Title of Bid: HVACR Service, Preventative Maintenance, On-Call  Bid #: 20-026

Dept.: Facilities Management  Contact Person: Nathan Wade  Ext.: 7392

Description (product/service, justification and use):

Due to the continued challenge of recruiting and retaining qualified HVAC technicians, St. Charles County Government is seeking to supplement this personnel deficit by partnering with a qualified HVAC vendor to perform specific tasks. We had previously bid monthly preventative maintenance work at remote sites only to ease the burden on the County staff to ensure operational performance. This work was rebid to include additional service and sites as our staffing levels dropped. This will allow staff to continue to self perform work critical to our operations.

IFB 20-026 Service, Preventative Maintenance and On-Call Coverage of Heating, Ventilation, Air Conditioning and Refrigeration (HVAC) Systems helps address this challenge. The bid evaluation is based upon three categories: monthly preventative maintenance, semi-annual preventative maintenance, and on-call service. The overall lowest bidder was submitted by Murphy Company for $99,793. The St. Charles County HVAC staff will continue to self-perform work throughout the County, including additional preventative maintenance on equipment included and not included in this specific bid.

The total cost for these services was included in the approved 2020 budget.

Award to: Murphy Company  Location: 1233 North Price Road, St. Louis, MO 63132

Price: $99,793.00  Contract term (if applicable): Initial 1-year, plus 2, 1-year renewal options

Bid opening held on: 2/5/2020  Opened by: Pam Luesse

Account number to be charged for purchase: 3019800-44370 HVAC

If bid was not awarded to lowest bidder, please explain:

If paying for with grant funds, please indicate (1) grant name, (2) total grant amount, (3) what portion of purchase is being paid for by a grant, and (4) when grant period ends as applicable:
# FORMAL BID – REQUEST FOR APPROVAL

## Additional Bids Received

The following additional bids were received:

<table>
<thead>
<tr>
<th>Vendor</th>
<th>Location</th>
<th>Meets all specifications</th>
<th>Price</th>
<th>□ Yes</th>
<th>□ No</th>
</tr>
</thead>
<tbody>
<tr>
<td>C&amp;R Mechanical Company</td>
<td>12825 Pennridge Drive, Bridgeton, MO 63044</td>
<td>✓</td>
<td>$156,496.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Haberberger Mechanical Inc.</td>
<td>9744 Pauline Place, St. Louis, MO 63123</td>
<td>✓</td>
<td>$4,990,370.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Icon Mechanical</td>
<td></td>
<td></td>
<td>$150,665.00</td>
<td>✓</td>
<td>No</td>
</tr>
<tr>
<td>Appel Mechanical</td>
<td>934 State St., Madison, IL 62060</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Shaff Mechanical</td>
<td>St. Louis, MO</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Earth City Mechanical</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Haberberger Mechanical</td>
<td>St. Louis, MO</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Integrated Facility Services</td>
<td>St. Louis, MO</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

For each vendor that doesn’t meet specifications, please explain why:

Vendor: 

Vendor: 

☐ Sole source justification memos from (1) dept. and (2) vendor attached.

*Department Director/Elected Official must sign the request prior to routing to the Purchasing Manager.*  

[Signature]  
2/14/2020  
Date

[Signature]  
2/18/20  
Date

**BELOW ONLY TO BE COMPLETED FOR BIDS AT LEAST $15,000 AND LESS THAN $50,000.** See instructions at the top of pg. 1.

[Signature]  
Date
### Monthly Preventive Maintenance Cost

<table>
<thead>
<tr>
<th>Vendor</th>
<th>Dispatch &amp; Alarm</th>
<th>Fixing Range</th>
<th>Pet Adoption Center</th>
<th>Police Department</th>
<th>Emergency Operations Center</th>
<th>Municipal Court/ Elections Authority</th>
<th>Workforce Development</th>
<th>Health Department</th>
<th>Juvenile Justice Center</th>
<th>Highway Department</th>
<th>Executive Office Building</th>
<th>Administrative Building</th>
<th>Courts Building</th>
<th>Justice Center</th>
<th>Monthly Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>CR Mechanical</td>
<td>310.00</td>
<td>210.00</td>
<td>420.00</td>
<td>840.00</td>
<td>240.00</td>
<td>420.00</td>
<td>210.00</td>
<td>1,680.00</td>
<td>1,680.00</td>
<td>6,770.00</td>
<td>195,180.00</td>
<td>1,680.00</td>
<td>1,680.00</td>
<td>4,594.00</td>
<td></td>
</tr>
<tr>
<td>Habberberger, Inc.</td>
<td>22,980.00</td>
<td>17,781.00</td>
<td>38,480.00</td>
<td>88,994.00</td>
<td>49,922.00</td>
<td>56,614.00</td>
<td>21,101.00</td>
<td>35,071.00</td>
<td>41,462.00</td>
<td>44,165.00</td>
<td>1,174.97</td>
<td>548.45</td>
<td>320.42</td>
<td>4,594.00</td>
<td></td>
</tr>
<tr>
<td>Icon Mechanical</td>
<td>406.74</td>
<td>302.18</td>
<td>544.50</td>
<td>1,104.84</td>
<td>485.13</td>
<td>517.13</td>
<td>270.38</td>
<td>550.28</td>
<td>560.00</td>
<td>1,174.97</td>
<td>548.45</td>
<td>320.42</td>
<td>4,594.00</td>
<td>4,594.00</td>
<td></td>
</tr>
<tr>
<td>Murphy Company</td>
<td>320.00</td>
<td>442.00</td>
<td>499.00</td>
<td>322.00</td>
<td>452.00</td>
<td>542.00</td>
<td>232.00</td>
<td>540.00</td>
<td>540.00</td>
<td>4,594.00</td>
<td>1,174.97</td>
<td>548.45</td>
<td>320.42</td>
<td>4,594.00</td>
<td></td>
</tr>
</tbody>
</table>

### Semi Annual Preventive Maintenance Cost

<table>
<thead>
<tr>
<th>Vendor</th>
<th>Dispatch &amp; Alarm</th>
<th>Fixing Range</th>
<th>Pet Adoption Center</th>
<th>Police Department</th>
<th>Emergency Operations Center</th>
<th>Municipal Court/ Elections Authority</th>
<th>Workforce Development</th>
<th>Health Department</th>
<th>Juvenile Justice Center</th>
<th>Highway Department</th>
<th>Executive Office Building</th>
<th>Administrative Building</th>
<th>Courts Building</th>
<th>Justice Center</th>
<th>Annual Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>CR Mechanical</td>
<td>51,988</td>
<td>48,836</td>
<td>100,864</td>
<td>234,000</td>
<td>56,836</td>
<td>48,836</td>
<td>234,000</td>
<td>56,836</td>
<td>56,836</td>
<td>234,000</td>
<td>56,836</td>
<td>234,000</td>
<td>56,836</td>
<td>234,000</td>
<td></td>
</tr>
<tr>
<td>Habberberger, Inc.</td>
<td>224,296</td>
<td>224,296</td>
<td>224,296</td>
<td>224,296</td>
<td>224,296</td>
<td>224,296</td>
<td>224,296</td>
<td>224,296</td>
<td>224,296</td>
<td>224,296</td>
<td>224,296</td>
<td>224,296</td>
<td>224,296</td>
<td>224,296</td>
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</tr>
<tr>
<td>Icon Mechanical</td>
<td>51,713</td>
<td>48,543</td>
<td>100,256</td>
<td>233,664</td>
<td>56,543</td>
<td>48,543</td>
<td>233,664</td>
<td>56,543</td>
<td>56,543</td>
<td>233,664</td>
<td>56,543</td>
<td>233,664</td>
<td>56,543</td>
<td>233,664</td>
<td></td>
</tr>
<tr>
<td>Murphy Company</td>
<td>18,001</td>
<td>48,000</td>
<td>100,000</td>
<td>233,000</td>
<td>56,000</td>
<td>48,000</td>
<td>233,000</td>
<td>56,000</td>
<td>56,000</td>
<td>233,000</td>
<td>56,000</td>
<td>233,000</td>
<td>56,000</td>
<td>233,000</td>
<td></td>
</tr>
</tbody>
</table>

### After Hours On-Call Service Charges - 24 Weeks

<table>
<thead>
<tr>
<th>Vendor On-Call</th>
<th>Sun</th>
<th>Mon</th>
<th>Tue</th>
<th>Wed</th>
<th>Thu</th>
<th>Fri</th>
<th>Sat</th>
<th>Weekly Total</th>
<th>Charge for On-call service that requires a site visit On Holiday</th>
<th>Minimum Hours Charged for on-call response site visit</th>
</tr>
</thead>
<tbody>
<tr>
<td>CR Mechanical</td>
<td>224.00</td>
<td>224.00</td>
<td>224.00</td>
<td>224.00</td>
<td>224.00</td>
<td>224.00</td>
<td>224.00</td>
<td>1,377.60</td>
<td>$198.00</td>
<td>3</td>
</tr>
<tr>
<td>Habberberger, Inc.</td>
<td>224.00</td>
<td>224.00</td>
<td>224.00</td>
<td>224.00</td>
<td>224.00</td>
<td>224.00</td>
<td>224.00</td>
<td>1,377.60</td>
<td>$198.00</td>
<td>3</td>
</tr>
<tr>
<td>Icon Mechanical</td>
<td>40.00</td>
<td>40.00</td>
<td>40.00</td>
<td>40.00</td>
<td>40.00</td>
<td>40.00</td>
<td>40.00</td>
<td>280.00</td>
<td>$144.00</td>
<td>4</td>
</tr>
<tr>
<td>Murphy Company</td>
<td>212.00</td>
<td>212.00</td>
<td>212.00</td>
<td>212.00</td>
<td>212.00</td>
<td>212.00</td>
<td>212.00</td>
<td>1,272.00</td>
<td>$144.00</td>
<td>3</td>
</tr>
</tbody>
</table>

### Pay Rates

<table>
<thead>
<tr>
<th>Journeyman Base Year Pay Rates Per Hour</th>
<th>Foreman Base Year Pay Rates Per Hour</th>
<th>Off-Site Support Labor Rates Per Hour</th>
<th>Fixed Material Markup Rate</th>
<th>2nd Year Rate Increase Relative to Base Year Rate</th>
<th>3rd Year Rate Increase Relative to Base Year Rate</th>
</tr>
</thead>
<tbody>
<tr>
<td>CR Mechanical</td>
<td>162.00</td>
<td>144.00</td>
<td>137.00</td>
<td>122.00</td>
<td>108.00</td>
</tr>
<tr>
<td>Habberberger, Inc.</td>
<td>119.00</td>
<td>134.00</td>
<td>129.00</td>
<td>124.00</td>
<td>119.00</td>
</tr>
<tr>
<td>Icon Mechanical</td>
<td>112.87</td>
<td>124.28</td>
<td>121.74</td>
<td>119.28</td>
<td>119.28</td>
</tr>
<tr>
<td>Murphy Company</td>
<td>119.00</td>
<td>134.00</td>
<td>129.00</td>
<td>124.00</td>
<td>124.00</td>
</tr>
</tbody>
</table>
# IFB 20-026 Bid Tabulation

**Service, Preventative Maintenance and On-Call Coverage of Heating, Ventilation, Air Conditioning and Refrigeration (HVACR) System:**

<table>
<thead>
<tr>
<th>Appendix B - General Contractor Qualifications</th>
<th>C&amp;H Mechanical</th>
<th>Haberberger, Inc.</th>
<th>Icon Mechanical</th>
<th>Murphy Company</th>
</tr>
</thead>
<tbody>
<tr>
<td>Capable of responding to the County's request for assistance 24 hours per day / 7 days per week. Contractor must provide an answering service or other arrangement that ensures that a representative of the County can speak directly to the Contractor's representative within 30 minutes of the initial telephone contact.</td>
<td>Y</td>
<td>Y</td>
<td>Y</td>
<td>Y</td>
</tr>
<tr>
<td>Possess the Hardware, Software, and Cabling as required to connect to the County's Building Management Systems consisting of Trane, BACnet, and other open source software as well as the communication boards on individual pieces of equipment utilizing Trane &quot;Rover&quot; software.</td>
<td>Y</td>
<td>Y</td>
<td>Y</td>
<td>Y</td>
</tr>
<tr>
<td>Ability to view &quot;Trane&quot; programming as required to identify and verify appropriate &quot;Sequence of Operation&quot; for the HVACR equipment controlled by the Building Management System.</td>
<td>Y</td>
<td>Y</td>
<td>Y</td>
<td>Y</td>
</tr>
<tr>
<td>Ability to contact &quot;Trane&quot; representatives directly as required to resolve problems and make Program changes to the Building Management System.</td>
<td>Y</td>
<td>Y</td>
<td>Y</td>
<td>Y</td>
</tr>
<tr>
<td>Boilers / Hot Water Systems</td>
<td>Y</td>
<td>Y</td>
<td>Y</td>
<td>Y</td>
</tr>
<tr>
<td>Centrifugal Chillers / Chilled Water Systems</td>
<td>Y</td>
<td>Y</td>
<td>Y</td>
<td>Y</td>
</tr>
<tr>
<td>Helical Rotary Chillers / Chilled Water Systems</td>
<td>Y</td>
<td>Y</td>
<td>Y</td>
<td>Y</td>
</tr>
<tr>
<td>Pneumatic HVAC Controls</td>
<td>Y</td>
<td>Y</td>
<td>Y</td>
<td>Y</td>
</tr>
<tr>
<td>Towers / Cooling Water Systems</td>
<td>Y</td>
<td>Y</td>
<td>Y</td>
<td>Y</td>
</tr>
<tr>
<td>Commercial Self-Contained Systems</td>
<td>Y</td>
<td>Y</td>
<td>Y</td>
<td>Y</td>
</tr>
<tr>
<td>Packaged Rooftop Units</td>
<td>Y</td>
<td>Y</td>
<td>Y</td>
<td>Y</td>
</tr>
<tr>
<td>Water Source Heat Pumps</td>
<td>Y</td>
<td>Y</td>
<td>Y</td>
<td>Y</td>
</tr>
<tr>
<td>Residential A/C and Furnace Systems</td>
<td>Y</td>
<td>Y</td>
<td>Y</td>
<td>Y</td>
</tr>
<tr>
<td>Liebert Precision A/C Systems (CRAC)</td>
<td>Y</td>
<td>Y</td>
<td>Y</td>
<td>Y</td>
</tr>
<tr>
<td>Commercial Kitchen Refrigeration Systems</td>
<td>Y</td>
<td>Y</td>
<td>Y</td>
<td>Y</td>
</tr>
</tbody>
</table>

**Addendum #1**

Do your minimum hours charged for on-site response include door-to-door time? | Y | Y | Y | Y |

Exceptions | N | N | N | N |
LEGAL NOTICE

INVITATION FOR FORMAL BID

IFB 20-026

For

Service, Preventative Maintenance and On-Call Coverage of Heating, Ventilation, Air Conditioning and Refrigeration (HVACR) Systems

For

ST. CHARLES COUNTY GOVERNMENT
ST. CHARLES, MISSOURI

St. Charles County is seeking bids for Service, Preventative Maintenance and On-Call Coverage of Heating, Ventilation, Air Conditioning and Refrigeration (HVACR) Systems. The vendor must guarantee the quotes prices for a period of one year. The County, with the consent of the vendor, shall have the option for two (2) one-year extensions under the same terms and conditions. The county reserves the right to terminate the contract for any violation, by the successful bidder, of any term or condition of the contract by giving thirty (30) days written notice stating the reasons therefore and giving the party time to remedy any deficiencies. All bid prices submitted must be guaranteed for ninety (90) days.
BID INSTRUCTIONS

One [1] signed original and one [1] signed copy of the bid must be received in a sealed envelope plainly marked “20-026 Service, Preventative Maintenance and On-Call Coverage of Heating, Ventilation, Air Conditioning and Refrigeration (HVACR) Systems” with the date and time of the bid opening in the lower left corner of the envelope.

