



LINCOLNWOOD SCHOOL DISTRICT 74
 BOARD OF EDUCATION
 FACILITIES COMMITTEE MEETING AGENDA
 TUESDAY, NOVEMBER 16, 2021 AT **6:00 PM**

BOARD OF EDUCATION
Kevin Daly, President
Elaina Geraghty, Vice President
John P. Vranas, Secretary
Myra A. Foutris
Jay Oleniczak
Rupal Shah Mandal
Peter D. Theodore

ADMINISTRATION
Dr. Kimberly A. Nasshan, Superintendent of Schools
Dr. David Russo, Assistant Superintendent for Curriculum and Instruction
Courtney Whited, Business Manager/CSBO

*Agenda of the Facilities Committee Meeting of the Board of Education of Lincolnwood School District 74,
 Cook County, Illinois, to be held in the Marvin Garlich Administration Building
 6950 N. East Prairie Road
 Lincolnwood, Illinois 60712,
 on Tuesday, November 16, 2021.*

IN-PERSON PARTICIPATION: It is expected that all members of the Facilities Committee, plus several administrators, will be physically present at the Marvin Garlich Administration Building located at 6950 N. East Prairie Road, Lincolnwood, IL. The public is welcome.

1. CALL TO ORDER/ROLL CALL

FACILITIES COMMITTEE MEMBERS

- John P. Vranas (BOE), Chair
- Elaina Geraghty (BOE), Co-Chair
- Rupal Shah Mandal (BOE)
- Wendy Grano, Community Member
- Emily McCall, Community Member
- Zade Tagani, Community Member

ADMINISTRATORS/STAFF

- Dr. Kimberly A. Nasshan, Superintendent of Schools
- Dr. David L. Russo, Assistant Superintendent of Curriculum and Instruction
- Courtney Whited, Business Manager/CSBO
- Jim Caldwell, Director of Buildings and Grounds

2. AUDIENCE TO VISITORS

3. APPROVAL OF MINUTES

- a. Facilities Committee Meeting Minutes - **October 19, 2021** 3

Motion by member: _____ Seconded by: _____

4. DISTRICT ARCHITECT OF RECORD - STUDIOGC architecture+interiors

- a. INFORMATION/DISCUSSION: StudioGC architecture+interiors Project(s) Update 6

5. OLD BUSINESS

- a. INFORMATION/DISCUSSION/ACTION: Termination of Two Elevator Service/Maintenance Agreements and Notice to Bid for Elevator Service/Maintenance on Two Elevators and 9

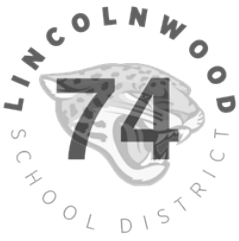
Modernization of One Elevator

- 6. NEW BUSINESS
 - a. INFORMATION/DISCUSSION/ACTION: Annual Renewal of Building Automated Systems (BAS) Maintenance and Support 33
- 7. ADJOURNMENT

Motion by member: _____ Seconded by: _____

Dr. Kimberly A. Nasshan, Superintendent of Schools

Lincolnwood School District 74 is subject to the requirements of the Americans with Disabilities Act of 1990. Individuals with disabilities who plan to attend this meeting and who require certain accommodations in order to allow them to observe and/or participate in this meeting, or who have questions regarding the accessibility of this meeting or facility, are requested to contact the District Office at 847-675-8234 promptly to allow Lincolnwood School District 74 to make reasonable accommodations for those persons.



LINCOLNWOOD SCHOOL DISTRICT 74
BOARD OF EDUCATION
FACILITIES COMMITTEE MEETING MINUTES
TUESDAY, OCTOBER 19, 2021 AT **6:00 PM**

BOARD OF EDUCATION
Kevin Daly, *President*
Elaina Geraghty, *Vice President*
John P. Vranas, *Secretary*
Myra A. Foutris
Jay Oleniczak
Rupal Shah Mandal
Peter D. Theodore

ADMINISTRATION
Dr. Kimberly A. Nasshan, *Superintendent of Schools*
Dr. David Russo, *Assistant Superintendent for Curriculum and Instruction*
Courtney Whited, *Business Manager/CSBO*

*Minutes of the Facilities Committee Meeting of the Board of Education of Lincolnwood School District 74,
Cook County, Illinois, was held in the Marvin Garlich Administration Building
6950 N. East Prairie Road. Lincolnwood, Illinois 60712,
on Tuesday, October 19, 2021.*

1. CALL TO ORDER/ROLL CALL

Chair Vranas called the Facilities Committee meeting to order at 6:05 p.m.

FACILITIES COMMITTEE MEMBERS

John P. Vranas (BOE), Chair
Elaina Geraghty (BOE), Co-Chair
Rupal Shah Mandal (BOE)
Emily McCall, Community Member
Zade Tagani, Community Member

ADMINISTRATORS/STAFF

Dr. Kimberly A. Nasshan, Superintendent of Schools
Dr. David L. Russo, Assistant Superintendent of Curriculum and Instruction
Courtney Whited, Business Manager/CSBO
Jim Caldwell, Director of Buildings and Grounds

ABSENT

Wendy Grano, Community Member

OTHERS PRESENT

Athi Toufexis, StudioGC

2. AUDIENCE TO VISITORS

None

3. APPROVAL OF MINUTES

Facilities Committee Meeting Minutes - SEPTEMBER 21, 2021

A motion was made, seconded and passed to approve the September 21, 2021 Facilities Committee meeting minutes.

4. OLD BUSINESS

Termination of Two (2) Elevator Maintenance Agreements

Courtney Whited, Business Manager/CSBO explained the history behind the existing elevator maintenance contracts. Otis is willing to end the contract early, aligning both contracts for the same termination date. The District will submit an RFP, with the assistance of StudioGC, to obtain an elevator maintenance contract moving forward along with the elevator modernization project for Rutledge Hall. The Committee asked whether or not the equipment would be proprietary or non-proprietary. StudioGC will investigate feasibility of non-proprietary equipment. A five-year contract is acceptable to the Committee.

5. NEW BUSINESS

None

6. District Facilities Update

a. Drawings and Bid Documents for Summer 2022 Projects Update

Athi Toufexis, StudioGC outlined the proposed bid packages for Summer 2022 construction work. The Committee recommended going to bid prior to the holidays. StudioGC will factor the calendar into the timing of bidding. Courtney highlighted the projects that may be funded by the School Maintenance Project Grant (SMPG).

b. Lincolnwood Baseball and Softball Association Facilities Rental

Courtney outlined the rental request from Lincolnwood Baseball and Softball Association. This will not interfere with Lincoln Hall related activities. Committee members inquired about revenue sources that support programming. The Administration will look at the schedule of rental fees.

c. NCISC Scripps Spelling Bee Verbal Request for Use of the Lincoln Hall Auditorium for the Spring 2023 Spelling Bee

A Representative of the North Cook Intermediate Service Center inquired about hosting this event in 2023 at the Lincoln Hall Auditorium. The Committee indicated it would be an honor for the District to host.

d. Summer 2021 Project Status

I. Grades 1-2 Playground

The surface has been installed. The area where the climber will be installed has been cordoned off until it arrives. Students are able to use the space.

II. Todd Hall and Rutledge Hall Doors

The front entrance doors will be installed on October 29. The District is waiting on the cores for the doors. Silicone sealant at the thresholds has been installed to avoid seepage. The contractor is coming out to evaluate the situation. District staff will observe the issue during the next rain storm. The locks are set for the interior doors. The teachers have keys to interior doors at Todd Hall.

III. Todd Hall and Rutledge Hall Fire Alarms

Duct detectors are hooked up at Todd Hall and Rutledge Hall that cut the blowers off to prevent smoke and flames from being carried throughout the building. By October 29th, the project will be completed. Additional smoke detectors have already been installed for CCDC.

e. Solar Panel Grants Update

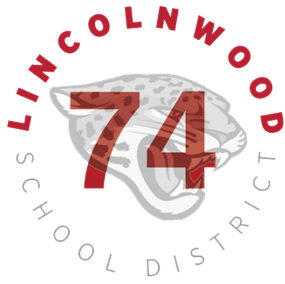
The Committee would like to see proposals for an awning style mount on the second level of the south facade at Lincoln Hall.

7. ADJOURNMENT

A motion was made, seconded, and passed to adjourn the Facilities Committee meeting at 6:36 p.m. The next Facilities Committee meeting will be held Tuesday, November 16, 2021 at 6:00 p.m. The public is welcome.

John P. Vranas, Chair

Elaina Geraghty, Co-chair



Facilities Committee Meeting

DATE: Tuesday, November 16, 2021

TOPIC: District Architect of Record - StudioGC architecture+interiors Project(s) Update

PREPARED BY: Courtney Whited, Business Manager/CSBO with
Athi Toufexis, Principal, StudioGC architecture+interiors

Recommended for:

- Action
- Discussion
- Information

Purpose:

To provide the Facilities Committee an update on StudioGC architecture+interiors District Projects:

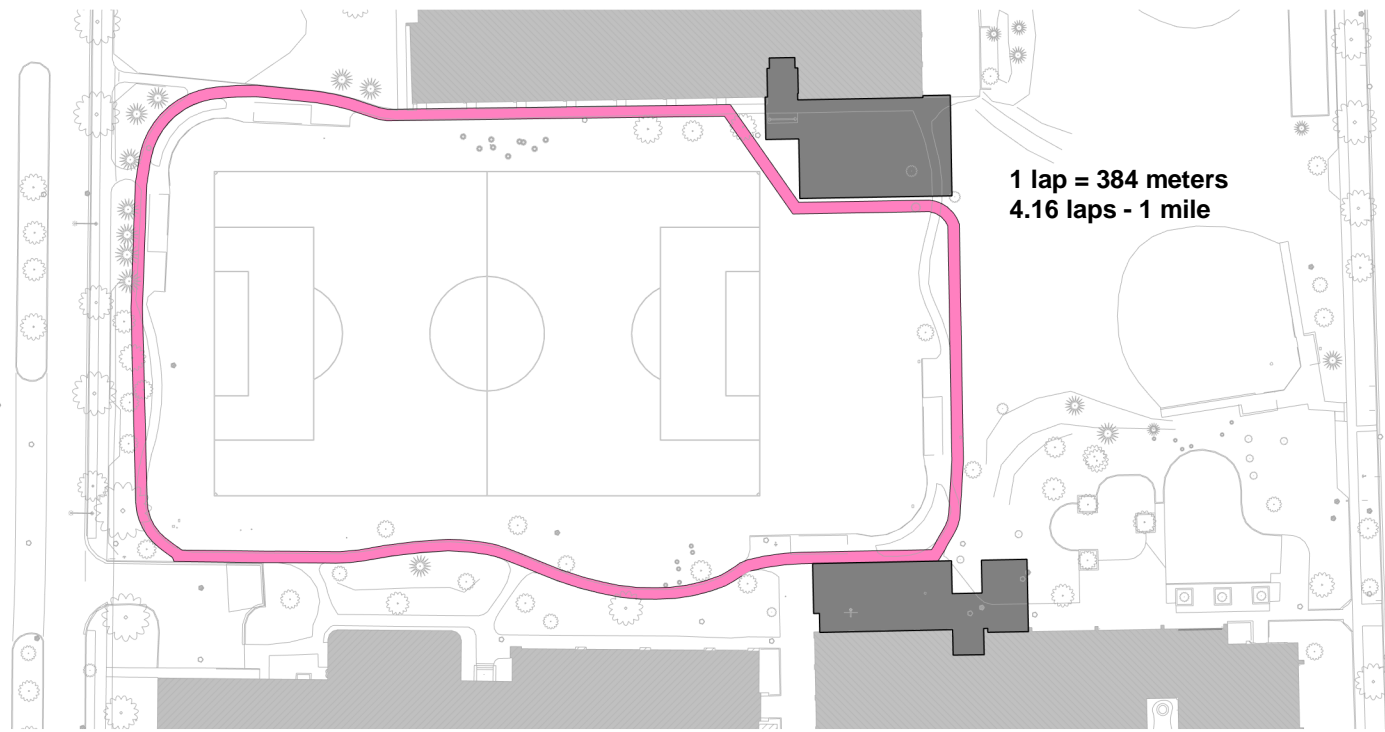
1. General Work (Bid Package A)

