



July 9, 2026

Kylen Hansen
Director of Building & Grounds
Woodridge SD68

Re: Woodridge SD68
Building Automation System Service Agreement-2026-2029

Mr. Hansen:

Interactive Building Solutions, LLC (IBS) is pleased to provide this proposal to accomplish the building automation system service work for the Woodridge School District property. Our services would include scheduled comprehensive building automation maintenance and service visits for the existing building automation control system and the associated system components.

We would identify opportunities to improve system efficiency, reliability and maintainability and provide recommendations that are both practical and economically beneficial. We are confident that our services would provide you with the highest level of assurance that your building systems are operating as intended.

Thank you for the opportunity to present this proposal. If you have any questions, or if I can be of further assistance, please contact me at your earliest convenience.

Respectfully,

Marcos Torrescano
Interactive Building Solutions, LLC

Proposal to Perform Building Automation Services for Woodridge SD 68

Date

July 9, 2026

Services Performed By:

Interactive Building Solutions, LLC
1921 Cherry Hill Road
Joliet, IL 60433

Services Performed For:

Woodridge SD 68
Woodridge, IL

SCOPE OF SERVICES

STANDARD SERVICES

Account Manager: Your account manager, Marcos Torrescano, will be designated for you and your team. They will be responsible for your total satisfaction throughout the life of the contract and ongoing business relationship. They will supervise all services performed on the premises and consult with you to ensure your unique needs are met.

System and Service Log: A log will be provided to you and your team to document any system issues and all other items requiring our attention. All visits will begin with a review of this log. A copy of your agreement as well as all work orders will be included in this log.

Database Protection: Interactive Building Solutions will maintain a copy of your database on our premises. Database saves will occur following any programming changes.

Complete System Review: Interactive Building Solutions, in conjunction with your account manager, will hold a formal review of the services that have been done in the building to date at your request. We will give an overview of the health of your system and recommend any improvements that we feel will enhance system performance.

Preferred Service Rates: As a contract customer with Interactive Building Solutions, you will be offered discounted hourly service rates, as mentioned in this contract.

Reasonable Phone Support/Remote Access: Interactive Building Solutions will assist in supporting any emergency issues you have during the course of this agreement over the phone for up to 1 hour per case. Non-emergency issues can be scheduled for phone or onsite support as deemed appropriate.

Priority Service Response: In the event that an emergency service call must be placed, Interactive Building Solutions will guarantee that an engineer will be on site within **8 business hours**. All non-emergency issues will be addressed as quickly as possible. The goal of emergency service responses will be to, as quickly as possible, restore the system to some measure of functionality while the appropriate resolutions can be determined and scheduled.

LEVEL 1: PREVENTATIVE MAINTENANCE

- ☐ **Preventative Maintenance:** Interactive Building Solutions will provide [x] hours of preventative maintenance hours per year. Preventative maintenance includes a checkup of your system and components to ensure that your building is operating at an optimal level of efficiency and comfort. Any issues or changes in programming and components that we find will be reported to you and your account manager. Your account manager will provide a plan to bring your building back up to optimal performance. Repairs and changes to your system will not take place during preventative maintenance visits.

LEVEL 2: COMPLETE SYSTEM MAINTENANCE

- ☒ **Field Engineer:** A field engineer (to be determined) will be designated to you and your team. Your field engineer will be responsible for performing all preventative maintenance visits and planned services. In the event that your designated field engineer cannot make it to a service call, they will be responsible for bringing their substitute up to speed on building systems and conditions before their arrival. If this should happen, Interactive Building Solutions will notify you in advance.
- ☒ **Programming / Repair / Replacement:** Interactive Building Solutions will provide [32] allotted system service hours per year. During scheduled visits, you can use your field engineer's time as you see fit. Programming changes, system repairs, and component changes can all be resolved at the time of the visit. Work that cannot be accomplished during the visit may have to be postponed or rescheduled for additional time. Any material required will **not** be included.
- ☒ **Tridium Software Maintenance:** Interactive Building Solutions will install software revisions within the functional capabilities of your system as they become available. The Tridium **software maintenance agreement** will be purchased for the period of the contract.

LEVEL 3: TOTAL SYSTEM SERVICE

Includes all of the Level 1 and 2 services plus:

- ☐ **Total System Protection:** All components and software will be maintained by Interactive Building Solutions. Failed components or software issues will be repaired/ replaced at no additional cost to the customer during regular business hours. After hours labor shall be invoiced at a rate equal to the premium time service rate less the straight time rate.
- ☐ **Preferred Service Response:** In the event that an emergency service call must be placed, Interactive Building Solutions will guarantee that an engineer will be on site within **4 business hours**.