An authorized representative of the company/person submitting the bid must sign the bid, in blue ink.

Bids must be submitted to the St. Charles County Finance Department, 201 North Second Street Room 541 St. Charles MO 63301 prior to the bid opening.

Bid opening will be on 2/5/2020 at 2:00 PM, in Room 534 of the St. Charles County Administration Building, 201 North Second Street, St. Charles, MO 63301.

St. Charles County reserves the right to accept and/or reject any and all bids.

Bid results may be obtained by going to our St Charles County Government website @ http://www.sccmo.org/Bids.aspx click on “show Closed/Awarded/Cancelled bids”, select bid and click on "related documents”. No phone calls please. The time it takes for final bid results to be made public depends on the complexity of the project and the cost of the project.

BID INQUIRIES

Any questions or clarifications concerning this Request for Bid must be submitted in writing via E-mail (preferred), mail or fax to:

Pam Luesse
St. Charles County Government
Finance Department
201 North Second St
St. Charles, Missouri 63301
Fax: (636)949-7589
pluesse@sccmo.org

For questions or inquiries concerning the specifications please contact:

Nathan Wade, Assistant Director
Facilities Management Department
St Charles County Government
300 North Second St, Room 101
St. Charles, Missouri 63301
Fax: (636)949-3014
nwade@sccmo.org

A multi-day mandatory pre-bid meeting will be held to cover the sites listed below. A valid bid will require a company representative to be present at each of the site visits scheduled. The first day of site visits will start at the Courts Building located at 300 North 2nd Street, St. Charles, MO 63301 on 1/22/2020 at 8:00 a.m. The second day of site visits will start at Pet Adoption Center located at 4850 Mid Rivers Mall Dr., St. Peters, MO 63376 on 1/23/2020 at 8 a.m. IF inclement weather is to affect the site visits dates and times, the rescheduled site visit will be communicated via an addendum.
• The bid number and title shall be referenced on all correspondence.
• All questions must be received no later than 3:00 PM on 1/30/2020. Any question received after this deadline may not be answered.

Responses to questions/clarifications will be placed on the County’s website http://www.sccmo.org/Bids.aspx. Check this website frequently for updates and any addendum that are issued.

Prohibited Communication

Contact with any representative, other than through the procedure outlined in the section titled "Bid Inquiries", concerning this request is prohibited PRIOR TO BID OPENING. Representative shall include, but not be limited to, all elected and appointed officials, and employees of St. Charles County and their Agents within St. Charles County. Any Offeror engaging in such prohibited communications prior to Bid Opening may be disqualified at the sole discretion of St. Charles County.
County Building Site Visit Schedule on 1/22/2020


Start:
8:00 a.m. (arrive early for bid sign in sheet and to sign guest book)
Courts Building lobby – 300 N. Second Street, St. Charles, MO 63301
Time on-site - 30 minutes
8:30
Justice Center - 301 N. Second Street, St. Charles, MO 63301
Time on-site - 45 minutes
9:15
Highway Department – 301 N. Third Street, St. Charles, MO 63301
Time on-site – 15 minutes
9:30
Executive Office Building – 100 N. Third Street, St. Charles, MO 63301
Time on-site 30 minutes
10:00
Administration Building – 201 N. Second Street, St. Charles, MO 63301
Time on-site 30 minutes
11:45
Health Department upper lot entrance – 1650 Boone’s Lick Road, St. Charles, MO 63301
Time on-site – 30 minutes
12:30 p.m.
Juvenile Justice Center – 1700 S. River Road, St. Charles, MO 63303
Time on-site – 30 minutes
Conclude 1:00
Q&A
County Building Site Visit Schedule on 1/23/2020

Service, Preventative Maintenance, AND On-Call Coverage of Heating, Ventilation, Air Conditioning, and Refrigeration (HVAC-R) System

Start:
8:00 a.m. (arrive early for bid sign in sheet and to sign guest book)

Pet Adoption Center – 4850 Mid Rivers Mall Dr. St Peters, MO 63376
Time on-site – 30 minutes

9:00

Firing Range – 1835 Hwy. 94 South Defiance, MO 63341
Time on-site 30 minutes

10:00

Dispatch & Alarm – 1605 Wentzville Pkwy. Wentzville, MO 63386
Time on-site 30 minutes

11:00

Workforce Development - 212 Turner Blvd, St Peters, MO 63376
Time on-site - 45 minutes

11:45

Election Authority/Municipal Courts – 397 / 399 Turner Blvd, St. Peters, MO 63376
Time on-site – 30 minutes

12:30 p.m. - 1:00 Lunch

1:15

Police Department – 101 Sheriff Dierker Ct., O'Fallon, MO 63366
Time on-site – 1 hour

2:15

Emergency Operations Center – 1400 T.R Hughes Blvd, O'Fallon, MO 63366
Time on-site – 45 minutes

Conclude 3:00

Q&A
TERMS AND CONDITIONS

➢ St. Charles County reserves the right to reject any and all bids or parts of a bid and waive technicalities, and to adjust quantities.

➢ All bids will be considered final. No additions, deletions, corrections, or adjustments will be accepted after the time of bid opening.

➢ All delivery costs or charges must be included in the F.O.B. destination bid price.

➢ City, County and State of Missouri Sales Tax and Federal Taxes are not applicable to sales made to St. Charles County and must be excluded.

➢ Awarded vendor is required to have all personnel working on site undergo a fingerprint background check. Only personnel who pass the background check will be permitted to work on the site.

➢ The contract shall be effective for the approximate twelve (12) month period from the date of the notice of award.

➢ The County reserves the right to terminate this contract at any time. The County shall provide 30-day written notice to terminate contract.

➢ The Contractor shall provide County written 30-day notice in the event they wish to terminate the contract with the County.

➢ The County, with the consent of the vendor, shall have the option to renew said contract for two (2) additional twelve (12) month periods at the same specifications and terms and conditions of any contract that may be derived from this request for proposal.

➢ The electronic version of this bid/RFP is available upon request. The document was entered into WORD for Microsoft Windows. The Purchasing Office does not guarantee the completeness and accuracy of any information provided on the electronic version. Therefore, respondents are cautioned that the hard copy of this bid/RFP on file in the Purchasing Office governs in the event of a discrepancy between the information contained in or on the electronic version and that which is on the hard copy.

➢ Vendors are required to clearly identify any deviations from the specifications in this document.

➢ An authorized officer of the company submitting the bid must sign all bids, in blue ink.

➢ Vendors must submit two [2] signed copies of their bid; one is to be an original and so marked.

➢ All prices and notations must be in blue ink or typewritten on the attached form. Mistakes must be crossed out, corrections typed adjacent and must be initialed in blue ink by the person signing the bid.
St. Charles County will not award any bid to an individual or business having any outstanding amounts due from a prior Contract or business relationship with the County or who owes any amount(s) for delinquent Federal, State or Local taxes, fees and licenses.

Sealed proposals received after the designated time of the receipt of the sealed proposals will be considered as “No Bid” and “Void” and will not be opened.

The successful bidder is specifically denied the right of using in any form or medium the names of St. Charles County or any other public agency within St. Charles County Government for public advertising unless express written permission is granted.

All bidders must possess the necessary and appropriate business and/or professional licenses in their field.

Award will be made to the low responsive, responsible bidder, or to the offeror whose proposal is most advantageous to the County, price and other factors considered including geographic location. When payments are to be made to the County, award will be made to the most advantageous offer.

County reserves the right to accept any item or group of items offered, unless the bidder qualifies his bid by specific limitations. The bid can be on an “all or none” basis if wording in the bid so states and if all items solicited are included in the bid.

The County shall maintain the option to add buildings with contract extension for Preventative Maintenance in the future at a competitive cost.

When applicable, provide unit prices and extension prices. Where there is disagreement in the unit and extension prices, the unit price shall govern.

MISSOURI PREVAILING HOURLY WAGE RATES

The proposal for this Contract shall be based upon the required payment by the Bidder for wages for each craft or type of workmen required to execute the Contract as determined by the Department of Labor and Industrial Relations of Missouri, pursuant to Sections 290.210 to 290.340, RSMo. For those projects with a total cost of more than $75,000.00, a schedule of such prevailing hourly rate of wages as determined by the Department of Labor and Industrial Relations of Missouri, pursuant to said statutory provisions and made a part of this Contract, Annual Wage Order #26, as of June 26, 2019.

Effective August 28, 2018, the provisions of sections 290.210 to 290.340 shall not apply to the construction of public works for which either the engineer’s estimate of the bid accepted by the City for the total project is in the amount of $75,000.00 or less. For any awarded bid in the amount of $75,000.00 or less that becomes subject to a contract amendment that increases the total project cost in excess of $75,000.00, the provisions of 290.210 to 290.340 shall apply only to that portion of the project that is in excess of $75,000.00.

INSURANCE:

The successful bidder must agree to provide and maintain during the life of the Contract the insurance(s) listed below, in the minimum amounts specified, with an insurance
company licensed to do business in the State of Missouri. All policies must name the County as an additional insured and provide for thirty (30) days written notice prior to any material changes or cancellation. Successful bidder will be awarded contract once a Certificate of Insurance is provided.

Workers Compensation: Statutory limits as required by the statutes of the State of Missouri and Employer’s Liability with limits no less than $500,000.

Comprehensive General Liability (including automobile): Limits of no less than $1,000,000/3,000,000/1,000,000 per occurrence or $3,000,000 CSL.

Professional Liability: A minimum of $1,000,000 per claim, $3,000,000 aggregate for the rendering or failure to render appropriate emergency health care services by licensed physicians, nurses, paramedics, emergency medical technicians and ambulance personnel. If written on a claims made basis, a mutually agreed upon extended reporting period will be negotiated.

> Reliance

Seller acknowledges that it is and that buyer relies upon seller as an expert, fully competent in all phases involved in producing, testing and developing, installing, modifying, altering, reconditioning, stocking, servicing and integrating the equipment and/or systems furnished hereunder, and in training of buyer personnel.

In this context, seller agrees that it will not deny any responsibility or obligation to buyer on the ground that any such phase was originated or accomplished by buyer. Seller shall be responsible for the equipment and/or systems furnished hereunder as though said phases as set forth above were originated and accomplished by it.

More specifically, and without limiting the above, buyer in originating, furnishing or approving any specification, drawing, plan, change, schedule or other document or part thereof, or any test report, or in accepting any systems, neither accepts responsibility for, nor relieves seller from the performance of all terms and conditions of the Request For Proposal, and any contract that may be awarded. Any such acts by buyer shall not modify, impair or abrogate any rights of buyer under this Request For Proposal and any subsequent contract.

Indicate acceptance of all Bid Instructions
Terms and Conditions
CERTIFICATE OF LIABILITY INSURANCE

PRODUCER
Huntleigh Mortgage
8235 Forsyth Boulevard
Suite 1200
Clayton, MO 63105

INSURED
Murphy Company Mechanical Contractors & Engineers
1233 North Price Road
St. Louis, MO 63132

CONTACT NAME
Carrie Tillott

PHONE
1-314-746-4700

FAX
214-746-4778

INSURER(S) AFFORDING COVERAGE

INSURER A: AMERICAN CONTRACTORS INS CO INC
12306

INSURER B: ACID INS CO
19984

COVERAGES

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

<table>
<thead>
<tr>
<th>INSURED</th>
<th>TYPE OF INSURANCE</th>
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<td>A</td>
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<td>WCA000003019</td>
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<tr>
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<td>WCA000007619</td>
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</tbody>
</table>

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

**Evidence of Automobile Liability Attached**

CERTIFICATE HOLDER
St. Charles County
201 North Second Street, Suite 412
St. Charles, MO 63301

CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

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# Certificate of Liability Insurance

**Acct#: 2706735**

**Certification Date: 05/26/2019**

**Issuer:** Lockton Affinity, LLC  
Address: P. O. Box 875610  
Kansas City, MO 64187-0610

**Insured:**  
MURPHY COMPANY  
Mechanical Contractors & Engineers  
1233 NORTH PRICE ROAD  
SAINT LOUIS, MO 63132

**Coverages**  
This certificate is issued as a matter of information only and confers no rights upon the certificate holder. This certificate does not affirmatively or negatively amend, extend or alter the coverage afforded by the policies below. This certificate of insurance does not constitute a contract between the issuing insurer(s), authorized representative or producer, and the certificate holder.