Event	Date
Bid drawings released to contractors	Early January 2022
Bid opening	Late January 2022
Contractor recommendation-Facilities Committee	February 15, 2022
Board of Education approves the contract	March 3, 2022

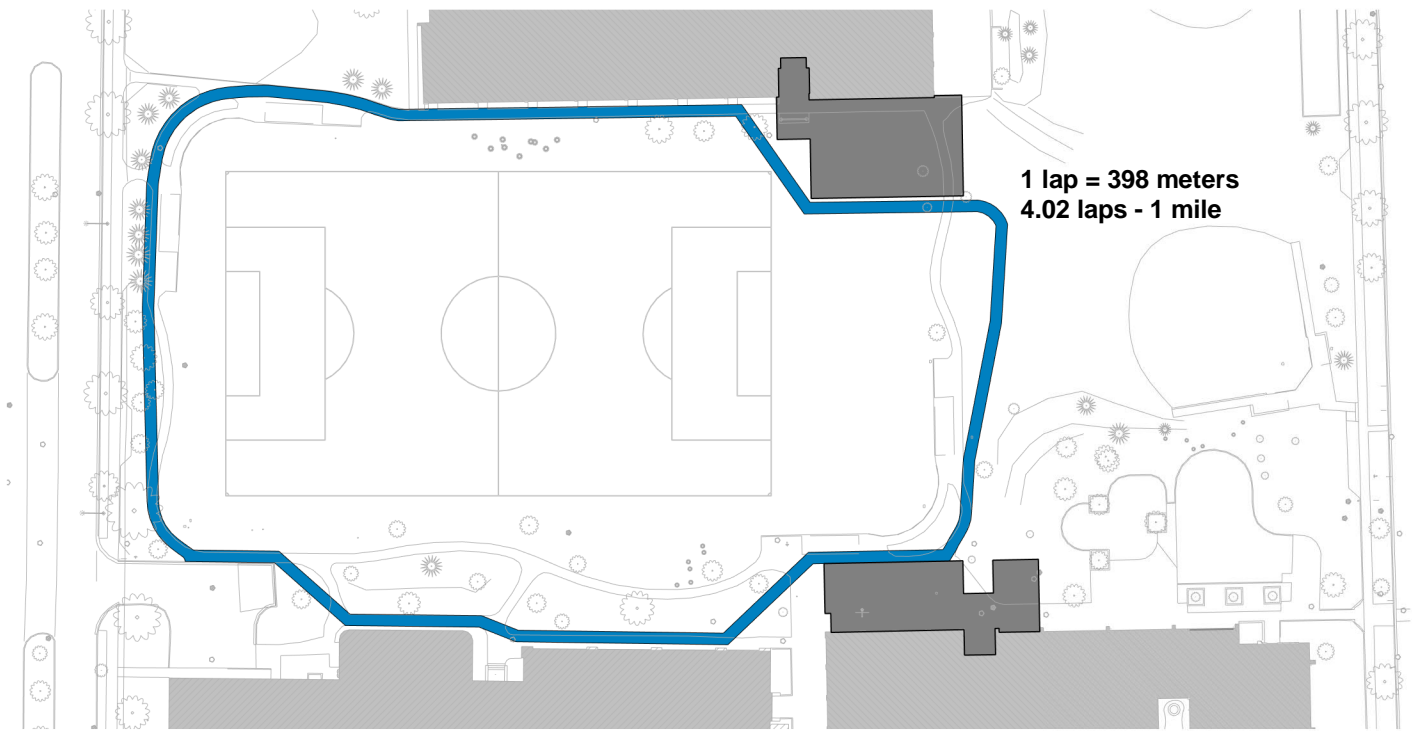
2. Administration Building Roofing Project (Bid Package C)

Event	Date
Bid drawings released to contractors	November 30, 2021
Bid opening	December 17, 2021
Contractor recommendation-Facilities Committee	January 18, 2022
Board of Education approves the contract	February 3, 2022

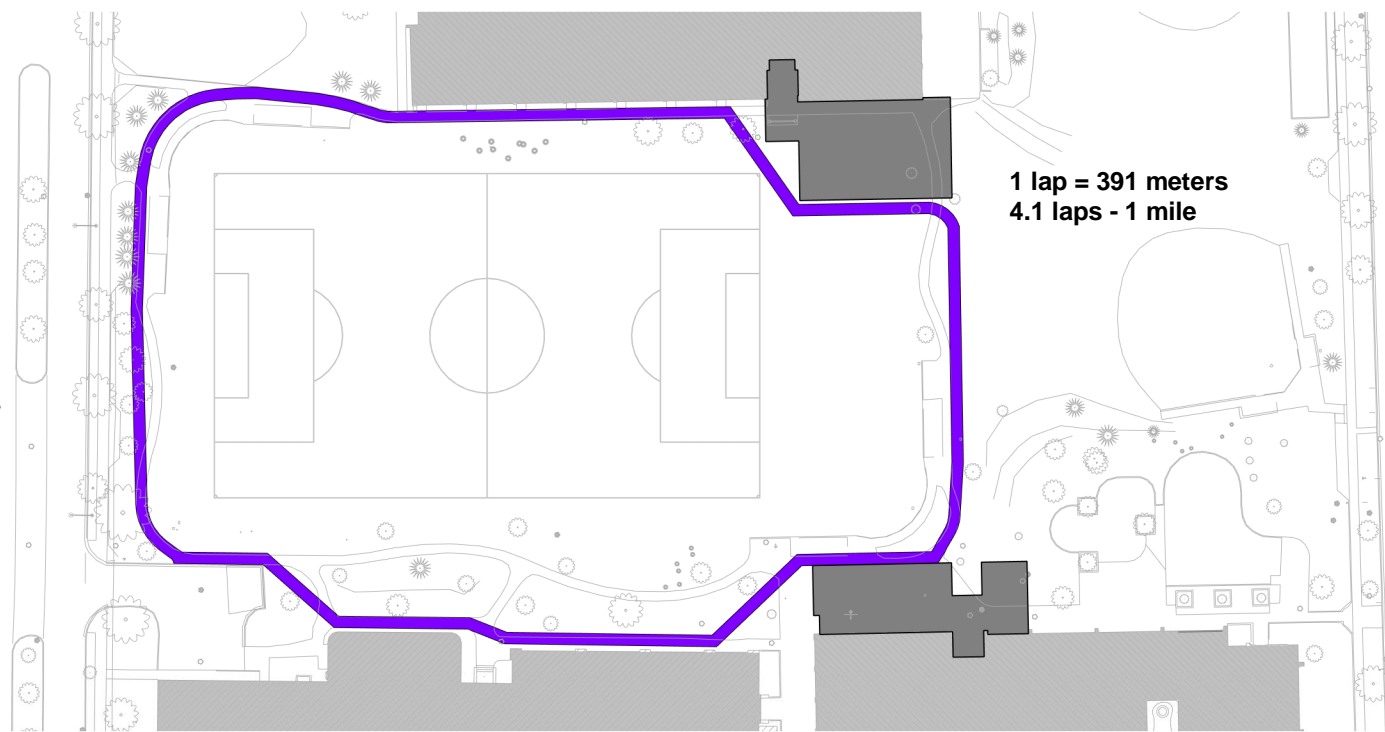
3. Bid Package B: Select final design for Campus Running Track (see attachments)



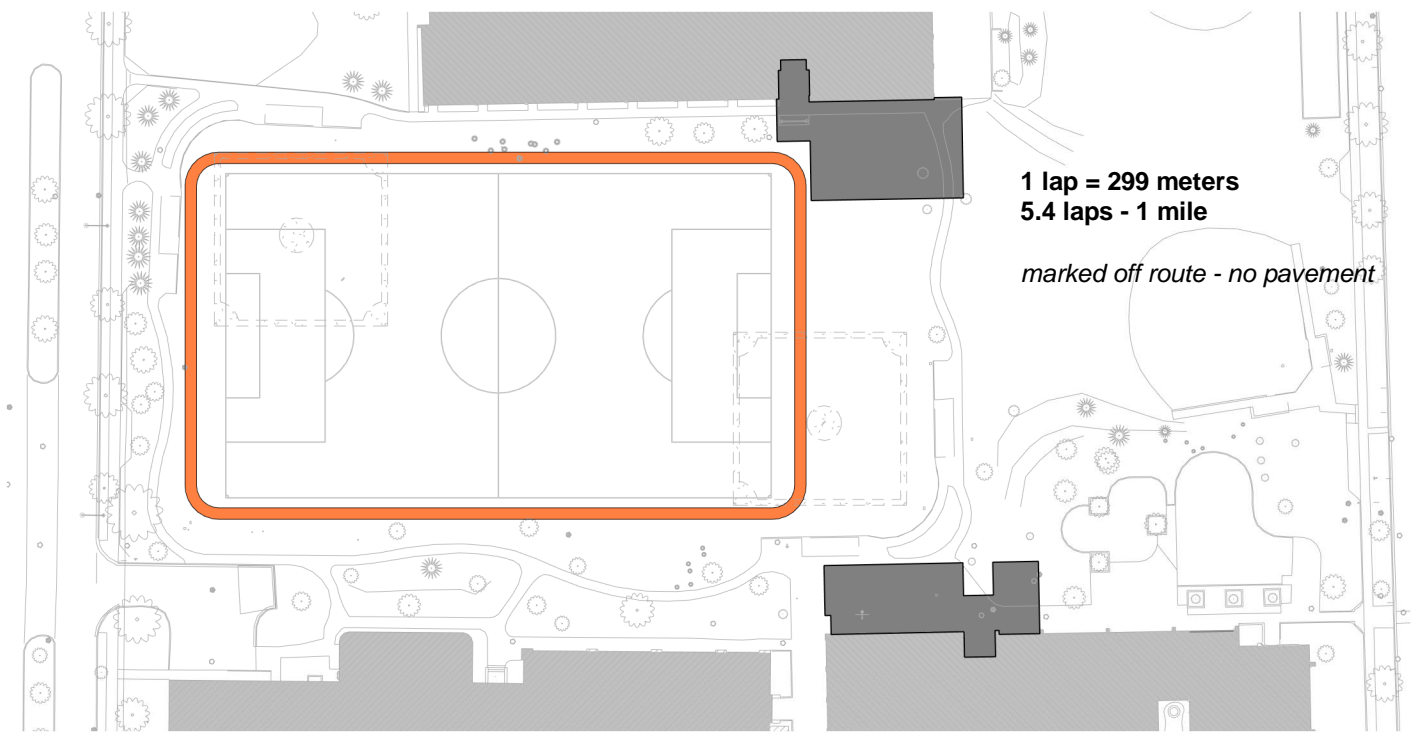
1 Running Track - option 1A
1" = 100'-0"



