

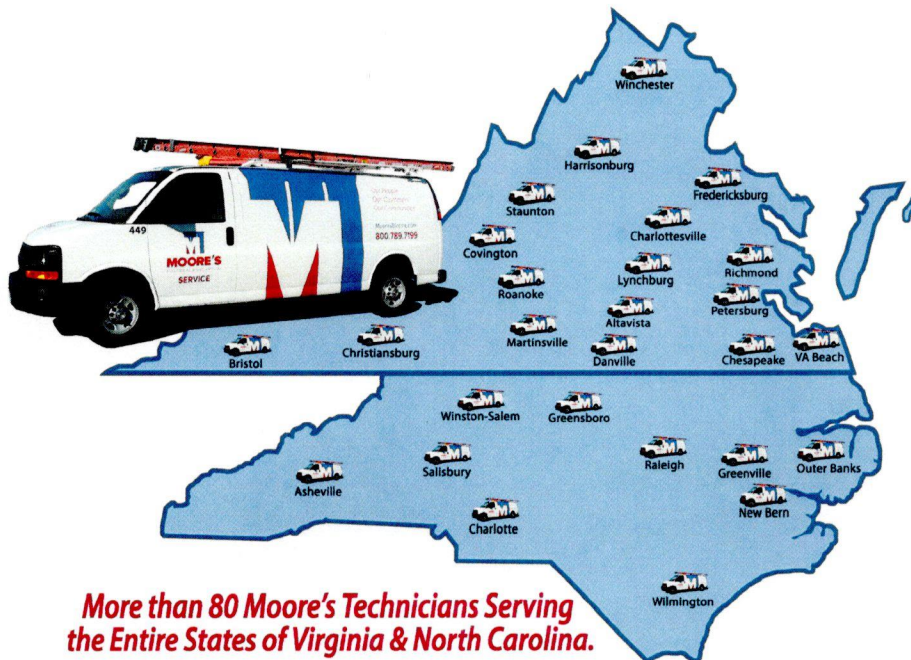
Additional Funding Request

Site: VA011	WO#6859 CSS # 16707 Asset# NA
Description of Repairs	PM for HVAC Equipment
Diagnosis: Initial Work Order CSS# 16707	PM for HVAC Equipment
Explanation of Additional Costs for Repairs	PM for HVAC Equipment
Additional Labor Cost to Perform Repairs	\$1,625.43
Additional Material Cost to Perform Repairs	
Total Cost of Repair	\$1,625.43



Service Division Presentation for:

International Support Group (Culpeper USARC)



**More than 80 Moore's Technicians Serving
the Entire States of Virginia & North Carolina.**

Jonathan Locy, Account Manager

Mobile: 434.546.3689 • Dispatch: 800.789.7199

jlocy@mooreshvacr.com



OUR PEOPLE



OUR CUSTOMERS



OUR COMMUNITIES

www.mooreselectric.com

EXECUTIVE SUMMARY

Moore's Electrical & Mechanical Service Division would like to thank **Troy Craig** for this opportunity to propose the following custom-tailored mechanical maintenance solution for your HVAC Systems.

In today's economy, facilities are charged with finding ways to continually improve upon quality service while containing or reducing costs. Moore's Electrical & Mechanical Service Division is a resource that offers turnkey integrated mechanical maintenance solutions designed to help meet these goals. We are dedicated to identifying, developing, and implementing strategies that will meet your needs through the implementation of optimally designed mechanical maintenance programs.

Moore's has one of the largest HVACR service organizations in the southeast covering all of Virginia and North Carolina. We pride ourselves on having one of the most sophisticated computerized dispatch and maintenance management systems available. For more than 30 years, we have been able to provide our customers with the best value for their investment dollar.

Moore's Electrical & Mechanical Service Division has considerable experience in servicing other HVAC systems similar to **International Support Group** at the following client facilities:

Customer	Contact	Number
CBRE	Ron Bowles	540.553.4638
Colliers International	Ryan Smith	202.308.0644
Kimco Realty	Debbie Keating	703.583.0071

Additional information on the above clients can be furnished upon request.

PROGRAM IMPLEMENTATION TEAM

Moore's assembles a specialized equipment maintenance team dedicated to ensure a smooth integration of this maintenance program with **International Support Group's** normal activities. This use of a consistent team will ensure uniformity in the delivery of your maintenance program, provide for effective lines of communication, and allow you to avoid escorting unfamiliar people throughout your facility.