**Important:** If the certificate holder is an additional insured, the policy(ies) must have additional insured provisions or be endorsed. If Subrogation is waived, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

<table>
<thead>
<tr>
<th>INSURER</th>
<th>POLICY NUMBER</th>
<th>LIMITS</th>
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<tbody>
<tr>
<td>INSURER A</td>
<td>L114018-19</td>
<td>$1,000,000</td>
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<td>INSURER B</td>
<td></td>
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<tr>
<td>INSURER C</td>
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<tr>
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<td>INSURER E</td>
<td></td>
<td></td>
</tr>
<tr>
<td>INSURER F</td>
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<td></td>
</tr>
</tbody>
</table>

**Certificate Holder**  
Proof of Coverage  
1233 NORTH PRICE ROAD  
ST. LOUIS, MO 63132

**Cancelling**  
Should any of the above described policies be cancelled before the expiration date thereof, notice will be delivered in accordance with the policy provisions.

<table>
<thead>
<tr>
<th>Authorized Representative</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Pat D. O'Flannery</td>
<td></td>
</tr>
</tbody>
</table>
Employment of Unauthorized Aliens Prohibited (Missouri Revised Statutes Section 285.530)

As a condition for the award of any contract or grant in excess of five thousand dollars by St. Charles County to a business entity, the business entity shall, by sworn affidavit and provision of documentation**, affirm its enrollment and participation in a federal work authorization program (E-Verify) with respect to the employees working in connection with the contracted services. Every such business entity shall sign an affidavit affirming that it does not knowingly employ any person who is an unauthorized alien in connection with the contracted services. [RSMO 285.530 (2)]

An employer may enroll and participate in a federal work authorization program (E-Verify) and shall verify the employment eligibility of every employee in the employer’s hire whose employment commences after the employer enrolls in a federal work authorization program. The employer shall retain a copy of the dated verification report received from the federal government. Any business entity that participates in such program shall have an affirmative defense that such business entity has not violated subsection 1 of this section. [RSMO 285.530 (4)]

Any entity contracting with St. Charles County shall only be required to provide the referenced affidavit on an annual basis. A copy of the affidavit is included in this bid request. Vendors may choose to send the required documentation using one of the following options:

- Send the notarized affidavit and E-Verify MOU signature page to: St. Charles County, Attn: Purchasing Manager, 201 N Second Street, Room 541, St. Charles, MO 63301 prior to responding to any solicitations; OR
- Send the notarized affidavit and E-Verify MOU signature page along with a bid solicitation response.

These documents will be kept on file. The notarized affidavit and E-Verify MOU signature page will remain current for one year from the date of the notarized affidavit.

** PLEASE NOTE:
Acceptable enrollment and participation documentation consists of a valid copy of the signature page of the E-Verify Memorandum of Understanding, completed and signed by the Contractor, and the Department of Homeland Security - Verification Division

The online address to enroll in the E-verify program is:

**Open Records**

Any and all information contained in or submitted with the bid becomes a public record subject to the Missouri Sunshine Law when the bids are opened. If the bidder believes that any information contained in or submitted with the bid is protected from disclosure by the Missouri Sunshine Law, the bidder must clearly identify what information the bidder believes is so protected and must also clearly identify the legal basis therefor.

**Veteran Friendly Employment Policy**

"Indicate whether you have developed a veteran friendly employment policy and, if so, attach a copy of such policy to your response as a point of information."

___ "YES" our company has a veteran friendly employment policy.

___ "NO" our company does not have a veteran friendly employment policy.

Please include a copy of your veteran friendly employment policy with your submission.
AFFIDAVIT OF WORK AUTHORIZATION:

The contractor who meets the section 285.525, RSMo definition of a business entity must complete and return the following Affidavit of Work Authorization.

Comes now ________________________ as ____________________

(Name / Business Entity Authorized Representative)

(Position / Title)

first being duly sworn on my oath, affirm Murphy Company

(Business Entity Name)

is enrolled and will continue to participate in the E-Verify federal work authorization program with respect to employees hired after enrollment in the program who are proposed to work in connection with the services related to contract(s) with the State of Missouri for the duration of the contract(s), if awarded in accordance with subsection 2 of section 285.530, RSMo. I also affirm that Murphy Company

(Business Entity Name)

does not and will not knowingly employ a person who is an unauthorized alien in connection with the contracted services provided under the contract(s) for the duration of the contract(s), if awarded.

In Affirmation thereof, the facts stated above are true and correct. (The undersigned understands that false statements made in this filing are subject to the penalties provided under section 575.040, RSMo.)

Kathryn E. Johnson

Authorized Representative’s Signature

Kathryn E. Johnson

Printed Name

Director of Human Resources __ May 14, 2019 __

Title Date

KJohnson@murphyret.com

E-Mail Address

Subscribed and sworn to before me this ______________________ of __________, 2019. I am

commissioned as a notary public within the County of __________ State of

Missouri __________, and my commission expires on __________. 2021

Tracy Dionne D’Almeida-Rice

Signature of Notary Date

TRACY DIONNE D’ALMEIDA-RICE
Notary Public - Notary Seal
STATE OF MISSOURI
St. Louis County
My Commission Expires: April 30, 2021
Commission # 17636479

REVISED 3/2/12
Welcome
Kathy Johnson

Company Information

Company Name
Murphy Company

Company ID Number
32434

Doing Business As (DBA) Name
--

DUNS Number
--

Physical Location
Address 1
1233 North Price Road

Address 2
--

City
St Louis

State
MO

Zip Code
63132

County
SAINT LOUIS

Mailing Address
Address 1
--

Address 2
--

City
--

State
--

Zip Code
--
Additional Information

Employer Identification Number
430705361

Total Number of Employees
500 to 999

Parent Organization

Administrator

Organization Designation

Employer Category

View / Edit

NAICS Code
23899 - ALL OTHER SPECIALTY TRADE CONTRACTORS

View / Edit

Total Hiring Sites
2

View / Edit

Total Points of Contact
1

View / Edit

View Original MOU Template

View MOU
<table>
<thead>
<tr>
<th>Employer</th>
<th>Murphy Company</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name (Please Type or Print)</td>
<td>Title</td>
</tr>
<tr>
<td>Signature</td>
<td>Date</td>
</tr>
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<td>Electronically Signed</td>
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<tr>
<td>Department of Homeland Security – Verification Division</td>
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<tr>
<td>Name (Please Type or Print)</td>
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<td>USCIS Verification Division</td>
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<tr>
<td>Signature</td>
<td>Date</td>
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<tr>
<td>Electronically Signed</td>
<td>08/10/2006</td>
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Information Required for the E-Verify Program

Information relating to your Company:

<table>
<thead>
<tr>
<th>Company Name</th>
<th>Murphy Company</th>
</tr>
</thead>
</table>
| Company Facility Address | 1233 North Price Road  
                      | St Louis, MO 63132     |
| Company Alternate Address |                   |
| County or Parish   | SAINT LOUIS      |
| Employer Identification Number | 430705361        |
| North American Industry Classification Systems Code | 23898 |
| Parent Company     |                 |
| Number of Employees | 500 to 999      |
| Number of Sites Verified for | 2               |
St. Charles County Government is seeking bids for the service, repair, preventative maintenance of various types of HVACR systems for the Facilities Management Department of St. Charles County Government. The County is also including in this bid a cost for an alternating weekly after hours coverage of on-call service. The Vendor must itemize cost per building such that the County can award buildings based on budget and service labor rates and a material mark-up rates such that service and repair of the various HVACR systems can be performed on a time and material cost basis when authorized by the County.

General Conditions:

- The Contractor must comply with all Federal and State Employment / Labor regulations including those from the U.S. “Occupational Safety and Health Administration”.
- The Contractor must provide all applicable Insurance Certificates to the County upon the award of the bid.
- The Contractor must specifically claim and include any exclusions or deviations from the bid specifications with the proposal submitted.
- The Contractor must have all employees that would be assigned to this account undergo a fingerprint background check. This will be performed at 101 Sheriff Bierker Court, O'Fallon, MO 63366. Only personnel who have passed the background check will be permitted to have access to the County sites.
- The Contractor must complete the Qualification Forms in their entirety as provided in Appendix A and Appendix B of this document. The Qualification Forms will be utilized by the County to verify that the Contractor is capable of servicing and repairing the various HVACR systems at the County facilities.
- The County requires a PM Checklist to be completed for each PM. Appendix C is a list of PM sheets for use, contractor may use their own sheet as long as they meet the minimum criteria on the attached sheets on Appendix C.
- The County reserves the right of cancellation of the monthly PM’s and will give contractor notice of 30 business days of what building, or buildings, the PM agreement will be canceled.
- The County reserves the right to select what buildings the preventative maintenance will be contracted out. The addition and removal of buildings will be at the County’s discretion and 30-day written notice of a building being added or removed will be provided.
- The Contractor must directly employ all personnel that are utilized by the Contractor to service and repair the County HVACR systems. With advance notice and under special circumstances, the Contractor will be allowed to apply for a variance to this self-performance requirement.
- The County reserves the right to utilize various Contractors to service and repair HVACR systems as required to serve the best interest of the County. For example, a Contractor must be factory certified to service a HVACR system that is currently under factory warranty such that said factory warranty remains in effect.
- The County reserves the right to request inclusive bids for a specific major service, a specific major repair, or a specific replacement project at any time during the term of this agreement as required to serve the best interest of the County. The Contractor will be invited to bid under these circumstances and the Contractor must submit a written bid in response to the invitation to bid.
- The Contractor shall be capable of servicing building management control systems. These systems may be Trane, as well as open source and BACnet systems.

20-026 Service, Preventative Maintenance, and On-Call Coverage of Heating, Ventilation, Air Conditioning and Refrigeration (HVACR) Systems

Proposal Response from (please complete)

Murphy Company

Name of Company or individual
Contractor shall be certified to work with and safely handle all major commercial refrigerants.

The Contractor shall provide all necessary tools, supplies, and equipment to complete any preventive maintenance or repair work.

The Contractor must have Trane "Tracer Summit" or Trane "Rover" software and be able to connect to building units for Service, Preventative Maintenance, and On-Call coverage. Contractor shall provide own computer to access units.

The Contractor must be capable of receiving work requests via electronic means, including but not limited to: telephone, email, or work orders generated by a Computerized Maintenance Management System (CMMS).

The Contractor shall be capable of recording preventive maintenance and service work checklists and repair information in an electronic format.

Service and Repair Conditions:

The County shall provide an initial authorization for the Contractor to mobilize and arrive onsite at the County's specified facility.

After troubleshooting a request for service or repair, the Contractor must provide the County with a diagnosis of the problem. The Contractor must then specifically request an authorization to complete the repair before the Contractor can proceed with the repair of the HVAC system. The Contractor's request for an authorization to proceed must include an estimate of the labor and materials required to complete the repair. If the initial estimate is verbally provided by the Contractor, the Contractor must provide a written estimate within a reasonable amount of time.

The Contractor shall perform all service work that must comply with all provisions of the Prevailing Wage Law as stated in the terms and conditions of this document.

A representative of the Facilities Management Department of the County will then either authorize the Contractor to perform the applicable work or instruct the Contractor to restore the HVAC system to the condition found upon the Contractor's arrival and terminate the service call.

The Contractor shall not claim any exclusive rights to service and repair the County's HVAC systems under the terms of this agreement.

The Contractor shall be capable of servicing equipment and peripherals that includes air- and water-cooled chillers, rooftop package units, split package units, gas and electric unit heaters, condensing boilers that both provide domestic hot water and hot water heating, air handling units, VRF/VRV systems, commercial self-contained units, cooling towers, circulating pumps, pneumatic controls as well as equipment and building management controls.

The Contractor shall notify the HVAC Supervisor or Facilities Management Department 2 days prior to anticipated time of arrival at the applicable County facility.

The County will provide an employee for the Contractor's personnel to meet once on site. The County has facilities in which an escort is required the entire time Contractor is on site. The County reserves the right to waive the escort requirement as needed. If the escort requirement is being waived, the County will specifically notify the Contractor that the service call can be performed without the County escort present.

The County reserves the right to assign County personnel to assist the Contractor for service repairs whenever it serves the best interest of the County.

The County reserves the right to provide parts, either from stock or direct purchase, to the Contractor when such an activity will serve the best interest of the County.

The County reserves the right to repair any HVACR system at a later date when such an activity will serve the best interest of the County.

The Contractor shall label all motors and compressors with a date of install when replacing failed equipment.
Monthly Preventative Maintenance (PM) Specific Conditions:

- The Contractor shall provide a cost for HVAC-R PM's that occur on a monthly basis for each building listed on bid sheet. The monthly PM's shall not be any sooner than 20 days after that last monthly PM date. There is no guarantee on the length of time in which PM's will be awarded to contractor.
- The Contractor shall also provide a cost adder for each building to perform two (2) semi-annual PM checks in addition to monthly PM's, one spring PM in March which unit coils are deep cleaned, and unit refrigerant loop is checked for proper temperatures and operation. Non-invasive measures are preferred for this but connecting a gauge manifold to the system may be required if further readings are needed. The second semi-annual PM shall be in October and include a combustion analysis, gas pressure readings, and flame sensor microamp reading. A visual inspection of the heat exchanger shall also be performed, and any potential issues shall be communicated to the HVAC supervisor. The PM shall be documented on County provided forms, unless contractor PM forms are approved by HVAC Supervisor.
- The Contractor shall supply all filters and belts and other parts and materials to complete the monthly and semi-annual PM's. This includes coil cleaner, grease, oil etc.
- The Contractor shall document and notify HVAC supervisor of any failures of motors or compressors.
- The Contractor shall notify the HVAC supervisor when a unit is discovered to have a refrigerant leak or low refrigerant change. HVAC Supervisor will advise on how to proceed.
- The Contractor will be given access to the building in which the County has contracted the PM work. The County will provide one (1) roof key for access ladders and hatches. This key must be surrendered to the County once contract expires.
- The Contractor must split multi-row coils in order to properly clean 2 and 3 row coils.
- The Preventative Maintenance series below may not always apply depending on time of year such as checking voltage on compressors when it is excessively cold outside, unless it is a heat pump.
- The Contractor shall not use any coil cleaner chemical on the microchannel coils. Pressurized water is the only method approved for cleaning microchannel coils.