3 Running Track - option 3A
1" = 100'-0"



2 Running Track - option 2A
1" = 100'-0"

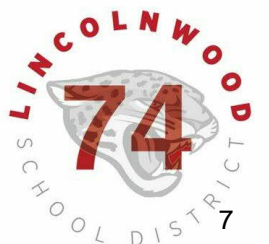


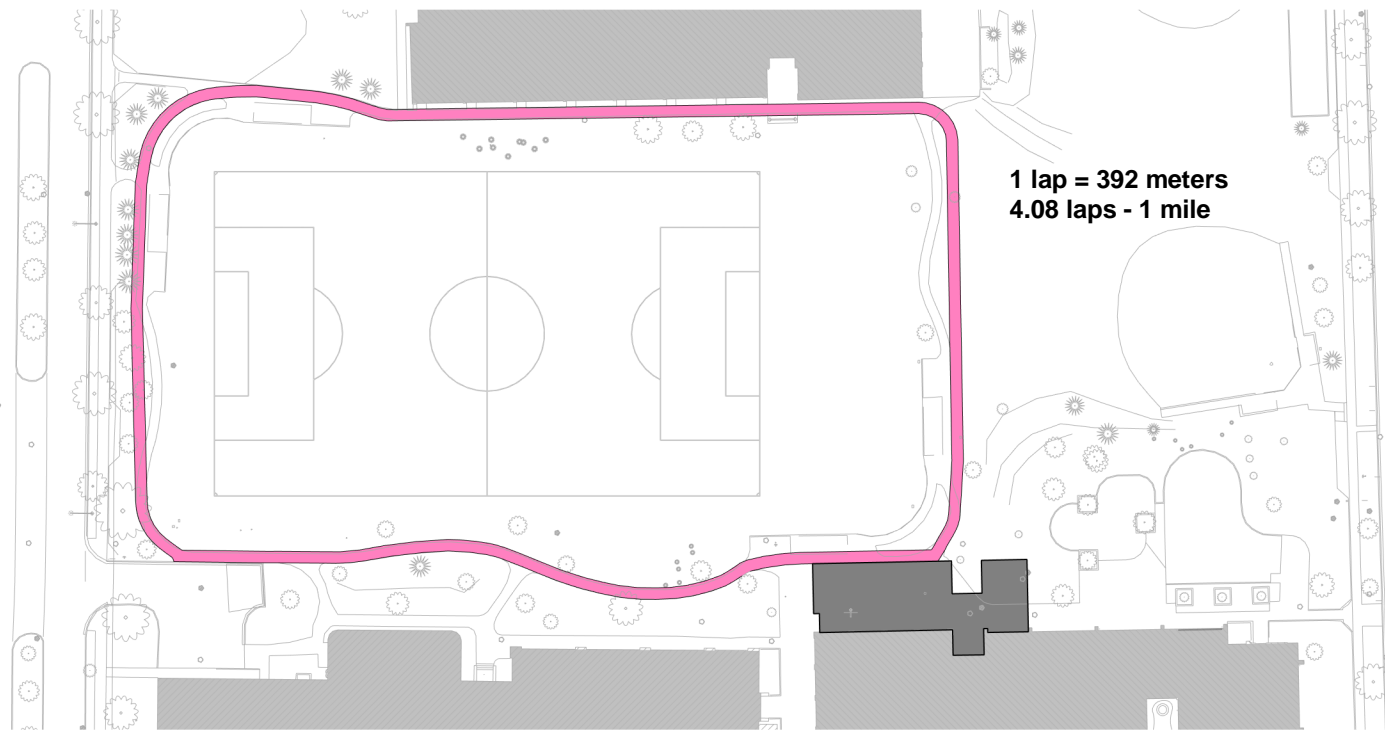
4 Running Track - option 4A
1" = 100'-0"

04.24.2020

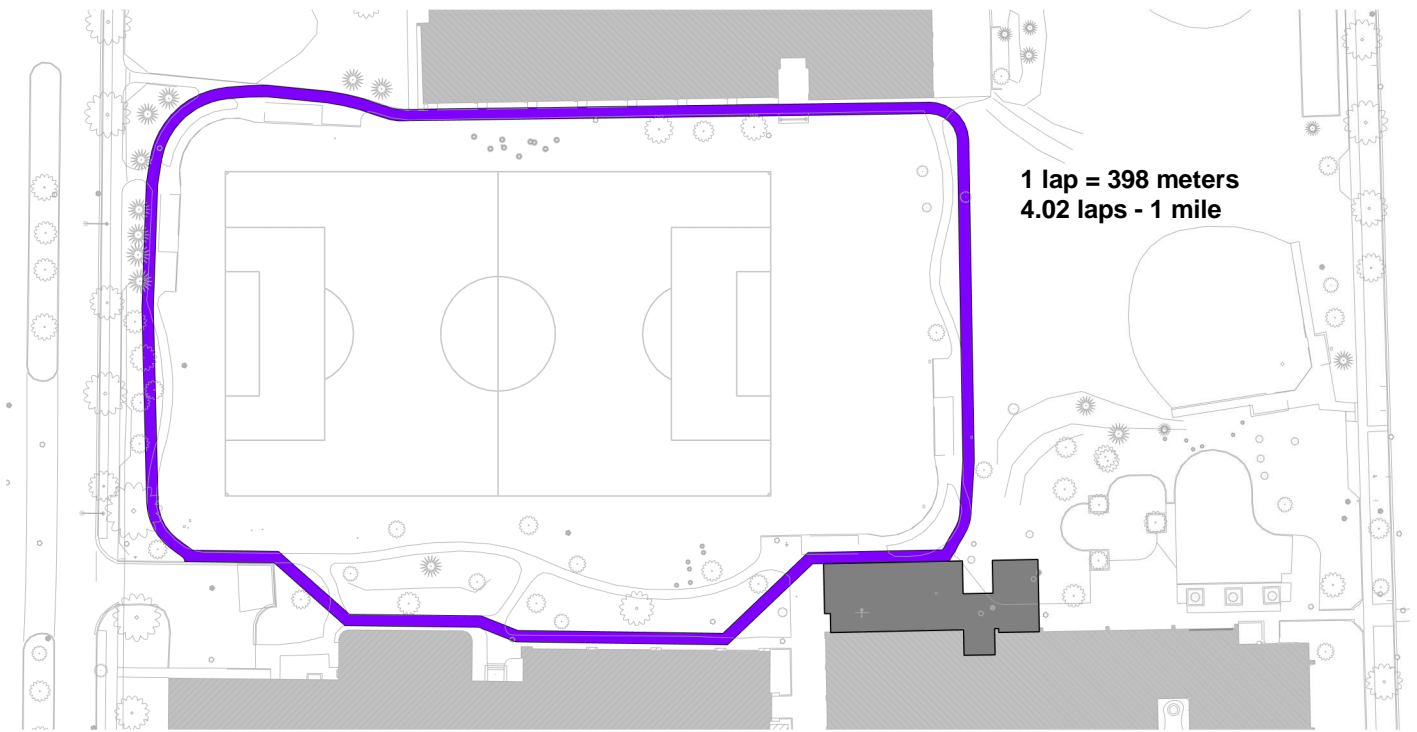
running paths - with addition
LINCOLNWOOD SD74
MASTER PLANNING

1904 **04a** 6950 E Prairie Rd., Lincolnwood, IL 60712

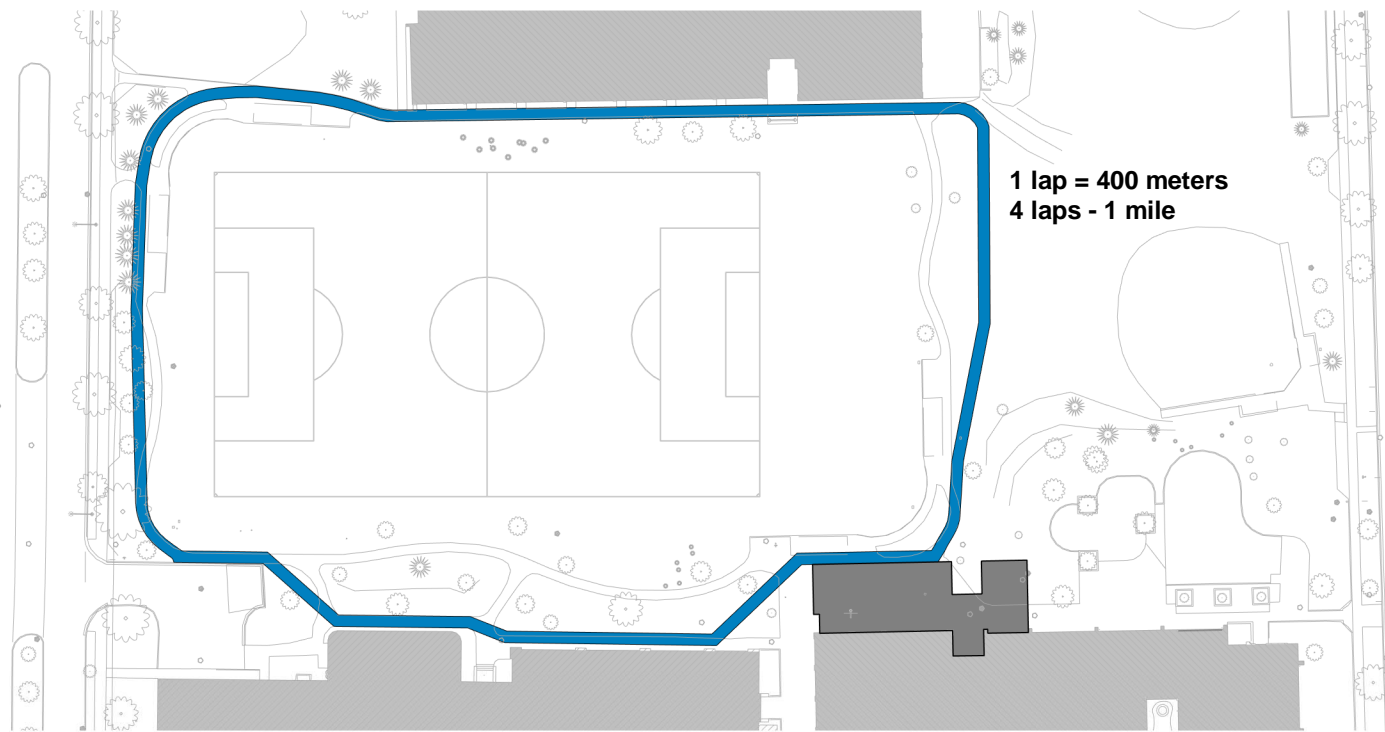




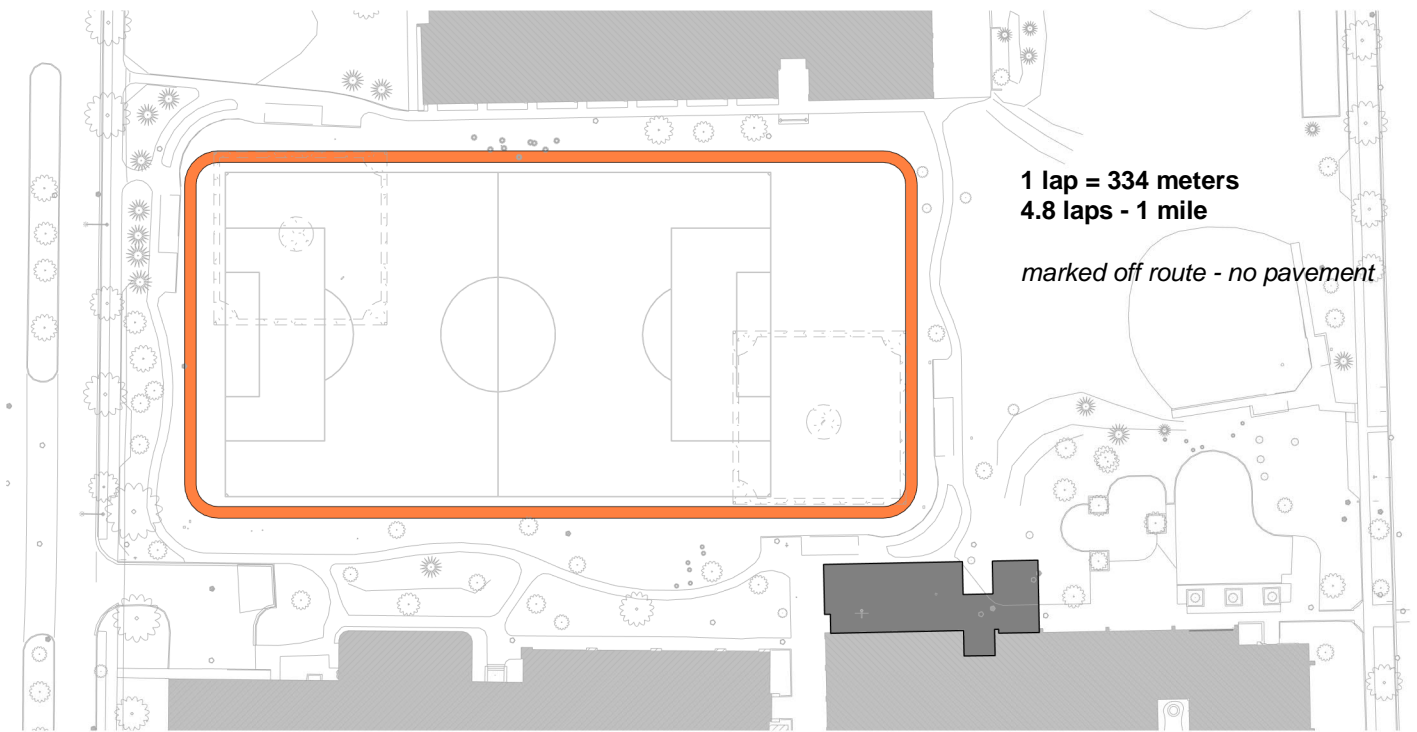
① Running Track - option 1B
1" = 100'-0"



