PUMP

Quantity	Basic Description	Location	Tag	Model #	Serial #	# Visits per calendar year
1	Canariis Booster Pumps			DS-270-40	09-0251	4

Routine Inspection:

- * Lubricate pump bearings per manufacturer's recommendations.
- * Lubricate motor bearings per manufacturer's recommendations.
- * Check suction and discharge pressures.
- * Check mechanical seal for visual leaks.
- * Check motor voltage and amperage.
- * Check motor operating conditions.
- * Inspect electrical connections and contactors.
- * Operate pumps and check.
- rd 631-20 Clean Strainer if present.
- * Bleed air from PRV.
- * Log operation of equipment. Provide copy to customer.

Options / Clarifications:

If included in the proposal the box preceding the option will be checked.

- ☒ Pull and Clean the Strainer Annually
- ☐ Check Alignment - Annually
- ☐ Replace Insert - Annually

☐
☐
☐

Actual maintenance functions will vary due to difference in equipment because of age, type and manufacturer. Task listed above will be performed as applicable to the equipment and agreed scope of work.

Proposal # : P-20231101-0052

Accepted by: Lauren Wilson
SIT: -

Digitally signed by
Lauren Wilson
Date: 2023.12.21
14:59:55 -06'00'

Killeen Police Headquarters
3304 Community Blvd.
Killeen, TX 76542

JT AP