Spring Semi-Annual Preventative Maintenance (PM):

- PM to be performed in early March
- Replace filters, filters to be replaced twice a year in spring and fall. Contractor shall write date in which filters were replaced on the filters.
- Replace belts and inspect pulleys, check pulley alignment, check belt tension, adjust as needed.
- Clean condenser coil, split coils to clean double and triple row coils.
- Clean evaporator coil using non-acidic environmentally friendly product.
- Remove and clean energy recovery wheel-if needed/applicable.
- Clean condensate drain pan of all debris, vacuum if needed and verify lines are clear of any obstructions. Install drain treatment product.
- Check unit refrigerant charge, document temperatures/pressure readings and sub cooling/super heat.
- Verify operation of compressor crankcase heaters.
- Inspect coils and refrigerant lines for leaks, document any leaks and notify HVAC supervisor.
- Take voltage and amperage readings of all compressors, condenser fans, supply and return fans - document readings.
- Check and tighten all electrical connections including disconnects, perform visual inspection of contactors and breakers.
- Verify all fans spin freely and are rotating in proper direction, note unusual noises.
- Inspect refrigerant sight glass, document any moisture or bubbles.
- Inspect bearings for play.
Check blower operation, check for vibrations or blower wheel damage
Clean fresh air metal screen filters where applicable
Lubricate motors, bearings, and other moving parts and linkages
Check unit for adequate air flow
Verify sequence of operations of unit with cooling stages
Verify thermostat and other control operations
Perform overall unit visual inspection and listen for abnormal noises
Provide system operation report and recommend repairs and replacement as needed.
Check and calibrate fresh air intake dampers, verify economizer is properly operating

Fall Semi-Annual Preventative Maintenance (PM):

PM to be performed in early October
Replace filters, filters to be replaced twice a year in spring and fall. Contractor shall write date in which filters were replaced on the filters.
Inspect belts and pulleys, check belt tension
Remove and clean energy recovery wheel if applicable
Clean condensate drain pan of all debris, vacuum if needed and verify lines are clear of any obstructions.
Inspect and clean condenser/evaporator coils on heat pumps
Take voltage and amperage readings of all heating elements (if applicable), draft induction motor, supply and return fans - document readings
Check and tighten all electrical connections, perform visual inspection of contactors and breakers
Inspect burner ignition and burner assembly, take micro amp reading of electronic flame sensors – document on PM sheet, clean if needed.
Inspect flame pattern of unit and observe for flame floating or flame roll out
Check CO levels in Supply and Return duct
Perform combustion analysis of unit heat exchanger flue gases - document CO PPM levels
Perform visual heat exchanger inspection
Inspect combustion air intake
Verify heat exchanger limit switch and flame roll out safety operation
Inspect heat exchanger flue
Check gas valve and pressure before and after gas valve and verify with manufacturer specs and adjust if needed – document readings and changes
Inspect bearings for play
Inspect blower operation, check for vibrations or blower wheel damage
Lubricate motors, bearings, and other moving parts and linkages
Check unit for adequate air flow
Verify sequence of operations of unit with heating stages
Perform overall unit visual inspection and listen for abnormal noises
Provide system operation report with recommended repairs and replacement as needed.

Monthly Preventative Maintenance (PM):

Inspect filters, filters to be replaced in spring and fall
Inspect belts and pulleys, belts to be replaced yearly in spring
Clean condensate drain pan and clear lines, install drain treatment product
Check operation of compressor crankcase heaters (cooling months)
Inspect coils and refrigerant lines for leaks, document any leaks and notify HVAC supervisor
Take voltage and amperage readings of all compressors and condenser fans(cooling months), heating elements (heating months) supply and return fans - document readings
Clean condenser coils as needed
Check and tighten all electrical connections, perform visual inspection of contactors and breakers
Verify all fans are rotating in proper direction
Inspect refrigerant sight glass, document any moisture or bubbles
Perform visual heat exchanger inspection
Inspect combustion air intake
Verify heat exchanger limit switch and flame roll out safety operation
Inspect heat exchanger flue
Inspect bearings for play
Check blower operation, check for vibrations or blower wheel damage
Lubricate motors, bearings, and other moving parts and linkages
Check unit for adequate air flow
Verify sequence of operations of unit with cooling stages
Verify thermostat and other control operations
Perform overall unit visual inspection and listen for abnormal noises
Provide system operation report and recommend repairs and replacement as needed.
Verify economized damper is operating properly

After Hours On-Call Service
➢ The bidder must allocate individuals for on-call coverage that have cleared a background check performed by the County. The bidder will be responsible for providing enough staff during scheduled on-call weeks in case the primary technician for the bidder is unable to fulfill the obligation for various reasons.
➢ The bidder will be given access to the building management systems.
➢ On-call service will be provided every other week. The on-call service will be provided from 4:00pm until 7:30 am Monday through Friday and 4:00pm until 7:30am Friday to Monday.
➢ The County will provide an on-call phone that the contractor shall be responsible for picking up this phone by 4:00 when the 7 days on-call rotation starts and returning it the morning of the 7 days on-call period ends.

County Building Locations:

<table>
<thead>
<tr>
<th>Facility</th>
<th>Address</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dispatch &amp; Alarm</td>
<td>1605 Wentzville Pkwy, Wentzville, MO 63385</td>
</tr>
<tr>
<td>Firing Range</td>
<td>1835 Hwy 94 South, Defiance, MO 63341</td>
</tr>
<tr>
<td>Pet Adoption Center</td>
<td>4850 Mid Rivers Mall Dr. St. Peters, MO 63376</td>
</tr>
<tr>
<td>Police Department*</td>
<td>101 Sheriff Dierker Ct, O'Fallon, MO 63366</td>
</tr>
<tr>
<td>Emergency Operations Center**</td>
<td>1400 T.R Hughes Blvd, O'Fallon, MO 63366</td>
</tr>
<tr>
<td>Municipal Court</td>
<td>399 Turner Blvd, St. Peters, MO 63376</td>
</tr>
<tr>
<td>Elections Authority</td>
<td>397 Turner Blvd, St. Peters, MO 63376</td>
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<td>Workforce Development</td>
<td>212 Turner Blvd, St. Peters, MO 63376</td>
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<tr>
<td>Health Department</td>
<td>1650 Boone's Lick Road, St. Charles, MO 63301</td>
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<tr>
<td>Facility</td>
<td>Address</td>
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<tr>
<td>------------------------------</td>
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<tr>
<td>Juvenile Justice Center**</td>
<td>1700 S. River Road, St. Charles, MO 63303</td>
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<tr>
<td>Highway Department</td>
<td>301 N. Third Street, St. Charles, MO 63301</td>
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<td>Executive Office Building</td>
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<td>Administration Building**</td>
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<td>Courts Building</td>
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<td>Justice Center*</td>
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<tr>
<td>Recycle Works</td>
<td>60 Trade Center, St. Charles, MO 63304</td>
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<tr>
<td>Recycle Works West</td>
<td>2110 E. Pitman Ave. Wentzville, MO 63385</td>
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</table>

* Units must have minimal downtown during normal business hours of 8-5 M-F, early or late PM may be required for this location as the space temperature heats up quickly when units are shut off.
**Personnel will need to be escorted in secure areas of the building.

Additional County Buildings for Service as needed

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<thead>
<tr>
<th>Facility</th>
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<tbody>
<tr>
<td>Family Arena</td>
<td>2002 Arena Parkway, St Charles, MO 63303</td>
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<td>County Airport</td>
<td>6390 Grafton Ferry Road, Portage Des Sioux, MO 63373</td>
</tr>
<tr>
<td>Highway Shed- West</td>
<td>121 Freymuth, Wentzville, MO 63385</td>
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<tr>
<td>Highway Sign Shed</td>
<td>3890 Greens Bottom Road, St Charles, MO 63304</td>
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<tr>
<td>Highway Inspector Shed</td>
<td>1210 Lindenwood Ave. St Charles, MO 63301</td>
</tr>
<tr>
<td>Highway Shed- East</td>
<td>2550 Bethman Rd. St Charles, MO 63301</td>
</tr>
<tr>
<td>Highway-Central Shed</td>
<td>2840 St Peters Howell Rd. St Peters, MO 63376</td>
</tr>
<tr>
<td>Highway- New Melle Shed</td>
<td>4651 Holt Road, Wentzville, MO 63385</td>
</tr>
</tbody>
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Building Equipment -

A concerted effort has been made to include a list of HVAC equipment located in each building; however, this list is not comprehensive. Any equipment that is not included will be maintained by the County. This equipment may, at a future time, be included in the winning bidder’s service work following a mutual agreement on additional servicing cost per piece of equipment.

---

Proposal Response from (please complete)

Murphy Company

Name of Company or Individual
<table>
<thead>
<tr>
<th>Type</th>
<th>Brand</th>
<th>Model Number</th>
<th>Serial Number</th>
<th>Size</th>
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<tbody>
<tr>
<td>Furnace***</td>
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<td>Carrier</td>
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<td>Carrier</td>
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<td>Condenser***</td>
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<td>Coleman</td>
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<td>039E16594</td>
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*** Units are slated for replacement. Exact brand may vary with replacements

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<tr>
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<td>MAKA-060JAZ</td>
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<td>Air Handler</td>
<td>Trane</td>
<td>TWE030C140B0</td>
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<td>Electric Heat</td>
<td>Trane</td>
<td>BAY96X1419B</td>
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<tr>
<td>Condenser</td>
<td>Trane</td>
<td>TTR030C100A</td>
<td>R164LKA3F</td>
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</table>

<table>
<thead>
<tr>
<th>Type</th>
<th>Brand</th>
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<th>Size</th>
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<tbody>
<tr>
<td>RTU-1</td>
<td>Trane</td>
<td>YSC120F3EHA1W00000000000000000000</td>
<td>172312879</td>
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<tr>
<td>RTU-2***</td>
<td>Carrier</td>
<td>48TEJ007-521FF</td>
<td>2099G21369</td>
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<td>RTU-3</td>
<td>Carrier</td>
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<td>RTU-4***</td>
<td>Carrier</td>
<td>48GSQ04060301</td>
<td>1899G11068</td>
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<tr>
<td>RTU-5</td>
<td>Trane</td>
<td>YFD150D3L0BA</td>
<td>41500773D</td>
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<tr>
<td>RTU-6</td>
<td>Trane</td>
<td>YFD150D3L0BA</td>
<td>415100802D</td>
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<tr>
<td>Mini Split</td>
<td>Carrier</td>
<td>38MBQB36-301</td>
<td>2215V43860</td>
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<tr>
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<td>Semco</td>
<td>FV2000T-4RT2AB</td>
<td>34768/MO19927-01</td>
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<tr>
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<tr>
<td>Make Up Air Unit 1</td>
<td>Trane</td>
<td>OGD144C3-D1A1A0CC-A1G00AG6BC1C403BC4AO</td>
<td>OA279210-2-1</td>
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<td>Heat Recovery Wheel</td>
<td>Semco</td>
<td>FV-2000</td>
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Proposal Response from (please complete)

Murphy Company

Name of Company or Individual
<table>
<thead>
<tr>
<th>Type</th>
<th>Brand</th>
<th>Model Number</th>
<th>Serial Number</th>
<th>Size</th>
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<tbody>
<tr>
<td>Heat Pump</td>
<td>Carrier</td>
<td>38YCC060-521</td>
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<td>OA Heater</td>
<td>Reznor</td>
<td>HRG100-8-5MV</td>
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<td>Reznor</td>
<td>UDAP150</td>
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<td>Exhaust Fan</td>
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<td>7VD48S1-7D7206EP</td>
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**Units are slated for replacement. Exact brand may vary with replacements**

### Police Department

<table>
<thead>
<tr>
<th>Type</th>
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<th>Serial Number</th>
<th>Size</th>
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</thead>
<tbody>
<tr>
<td>RTU-1</td>
<td>Trane</td>
<td>SFHFC204L637C2BD6001ABW00G00</td>
<td>000RT078600</td>
<td>20 Ton</td>
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<tr>
<td>RTU-2</td>
<td>Trane</td>
<td>SFHFC754677C8AD6001ABW00G000</td>
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<td>75 Ton</td>
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<tr>
<td>RTU-3</td>
<td>YSC060A4RAH1J01B1A1B2A6C1</td>
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<tr>
<td>RTU-4</td>
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<td>RTU-8</td>
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<tr>
<td>Heat Recovery</td>
<td>Daiken</td>
<td>REYQ144TATJU</td>
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<tr>
<td>Wheel RTU 4</td>
<td>Thybar</td>
<td>PRW-2250-CD</td>
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<td>Thybar</td>
<td>PRW-100C-AB</td>
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<td>Wheel RTU 5</td>
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### Exhaust Fan
- CNW160
- CNW160
- PNU185RF
- PNU185RF
- Twin City BCRD
- Twin City BCRD
- Trane GAND025AEF10007
- Trane GAND025AEF10007
- Trane GAND025AEF10007
- Gas Radiant Detroit Radiant Re-Verber-Ray DX3L
- Gas Radiant Detroit Radiant Re-Verber-Ray DX3L
- Gas Radiant Detroit Radiant Re-Verber-Ray DX3L
- Gas Radiant Detroit Radiant Re-Verber-Ray DX3L