② Running Track - option 2B
1" = 100'-0"



③ Running Track - option 3B
1" = 100'-0"



④ Running Track - option 4B
1" = 100'-0"

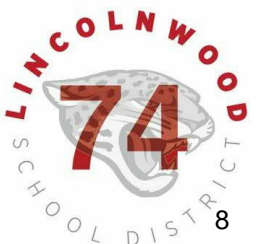
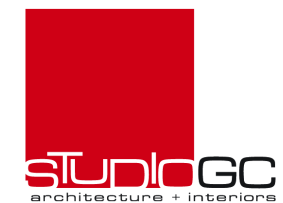
04.24.2020

running paths - without addition

**LINCOLNWOOD SD74
MASTER PLANNING**

1904 **04b**

6950 E Prairie Rd., Lincolnwood, IL 60712





Executive Summary Facilities Committee Meeting

DATE: November 16, 2021

TOPIC: Termination of Two Elevator Service/Maintenance Agreements and Notice to Bid for Elevator
Service/Maintenance on Two Elevators and Modernization of One Elevator

PREPARED BY: Courtney Whited

Recommended for:

- Action
- Discussion
- Information

Purpose/Background:

On March 28, 2002, the District entered into an Elevator Maintenance Agreement with Thyssen Krup Elevator Corporation (now "TK Elevator") for service on the Rutledge Hall Dover elevator. It was set up with a five-year term and it has automatically rolled over four times, therefore the next expiration/auto-renewal date occurs in March 2022.

On June 22, 2016, the District entered into an Elevator Maintenance Agreement with Otis Elevator Company. It was set up for a five-year term for service on the Lincoln Hall Otis elevator. It is about to expire this coming June 2022 but Otis agreed to terminate early on March 31, 2022.

At this juncture, the District is seeking one company to perform service and maintenance on both elevators on campus and perform modernization work on the Rutledge Hall elevator in Summer 2022.

Fiscal Impact:

Unknown

\$5,415.00 to TK Elevator annually in 2021 calendar year paid in quarterly installments

\$2,457.84 to Otis Elevator Company for the current annual period expiring 5/31/2022

\$7,872.84 Current Annual total

Recommendation:

It is the Administrative recommendation that the Facilities Committee concurs to recommend to the Board of Education to terminate Elevator Service and Maintenance Agreements with TK Elevator and Otis Elevator on March 31, 2022 and to request sealed bids for the modernization of one elevator and the regular service and maintenance of two elevators beginning in April 2022.



BOARD OF EDUCATION
Kevin Daly, *President*
Elaina Geraghty, *Vice President*
John P. Vranas, *Secretary*
Myra A. Foutris
Rupal Shah Mandal
Jay Oleniczak
Peter D. Theodore

ADMINISTRATION
Dr. Kimberly A. Nasshan, *Superintendent of Schools*
Dr. David L. Russo, *Assistant Superintendent for Curriculum & Instruction*
Courtney L. Whited, *Business Manager/CSBO*

December 2, 2021

**VIA EMAIL & U.S. MAIL, CERTIFIED
RETURN RECEIPT REQUESTED**

TK Elevator
ThyssenKrup Elevator Corporation
355 Eisenhower Ln S
Lombard, IL 60148

Attn: Daniel McElroy and Brad Barton
daniel.mcelroy@tkelevator.com; brad.barton@tkelevator.com

Re: Termination of Maintenance Agreement for Rutledge Hall Elevator
Lincolnwood School District No. 74

Dear Sirs:

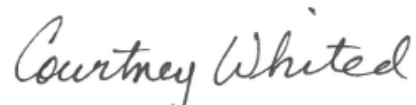
ThyssenKrup Elevator Corporation (herein "TK Elevator") and the Board of Education of Lincolnwood School District No. 74 (herein "Board" or "School District") previously entered into an agreement dated March 1, 2002, regarding the maintenance of the elevator at Rutledge Hall, 6850 N. East Prairie Road, Lincolnwood IL 60644 (herein "the Agreement"). Please be advised that the School District is hereby terminating the Agreement **as of March 31, 2022**. Note, although the parties also discussed a new contract in 2016, your representatives have previously advised that they have no record of that contract ever having been executed.

The Board of Education wishes to seek bids for a service contract with a single vendor to service both the elevator at Rutledge Hall as well as the second elevator located at a different school within the School District. The Board also wishes to seek bids for the modernization of the elevator at Rutledge Hall. The Board encourages TK Elevator to participate in the bidding process. In the event that TK Elevator is the successful bidder, a new service agreement in accordance with the terms of the invitation to bid will be required, and the existing Agreement shall not continue in effect.

In the event that TK Elevator is not the successful bidder, we may ask that TK Elevator assist the School District in transitioning the service of the Rutledge Hall elevator to the successful bidder. The costs for any transition services necessary shall be itemized and provided to the School District in writing for approval in advance of performing any such work.

If you have any questions, please contact me at cwhited@sd74.org or 847-675-8234.

Thank you,

A handwritten signature in cursive script that reads "Courtney Whited".

Courtney Whited
Business Manager/CSBO

cc: Kim Nasshan (*via email*)

**AMENDMENT TO AGREEMENT BETWEEN THE BOARD OF EDUCATION OF
LINCOLNWOOD SCHOOL DISTRICT 74 AND OTIS ELEVATOR COMPANY**

This Amendment is entered into as of December 2, 2021, by and between the Board of Education of Lincolnwood School District No. 74 ("Board" or "School District") and Otis Elevator Company ("Otis") (collectively "the Parties") to modify the agreement set forth in Proposal Number AHX610 dated May 31, 2017, and the attached Rider dated June 8, 2017, (collectively, the "Agreement"). All other terms of the Agreement which are not modified by this Amendment shall remain in full force and effect. The Parties agree as follows:

1. **Termination.** The Parties agree that the term of the Agreement entered into by the Parties shall be amended to automatically terminate on March 31, 2022, without penalty to the School District. No additional notice to Otis shall be required.
2. **Bidding.** Otis acknowledges that the Board wishes to seek bids for a service contract with a single vendor to service both the elevator that is the subject of the Agreement as well as the second elevator located at a different school within the School District. The Board encourages Otis to submit such a bid. In the event that Otis is the successful bidder, Otis acknowledges that a new service agreement in accordance with the terms of the invitation to bid will be required, and the existing Agreement shall not continue in effect.
3. **Transition.** In the event that Otis is not the successful bidder, Otis shall assist the School District in transitioning the service of the elevator that is the subject of the Agreement to the successful bidder. The costs for any transition services necessary shall be itemized and provided to the School District in writing for approval in advance of performing any such work.
4. **Authority to Execute.** Each signatory hereto represents and warrants that he or she has the proper corporate authority to execute this Amendment and bind his or her entity to the terms and conditions hereof.
5. **Payment.** The School District agrees that invoices for any additional charges for maintenance services and open order work not covered under the maintenance agreement incurred up to and including March 31, 2022, will be due. No other monies will be exchanged.

WHEREAS, this Amendment and its terms and conditions are agreed upon by the Parties as of the date set forth above.

**BOARD OF EDUCATION OF
LINCOLNWOOD SCHOOL DISTRICT 74
COOK COUNTY, ILLINOIS**

OTIS ELEVATOR COMPANY

By: _____

By: *Nelly Nereo*

Its: _____

Its: *General Manager*

Date: _____

Date: *11/11/21*

**LEGAL NOTICE
REQUEST FOR BIDS**

Lincolnwood School District No. 74 is requesting sealed bids for the modernization of one elevator and the regular service and maintenance of two elevators beginning in April 2022. Bids will be received by the Business Manager/CSBO at the Administrative Center located at 6950 N. East Prairie Rd., Lincolnwood IL 60712, until 2:00 P.M. prevailing time on Monday, January 10, 2022.

Instructions and specifications will be available beginning Friday, December 3, 2021 from StudioGC architecture + interiors, Attn: Athi Toufexis, a.toufexis@studiogc.com, (312) 253-3400. A pre-bid meeting will be held on Tuesday, December 14, 2021, at 3:00 p.m. starting at the Administrative Center. The purpose of this meeting is to address any questions and visit the two elevator sites. This will be the only opportunity to visit District facilities; attendance by potential bidders is encouraged but not mandatory. Bidders must submit all questions in writing to Athi Toufexis at the above email address. Replies will be issued to all bidders of record in the form of an addendum. Questions received less than five (5) weekdays before the bid due date cannot be answered.

All bids must be accompanied by a Bid Bond in the form of a surety bond issued by a bonding company authorized to do business in Illinois, and on the U.S. Department of Treasury list of approved sureties, or a certified check or a cashier's check drawn on a bank authorized to do business in Illinois, made payable to the Board of Education in the amount of ten percent (10%) of the sum of the computed total amount of the bid. By submitting a bid, it is agreed that the Bid Bond will be forfeited if the bidder fails to execute the agreement or to furnish the Performance and Payment Bonds (for the modernization work) in conformity with the specifications within ten (10) days after notification of the award of the Agreement to such bidder.

All bids must be accompanied by a sample agreement, the terms of which shall be subject to negotiation by or approval of legal counsel for the District. Each bidder expressly agrees that such bid may not be withdrawn for a period of sixty (60) days from the opening thereof. Withdrawal within such period shall subject the bidder to penalties and damages to the District to the extent that such withdrawal results in loss to the District.

The Board of Education reserves the right to reject any and all bids or any part thereof, to waive any informalities, errors or irregularity in bids received or in the bidding process, and to accept the bid or bids that the Board of Education deems the most favorable to its interest after all bids have been examined and canvassed.

John P. Vranas
Secretary, Board of Education
Lincolnwood School District
No. 74, Cook County, Illinois

NOTICE AND SPECIFICATIONS FOR
Elevator Modernization and Service Agreement
Commencing April 1, 2022

Lincolnwood School District No. 74

INSTRUCTIONS TO ALL BIDDERS

1.1 District Information. Lincolnwood School District No. 74 is a public elementary school district with an approximate enrollment of 1,250 students. The District operates three (3) school buildings and one (1) administrative center. All are located on a single campus in the Village of Lincolnwood, approximately 10 miles north of downtown Chicago, in Cook County, Illinois. Two school buildings contain elevators, both of which are the subject of this bid:

- Rutledge Hall: Dover, Hydraulic. Unit ID: ED9184. Installed 1995.
- Lincoln Hall: Otis, Hydraulic. Unit ID: 633062. Installed 2017.

1.2 Request for Bids. The Board of Education of Lincolnwood School District No. 74 (hereinafter sometimes referred to as the “Board” or “School District” or “Owner”) will receive bids for the modernization of the Rutledge Hall elevator and the regular service and maintenance of both the Rutledge Hall and Lincoln Hall elevators, in accordance with these instructions and the specifications set forth below. Bids will be received until 2:00 P.M. prevailing time on Monday, January 10, 2022, at the Administrative Center located at 6950 N. East Prairie Rd., Lincolnwood IL 60712.