Your Account Manager will continue to work closely with you along with the Implementation Team to preserve the integrity of your equipment, reduce your energy and operating costs, and maintain tenant comfort. The Implementation Team will be made up of the following service professionals:

- **Jonathan Locy**, phone **434.546.3689**, will continue to be your Account Manager.
- A **Primary Service Technician** will be performing the service and repair functions on all of your HVAC equipment whenever possible. In the event they are not available, we will then assign the secondary technician.
- Our **Call Center** is responsible for scheduling all maintenance program services. The **Call Center** team can be reached at **800.789.7199** for emergency or normal service requests.
- **Austin Erb** is the Service Operations Manager. **Austin** has complete authority for controlling and directing the field personnel, support personnel, and resources to ensure the smooth and efficient delivery of this Program Maintenance Agreement. You can reach **Austin** at **434.401.0093**.
- **Rebecca Cheatham** is the Billing Coordinator. Rebecca is responsible for handling all invoicing per the Terms and Conditions of this Agreement. You can reach **Rebecca** at **434.309.2581**.

SCOPE OF WORK

PM Frequencies: Included in your program is (1) Major HVAC Inspection annually allowing us to assure that all HVAC equipment is operating at its maximum efficiency.

PM Parts: This agreement includes the following materials to properly perform the Planned Maintenance – pleated air filters, cleansers, labor for PM, biocide tablets, grease and shop towels.

Component Replacement Coverage: Component repair or replacement costs are not included in this proposal and will either be quoted to the customer or performed on a time and material basis.

Preferred Services: Moore's Service Division agrees to perform emergency and routine service calls before non-agreement customers. Normal service hours will be from 8:00 AM – 4:30 PM Monday through Friday except Holidays. A standard truck charge will be applied to each non-PM work order. Travel will be billed at the prevailing wage rate.

Emergency and Trouble Call Coverage: Under this Agreement, we will provide emergency response between scheduled visits, Monday through Sunday, including holidays, 24 hours per day to minimize downtime.

WARRANTY

Construction Warranty: Any buildings that are less than one year old, normally contain equipment that is covered under construction warranty for the first year of site occupancy. The General Contractor and/or Sub Contractor of the building construction normally cover parts and labor during that period if the occupant calls them and has them perform the repairs. If we did NOT install the HVACR in your facility, then Moore's can only warranty parts that the manufacturer of the equipment warranties (no labor warranty). If Moore's is asked to make repairs on a customer's site that falls within construction warranty, and Moore's was not the installing contractor, then the customer is liable for full payment to Moore's. Moore's will NOT invoice a General or Sub Contractor unless they open a credit account with us and they give us the authority to make a repair. Moore's must invoice the company who requested our services and expects payment upon normal net 30 terms.

Parts Warranty: Moore's will honor most manufacturers' parts warranties. If the customer has purchased additional time within a manufacturer's warranty (above what is normal), it is the customer's responsibility to notify Moore's of this special agreement when signing the maintenance contract so that this can be honored.

Labor Warranty: Moore's warranty on labor for service or preventative maintenance work is for 30 days. Labor warranty for unit replacements (change outs) is for one year.

ADDITIONAL SERVICES

Services	Frequency	Costs
Evaporator Coil Cleaning Filter Change	As Needed Annually	Time and Material Included

*Per Troy Craig with ISG, there are 17 fan-coil units on site and 16 of them are easily accessible, while 1 is above a storage cage that may prevent safe accessibility. If this occurs and additional labor and/or safety materials are required, Moore's will either revise the pricing of this Agreement or invoice the additional costs at T&M on a separate work order.

** Moore's reserves the right to perform the PM visit two weeks prior or two weeks after the assigned month of the inspection.

MooreElectric.com

Phone: 800.789.7199 • Fax 888.722.2712
Corporate Address: P.O. Box 119 • Altavista, VA 24517
Lynchburg | Charlottesville | Chesapeake
Richmond | Manassas | North Carolina

PROGRAM INVESTMENT

This Program Maintenance Agreement will be for an original term of 1 year, beginning upon signature. At the end of the original term of this Agreement, the program will automatically renew from year to year. Either party may terminate this agreement with a 30 day written notice at any time after the first year. The annual investment in this program is shown below:

Annual Price: \$1,625.63

1 Spring Major Inspection \$1,625.63

Standard Not to Exceed (NTE) on Service and PM - \$500.00

The annual Agreement prices shown above can only be adjusted if equipment is added to or deleted from the original Agreement. This proposal does not include lift rentals, permits, crane fees, after-hours labor, controls upgrades or software, equipment replacement.