### Emergency Operations Center
- **Air Cooled Chiller**
  - Trane CGAM130F2Q02AXJ2A1A1 130 ton
  - Trane CGAM130F2Q02AXJ2A1A1 130 ton
- **Air Handler**
  - Trane CAAA040UAL00
  - Trane CAAA040UAL00
- **Energy Recovery Ventilator**
  - Greenheck ERV-45-15L
- **Row-based Cooling**
  - Liebert CR040 136,485 Btu’s
  - Liebert CR040 136,485 Btu’s
  - Liebert CR040 136,485 Btu’s
  - Liebert CR040 136,485 Btu’s
  - Liebert CR040 136,485 Btu’s
  - Liebert CR040 136,485 Btu’s
  - Liebert CR040 136,485 Btu’s
  - Liebert CR040 136,485 Btu’s
  - Liebert CR032 109,188 Btu’s
  - Liebert CR032 109,188 Btu’s
  - Liebert CR032 109,188 Btu’s
  - Liebert CR032 109,188 Btu’s

### Municipal Court/Election Authority

<table>
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<th>Size</th>
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<tbody>
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<td>RTU</td>
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<td>48TJD024-600AB</td>
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<td>48TJD024-610QA</td>
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<td>Unit Heater</td>
<td>Sterling</td>
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<td>QVF-100</td>
<td>Q9513057</td>
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<tr>
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### Workforce Development

<table>
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<tbody>
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<td>York</td>
<td>HIDA018S06A</td>
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20-026 Service, Preventative Maintenance, and On-Call Coverage of Heating, Ventilation, Air Conditioning and Refrigeration (HVACR) Systems

Page 19 of 47

Proposal Response from (please complete)

Murphy Company

Name of Company or Individual
### Community Health Building

<table>
<thead>
<tr>
<th>Type</th>
<th>Brand</th>
<th>Model Number</th>
<th>Serial Number</th>
<th>Size</th>
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<tbody>
<tr>
<td>RTU***</td>
<td>Trane</td>
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20-028 Service, Preventative Maintenance, and On-Call Coverage of Heating, Ventilation, Air Conditioning and Refrigeration (HVACR) Systems

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Proposal Response from (please complete)

Murphy Company

Name of Company or Individual
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## County Executive Office Building

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20-026 Service, Preventative Maintenance, and On-Call Coverage of Heating, Ventilation, Air Conditioning and Refrigeration (HVACR) Systems

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Proposal Response from (please complete)

Murphy Company

Name of Company or Individual
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*** Units are slated for replacement. Exact brand may vary with replacements

### Courts Building

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<tr>
<th>Type</th>
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20-026 Service, Preventative Maintenance, and On-Call Coverage of Heating, Ventilation, Air Conditioning and Refrigeration (HVACR) Systems  
Page 23 of 47  
Proposal Response from (please complete)  
Murphy Company  
Name of Company or individual
| Circulating Pump | Model Number | | |
| Air Handler | Thermal Zone | TZHLL-6024DA | W321747453 | 2 TON |
| Air Handler | Lennox | CBX26UH-024-230-1 | 6010E0629 | 2 TON |
| Air Handler | Liebert | MMD18ENPH01 | Y18FBIA259 |
| Condenser | Thermal Zone | TZAL-360-DC | W291701460 | 2 TON |
| Condenser | Lennox | 13ACX-024-230-13 | 1910D16570 |
| Condenser | Liebert | PFH020A-PLN | Y18FG1A074 |

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<td>SN 0113964</td>
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<td>Quietside</td>
<td>QSCC-183</td>
<td>QSCC1830515</td>
<td>120032</td>
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<td>Ductless Split</td>
<td>Sanyo</td>
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</table>

20-026 Service, Preventative Maintenance, and On-Call Coverage of Heating, Ventilation, Air Conditioning and Refrigeration (HVACR) Systems

Page 24 of 47

Proposal Response from (please complete)

Murphy Company

Name of Company or Individual
<table>
<thead>
<tr>
<th>Wall AC unit</th>
<th>Amana</th>
<th>PTC153G35C</th>
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<td>Bohn</td>
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<td>Walk-in Freezer</td>
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***Units are slated for replacement. Exact brand may vary with replacements***

**Quoting Service and Repair Costs:**

- The Contractor must warrant all specific service and repairs to the HVACR systems performed by the Contractor for a minimum period of 3 months. The Contractor's workmanship and material warranty must be provided in addition to any applicable manufacturers' warranties.
- The Contractor shall provide an approximate time window of arrival for all service requests. When applicable, the Contractor's Technician will notify the HVAC Supervisor or Facilities Management Department within one half hour of the anticipated time of arrival at the applicable County facility.
- The Contractor must quote hourly rates for standard, overtime, and holiday pay for both a Journeyman and a Foreman. The quoted labor rates shall include all charges for overhead expenses such as but not limited to employment taxes, insurance, hand tools, portable power tools, and light duty trucks.
- The Contractor shall also quote pay rates for any positions that the Contractor utilizes in addition to the aforementioned Journeyman and Foreman.
- The Contractor must specifically claim any operational labor standards that will impact the cost to the County for HVAC service and repair. For example, a Contractor may implement a safety program that requires a minimum of two employees are dispatched for a specific type of service call.
- The Contractor must specifically include any minimum quantity of time that the County will be charged when a request for service or repair is terminated in the event that the County fails to provide an authorization for the Contractor to proceed with the applicable service or repair.
- The Contractor must not charge the County any flat rate service call fee or any form of fuel surcharge in addition to the labor rates charged. The Contractor must include these costs in the hourly pay rates quoted.
- The Contractor shall quote a percentage increase for labor rates to be charged in the 2nd Year relative to the labor rates quoted by the Contractor for the base year.
- The Contractor shall quote a percentage increase for labor rates to be charged in the 3rd Year relative to the labor rates quoted by the Contractor for the base year.
- The Contractor must specifically quote the labor rate that the Contractor will charge the County for off-site technical support during standard business hours. A County Technician may request telephone support from the Contractor's personnel during standard business hours when the County Technician is troubleshooting the County's HVAC equipment. The quoted labor rate will be charged when the Contractor's Technician is in communication with the County's Technician for technical support. The minimum technical support charge shall be for one hour of technical support.
- The Contractor must specifically quote the percentage mark-up rate that the Contractor will charge the County for all materials it purchases during the service and repair of a HVACR system. The Contractor shall charge the County for the Contractor's cost plus the quoted percentage mark-up for all materials utilized during the service and repair of the HVACR system.
The Contractor must maintain its purchase records for a minimum of two years such that the records are available for audit upon the written request of the County.

Quoting Preventative Maintenance Costs:

- The Contractor must quote individual cost for each building listed on the bid form. This should also include the cost adder for a spring and fall PM. The quoted labor rates shall include all charges for overhead expenses such as but not limited to belts, filters, coil cleaner, employment taxes, insurance, hand tools, portable power tools, and light duty trucks.
- The Contractor shall also quote pay rates for any positions that the Contractor utilizes in addition to the aforementioned Journeyman and Foreman.
- The Contractor must specifically claim any operational labor standards that will impact the cost to the County for Preventative Maintenance of Heating, Ventilation, Air Conditioning, and Refrigeration. For example, a Contractor may implement a safety program that requires a minimum of two employees are dispatched for a specific type of service call.
- The Contractor must not charge the County any flat rate service call fee or any form of fuel surcharge in addition to the labor rates charged. The Contractor must include these costs in the hourly pay rates quoted.
- The Contractor shall quote a percentage increase for labor rates to be charged in the 2nd Year relative to the labor rates quoted by the Contractor for the base year.
- The Contractor shall quote a percentage increase for labor rates to be charged in the 3rd Year relative to the labor rates quoted by the Contractor for the base year.
- The Contractor shall provide a lump sum cost per building, and cost adder to add a spring and fall PM. The County elects the option to select which buildings and whether monthly and semi-annual PM's will be awarded based on costs and budgets.

Quoting On-Call Service:

- The Contractor shall provide a cost by day of after hours on call availability – with a weekly total for the coverage. This coverage shall be from 4:00pm until 7:30am Monday through Friday and from 4:00pm Friday until 7:30am Monday.
- The Contractor shall provide a cost for on call coverage for 7 days. The 7 days of coverage may not always begin on Monday. The Contractor and the County shall agree upon an on-call schedule at the beginning of each calendar quarter. The on-call schedule will be every other week or as agreed upon between the County and the winning bidder.
- The County will only pay Holiday pay on County Holidays, not Contractor Holidays. If a County holiday occurs on a Monday following the Contractor's scheduled on-call week, the Contractor shall remain on-call through that day and charge accordingly.
- Unless different than overtime rates, Contractor shall quote and additional charges for after hours on-call service.

Debris Removal and Site Restoration:

- The Contractor must leave the work site in the same condition as that found upon the initial arrival of the Contractor.
- The Contractor must remove and dispose of all debris, installation materials, and adhesives according to all Local, State, and Federal regulations.
- The Contractor must provide an appropriate certificate of disposal for the subject debris upon request of the County.
Exception Sheet

If the item(s) and/or services proposed in the response to this bid is in any way different from that contained in this proposal or bid, the bidder is responsible to clearly identify all such differences in the space provided below. Otherwise, it will be assumed that the bidder's offer is in total compliance with all aspects of the proposal or bid.

Below are the exceptions or differences to the stated specifications (attach additional sheets as needed):

Date: 2/4/20
Signature: 
Title: VP - Service
Company: Murphy Company
BID FORM
IFB 20-026

Service, Preventative Maintenance and On-Call Coverage of Heating, Ventilation, Air Conditioning and Refrigeration (HVACR) Systems

Murphy Company
(Bidder Name)

Submits the following bid for this project:

Journeyman Base Year Pay Rates
  Standard $116 per hour
  Overtime $167 per hour
  Holiday $202 per hour

Foreman Base Year Pay Rates
  Standard $116 per hour
  Overtime $167 per hour
  Holiday $202 per hour

Off-Site Support Labor Rates
  (one hour minimum applies)
  Standard $125 per hour

Fixed Material Mark-Up Rate
20%

2nd Year Labor Rate Increase relative to Base Year Rate 3%
3rd Year Labor Rate Increase relative to Base Year Rate 3%

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<td>Sun</td>
</tr>
<tr>
<td>-----</td>
</tr>
<tr>
<td>$232</td>
</tr>
</tbody>
</table>

Charge for on-call service response that requires site visit $116/hr; on holiday $232/hr

Minimum hours charged for on-call response site visit 0

Proposal Response from (please complete)

Murphy Company
Name of Company or Individual
Preventative Maintenance Cost

Contractor to provide cost for monthly PM's for each building including all parts and materials such as belts, filters, coil cleaner, grease, etc.

<table>
<thead>
<tr>
<th>Facility</th>
<th>Address</th>
<th>Cost for Monthly PM</th>
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<tbody>
<tr>
<td>Dispatch &amp; Alarm</td>
<td>1605 Wentzville Pkwy. Wentzville, MO 63385</td>
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<td>Firing Range</td>
<td>1835 Hwy 94 South Defiance, MO 63341</td>
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<td>Pet Adoption Center</td>
<td>4850 Mid Rivers Mall Dr. St. Peters, MO 63376</td>
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<td>Police Department</td>
<td>101 Sheriff Dierker Ct. O'Fallon, MO 63366</td>
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Semi Annual Preventative Maintenance Cost

Contractor to provide cost adder for one (1) Spring PM, and one (1) Fall PM. This will be the additional cost that will be added to a monthly PM cost.

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Authorized Signature: [Signature]

(proposal indicates acceptance of all bid terms and conditions)

Proposal Response from (please complete)

Murphy Company

Name of Company or Individual
Appendix B – General Contractor Qualification

(Yes / NO)

Capable of responding to the County’s request for assistance 24 hours per day / 7 days per week. Contractor must provide an answering service or other arrangement that ensures that a representative of the County can speak directly to the Contractor’s representative within 30 minutes of the initial telephone contact.

Possess the Hardware, Software, and Cabling as required to connect to the County’s Building Management Systems consisting of Trane, BACnet, and other open source software as well as the communication boards on individual pieces of equipment utilizing Trane “Rover” software.

Ability to view “Trane” programming as required to identify and verify appropriate “Sequence of Operation” for the HVACR equipment controlled by the Building Management System.

Ability to contact “Trane” representatives directly as required to resolve problems and make Program changes to the Building Management System.

<table>
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<th>HVACR System Capabilities</th>
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<th>Certifications held by Contractor</th>
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<td>Boilers / Hot Water Systems</td>
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<td>Helical Rotary Chillers / Chilled Water System</td>
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<td>Pneumatic HVAC Controls</td>
<td>Y</td>
<td>YES</td>
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</tbody>
</table>
Appendix A – Building Management Qualification

Current Customer References

1) See Attached

2) 

3) 

4) 

5) 

Authorized signature: Jennifer Johnston

Date: 2/3/2020
<table>
<thead>
<tr>
<th>System</th>
<th>Code</th>
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<tr>
<td>Towers / Cooling Water Systems</td>
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<td>Commercial Self-Contained Systems</td>
<td>4</td>
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</tr>
<tr>
<td>Packaged Rooftop Units</td>
<td>4</td>
<td>YES</td>
</tr>
<tr>
<td>Water Source Heat Pumps</td>
<td>4</td>
<td>YES</td>
</tr>
<tr>
<td>Residential A/C and Furnace Systems</td>
<td>4</td>
<td>YES</td>
</tr>
<tr>
<td>Liebert Precision A/C System (CRAC)</td>
<td>4</td>
<td>YES</td>
</tr>
<tr>
<td>Commercial Kitchen Refrigeration Systems</td>
<td>4</td>
<td>YES</td>
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</table>

Exclusions or deviations claimed by Contractor (if any) must be explained on the Exception Sheet included in the bid packet.