1.3 Pre-bid Meeting: A pre-bid meeting will be held on Tuesday, December 14, 2021, at 3:00 p.m. starting at the Administrative Center, 6950 N. East Prairie Rd., Lincolnwood IL 60712. The purpose of this meeting is to address any questions and visit the two elevator sites. This will

be the only opportunity to visit District facilities. Attendance by potential bidders is strongly encouraged but not mandatory.

1.4 Questions. Bidders must submit all questions regarding these instructions and specifications in writing to Athi Toufexis, StudioGC architecture + interiors, a.toufexis@studiogc.com. Replies will be issued to all bidders of record in the form of an Addendum. Questions received less than five (5) weekdays before the bid due date cannot be answered.

1.5 Bid Form. All bids must be submitted in duplicate on the Bid Form, a copy of which is attached hereto as **Exhibit “A”**, provided by the School District. The wording of the Bid Form shall not be changed or altered.

1.6 Anticipated Bidding Schedule:

<u>EVENT</u>	<u>PROJECTED DATE</u>
Request for Bids Issuance:	December 3, 2021
Pre-Bid Meeting:	December 14, 2021, 3:00 p.m.
Last date to request clarifications:	January 5, 2022
Bids Due:	January 10, 2022, 2:00 pm
Negotiation of Agreement	Jan. 11 – Feb. 7, 2022
Presentation to Facilities Committee:	February 15, 2022
Board of Education Approval:	March 3, 2022
Beginning of Service:	April 1, 2022

1.7 Pricing. Each bidder expressly agrees that its pricing may not be withdrawn for a period of sixty (60) days from the bid due date. Withdrawal within such period shall subject the proposer to penalties and damages to the District to the extent that such withdrawal results in loss to the District. All bidders must state their rates and charges in fixed dollar amounts which are definitely ascertainable at the time of opening the bids.

1.8 Bid Security. Bids shall be accompanied by a Bid Security. Such Bid Security shall be in the form of a Bid Bond or Cashier’s Check for 10% of the Bid Price (Specification A and

the first-year fixed price under Specification B) made in favor of the Board. Failure to submit the proper form and amount of Bid Security may result in rejection of the Bid. Bid Bonds must be issued by the same company that provides the Performance Bond and Payment Bond under Specification A. The Bidder agrees that the proceeds of the Bid Security will become the property of the Board if for any reason the bidder withdraws his bid prior to the time period noted in the Bid Form. The defaulting bidder shall pay the Board all costs which exceed the amount of the Bid Security for procuring the performance for the work required by the bidding documents. Such costs include, but are not limited to, additional advertising and architectural and engineering services and legal services.

1.9 Term and Commencement. The regular service and maintenance agreement described in Specification B shall commence April 1, 2022, for a period of five (5) years without extension. The modernization work described in Specification A shall be scheduled during 2022 by the agreement of the School District and the successful bidder.

1.10 Insurance. The successful bidder shall maintain insurance in the following amounts during the term of any agreement entered into pursuant to this Request for Bids: (1) commercial general liability insurance on an occurrence basis in the minimum amount of \$1,000,000 per occurrence and \$2,000,000 in the aggregate; (2) workers compensation coverage in the minimum statutory amounts and no less than \$500,000; (3) comprehensive auto liability insurance, including hired and non-owned vehicles, in the amount of \$1,000,000 per occurrence and in the aggregate for bodily injury and property damage; and (4) umbrella or excess liability coverage in a minimum amount of \$2,000,000 per occurrence and in the aggregate. The successful bidder shall name the School District, its Board members, employees, and agents as additional insureds

on all policies except workers compensation. The successful bidder's insurance shall be primary and noncontributory.

1.11 Bonding. A Performance Bond and Labor and Material Payment Bond will be required in accordance with the Public Construction Bond Act, 30 ILCS 550/1, for the modernization work performed under Specification A. The cost of said bond, in the amount of 110% of the cost of the work, shall be included in the bid price.

1.12 Reservation of Rights. The Board of Education reserves the right to reject any and all bids or any part thereof, to waive any informalities, errors or irregularity in bids received or in the bidding process, and to accept the bid or bids that the Board of Education deems the most favorable to its interest after all proposals have been examined and canvassed. Expenses incurred in responding to this request for bids are not the responsibility of the School District.

1.13 Required Documentation. If any credit applications or other documents will be required prior to contract execution, such documents must be submitted with the proposal. **All proposals must be accompanied by a sample service agreement, the terms of which shall be subject to negotiation by or approval of legal counsel for the District and must be in accordance with the terms of this specification.** Automatic renewal language will be deleted. The final agreement shall be subject to Illinois law without regard to conflicts of laws principles. Dispute resolution terms shall be limited to litigation in the Circuit Court of Cook County, Illinois, and the successful bidder must agree to be subject to the jurisdiction of that court. References to mediation or arbitration shall be deleted. Payment terms shall be in accordance with the Illinois Local Government Prompt Payment Act (50 ILCS 505/1 *et seq.*). This Request for Bids shall be deemed incorporated into the parties' final agreement.

1.14 Applicable Laws. All bidders shall at all times observe and comply with all applicable laws, rules, ordinances and regulations, including, but not limited to, the *Illinois Prevailing Wage Act* (820 ILCS § 130/1 *et seq.*); the *Illinois Human Rights Act* (775 ILCS § 5/1 *et seq.*); The Equal Employment Opportunity Clause at Title 44, Part 750 of the Illinois Administrative Code (see 44 Ill. Admin. Code 750.20), which is fully incorporated herein; the *Equal Employment Opportunity Act* (42 U.S.C. § 2000e); and the *Illinois Criminal Code* (720 ILCS § 5/1 *et al.*). Without limiting the generality of the foregoing, as required by the *Criminal Code*, 720 ILCS § 5/33E-11, each bidder certifies that it is not barred from contracting with any unit of state or local government as a result of a violation of any criminal statute including, but not limited to, the bid rigging (Section 33E-3) or bid rotating (Section 33E-4) provisions of the *Criminal Code*. The bidder agrees that if this certification is false, the School District may declare the resulting agreement void. Each bidder further certifies that it will provide a drug free workplace as required by the *Illinois Drug Free Workplace Act*, 30 ILCS §§ 580/1 *et seq.* Additionally, the Board is exempt from paying Illinois Use Tax, Illinois Retailer's Occupation Tax, Federal Excise Taxes, and any federal transportation tax, thus, no taxes shall be included in the bid price. If applicable, the bidder shall collect and remit Illinois Use Tax on all sales of tangible personal property into the State of Illinois in accordance with the provisions of the *Illinois Use Tax Act* (35 §§ ILCS 105/1 *et seq.*), regardless of whether the bidder is a retailer maintaining a place of business within this State" as defined in Section 2 of the *Illinois Use Tax Act*.

1.15 Indemnification. If selected, the successful bidder agrees to indemnify, defend and hold harmless the Board of Education, its individual Board members, employees and agents from and against any and all costs (including but not limited to attorneys' fees and court costs), losses,

finances, penalties, causes of action, and damages, whether to person or property, resulting from, connected with or arising from any negligent acts or omissions of the bidder or any breach of the parties' agreement.

1.16 Additional Information. Bidders are encouraged to provide a summary of their company's on-line reporting and invoicing capabilities, including web-based account specific reporting, web-based Customer Account Information, and web-based invoicing. Samples of these reports or invoices should be included with the bids.

Specification A - Modernization of the Rutledge Hall Elevator

2.1 The Board requests bids for the modernization of the Rutledge Hall elevator (Dover, Hydraulic. Unit ID: ED9184. Installed 1995) in accordance with the following Scope of Work.

2.2 Provide all labor and material necessary to refurbish the existing 2 stop hydraulic elevator including, but not limited to, replacement of the controller, leveling system, car and hall fixtures and door operator, and as indicated below:

- A. Existing Elevator: Thyssen Krupp 2000 pound capacity holed hydraulic elevator. Speed: 100 fpm.
- B. Controller: New non-propriety microprocessor based control system to perform all elevator functions, motion control & door control. Nonproprietary standards recognize specific owner's rights:
 - 1. The right to all information needed for diagnosis, service, and repair.
 - 2. The right to access on-board computers, including the information they store and the ability to diagnose, repair, and/or reprogram these systems.
- C. Drive system: New solid-state motor starter.
- D. Door Operator: GAL MOVFR II door operator or equivalent, plus related equipment necessary for complete and functional operation.
- E. Emergency battery lowering: Provide emergency battery lowering, such that in the event of a building power failure, the battery would bring the elevator to the next landing and open the elevator doors to avoid entrapment. When power is restored the elevator would return to service.
- F. Car Door Equipment: New door operator to be GAL MOVFR II door operator or equivalent non-proprietary unit, plus related equipment necessary for complete and functional operation. Include hatch accessed car top inspection station.
- G. Hoist-way equipment:
 - 1. Hoist-way operation devices: New terminal stopping devices and landing systems.
 - 2. Car Guides: Replace or refurbish existing as required.
 - 3. Pit Stop Switch: Provide new pit stop switch in location required by code.

4. Pit Ladder: Modify or replace existing ladder with code compliant installation.
5. Leveling System: Provide new leveling system.

H. Fixtures:

1. Car Operating Panel: Furnish new stainless steel car operating panel including the following:
 - a. Mechanical illuminated, vandal resistant buttons marked with the corresponding landings, including Braille text.
 - b. Emergency phone with call button “push for help.” Emergency alarm button to be connected to an emergency signal.
 - c. Key switches for: Fan, light, hoist-way inspection.
 - d. Stop switch.
 - e. Fireman’s service cabinet that is compliant with A17.1 2019 code video/texting requirements.
 - f. Emergency car lighting.
 - g. ADA phone.
 - h. GFI receptacle.
 - i. Certificate window.
 - j. Car position indicators.
 - k. In car directional arrows.
2. Hall Fixtures
 - a. Fire service phase key switch and engraved instructions.
 - b. Hall Position Indicators: New to be integral with main lobby push button fixture or above hoist-way doorframe.
 - c. Hall push buttons: ADA compliant hall buttons with Fireman’s service & access at terminal landings.

I. General

1. Removal of Equipment: Unless otherwise indicated, all equipment that is removed or demolished and not to be re-used becomes the property of the Elevator Modernization Contractor, and is to be promptly removed from the project site and disposed of in an approved manor.

2. Code – All elevator equipment to be installed in accordance with A17.1 2019 elevator safety code and all other applicable codes.
3. Fire alarm recall – Elevator Modernization Contractor is to provide connection to existing smoke/heat detectors installed to initiate recall to ground floor. Fire alarm system was installed and completed in August 2021 by Airport Electric. Work under this contract shall not void existing warranty with Airport Electric.
4. Permits and Inspections: Elevator Modernization Contractor is responsible for procuring all necessary permits and inspections, and is required to deliver an Elevator Inspection Certificate prior to receiving final payment. Cost to obtain such permits and inspections will be reimbursed at the rate of 1.0 times the actual cost.

2.3 Warranty. Elevator Modernization Contractor shall warrant their work for a period of 12 months following the date of the Elevator Inspection Certificate. Warranty work is to be performed during normal working hours of between 8:00 am and 4:30 pm. Should it be necessary to perform warranty work outside of the hours of 8:00 am to 4:30 pm, the Owner will be responsible for the premium cost only. Any parts or equipment that have been provided by the Elevator Modernization Contractor that are required to be replaced shall be provided at no additional cost to the Owner. Material costs for any necessary parts or equipment that have not been provided by the Elevator Modernization Contractor will be the responsibility of the Owner at the rate of 1.0 times the actual cost to the Contractor.