Payment Terms: Service will be billed as completed and due **30 days** from invoice date. Any amount not paid in this period is subject to a 1.5% monthly service charge. Additional fees may apply if paying by credit card.

Invoice Resolution: Any invoice disputes must be brought to our attention within 30 days of the invoice date.

CUSTOMER ACCEPTANCE

ACCEPTED BY: _____

PRINTED NAME: _____

DATE: _____

MOORE'S ACCEPTANCE

ACCEPTED BY:  _____

DATE: 1/30/19

Covered Equipment

Equipment Type	Unit #	Make	Model	Serial
Fan-Coil	1-17	ClimateMaster	Obtain on Initial PM	Obtain on Initial PM

Services Provided on HVAC Equipment During Major PM

1. Tighten all electrical connections.
2. Check fan in all speeds.
3. Check damper and auto diffuser for dirt.
4. Check damper actuator linkage. Lubricate as needed.
5. Check valve for linkage.
6. Check evaporator coil for leaks and tightness of fittings.
7. Visual inspection of piping to the evaporator coil.
8. Check rigid couplings on direct-drive motor.
9. Vacuum interior of unit.
10. Check filter doors for leaks.
11. Ensure drain is clear and running.
12. Check supply and return air temperatures.
13. Check fan motor capacitor and/or motor running amps.
14. Verify communication to DDC controls.

TERMS AND CONDITIONS

GENERAL

1. Moore's agrees to perform all work in a careful and workman-like manner and to furnish only materials of good quality.
2. The customer will provide reasonable access to all areas and equipment, and will allow Moore's to stop and start equipment as may be necessary to fulfill the terms of the agreement.
3. All preventive maintenance tasks and non-emergency repair or replacement will be performed during normal working hours, 8:00 AM to 4:30 PM, Monday through Friday.
4. The customer will promptly notify Moore's of any defect in the system when they become aware of it.
5. If any emergency call is made at the customer's request and no defect is found to be present, Moore's may charge the customer the preferred customer rate for such services.
6. In addition to any price specified on the face hereof, the customer shall pay and be responsible for the gross amount of any present or future sales, use, excise, value-added, or other similar tax, however designated, applicable to the price, sale or delivery or any products, services or the work furnished hereunder or for their use by Moore's on behalf of the customer whether such tax shall be local, state, or federal in nature. This will include but not be limited to the recovery, recycling, reclamation, handling and disposal of all refrigerants, and the additional costs incurred for refrigerant tax and/or increased costs due to shortages.
7. Moore's may adjust the price of this agreement on the anniversary date to reflect prevailing labor and material costs, however no changes will be made without proper notification.
8. If the system(s) or equipment covered is altered, modified, changed or moved this agreement may be adjusted accordingly or terminated.
9. If our services are accepted, please note that you are also accepting the term that customer will not recruit or hire a Moore's employee to fill any openings in your maintenance staff unless they have been separated from Moore's for a minimum period of six months. As the same, Moore's will not recruit or hire the customer's employees for any openings in our staff unless they have been separated for a minimum of six months.

LIMITATIONS OF LIABILITY AND INDEMNITIES

1. Moore's will not be liable for damage or loss caused by delay in installation or interrupted service due to fire, flood, corrosive substance in the air, strike lockout, dispute with workmen, inability to obtain material or services, commotion, war, act of God, or any other cause beyond Moore's reasonable control.
2. In no event, whether as a result of breach of contract, or any sort including negligence or otherwise shall Moore's or its suppliers, employees or agents be liable for any special, consequential, incidental, or penal damage including, but not limited to loss of profit or revenues, loss of use of any products, machinery, equipment, damage to associated equipment, cost of capital, cost of substitute products, facilities, services or replacement power, down time costs, lost profits, or claims of the customers for such damages.
3. No other warranty expressed or other liability is given and no other affirmation of Moore's, by word or action, shall constitute a warranty. This warranty is expressly in lieu of any other express or implied warranty including any implied warranty of merchantability of fitness, and any other obligation on the part of Moore's.
4. Moore's liability, if any, upon any warranty, either expressed or implied, shall be limited to replacement of defective materials and correction of faulty workmanship.