Authorized signature: [Signature]

Date: 2/4/20
Appendix C – Preventative Maintenance Checklist Sheets

Semi-Annual Spring HVAC PM CHECKLIST

Building______________________

Unit #: ___________ DATE: ___________ TIME: ___________

TECHNICIAN (print full name)__________________________________________________________

Y- Yes      N- No      N/A-Not applicable

1. Make sure power is disconnected when working on equipment and proper lock out/tag out procedure is followed.
2. Inspect and clean condensate pans & blow out drain lines.
3. Inspect blower wheel for any damage/dirt build up
4. Replace belt & inspect pulleys (return fan), check belt tension
5. Verify Alignment of pulleys (return fan)
6. Replace belt & inspect pulleys (supply fan), check belt tension
7. Verify alignment of pulleys (supply fan)
8. Inspect all bearings for play, note deficiencies
9. Lubricate motors and bearings, as required.
10. Replace air filters, dispose of used filters.
11. Clean and inspect energy recovery wheel (if applicable)
12. Inspect energy recovery wheel belt and motor
13. Clean mesh air intake filter (if applicable)
14. Inspect evaporator coils for dirt/restrictions, clean as needed, straighten fins as needed.
15. Inspect evaporator for refrigerant leaks, note leaks
16. Inspect condenser coils for dirt/restrictions, clean as needed, straighten fins as needed.
17. Inspect condenser for refrigerant leaks, note leaks
18. Check conditions of contacts for wear, pitting, discoloration from heat
19. Check unit wiring, all connections should be tightened and secured.
20. Tighten motor terminals and control panel terminals
21. Inspect electrical disconnect and fuses, note any discoloration from heat
22. Inspect all dampers, linkage, actuators, and mounts.
23. Inspect unit cabinet for proper integrity
24. Replace all inspection covers.
25. Restore power; verify all equipment is at normal operation
26. Verify Unloaders and all cooling stages are operating properly
27. Note and unusual noises and vibrations while unit is starting back up
28. Check sight glass for moisture and bubbles on all compressors. (if applicable)

Comp. 1 Moisture? _______ Bubbles? _______ Refrigerant Clear? _______

29. Compressor Refrigerant Readings

Comp. 1 Discharge Pressure _______ Suction Pressure _______ Oil Level OK? _______ Sub cooling _______
Comp. 2 Discharge Pressure _______ Suction Pressure _______ Oil Level OK? _______ Sub cooling _______
Comp. 3 Discharge Pressure _______ Suction Pressure _______ Oil Level OK? _______ Sub cooling _______
Comp. 4 Discharge Pressure _______ Suction Pressure _______ Oil Level OK? _______ Sub cooling _______
Comp. 5 Discharge Pressure _______ Suction Pressure _______ Oil Level OK? _______ Sub cooling _______
Comp. 6 Discharge Pressure _______ Suction Pressure _______ Oil Level OK? _______ Sub cooling _______
References

Edward Jones
  Jodi Gay  
  Facility Director  
  201 Progress Parkway  
  Maryland Heights, MO 63043  
  Telephone: 314-515-9106  
  Email: jodi.gay@edwardjones.com

CBRE/Wells Fargo  
  Thomas C. Kuhn, RPA, FMA, SMA  
  Sr. Chief Operating Engineer  
  CB Richard Ellis Global Corporate Services  
  1 North Jefferson Ave.  
  St. Louis, MO 63103  
  Telephone: 314-955-2780  
  Email: tom.kuhn@cbre.com

Christian Northeast Hospital  
  Perry Hartwick  
  Director of Facilities  
  CHNE, Suite 2202  
  11133 Dunn Rd.  
  St. Louis, MO 63136  
  Telephone: 314-653-4381

Gateway Regional Hospital  
  Gary Sorenson  
  Director of Facilities  
  2100 Madison Ave.  
  Granite City, MO 62040  
  Telephone: 618-781-5819  
  Email: gary_sorenson@chs.net

Mercy Health  
  Don Beaver  
  Operating Engineer  
  3637 S. Geyer Rd.  
  St. Louis, MO 63127  
  Telephone: 314-974-5593  
  Email: Donald.beaver@mercy.net
BANK REFERENCE

Enterprise Bank
150 North Meramec
PO Box 66940
Clayton, MO 63105
Meg Schnethorst, Vice President
Phone: (314) 725-5500
Fax: (314) 725-2957
mschnethorst@enterprisebank.com

BONDING REFERENCE

Surety: Fidelity and Deposit Company
(Zurich N.A.)
Agent: Lockton Companies
(DeAnna Maurer)
Phone: (314) 812-3832
Fax: (314) 812-6932
dmaurer@lockton.com

INSURANCE REFERENCE

American Contractors Insurance Group
12222 Merit Drive, Suite 1660
Dallas, TX 75251
Jack Florence, Account Executive
Phone: (972) 702-9004
Fax: (972) 687-0604
Jack.florence@acig.com

DUN & BRADSTREET REFERENCE

DUNS No: 00-383-3365
Rating: 4A2
SIC Code: 1711

FEDERAL ID NUMBER
43-0705361

NAICS CODE
238220

TRADE REFERENCES

American Metals Supply Co., Inc.
1195 Horan Drive
Fenton, MO 63026
Jim Morton, General Manager
Phone: (636) 349-5560
Fax: (636) 349-6534
jmorton@americanmetalsupply.com

Langendorf Supply, Co., Inc.
4653 Crossroads Industrial Drive
Bridgeton, MO 63044
Ken Arnsmeyer, President
Phone: (314) 291-4892
Fax: (314) 291-7815
karnsmeyer@lsco-inc.com

Atlas Plumbing Supply Co., Inc.
3820 Dr. Martin Luther King Drive
St. Louis, MO 63113
Leigh Suffian, Vice President
Phone: (314) 533-1500
Fax: (314) 533-1588
lsuffian@atlassupplyco.com

Miracle Supply Company
1580 North & South Road
St. Louis, MO 63130
Mike Dattilo, President
Phone: (314) 426-4455
Fax: (314) 426-0750
miksd@miracl suppl y.com

6/22/16
Budrovich Excavating Company  
10328 Lake Bluff Drive  
St. Louis, MO 63123  
Brain Kollmeyer  
Phone: (314) 892-3030  
Fax: (314) 892-6105  
bkollmeyer@budrovich.com  

Ferguson  
6745 Romiss Ct.  
St. Louis, MO 63134  
Jason Ottenad  
Phone: (314) 522-3300  
Fax: (314) 522-3340  
Jason.Ottenad@ferguson.com  

6/22/16
30. Confirm operation of crank case heaters
   Comp. 1   Comp. 2   Comp. 3   Comp. 4   Comp. 5   Comp. 6

31. Complete the following electrical readings:
Units without Frequency Drive:
   Supply Fan Voltage L1 L2 L3 Amps. L1 L2 L3
   Return Fan Voltage L1 L2 L3 Amps. L1 L2 L3

Units with Frequency Drive:
   Supply Fan Frequency Hz Return Fan Frequency Hz
   Comp 1. Voltage L1 L2 L3 Amps. L1 L2 L3
   Comp 2. Voltage L1 L2 L3 Amps. L1 L2 L3
   Comp 3. Voltage L1 L2 L3 Amps. L1 L2 L3
   Comp 4. Voltage L1 L2 L3 Amps. L1 L2 L3
   Comp 5. Voltage L1 L2 L3 Amps. L1 L2 L3
   Comp 6. Voltage L1 L2 L3 Amps. L1 L2 L3

32. Complete the following electrical readings:
   Cond. Fan 1 Volts. L1 L2 L3 Amps. L1 L2 L3
   Cond. Fan 2 Volts. L1 L2 L3 Amps. L1 L2 L3
   Cond. Fan 3 Volts. L1 L2 L3 Amps. L1 L2 L3
   Cond. Fan 4 Volts. L1 L2 L3 Amps. L1 L2 L3
   Cond. Fan 5 Volts. L1 L2 L3 Amps. L1 L2 L3
   Cond. Fan 6 Volts. L1 L2 L3 Amps. L1 L2 L3

33. Verify all condenser fans spin clockwise, with unit locked out/tagged out, verify fans spins freely

34. Verify thermostat/BMS control operations

35. Verify proper air flow in unit and around unit, note any restrictions/deficiencies

36. Check operations & settings of safeties.

37. Check and calibrate fresh air intake dampers, verify economizer is operating properly

38. Inspect area for unsafe conditions and cleanliness.

39. Record outside air temperature ________

40. Record Return temperature ______

41. Provide any performance deficiencies and/or needed repairs in notes. A written quote for suggested repairs should be provided in 2 business days to HVAC Supervisor

Notes:

________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
Semi-Annual Fall Gas/Heat Pump Heat HVAC PM Checklist

Building

Unit #: _______ DATE: ___________ TIME: ____________

TECHNICIAN (print full name) ____________________________________________

Y - Yes  N - No  N/A-Not applicable  HP- Heat Pump

___1. Make sure power is disconnected when working on equipment and proper lock out/tag out procedure is followed.
___2. Inspect and clean condensate pans & blow out drain lines.
___3. Inspect blower wheel for any damage/dirt build up
___4. Inspect belt & pulleys (return fan), check belt tension
___5. Verify Alignment of pulleys (return fan)
___6. Inspect belt & pulleys (supply fan), check belt tension
___7. Verify alignment of pulleys (supply fan)
___8. Inspect all bearings for play, note deficiencies
___9. Lubricate motors and bearings, as required.
___10. Replace air filters, dispose of used filters.
___11. Inspect energy recovery wheel (if applicable)
___12. Inspect energy recovery wheel belt and motor
___13. Clean mesh air intake filter (if applicable)
___14. Inspect evaporator coils for dirt/restictions, clean as needed, straighten fins as needed.
___15. Inspect evaporator for refrigerant leaks, note leaks
___16. Inspect condenser coils for dirt/restictions, clean as needed, straighten fins as needed.
___17. Inspect condenser for refrigerant leaks, note leaks
___18. Check conditions of contactors for wear, pitting, discoloration from heat
___19. Check unit wiring, all connections should be tightened and secured.
___20. Tighten motor terminals and control panel terminals
___21. Inspect electrical disconnect and fuses, note any discoloration from heat
___22. Inspect burner ignition module and igniter
___23. Perform visual heat exchanger inspection
___24. Inspect combustion air intake and heat exchanger exhaust flue
___25. Inspect all dampers, linkage, actuators, and mounts.
___26. Inspect unit cabinet for proper integrity
___27. Replace all inspection covers.
___28. Restore power; verify all equipment is at normal operation
___29. Verify heating stages are operating properly
___30. Note and unusual noises and vibrations while unit is starting back up
___31. Check sight glass for moisture and bubbles on all compressors. (if applicable)

Comp. 1 Moisture? Bubbles? Refrigerant Clear?
Comp. 2 Moisture? Bubbles? Refrigerant Clear?
Comp. 3 Moisture? Bubbles? Refrigerant Clear?
Comp. 4 Moisture? Bubbles? Refrigerant Clear?
Comp. 5 Moisture? Bubbles? Refrigerant Clear?
Comp. 6 Moisture? Bubbles? Refrigerant Clear?

___32. Inspect and record micro-amp reading of flame sensor _________ uA

___33. Inspect burner assembly, visually inspect flame pattern and note discoloration or roll out

___34. Check CO level in Supply and Return Duct Supply PPM ______ Return PPM ______

___35. Perform combustion analysis CO _______ PPM  O2 _______ %

___36. Check gas pressure at gas valve-Valve Inlet _______ In. W.C.  Valve Outlet _______ In. W.C.
___37. Verify heat exchanger limit switch and flame roll out sensor are properly working

___38. Complete draft induction motor electrical reading _______ Volts _______ Amps

___39. Confirm operation of crank case heaters

Comp. 1 ___ Comp. 2 ___ Comp. 3 ___ Comp. 4 ___ Comp. 5 ___ Comp. 6 ___

___40. Complete the following electrical readings:

Proposal Response from (please complete)

Murphy Company

Name of Company or individual
Units without Frequency Drive:
Supply Fan Voltage L1 _ L2 _ L3 _ Amps. L1 _ L2 _ L3 _
Return Fan Voltage L1 _ L2 _ L3 _ Amps. L1 _ L2 _ L3 _

Units with Frequency Drive:
Supply Fan Voltage L1 _ L2 _ L3 _ Amps. L1 _ L2 _ L3 _ Hz _
Return Fan Voltage L1 _ L2 _ L3 _ Amps. L1 _ L2 _ L3 _ Hz _
Comp 1. Voltage L1 _ L2 _ L3 _ Amps. L1 _ L2 _ L3 _
Comp 2. Voltage L1 _ L2 _ L3 _ Amps. L1 _ L2 _ L3 _
Comp 3. Voltage L1 _ L2 _ L3 _ Amps. L1 _ L2 _ L3 _
Comp 4. Voltage L1 _ L2 _ L3 _ Amps. L1 _ L2 _ L3 _
Comp 5. Voltage L1 _ L2 _ L3 _ Amps. L1 _ L2 _ L3 _
Comp 6. Voltage L1 _ L2 _ L3 _ Amps. L1 _ L2 _ L3 _

4.1. Complete the following electrical readings:
Cond. Fan 1 Volts. L1 _ L2 _ L3 _ Amps. L1 _ L2 _ L3 _
Cond. Fan 2 Volts. L1 _ L2 _ L3 _ Amps. L1 _ L2 _ L3 _
Cond. Fan 3 Volts. L1 _ L2 _ L3 _ Amps. L1 _ L2 _ L3 _
Cond. Fan 4 Volts. L1 _ L2 _ L3 _ Amps. L1 _ L2 _ L3 _
Cond. Fan 5 Volts. L1 _ L2 _ L3 _ Amps. L1 _ L2 _ L3 _
Cond. Fan 6 Volts. L1 _ L2 _ L3 _ Amps. L1 _ L2 _ L3 _