2.4 Performance and Payment Bond. Contractor within ten (10) days after receiving notice of the award shall furnish a Performance and Labor and Material Payment Bond, in the amount of 110% of the cost of the work, agreeing to perform the work and fulfill all obligations in accordance with all of the provisions of the contract with a surety rated no less than B+ 10 by Best's Insurance Guide Key, and naming Owner as a primary co-obligee. Such bonds shall be in a form and with a surety acceptable to the Owner and shall not include a limitation period shorter than that provided by Illinois law (735 ILCS 5/13-214). The cost of each bond shall be included

in the bid price. All bonds shall include a specific obligation of the Surety to guarantee the faithful performance of the Contractor under the Illinois Prevailing Wage Law. The Bonding Company must also be licensed in the State of Illinois. The Performance Bond and the Labor and Material Payment Bond shall guarantee the performance of the duties placed on the Contractor pursuant to the contract with the Owner, and shall indemnify the Owner from any liability or loss resulting to the Owner from any failure of the Contractor fully to perform each or all of said duties. The Performance Bond and the Labor and Material Payment Bond shall be deemed to cover all such duties. The Performance Bond and Labor and Material Bonds shall be executed in conformity with American Institute of Architects, Doc. A312. A certified copy of the power of attorney from the Surety Company stating that the person executing the bond is duly authorized by the Surety to execute the bond shall accompany the bond. The bonds shall comply with the Public Construction Bond Act, 30 ILCS 550/1.

2.5 Performance of the Work. The School District and the successful bidder shall agree on the best timeline for the performance of the modernization work. Efforts may be made to schedule the work during non-student attendance days (i.e. during Summer Break).

Specification B - Regular Service and Maintenance of Both
the Rutledge Hall and Lincoln Hall Elevators

3.1 The Board requests bids for the quarterly service and maintenance of both the Rutledge Hall (Dover, Hydraulic. Unit ID: ED9184. Installed 1995) and Lincoln Hall (Otis, Hydraulic. Unit ID: 633062. Installed 2017) elevators in accordance with the following Scope of Work.

3.2 Contractor, in the performance of Services, agrees to and shall conform to the requirements of ASME standard A17.1, Safety Code for Elevators and Escalators, in its latest revision, in connection with testing, inspection, maintenance, alteration, and repair of elevator equipment under this Agreement. Contractor shall maintain all Units according to the original manufacturer's performance specifications or in accordance with the most recent revision of the ASME standard A17.1, whichever is more stringent.

3.3 Maintenance Services for Hydraulic Elevators. Contractor shall provide and perform the following maintenance services for hydraulic elevators at Lincolnwood SD 74, Rutledge Hall and Lincoln Hall:

- 3.3.1 Inspect, clean and lubricate the equipment.
- 3.3.2 Clean the machine room floor and the spill pan.
- 3.3.3 Replace all missing or damaged warning signs.
- 3.3.4 Ride each car to check for unusual noises and deficiencies in operation.
- 3.3.5 Inspect and clean the car top and pit equipment.
- 3.3.6 Check the oil in the tank; If oil is depleted beyond normal usage, determine and repair the cause of use of excess oil and provide new oil, compatible with existing.
- 3.3.7 Inspect the jack plunger.
- 3.3.8 Inspect the jack assembly and determine whether too much oil is leaking through; repair as required.

- 3.3.9 Inspect and clean the car photo eye or light screen; Adjust as required.
- 3.3.10 Inspect the car safety edge and retraction.
- 3.3.11 Test the alarm button; repair if not functioning.
- 3.3.12 Check the emergency switch; repair if not functioning.
- 3.3.13 Inspect, clean, and lubricate the door tracks.
- 3.3.14 Inspect the car lighting system; re-lamp or repair if not functioning properly.
- 3.3.15 Inspect the elevator communication system; repair if not functioning.
- 3.3.16 Replace broken or cracked call buttons or button covers.
- 3.3.17 Inspect, clean, and lubricate the motor bearings.
- 3.3.18 Inspect and clean the controller fuses and holders.
- 3.3.19 Inspect and adjust the door speeds, door relating cable tension, and the car steadying plates.
- 3.3.20 Check the stiles for cracks.
- 3.3.21 Check infrared door opening/closing devices; adjust as required for proper operation.
- 3.3.22 Inspect and lubricate the car fan or blower.
- 3.3.23 Inspect, lubricate, and clean the following: Hall button contacts, Guide rails, Limit switches, Traveling cable, and junction box cable.
- 3.3.24 Inspect, adjust as may be required, check, repair, and replace and provide parts for all items identified above; and Provide Services as necessary to remedy or resolve the foregoing items.

3.4 All hydraulic elevator pits shall be thoroughly cleaned at least four times per calendar year and listed on reports. Repair or replace any elevator hydraulic line that is leaking oil. Repack and seal pistons with visible oil running down. Replace ballasts as needed. Repair and replace all buttons, switches, lights, button lights, stop bells, key switches, stop switches or other controls when damaged by wear and tear.

3.5 Standards for Hydraulic Elevators. Contractor shall observe, abide by, and ensure compliance with the following maintenance standards for hydraulic elevators at the Facilities:

- 3.5.1 Elevator door closing pressure must not exceed 30 LBF.
- 3.5.2 Adjust elevator car doors and hoistways with 1/8 inch of play in doors opposite of direction of travel or replace door gibs.
- 3.5.3 Hoistway door rollers that are cut or torn more than 1/8" must be replaced.
- 3.5.4 Belt driven motors and chain drive sets shall be pre-loaded and matched for length in size, rated bearing strength, and a safety factor of ten.
- 3.5.5 Top of car operating device speed shall not exceed specified criteria.
- 3.5.6 Maintain elevator floor levels plus or minus 3/8 inch of each landing.
- 3.5.7 Roller guides that are cut or torn more than 1/8" will be replaced.
- 3.5.8 Adjust anti-creep mechanism to maintain elevators within 1 inch of floor level irrespective of the position of the hoistway door.
- 3.5.9 Replace slide guides with more than 1/8 inch play in any direction.
- 3.5.10 Adjust the relief valve to open at a pressure not greater than 125% of working pressure and shall be sealed with lead seal.
- 3.5.11 Flexible hydraulic connections shall have a bursting strength in accordance with ASME specifications (if possible, replace any flexible hydraulic connections with a hard pipe).
- 3.5.12 Securely fasten hoistway and car junction boxes with covers in place.
- 3.5.13 Replace V-Belts that are cut or torn more than 1/8 inch.
- 3.5.14 Inspect, check, repair, and replace and provide parts for all items identified above.

3.6 Scheduling. Maintenance visits shall be performed during normal business hours, Monday through Friday, 8:00 am to 4:30 pm, excluding holidays. Callbacks for minor adjustments or emergency entrapments during these hours shall be at no additional cost. For callbacks outside of normal business hours, contractor shall absorb the worked hours at straight

time, and the owner (Lincolnwood School District 74) will be charged for the overtime premium portion only.

3.7 Agreement Duration. The service and maintenance agreement shall be for a five (5) year period. Automatic renewals shall not be allowed. Written notice of termination at the end of the stated term shall not be required.

3.8 Payment

3.8.1 Payments for these services shall be based on an annual price per contract year, billed and payable in equal quarterly or monthly installments.

3.8.2 Material costs for any necessary parts or equipment in accordance with the above specification will be the responsibility of the Owner at the rate of 1.0 times the actual cost to the Contractor.

3.8.3 Price increases. The annual price in each of the second through fifth contract years shall be increased by three percent (3%) over the prior contract year's annual price.

EXHIBIT A – BID FORM

Lincolnwood School District No. 74
ELEVATOR MODERNIZATION AND SERVICE AGREEMENT
 Commencing April 1, 2022

After having read all the specifications and instructions for bidders and understanding same, I hereby submit the following bid(s) for the elevator modernization and service needs of School District No. 74 in accordance with said Specifications, including bonds and insurance as stated in the Specifications:

Specification A: Modernization of the Rutledge Hall Elevator	FIXED PRICE
<i>Including all parts, labor, materials, supplies, tools, equipment, and consumables.</i>	\$
Specification B: Regular Service and Maintenance of Both the Rutledge Hall and Lincoln Hall Elevators	ANNUAL PRICE – Year 1
<i>Including all labor, materials, supplies, tools, equipment, and consumables, but not including the cost of replacement parts.</i>	\$

I acknowledge that Specifications A and B may be awarded separately. I acknowledge that the annual price in succeeding years under Specification B may be increased only in accordance with the terms of the Specifications stated in the Request for Bids, for a maximum term of five (5) years. Should this firm be selected, this firm will enter into an agreement substantially in accordance with the terms described in the specifications and subject to approval by the legal counsel for School District No. 74.

SIGNED

DATE

PRINT NAME OF SIGNATORY

PRINT TITLE OF SIGNATORY

COMPANY NAME

FEIN

ADDRESS

PHONE

CITY STATE ZIP

FAX

NAME OF CONTACT PERSON

CONTACT PERSON'S EMAIL

EXHIBIT A – BID FORM

REFERENCES

Provide up to five (5) references of Illinois based school district, government, or commercial customers with similar service agreements that you have been serving for a minimum of twenty-four (24) months:

	School District	Contact Name, Address	Contact Phone, Email	Annual Terms
1.				
2.				
3.				
4.				
5.				

THE BOARD OF EDUCATION OF LINCOLNWOOD SCHOOL DISTRICT NO. 74 RESERVES THE RIGHT TO REJECT ANY AND ALL BIDS OR ANY PART THEREOF, TO WAIVE ANY INFORMALITIES, ERRORS OR IRREGULARITY IN BIDS RECEIVED OR IN THE BIDDING PROCESS, AND TO ACCEPT THE BID OR BIDS THAT THE BOARD OF EDUCATION DEEMS THE MOST FAVORABLE TO ITS INTEREST AFTER ALL BIDS HAVE BEEN EXAMINED AND CANVASSED. THE BOARD RESERVES THE RIGHT TO ENTER INTO DISCUSSIONS OR NEGOTIATIONS WITH ONE OR MORE QUALIFIED VENDORS AT ANY TIME.

Initialed: _____
 SIGNATORY COMPANY DATE

BID SECURITY

A bid security in the form of a Bid Bond or cashier's check in an amount not less than 10% of the Bid Price (Specification A and the first-year fixed price under Specification B) is included with this proposal. Bid Security may be forfeited if a bidder does not meet specifications.

Signature: _____ Date: _____

EXHIBIT A – BID FORM

ANTI-COLLUSION CERTIFICATION OF COMPLIANCE

_____, being first duly sworn, deposes and says:
(print name)

that he/she is an authorized representative of _____, (name of company) the party making the foregoing proposal, that such proposal is genuine and not collusive, or sham; that said proposer has not colluded, conspired, connived or agreed, directly or indirectly, with any proposer or person, to put in a sham proposal or to refrain from proposing, and has not in any manner, directly or indirectly, sought by agreement or collusion, or communication or conference with any person; to fix the proposal price element of said proposal, or of that of any other proposer, or to secure any advantages against any other proposer or any person interested in the proposed contract.

Signature: _____ Date: _____

CERTIFICATE OF ELIGIBILITY TO BID

_____(bidder), pursuant to Section 33E-11 of the Illinois Criminal Code of 1961, as amended, hereby certifies that neither he/she/its partners, officers, or owners of his/her/its business have been convicted in the past five (5) years of the offenses of bid-rigging under Section 33E-3 of the Illinois Criminal Code of 1961, as amended, and that neither he/she/its business has ever been convicted of the offense of bid-rotating under Section 33E-4 of the Illinois Criminal Code of 1961, as amended.

Signature: _____ Date: _____

COMPLIANCE WITH ILLINOIS HUMAN RIGHTS ACT

The undersigned hereby certifies that my firm has complied with the requirements of the Illinois Human Rights Act (775 ILCS 5/1-101 et seq.), as amended, with respect to sexual harassment policies and equal employment opportunities. The terms of that law, as applicable, are hereby incorporated into this contract. The Board of Education states that it is in compliance with said law.

Signature: _____ Date: _____

EXHIBIT A – BID FORM

DRUG FREE WORKPLACE CERTIFICATION

Pursuant to 30 ILCS 580/1 *et seq.* (“Drug Free Workplace Act”), the undersigned certifies to the Board of Education it will provide a drug-free workplace by:

1. Publishing a statement: A. notifying employees that unlawful manufacture, distribution, possession, or use of a controlled substance, including cannabis, is prohibited in the Contractor’s workplace; B. specifying actions that will be taken against employees for violations of this prohibition; C. notifying employees that, as a condition of employment on this contract, employees will: 1. abide by the terms of the statement, 2. notify the Contractor of any criminal drug statute conviction for a violation occurring in the workplace, no later than five (5) days after such conviction.