OPTIONAL SERVICES

- ☐ **Operator Training:** Interactive Building Solutions shall provide [x] hours of formal operator training to get your staff familiar with the operation of your system.
- ☐ **Emergency Repair / Replacement Labor:** Interactive Building Solutions shall provide [x] hours per year of labor to repair or replace failed system components and address any other aspects of an unscheduled service call. If the premium time emergency service is not chosen, after hours labor shall be invoiced at a rate equal to the premium time service rate less the straight time rate.
- ☐ **Premium Time Emergency Service:** Emergency calls covered under the hours in the section above shall be made 24 hours a day, 365 days per year, with no additional cost to the customer.
- ☐ **Repair / Replacement Material:** Interactive Building Solutions shall provide [x] of material required to repair or replace failed system components.

Interactive Building Solutions Service Rates

IBS CONTRACT CUSTOMERS

Preventive Maintenance only: \$170.00 per Hour

Standard Time Service: \$195.00 per hour

Premium Time Service: \$292.50 per hour

Material Discount: 15% off of list price for normally represented parts

*** Mileage and Parking will be charged in addition to the hourly rates above**

IBS NON-CONTRACT CUSTOMERS

Standard Time Service: \$225.00 per hour

Premium Time Service: \$337.50 per hour

No Material Discount

IBS ADMINISTRATION COST

Administration Cost: \$300.00 per year

Agreement Duration and Payment Terms

OPTION A – ONE YEAR – 32 HOURS

Duration: This agreement shall remain in effect for a term of **one** year beginning July 1, 2026

Terms: The premium for the Maintenance Services as described herein shall be payable, in advance, at the rate of (check one):

☐ Annually	\$9,600	☐ Quarterly	\$2,400
☐ Semi-Annually	\$4,800		

The first payment shall be invoiced on the date this contract is initiated.

This Agreement is automatically renewed annually on its anniversary date, subject to price revision.

Should you decide to cancel this agreement for any reason, written notification must be received (30) days prior to the effective date of cancellation.

OPTION B – THREE YEARS – RATES GUARANTEED

32 HOURS PER YEAR, 96 TOTAL HOURS

Duration: This agreement shall remain in effect for a term of **three** years beginning July 1, 2026

Terms: The premium for the Maintenance Services as described herein shall be payable, in advance, at the rate of (check one):

☐ Annually	\$9,600	☐ Quarterly	\$2,400
☐ Semi-Annually	\$4,800		

Total Contract Amount - \$ 28,800 .

The first payment shall be invoiced on the date this contract is initiated.

Should you decide to cancel this agreement for any reason, written notification must be received (30) days prior to the effective date of cancellation.

Agreement Acceptance

Submitted by: _____
Marcos Torrescano
Sales Engineer

Please sign, date, and return both copies of this Agreement. A countersigned copy will be returned for your files.

Woodridge SD 68 **ACCEPTANCE:**

Interactive Building Solutions, LLC.
ACCEPTANCE:

Signature

Signature

Name (please print)

Title

Title

Date

Date

Effective Date of Agreement July 1 , 2026

The General Terms and Conditions are part of this Agreement.