4.2. Verify all condenser fans spin clockwise, with unit locked out/tagged out, verify fans spins freely

4.3. Verify thermostat/BMS control operations
4.4. Verify proper air flow in unit and around unit, note any restrictions/deficiencies
4.5. Check operations & settings of safeties.
4.6. Check and calibrate fresh air intake dampers, verify economizer is operating properly
4.7. Inspect area for unsafe conditions and cleanliness.
4.8. Record outside air temperature
4.9. Record Return temperature
4.10. Record supply temperature

4.11. Provide any performance deficiencies and/or needed repairs in notes. A written quote for suggested repairs should be provided in 2 business days to HVAC Supervisor

Notes:
Semi-Annual Fall Electric Heat HVAC PM Checklist

Building ________________________________

Unit #: __________ DATE: ___________ TIME: ___________

TECHNICIAN (print full name) ____________________________________________

Y - Yes N - No N/A - Not applicable

1. Make sure power is disconnected when working on equipment and proper lock out/tag out procedure is followed.
2. Inspect and clean condensate pans & blow out drain lines.
3. Inspect blower wheel for any damage/dirt build up
4. Inspect belt & pulleys (return fan), check belt tension
5. Verify Alignment of pulleys (return fan)
6. Inspect belt & pulleys (supply fan), check belt tension
7. Verify alignment of pulleys (supply fan)
8. Inspect all bearings for play, note deficiencies
9. Lubricate motors and bearings, as required.
10. Replace air filters, dispose of used filters.
11. Inspect energy recovery wheel (if applicable)
12. Inspect energy recovery wheel belt and motor
13. Clean mesh air intake filter (if applicable)
14. Inspect evaporator coils for dirt/restrictions, clean as needed, straighten fins as needed.
15. Inspect evaporator for refrigerant leaks, note leaks
16. Inspect condenser coils for dirt/restrictions, clean as needed, straighten fins as needed.
17. Inspect condenser for refrigerant leaks, note leaks
18. Check conditions of contactors for wear, pitting, discoloration from heat
19. Check unit wiring, all connections should be tightened and secured.
20. Tighten motor terminals and control panel terminals
21. Inspect electrical disconnect and fuses, note any discoloration from heat
22. Inspect burner ignition module and igniter
23. Perform visual heat exchanger inspection
24. Inspect combustion air intake and heat exchanger exhaust flue
25. Inspect all dampers, linkage, actuators, and mounts.
26. Inspect unit cabinet for proper integrity
27. Replace all inspection covers.
28. Restore power; verify all equipment is at normal operation
29. Verify heating stages are operating properly
30. Note and unusual noises and vibrations while unit is starting back up
31. Complete the following electrical readings:

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<th>Heat Circuit 1 Volts</th>
<th>L1</th>
<th>L2</th>
<th>L3</th>
<th>Amps. L1</th>
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<td>Amps. L1</td>
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<td>L3</td>
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<td>Heat Circuit 3 Volts</td>
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<td>L3</td>
<td>Amps. L1</td>
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<tr>
<td>Heat Circuit 4 Volts</td>
<td>L1</td>
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<td>L3</td>
<td>Amps. L1</td>
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<td>L3</td>
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<td>Heat Circuit 5 Volts</td>
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<tr>
<td>Heat Circuit 6 Volts</td>
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<td>L2</td>
<td>L3</td>
<td>Amps. L1</td>
<td>L2</td>
<td>L3</td>
</tr>
</tbody>
</table>

39. Confirm operation of crank case heaters
   Comp. 1  Comp. 2  Comp. 3  Comp. 4  Comp. 5  Comp. 6

40. Complete the following electrical readings:

Units without Frequency Drive:
   Supply Fan Voltage L1 | L2 | L3 | Amps. L1 | L2 | L3 |
   Return Fan Voltage L1 | L2 | L3 | Amps. L1 | L2 | L3 |

Units with Frequency Drive:
   Supply Fan Voltage L1 | L2 | L3 | Amps. L1 | L2 | L3 | Hz |

Proposal Response from (please complete)

Murphy Company

Name of Company or Individual
| Comp 1. Voltage L1 | L2 | L3 | Amps. L1 | L2 | L3 |
| Comp 2. Voltage L1 | L2 | L3 | Amps. L1 | L2 | L3 |
| Comp 3. Voltage L1 | L2 | L3 | Amps. L1 | L2 | L3 |
| Comp 4. Voltage L1 | L2 | L3 | Amps. L1 | L2 | L3 |
| Comp 5. Voltage L1 | L2 | L3 | Amps. L1 | L2 | L3 |
| Comp 6. Voltage L1 | L2 | L3 | Amps. L1 | L2 | L3 |

41. Complete the following electrical readings:

- Cond. Fan 1 Volts. L1 | L2 | L3 | Amps. L1 | L2 | L3
- Cond. Fan 2 Volts. L1 | L2 | L3 | Amps. L1 | L2 | L3
- Cond. Fan 3 Volts. L1 | L2 | L3 | Amps. L1 | L2 | L3
- Cond. Fan 4 Volts. L1 | L2 | L3 | Amps. L1 | L2 | L3
- Cond. Fan 5 Volts. L1 | L2 | L3 | Amps. L1 | L2 | L3
- Cond. Fan 6 Volts. L1 | L2 | L3 | Amps. L1 | L2 | L3

42. Verify all condenser fans spin clockwise, with unit locked out/tagged out, verify fans spins freely.

- Cond. Fan 1
- Cond. Fan 2
- Cond. Fan 3
- Cond. Fan 4
- Cond. Fan 5
- Cond. Fan 6

43. Verify thermostat/BMS control operations

44. Verify proper air flow in unit and around unit, note any restrictions/deficiencies

45. Check operations & settings of safeties.

46. Check and calibrate fresh air intake dampers, verify economizer is operating properly

47. Inspect area for unsafe conditions and cleanliness.

48. Record outside air temperature

49. Record Return temperature

50. Record supply temperature

51. Provide any performance deficiencies and/or needed repairs in notes. A written quote for suggested repairs should be provided in 2 business days to HVAC Supervisor.

Notes:
Monthly Summer HVAC PM Checklist

Building

Unit #: ___________________ DATE: ___________ TIME: ___________

TECHNICIAN (print full name)

Y - Yes  N - No  N/A - Not applicable  HP - Heat Pump

1. Make sure power is disconnected when working on equipment and proper lock out/tag out procedure is followed.
2. Inspect and clean condensate pans & blow out drain lines.
3. Inspect blower wheel for any damage/dirt build up
4. Inspect belt & pulleys (return fan), check belt tension
5. Verify Alignment of pulleys (return fan)
6. Inspect belt & pulleys (supply fan), check belt tension
7. Verify alignment of pulleys (supply fan)
8. Inspect all bearings for play, note deficiencies
9. Lubricate motors and bearings, as required.
10. Inspect air filters
11. Inspect energy recovery wheel (if applicable)
12. Inspect energy recovery wheel belt and motor
13. Inspect mesh air intake filter, clean if needed (if applicable)
14. Inspect evaporator coils for dirt/restrictions, clean as needed, straighten fins as needed.
15. Inspect evaporator for refrigerant leaks, note leaks
16. Inspect condenser coils for dirt/restrictions, clean as needed, straighten fins as needed.
17. Inspect condenser for refrigerant leaks, note leaks
18. Check conditions of contactors for wear, pitting, discoloration from heat
19. Check unit wiring, all connections should be tight and secure.
20. Check motor terminals and control panel terminals
21. Inspect electrical disconnect and fuses, note any discoloration from heat
22. Inspect all dampers, linkage, actuators, and mounts.
23. Inspect unit cabinet for proper integrity
24. Replace all inspection covers.
25. Restore power; verify all equipment is at normal operation
26. Verify cooling stages are operating properly
27. Note and unusual noises and vibrations while unit is starting back up
28. Check sight glass for moisture and bubbles on all compressors. (if applicable)

Comp. 1 Moisture? __________ Bubbles? __________ Refrigerant Clear? __________


29. Confirm operation of crank case heaters
   Comp. 1 __ Comp. 2 __ Comp. 3 __ Comp. 4 __ Comp. 5 __ Comp. 6 __

30. Complete the following electrical readings:
   Units without Frequency Drive:
   Supply Fan Voltage L1 __________ L2 __________ L3 __________ Amps. L1 __________ L2 __________ L3 __________
   Return Fan Voltage L1 __________ L2 __________ L3 __________ Amps. L1 __________ L2 __________ L3 __________

   Units with Frequency Drive:
   Supply Fan Frequency Hz __________ Return Fan Frequency Hz __________
   Comp 1. Voltage L1 __________ L2 __________ L3 __________ Amps. L1 __________ L2 __________ L3 __________
   Comp 2. Voltage L1 __________ L2 __________ L3 __________ Amps. L1 __________ L2 __________ L3 __________

20-026 Service, Preventative Maintenance, and On-Call Coverage of Heating, Ventilation, Air Conditioning and Refrigeration (HVAC) Systems
Proposal Response from (please complete)
Murphy Company
Name of Company or Individual
Page 40 of 47
Comp 3. Voltage L1 L2 L3 Amps. L1 L2 L3
Comp 4. Voltage L1 L2 L3 Amps. L1 L2 L3
Comp 5. Voltage L1 L2 L3 Amps. L1 L2 L3
Comp 6. Voltage L1 L2 L3 Amps. L1 L2 L3

31. Complete the following electrical readings:
   Cond. Fan 1 Volts. L1 L2 L3 Amps. L1 L2 L3
   Cond. Fan 2 Volts. L1 L2 L3 Amps. L1 L2 L3
   Cond. Fan 3 Volts. L1 L2 L3 Amps. L1 L2 L3
   Cond. Fan 4 Volts. L1 L2 L3 Amps. L1 L2 L3
   Cond. Fan 5 Volts. L1 L2 L3 Amps. L1 L2 L3
   Cond. Fan 6 Volts. L1 L2 L3 Amps. L1 L2 L3

32. Verify all condenser fans spin clockwise, with unit locked out/tagged out, verify fans spins freely
   Check thermostat/BMS control operations
   Verify proper air flow in unit and around unit, note any restrictions/deficiencies
   Check operations & settings of safety.
   Inspect fresh air intake dampers, verify economizer is operating properly
   Inspect area for unsafe conditions and cleanliness.

38. Record outside air temperature
39. Record return temperature
40. Record supply temperature
41. Provide any performance deficiencies and/or needed repairs in notes. A written quote for suggested repairs should be
    provided in 2 business days to HVAC Supervisor

Notes:


Y- Yes  N- No  N/A-Not applicable  HP- Heat Pump
1. Make sure power is disconnected when working on equipment and proper lock out/taking out procedure is followed.
2. Inspect and clean condensate pans & blow out drain lines.
3. Inspect blower wheel for any damage/dirt build up
4. Inspect belt & pulleys (return fan), check belt tension
5. Verify Alignment of pulleys (return fan)
6. Inspect belt & pulleys (supply fan), check belt tension
7. Verify alignment of pulleys (supply fan)
8. Inspect all bearings for play, note deficiencies
9. Lubricate motors and bearings, as required.
10. Inspect air filters.
11. Inspect energy recovery wheel (if applicable)
12. Inspect energy recovery wheel belt and motor
13. Clean mesh air intake filter (if applicable)
14. Inspect evaporator coils for dirt/restrictions, clean as needed, straighten fins as needed.
15. Inspect evaporator for refrigerant leaks, note leaks
16. Inspect condenser coils for dirt/restrictions, clean as needed, straighten fins as needed.
17. Inspect condenser for refrigerant leaks, note leaks
18. Check conditions of contactors for wear, pitting, discoloration from heat
19. Check unit wiring, all connections should be tightened and secured.
20. Tighten motor terminals and control panel terminals
21. Inspect electrical disconnect and fuses, note any discoloration from heat
22. Inspect burner ignition module and igniter
23. Perform visual heat exchanger inspection
24. Inspect combustion air intake and heat exchanger exhaust flue
25. Inspect all dampers, linkage, actuators, and mounts.
26. Inspect unit cabinet for proper integrity
27. Replace all inspection covers.
28. Restore power; verify all equipment is at normal operation
29. Verify heating stages are operating properly
30. Note and unusual noises and vibrations while unit is starting back up
31. Check sight glass for moisture and bubbles on all compressors. (if applicable)

Comp. 1 Moisture? __ Bubbles? __ Refrigerant Clear?
Comp. 2 Moisture? __ Bubbles? __ Refrigerant Clear?
Comp. 3 Moisture? __ Bubbles? __ Refrigerant Clear?
Comp. 4 Moisture? __ Bubbles? __ Refrigerant Clear?
Comp. 5 Moisture? __ Bubbles? __ Refrigerant Clear?
Comp. 6 Moisture? __ Bubbles? __ Refrigerant Clear?