2. Establishing a drug-free awareness program to inform employees about: A. the dangers of drug abuse in the workplace; B. the Contractor’s policy of maintaining a drug-free workplace; C. available drug counseling, rehabilitation, and employee assistance programs; D. penalties that may be imposed upon employees for drug violations.

3. Making it a requirement to give a copy of the statement in subsection “1” to each employee engaged in performance of the contract, and posting it in a prominent workplace location.

4. Notifying the District within ten days after receiving notice in subsection “1”, paragraph “C”, part “2”, from an employee, or otherwise receiving actual notice of such conviction.

5. Imposing a sanction or requiring participation by a convicted employee, in a drug abuse rehabilitation program, as required by Section 5 of the Drug Free Workplace Act.

6. Assisting employees in selecting a course of action in the event drug counseling, treatment, and/or rehabilitation is required, and indicating that a trained referral team is in place.

7. Making a good-faith effort to maintain a drug-free workplace through implementation of Section 3 of the Drug Free Workplace Act.

Failure to abide by this Drug Free Workplace Certification will subject the contractor to penalties set forth in Sections 6, 7, and 8 of the Drug Free Workplace Act.

For: _____ By: _____
(company name) (signature)

Its: _____ Date: _____
(owner, president, partner, etc.)

EXHIBIT A – BID FORM

CERTIFICATE OF COMPLIANCE CRIMINAL BACKGROUND CHECKS AND SEX OFFENDER DATABASE

The undersigned Contractor shall be responsible for conducting a criminal background check and a check of the Illinois Statewide Sex Offender Database as to all persons working within a school building or other indoor facility used for school purposes, and areas outside buildings and facilities, whether owned, leased or contracted by the School District. This includes all employees of the Contractor or any sub-contractor, all independent contractors, casual laborers, workers obtained through union halls or hiring halls, and all other individuals present on the School District's Property at any time during the performance of the Contract. No person shall be permitted to work on or within the School District's property who: 1) has been convicted of any of the enumerated criminal or drug offenses found in 105 ILCS 5/10-21.9(c), or 2) has been convicted, within seven (7) years of the date of this Certificate of Compliance, of any other felony under the laws of the State of Illinois or of any offense committed or attempted in any other state or against the laws of the United States that, if committed or attempted in the State of Illinois, would have been punishable as a felony under the laws of this State, or 3) is on the Illinois Sex Offender Database. The Contractor must maintain such records and may be required to submit copies of such records directly to the School District to verify that the criminal background/sex offender checks have been performed on all persons working on or within School District property. All such records must be updated at least every twelve months.

The School District reserves the right to order the Contractor to remove any person from the School District's work who the School District determines to be a threat to safety of students, School District employees, other workers, parents, visitors, or otherwise. All workers must follow School District policies, regulations and rules as to building access and security.

For: _____ By: _____
(company name) (signature)

Its: _____ Date: _____
(owner, president, partner, etc.)



Executive Summary Facilities Committee Meeting

DATE: November 16, 2021

TOPIC: Annual Renewal of Building Automated Systems (BAS) Maintenance and Support

PREPARED BY: Courtney Whited

Recommended for:

- Action
- Discussion
- Information

Purpose: The Board of Education approves all contracts.

This contract provides one year of maintenance and support for the District's Building Automation System (BAS) software program. The BAS system allows the user to monitor for issues and operate systems at their peak efficiency. The District's Legal Counsel reviewed the Contract and stated this Agreement continues to incorporate the District's original revisions to the Terms & Conditions.

Fiscal Impact:

\$9,524

The District paid \$9,712 for calendar year 2021 with the same vendor.

The hourly rates table did not change.

Recommendation:

It is the Administrative recommendation that the Facilities Committee concurs to recommend to the Board of Education to accept this Agreement from Control Engineering Corporation to renew Annual BAS (Building Automated Systems) Maintenance and Support in the amount of \$9,524 from January 1, 2022 through December 31, 2022.

Building Automation System Maintenance Agreement

November 9, 2021

Prepared for:

Lincolnwood School District 74

6950 N. East Prairie Rd.

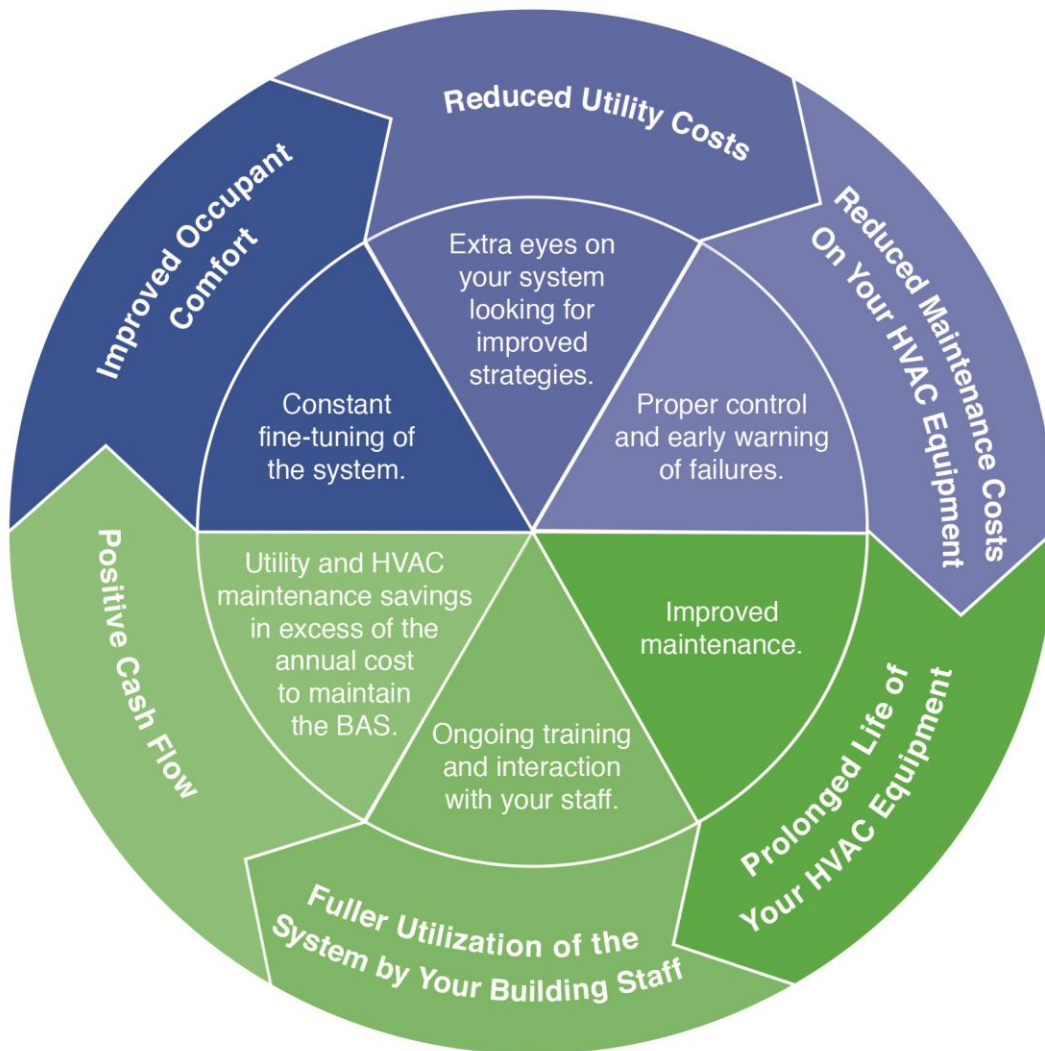
Lincolnwood, IL 60712

Attn: Courtney Whited

Building Automation Maintenance Agreement

You have made a significant investment in a Building Automation System. To insure you maximize the return on that investment Control Engineering Corp. (CEC) recommends you consider the proposed service agreement. Your Building Automation System (BAS) is fluid and will evolve. If you do nothing it will gradually become less useful. If you invest in improving it, and your use of it, it will constantly improve and deliver increased value to you and your facility. CEC is committed to help you realize the full potential and benefit of your system.

Proper maintenance is key to maximizing your investment in this system. With proper maintenance you will receive the following benefits:



Building Automation Maintenance Agreement

Between:

Lincolnwood School District 74
6950 N. East Prairie Rd.
Lincolnwood, IL 60712
Attn: Courtney Whited

And:

Control Engineering Corp.

November 9, 21

Contract Term: from **1/1/22** through **12/31/22**

Maintenance Agreement to maintain your Building Automation System (BAS).

The annual investment to maintain your system at its peak is:

Preventative Maintenance and Technical Support:.....	\$10,582.00
Good Customer Discount 10%	(\$1,058.00)
Total Maintenance Agreement:	\$9,524.00

Sincerely,



Phillip Jackson
Account Executive

Accepted by:

Purchase Order #

Date

Attachments:

- Level of Service
- Description of Services Offered
- Schedule of Covered Equipment
- Schedule of Preventative Maintenance Tasks
- Terms and Conditions
- Service Request Procedures
- Service rates

Level of Service

The following is an itemization of the levels of service chosen for your contract. Please see attached descriptions and schedules.

Preventative Maintenance Package:

- Workstations and Servers: 1 times per year
- Global and System Controllers: 2 times per year
- Unitary Controllers: 1 times per year
- Sensors and transducers: 1 times per year
- Valves: 1 times per year
- Damper Actuators: 1 times per year

Technical Support Package:

- Review Service Log Book: 6 times per year
- Phone Support/Remote service: Unlimited
- Database Back-ups: 6 times per year
- Software subscription: Included
- **Scope includes 6 Full day visits.** Four quarterly visits by a software tech and two semi annual visits by service electrician. We will complete above tasks first and any remaining time we will perform additional tasks at the request of owner.

Equipment Repair Service:

- Full Coverage: on the following checked equipment
 - Workstations, Servers and Network
 - Global and System Controllers
 - Unitary Controllers
 - Sensors and Transducers
 - Valves and Damper Actuators
 - Other
 - Repair Allowance: \$0,000.00 per year
 - Pay As You Go: On all items not checked above.

Training Allowance:

- Training Allowance: \$0,000.00 per year

Description of Services Offered

The following is a description of the various services CEC offers as part of our service agreements. Please see the scope page of your contract for which services are selected for your agreement.

Preventative Maintenance Package: The benefit of this package is that it keeps your investment in your automation system operating at peak performance and avoids inevitable deterioration.

- CEC will perform periodic site visits to optimize system performance.
- We will provide a Software Engineer and/or Field Tech to review your system.
- All our Software Engineers are specialists in software programming, networking analysis and HVAC system performance.
- All our Field Techs are Union Journeymen (Electricians and Pipefitters). They have training in HVAC system analysis, Electronics, and product maintenance.
- Services preformed include: (see schedule X for complete detail)
 - Review of service log
 - Review of any items in override
 - Review alarm log
 - Database review and management
 - Server/Workstation maintenance.
 - Device calibration
 - Controller review/maintenance.
 - Re-tuning control loops as necessary.

Technical Support Package: This service will give your staff the needed support to allow them to fully utilize the system.

- Service Log Book: Provide site service log book for documenting all problems
- Phone Support: Technical experts will assist you via the phone to identify and resolve operational issues. Support will be available weekdays 8:00 am till 4:00 pm. Included at no charge. Support is also available off hours, weekends and holidays with a slight up-charge for premium time.
- Remote On-Line Service: Our expert will log on remotely and troubleshoot your system to resolve operational issues. Owner to provide and maintain a high speed internet connection and/or phone line for this service.
- Database Protection: CEC will periodically (see schedule) back up the system database and files. One back-up copy will be left on site and one maintained off site on CEC's server.
- Software subscription: CEC will update software & firmware when new releases are made available from the manufacturer. This includes revisions to current products (such as rev. 2.1 to 2.2). New products will be offered at a discounted price (such as rev. 2.x to 3.x).