Additional Terms and Conditions

1. **INITIAL EQUIPMENT INSPECTION**
 - a. N/A
2. **SCHEDULED MAINTENANCE AND SERVICE VISITS**
 - a. As detailed in Scope of Services
3. **MATERIAL AND REPAIR PARTS**
 - a. No material, equipment, or repair parts.
 - b. No software or software upgrades.
4. **ADDITIONAL MAINTENANCE, SERVICE OR REPAIRS**
 - a. Any additional maintenance, service, or repair work beyond the scope of services would be handled on a time and material basis.
5. **EXCLUSIONS**
 - a. No asbestos work or testing.
 - b. No electrical work.
 - c. No testing, adjusting, or balancing.
 - d. No fire system, CCTV, or security work.
 - e. We do not include, and we assume that the OWNER will cooperate and provide all associated general trade work of any kind such as: cutting and patching; access doors or panels; ceiling removal or replacement; painting; adequate access to areas to perform our work; equipment lifts; etc.
6. **EMERGENCY SERVICE**
 - a. Emergency service and repair work would be provided *twenty-four* (24) hours a day, *seven* (7) days a week including holidays. We anticipate the onsite response time to be between *two* (2) and *four* (4) hours. The emergency rate includes a four (4) hour minimum per call. Overtime rates will apply after hours either at 1.5X or 2X time.
7. **CHANGES TO EQUIPMENT**
 - a. N/A
8. **ACCESS**
 - a. It is our mutual understanding that the owner will be responsible for all of the adequate protection to the furniture, carpeting, finished walls, and that any obstructions will not only be adequately protected, but also moved and/or relocated to permit proper access to our work areas.
9. **LIABILITY**
 - a. Interactive Building Solutions, LLC will indemnify customer for any injury, loss or damage caused directly by Interactive Building Solutions, LLC negligent act while performing services hereunder; provided, that in no event shall Interactive Building Solutions, LLC be liable for any consequential, special or indirect damages resulting there from; and proved further, that Interactive Building Solutions, LLC shall not be liable for any loss, damage, injury or delay, whether direct or consequential, that may be caused by conditions beyond Interactive Building Solutions, LLC reasonable control, including but not limited to, acts of God, acts of Government, strikes, labor disputes, fire, explosions, theft, riot, war, malicious mischief or the inability to obtain material and supplies. With respect to fire safety and security equipment, customer agrees that Interactive Building Solutions, LLC is not an insurer regarding services provided hereunder, and that payments therefore are not sufficient for Interactive Building Solutions, LLC to assume the risk of any damage or loss to customer resulting from the failure of equipment or systems to perform

properly at any time during the term of this agreement. Interactive Building Solutions, LLC shall not be liable for any injury, loss or damage caused directly or indirectly by equipment not specifically covered by this agreement.

10. ASSESSMENTS

- a. The prices quoted herein do not include any applicable sales and/or use taxes. Customer agrees to pay Interactive Building Solutions, LLC any present or future taxes or any other government charges now or hereafter imposed by existing or future laws with respect to the transfer, use, ownership, or possession of the equipment to which this agreement relates.
- b. Yearly adjustments to the annual agreement price may be required based on prevailing costs. Notice of adjustments to the agreement price will be provided 45 days prior to the agreement renewal date.

11. NOTICES

- a. Any notice required shall be in writing and shall be either sent by mail or hand delivered to the parties at the addresses indicated herein.

12. ASSIGNMENT

- a. This agreement shall not be assignable without the prior written consent of the parties hereto.

13. INSURANCE

- a. Interactive Building Solutions, LLC shall keep in force, for the term of this agreement, insurance for workmen's compensation, employer's liability, and public liability, and shall furnish evidence thereof upon customer's request. The responsibility for insuring customer's property such as with a boiler and machine policy, etc., however, rests solely with the customer.

14. ENTIRE AGREEMENT

- a. This instrument embodies the entire agreement between the parties, and no oral agreement or correspondence shall be held to after the provisions hereof. To be valid, all subsequent changes and modifications shall be embraced within a written instrument duly executed by both parties.

15. PREVENTATIVE MAINTENANCE

- a. Preventative maintenance will be performed in the amount of time allotted by the contract. Interactive Building Solutions will not be responsible for any preventative maintenance not able to be performed during the allotted time, or subsequent issues thereof. Additional time may be purchased at the discounted preventative maintenance rate.

16. WARRANTY

- a. Due to the fact that work performed has not been proposed, and Interactive Building Solutions cannot, under the terms of this agreement, justly and skillfully assess the duration or extent of repairs required, the condition of existing equipment, or the situation by which its operatives must perform the work as identified by the client at the time of having personnel onsite, Interactive Building Solutions cannot warrant at their own cost any labor provided as a consequence of this agreement. Any work performed during the course of this agreement found to be incomplete, inadequate, or insufficient to the client's intent, can be rectified at the client's expense, utilizing remaining allotted hours from this agreement, or billed separately at agreed upon rates in this agreement.
- b. Any materials used in the course of executing this agreement will maintain the original manufacturer's warranty. Interactive Building Solutions warrants materials and equipment furnished under this contract will be of good quality and new unless otherwise

required or permitted. The warranty excludes remedy for damage or defect caused by abuse, modifications not executed by Interactive Building Solutions, improper or insufficient maintenance, improper operation, or normal wear and tear under normal usage. Materials deemed to be defective will be replaced within the course of this agreement's terms at the expense of Interactive Building Solutions.