32. Inspect flame sensor
33. Inspect burner assembly, visually inspect flame pattern and note discoloration or roll out
34. Verify heat exchanger limit switch and flame roll out sensor are properly working

38. Complete draft induction motor electrical reading __________ Volts __________ Amps
39. Confirm operation of crank case heaters
   Comp. 1 _ Comp. 2 _ Comp. 3 _ Comp. 4 _ Comp. 5 _ Comp. 6

40. Complete the following electrical readings:
   Units without Frequency Drive:
   Supply Fan Voltage L1 __ L2 __ L3 __ Amps. L1 __ L2 __ L3 __
   Return Fan Voltage L1 __ L2 __ L3 __ Amps. L1 __ L2 __ L3 __
   Units with Frequency Drive:

Proposal Response from (please complete)

Murphy Company

Name of Company or individual
Supply Fan Voltage L1 L2 L3 Amps. L1 L2 L3 Hz

Return Fan Voltage L1 L2 L3 Amps. L1 L2 L3 Hz

Comp 1. Voltage L1 L2 L3 Amps. L1 L2 L3

Comp 2. Voltage L1 L2 L3 Amps. L1 L2 L3

Comp 3. Voltage L1 L2 L3 Amps. L1 L2 L3

Comp 4. Voltage L1 L2 L3 Amps. L1 L2 L3

Comp 5. Voltage L1 L2 L3 Amps. L1 L2 L3

Comp 6. Voltage L1 L2 L3 Amps. L1 L2 L3

41. Complete the following electrical readings:
Cond. Fan 1 Volts. L1 L2 L3 Amps. L1 L2 L3

Cond. Fan 2 Volts. L1 L2 L3 Amps. L1 L2 L3

Cond. Fan 3 Volts. L1 L2 L3 Amps. L1 L2 L3

Cond. Fan 4 Volts. L1 L2 L3 Amps. L1 L2 L3

Cond. Fan 5 Volts. L1 L2 L3 Amps. L1 L2 L3

Cond. Fan 6 Volts. L1 L2 L3 Amps. L1 L2 L3

42. Verify all condenser fans spin clockwise, with unit locked out/tagged out, verify fans spins freely

43. Verify thermostat/BMS control operations

44. Verify proper air flow in unit and around unit, note any restrictions/deficiencies

45. Check operations & settings of safeties.

46. Check and calibrate fresh air intake dampers, verify economizer is operating properly

47. Inspect area for unsafe conditions and cleanliness.

48. Record outside air temperature

49. Record Return temperature

50. Record supply temperature

51. Provide any performance deficiencies and/or needed repairs in notes. A written quote for suggested repairs should be provided in 2 business days to HVAC Supervisor

Notes:

______________________________

______________________________

______________________________

______________________________

______________________________

______________________________
Gas Unit Heater PM CHECKLIST  Building__________________

Unit #:__________ DATE:__________ TIME:__________

TECHNICIAN (print full name)________________________________________

Y- Yes  N- No  N/A-Not applicable

1. Make sure power is disconnected when working on equipment and proper lock out/tag out procedure is followed.
2. Inspect blower wheel for any damage/dirt build up
3. Inspect belt & pulleys, check belt tension
4. Verify Alignment of pulleys (return fan)
5. Inspect all bearings for play, note deficiencies
6. Lubricate motors and bearings, as required.
7. Check conditions of contactors for wear, pitting, discoloration from heat
8. Check unit wiring, all connections should be tightened and secured.
9. Tighten motor terminals and control panel terminals
10. Inspect electrical disconnect and fuses, note any discoloration from heat
11. Inspect all dampers, linkage, actuators, and mounts.
12. Inspect unit cabinet for proper integrity
13. Replace all inspection covers.
14. Restore power; verify all equipment is at normal operation
15. Note and unusual noises and vibrations while unit is starting back up
16. Inspect burner ignition module and igniter
17. Inspect and record micro-samp reading of flame sensor _______ μA
18. Perform visual heat exchanger inspection
19. Inspect combustion air intake and heat exchanger exhaust flue
20. Inspect burner assembly, visually inspect flame pattern and note discoloration or roll out
21. Perform combustion analysis CO _______ PPM  O2 _______ %
22. Check gas pressure at gas valve- Valve Inlet _______ In. W.C.  Valve Outlet _______ In. W.C.
23. Verify heat exchanger limit switch and flame roll out sensor are properly working
24. Complete the following electrical readings:
   Supply Fan Voltage L1 _______ L2 _______ L3 _______ Amps L1 _______ L2 _______ L3 _______
   Draft Induction Motor _______ Volts _______ Amps
25. Verify thermostat/BMS control operations
26. Verify proper air flow in unit and around unit, note any restrictions/deficiencies
27. Check operations & settings of safeties.
28. Check and calibrate fresh air intake dampers, verify economizer is operating properly
29. Inspect area for unsafe conditions and cleanliness.
30. Record outside air temperature
31. Record supply temperature
32. Provide any performance deficiencies and/or needed repairs in notes. A written quote for suggested repairs should be provided in 2 business days to HVAC Supervisor

Notes:

__________________________________________________________________
__________________________________________________________________
__________________________________________________________________
__________________________________________________________________
__________________________________________________________________
Audit Clause for Contracts

Examination of Records

The Contractor's records must include, but not be limited to, accounting records (hard copy, as well as computer readable data), written policies and procedures, subcontractor files, indirect cost records, overhead allocation records, correspondence, instructions, drawings, receipts, vouchers, memoranda, and any other data relating to this contract shall be open to inspection and subject to audit and/or reproduction by the County Auditor, or a duly authorized representative from the County, at the County's expense. The contractor must preserve all such records for a period of three years, unless permission to destroy them is granted by the County, or for such longer period as may be required by law, after the final payment. Since the Contractor is not subject to the Missouri Sunshine Law (Chapter 610, RSMo), information regarding the Contractor's operations, obtained during audits, will be kept confidential.

The Contractor will require all subcontractors under this contract to comply with the provisions of this article by including the requirements listed above in written contracts with the subcontractors.

Vendor Information

Company Name: Murphy Company Mechanical Contractors and Engineers

Business Address: 1233 N. Price Road

Business Hours: 7 a.m. - 4 p.m.

Phone: (314)997-5018 Fax:

Email address: jjohnston@murphynet.com

Contact Person: Jennifer Johnston

Authorized Signature: [Signature] (Indicates acceptance of all bid terms and conditions)

Date: 2/4/2020
AFFIDAVIT OF WORK AUTHORIZATION

The bidder/contractor who meets the section 285.525, RSMo definition of a business entity must complete and return the following Affidavit of Work Authorization.

Comes now Chris Carter, (Name of Business Entity Authorized Representative) as VP - Service (Position/Title) first being duly sworn on my oath, affirm

Murphy Company (Business Entity Name) is enrolled and will continue to participate in the E-Verify federal work authorization program with respect to employees hired after enrollment in the program who are proposed to work in connection with the services related to contract(s) with the County for the duration of the contract(s), if awarded in accordance with subsection 2 of section 285.530, RSMo. I also affirm that

Murphy Company (Business Entity Name) does not and will not knowingly employ a person who is an unauthorized alien in connection with the contracted services provided to the contract(s) for the duration of the contract(s), if awarded.

In Affirmation thereof, the facts stated above are true and correct. (The undersigned understands that false statements made in this filing are subject to the penalties provided under section 575.040, RSMo.)

Authorized Representative's Signature

Chris Carter

Printed Name

2/4/2020

date

E-Mail Address

carter@murphyinc.com

Subscribed and sworn to before me this 4th of July, 2020, I am

commissioned as a notary public within the County of St. Louis, State of

Missouri, and my commission expires on April 30, 2021.

Signature of Notary

TRACY DIONNE D'ALMEIDA-RICE
Notary Public - Notary Seal
STATE OF MISSOURI
St. Louis County
My Commission Expires: April 30, 2021
Commission # 17639479

Proposal Response from (please complete)

Murphy Company

Name of Company or individual
EXHIBIT A

ST. CHARLES COUNTY
DOMESTIC PRODUCTS PROCUREMENT ACT (BUY AMERICAN)

The Missouri Domestic Products Procurement Act (34.350-34.359 RSMo) requires that for all bids with a value of $25,000 or more, the goods or commodities purchased by any public agency (which definition includes all political subdivisions of the State, including counties) or used or supplied in the construction, alteration, repair, or maintenance of any public works must be manufactured or produced in the United States. As defined in 34.350 RSMo, United States means the United States of America, the District of Columbia, and all territories and possessions subject to the jurisdiction of the United States. The law also requires that the bidder must provide proof of compliance. Note: In general, if an import tariff is applied to an item, it does not qualify for the Buy American preference. In addition, Most Favored Nation status does not allow application of the preference.

Section A – All Products Are Manufactured or Produced In U.S.
If all products bid qualify as domestic products under Missouri law, complete only Section A.

I hereby certify that all products qualify as domestic, that the information provided is true and correct, and complies with all provisions of Sections 34.350-34.359 RSMo. I understand that any misrepresentation herein constitutes the commission of a class A misdemeanor pursuant to Section 34.355 of the Revised Statutes of Missouri.

SIGNATURE

COMPANY NAME

If Section A is completed, do not complete Section B.

Section B – Only One Product Line or No Products Are Manufactured or Produced In U.S.
If only one product line or no products are manufactured or produced in the U.S., complete only section B.

I hereby certify that there is only one product line or no product manufactured or produced in the U.S., that the information provided is true and correct, and complies with all provisions of Sections 34.350-34.359 RSMo. I understand that any misrepresentation herein constitutes the commission of a class A misdemeanor pursuant to Section 34.355 of the Revised Statutes of Missouri.

SIGNATURE

COMPANY NAME

Section C – Products May Qualify Because of Qualifying Treaty
If some or all products bid qualify for domestic status because of a trade treaty, etc., then the bidder must identify each product, country and qualifying treaty, etc. below. The bidder must list ALL products which are or may qualify as domestic below. If more space is needed, please copy this form and submit as an attachment.

<table>
<thead>
<tr>
<th>BID ITEM NUMBER(S)</th>
<th>COUNTRY WHERE MANUFACTURED OR PRODUCED</th>
<th>QUALIFYING TREATY, LAW, AGREEMENT, OR REGULATION</th>
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SECTION C

I hereby certify that the specific items listed above are domestic, that the information provided is true and correct, and complies with all provisions of Sections 34.350-34.359 RSMo. I understand that any misrepresentation herein constitutes the commission of a class A misdemeanor pursuant to Section 34.355 of the Revised Statutes of Missouri.

SIGNATURE

COMPANY NAME
January 28, 2020

ADDENDUM #1

IFB 20-026 SERVICE, PREVENTIVE MAINTENANCE AND ON-CALL COVERAGE OF HEATING, VENTILATION, AIR CONDITIONING AND REFRIGERATION (HAVCR) SYSTEMS

Addendum #1 is being issued to address specific questions that arose during the mandatory bid walk through as well as in clarifications in frequency or scope.

Question 1: Can filter changes be contracted out?

Answer 1: No. As noted in the General Conditions: The Contractor must directly employ all personnel that are utilized by the Contractor to service and repair the County HVACR systems. With advance notice and under special circumstances, the Contractor will be allowed to apply for a variance to this self-performance requirement.

Question 2: Is contractor responsible for having their own software?

Answer 2: In the General Conditions it states: The Contractor must have Trane “Tracer Summit” or Trane “Rover” software and be able to connect to building units for Service, Preventative Maintenance, and On-Call coverage. Contractor shall provide own computer to access units.

In addition, see Appendix B – General Qualification. This form allows the contractor to note which current hardware, software capabilities they possess.

Clarification of frequency:

Election Authority Building

- Ceiling hung unit heaters shall have preventive maintenance performed once a year in the fall to assure unit is functioning properly for season.

Building Specific Equipment – Coils, CSC tube bundles

Coils

- Per the Monthly Preventative Maintenance (PM) Specific Conditions noted in the bid: two (2) semi-annual PM checks in addition to monthly PM’s, one spring PM in March which unit coils are deep cleaned... The second semi-annual PM shall be in October.
  - Coils shall be deep cleaned twice a year per above.
Coils shall be cleaned off once a month during the monthly preventative maintenance. This once a month cleaning may include the deep clean. Any additional frequency of cleaning of coils will be handled by County staff.

CSC Tube Bundle

- Cleaning the tube bundles in the CSC units is not included in this bid.

After Hours On-Call

Question to respond to:

Do your minimum hours charged for on-site on-call response include door-to-door time? Yes / No

Bidders shall sign this Addendum as acknowledgment and return it with the bid.

BID ADDENDUM

Addendum #1 Dated 1/29/2020

We, the undersigned, acknowledge the receipt of the above addendum, as dated.

By: Jennifer Johnston
Title: Service Account Mgr.
Company: Murphy
Date: 2/2/20
General Terms and Conditions

1. This proposal is in effect for a period of 30 days; unless otherwise noted.

2. Acceptance of this proposal shall in no way bind Murphy Company to make corrections, replacements, or repairs necessitated by Purchaser's improper operation or misuse of the equipment or systems, or by faulty design of the equipment or systems.

3. All work is to be completed during normal working hours, 7:00 a.m. - 3:30 p.m., Monday through Friday, excluding holidays; unless otherwise noted.

4. Murphy Company's liability for injury to persons or damage to property shall be limited to the extent such injury or damage is caused by its direct negligence. Murphy Company shall not be liable for any damage or loss to Purchaser resulting from business interruptions, inconvenience, loss of profits or special, indirect or consequential damages. However, nothing contained in this paragraph shall be deemed to release Murphy Company from the performance of its services and obligations under this agreement.

5. Murphy Company's scope of work does not include identification, removal, handling, installation, or treatment of any toxic or hazardous materials or substances including, but not limited to, asbestos and PCBs. Should any such materials or substances be within or near the areas of the work, the Owner or General Contractor agrees to immediately warn and identify the same to Murphy Company personnel. Should any such materials or substances be encountered in the performance of the work, Murphy Company may suspend work until others employed by the Owner or General Contractor remove the same and certify in writing to Murphy Company that the premises are free of the same and direct Murphy Company to return to work. Murphy Company shall be issued a change order and paid all reasonable suspension-of-work costs attributable to such suspension of work and allowed equitable extension of contract performance time. The Owner or General Contractor shall indemnify Murphy Company from any damage that results from the presence of any toxic or hazardous materials or substances.

6. This proposal will become a contract between Murphy Company and Purchaser if accepted by Purchaser and thereafter approved in writing by an authorized Murphy Company representative.

7. Murphy Company shall not be liable for damages in the event of delivery or installation delays which are due to causes beyond the control of Murphy Company.

8. During installation, Murphy Company will take all reasonable precautions to protect persons and property. Purchaser is responsible for property, casualty, and general liability insurance on its property.

9. Title to any equipment installed in connection with this project remains with Murphy Company until all payments have been received. Payment terms are net 30 days and a service charge of 1.5% per month on all past due accounts.

10. Murphy Company agrees to replace any workmanship which is determined to be defective within 30 days of substantial completion of the project. Murphy Company will also warrant parts and materials only to the extent of the manufacturer's warranty.