Equipment Repair Service: We provide three levels of repair service. You can choose the level of service that best meets your needs and budget. In all cases you will save money with our service. With our expert staff, issues will be diagnosed and resolved in less time.

- Full Coverage: This is complete coverage of materials and labor similar to an “extended warranty”. This coverage can be on all categories of equipment or just some. Example, you can get full coverage on the controllers but not the field devices. The benefit of full coverage is that you have a known fixed cost for repairs and no surprises.

Description of Services Offered (continued)

- **Repair Allowance:** This is an annual prepaid dollar allowance for any repairs, expansions or upgrades. Repairs, etc. will be “charged” against the allowance at the reduced agreement customer rate. The cost of this service is further discounted. Any unused allowance can be used for any other service we offer. This is an excellent service to cover those minor changes you would like to have done.
- **Pay As You Go:** Under this service all repairs are billed at the discounted rates. As a maintenance agreement customer, you receive reduced rates for each hour of billed labor and special multipliers on manufacture’s list prices for materials.

Training Allowance: A well trained staff is the best way to get a good return on your investment. This service puts in place a plan to keep your staff up to speed on the proper and most efficient use of the system. You have staff turnover, personnel that may have gotten “rusty” and a need to continually improve the knowledge of your staff.

- This is an annual prepaid dollar allowance, which can be used for ongoing training. Training can be any of these forms: on-site custom training, classroom training or on-line training. The cost of this service is discounted. Any unused allowance can be used for any other service we provide.

Continuous Commissioning: The benefit of this service is to keep your systems operating at designed peak efficiency. It also uncovers problems that may go unnoticed for a long time. You commissioned the system when it was first started, but much happens over time and it is a good idea to do a thorough check-up on a periodic basis. This goes beyond the standard preventative maintenance and verifies everything is operating properly.

- Under this service we will make a list of all of the HVAC systems in your facility and set up a periodic schedule so that one or more system gets re-commissioned each year and every system gets done every several years.
- Re-commissioning involves a thorough test and verification of all devices and control sequences. End-to-end accuracy and functionality of all devices are tested.
- We will issue a detailed report showing everything that was verified.
- This can be provided as a separate service or as part of the preventative maintenance package.

Monitoring Service: For facilities that do not have 24x7 coverage for their buildings, this service lets CEC be your eyes & ears. We will monitor your system for alarms and trouble. If a problem occurs in the middle of the night or on a long weekend, we will respond to it instead of discovering it when occupants arrive in the morning.

- If anything goes into alarm day or night, we will have an expert contact your system on-line and diagnose the problem to the extent possible.
- After the problem is diagnosed we will respond in a pre-approved manner which may include any or all of the following:
 - Place phone calls to one or more people.
 - Send emails to one or more people.
 - Dispatch technicians to repair the problem
 - Contact other service providers who may service your mechanical or electrical equipment.

Description of Services Offered (continued)

- Every incident will have a follow-up email stating the issue and resolution.
- We will monitor a daily “heartbeat” to insure all communications are functioning properly. Absence of a successful heartbeat will generate an alarm.
- We will periodically contact your system on-line and look for any issues. We can issue a report via email after each review if you wish.
- Owner is responsible to maintain internet and/or phone line connection to the system.

Annual Review: The benefit of this service is to give you, and us, a “report card” on how we are collectively doing to maximize performance of the system. It will provide an opportunity to enhance your use of the system and our ability to better meet your needs. Included in all service agreements.

- CEC will annually review with your staff and discuss the services performed during the past year.
- We will ask for your feedback on how well we met your needs and see if adjustments to coverage are warranted.
- We will review how the system has performed, and how well it was utilized.
- We will recommend any improvements and options to enhance system performance, resolve operational problems and meet your changing needs and objectives.
- We will review opportunities to reduce utility costs.

Initial Coordination Meeting: Included in any new, or modified, service agreement.

- This meeting is to insure that everyone involved from CEC and you, our customer, understand and agree with the expectations of the service offered.
- At the start of the service agreement CEC will meet at the customer site. We suggest the Facility or Property Manager and Chief Engineer attend.
- We will introduce the various personnel that will be servicing your account.
- We will review the scope of the services offered and go over expectations and answer any questions you may have.
- CEC will deliver a service log book and review its purpose and use.
- We will review best methods for contacting us should emergency service be required.

Schedule of Equipment

Note: check mark denotes items with full coverage repair service. If no check mark , repairs are pay as you go or applied toward allowance.

Manufacturer: **Alerton**, Product line: **BACtalk**

Workstations, Servers, Software and Network:

- 0 Workstation w/ Web Client
- 1 Server w/ Alerton ABS 3.0
- Network and Switches

Global and System Controllers:

- 5 Global Controllers BCMs
- 52 System Controllers

Unitary Controllers:

- 183 Unitary Controllers

Sensors and transducers:

- 0 Temperature sensors
- 0 Humidity & Pressure sensors
- 0 Gas sensors
- 0 Flow, BTU and utility meters
- 0 relays, current switches and status points
- 0 transducers

Valves and Damper Actuators:

- 0 Belimo control valves
- 0 Belimo damper actuators

Other:

-

Schedule of Preventative Maintenance Tasks

The Preventative Maintenance routines as defined within this section shall be executed **as outlined in Levels of Service Schedule**.

General:

Preventative Maintenance Reports and Recommendations:

- Upon completion of each PM routine, a written report and presentation of findings/recommendations will be provided to the appropriate Facilities personnel.

Review Site Log Book:

- Each Preventative Maintenance routine begins with a review of your site log book so that ongoing issues can be noted and a plan made to address them.
- We will do triage type diagnostics. Minor fixes can be fixed under the allowance. Major issues will have proposals generated.

Workstations and Servers:

Review Network and Communication:

- Verify Communication with all Client Workstations.
- Verify Web Access system (if applicable).
- Review system for CRITICAL and OFF-LINE status indicators.
- Review system for OVERRIDE and DISABLED status indicators.
- Verify all network services running properly.
- Check the operation of any modem lines and/or internet connections.
- Review status of communication to all controllers.
- The following Network Analysis tasks are performed as appropriate to verify or discount suspected communications problems.
- Analyze the number of operator or system change occurrences (Alarms, Trends, Uploads) for impact on network performance.
- Analyze the Error Rate & Transmission Rate.
- Any issues are noted and recommendations made.

Review operating system software:

- Review Windows Event Logs
- Check to confirm all Services Running
- Check for unusual page faults
- Check that all system updates are current.
- Check the status of virus protection. Update if necessary.
- Cold reboot server/workstation, Just as with your Personal Computer, it is important to reboot the Server periodically to clear the memory, page faults, etc.

Schedule of Preventative Maintenance Tasks (continued)

Perform System Analysis of Server hardware: (once per year)

- Execute disk cleanup. This utility allows for the deletion of temporary or unused files.
- Execute SCANDISK for Server. This utility checks your hard-drive for errors. File fragments and other errors may cause your system to intermittently “crash” or run at less than peak performance.
- Execute DEFRAG for Server. This utility in conjunction with SCANDISK will defragment your hard drive. A fragmented hard drive may cause your system to intermittently “crash” or run at less than peak performance.
- Analyze free hard drive space and perform off-line storage for older files if space needed.
- Clean out computer and keyboard with compressed air.
- Wipe down keyboard, monitor and mouse with wipes.

Review BAS System Software:

- Review alarm log, looking for critical point conditions.
- Review alarm log for points that generate excessive alarms.
- Review alarm log for points that generate unnecessary alarms.
- The technician will make recommendations to address root cause hardware or software issues causing alarms.
- Review Event Log looking for unusual events.
- The technician will make recommendations to address issues causing events.
- Run reports to check for failed points. Failed points may be indicators of equipment / devices needing repair or of a significant database issue.
- The technician will make recommendations to address failed points.
- Run reports to check for points in Operator Override. Points in operator override cause the system to not run in “Automatic” mode and may compromise system function, lead / lag logic, and/or energy conservation strategies.
- The technician will make a list of all points in Operator Override along with recommendations to address root cause.
- Review the system as a whole from the Graphic Workstation and ensure the control system is operating as desired. Items such as graphics, system response time, operation of DDC Programs and device/equipment operation will be noted.
- Any discrepancies or areas of concern will be noted.
- Verify Software revisions on all workstation/server software. Update to latest version covered by contract.

Database Maintenance:

- Execute database repair operation. The repair operation enhances system stability and reliability, while increasing database access and system speed.
- Perform database compacting. The Compact operation is similar to disk defragmenting. It consolidates database files on the hard disk, rearranging how files are stored so they use disk space more efficiently and system database access time is decreased.
- The site databases will be backed up with one copy left on site and another copy placed on CEC's off site server.

Schedule of Preventative Maintenance Tasks (continued)

Global and System Controllers:

Network Analysis:

- A properly functioning network is critical to the correct operation of the system. Each Global Controller will be analyzed.
- Analyze each MS/TP or other sub network for error rate and transmission rate.
- The Global Controller Error Log is reviewed and reset.

Perform a Battery Check of all Controllers:

- Fully charged Batteries are key to maintaining the volatile RAM in your controllers in the event of a power failure and/or brownout.
- Battery levels shall be checked and documented controllers. Controllers needing battery replacement shall be identified to owner's representative.

Perform Memory Analysis of all Controllers:

- Each controller shall be diagnosed to ensure adequate memory is available to perform trending, alarming and other system tasks.
- A panel that is low on memory will experience intermittent problems, slow speed of response, may lose data and may experience "command" issues.
- Any panels that are low on memory will be noted along with recommendations to remediate the issue.

Review Controllers Operation:

- Accurate and reliable operation of the Global Controllers is key to the successful operation of your facility.
- ROC File Version is verified against most recent version and known system issues.
- The DDC Program is verified to be running.
- System Date/Time settings are verified.
- Daylight Savings settings are verified.

Central Plant – Operational Verification:

- The operation of Central Plant equipment will be reviewed:
 - Verify the discharge set points of each system against actual temperatures.
 - Verify historical staging/loading of equipment.
 - Review historical trends for short cycling.
 - Provide a report of any discrepancies found.

AHU/ACU – Operational Verification:

- Verification of the correct function of the AHUs and the controllers controlling them will be performed:
 - Verify that the AHU/ACU is being controlled at the appropriate value.
 - Review historical trends for hunting/cycling.
 - Change each set point and verify smooth transition and stable control to new set point.
 - Return each set point to original value.
 - Provide a report of any discrepancies found.

Unitary Controllers:

VAV/Terminal Device – Operational Verification:

- The majority of a facility's energy use occurs at the terminal device level. By performing reviews of the entire system's Terminal Device operation accurate temperature and pressure control is ensured and energy usage is significantly decreased.
- This service provides an exception based review of the operation of all your terminal devices.
- Logs will be run to review all Terminal Boxes for 100% open dampers.
 - A box with a 100% damper command may indicate a falsely low CFM reading. This may be the result of loose or disconnected velocity pickup tubes, an inaccurate flow coefficient requiring balancing, or a faulty controller. A 100% damper command may also be the result of the VAV unable to achieve the desired CFM. This may be an indication of a binding or loose damper or actuator, an obstructed duct (fire smoke or balancing damper), or too low of a duct static pressure.
- Logs will be run to review all Terminal Boxes for 0% open dampers.
 - A box with a 0% damper command may indicate a falsely high CFM reading. This may be the result of a loose or disconnected velocity pickup tube. Another cause of a 0% Damper Command would be a loose or binding damper or actuator that is unable to close fully and lower CFM. A faulty controller may also be the cause.
- Logs will be run to review all Terminal Devices for 100% open valves.
 - A Terminal Device with a 100% valve command may indicate an undersized coil, a clogged valve, insufficient reheat water temperature, a closed isolation/balancing valve, or an improper heating mode CFM. A faulty controller may also be the cause.
- Review zones for inability to maintain set point.
- Provide a report of any discrepancies found.

Unitary Controllers other – Operational Verification:

- Verify the operation of any other unitary controllers.
- Provide a report of any discrepancies found.

Schedule of Preventative Maintenance Tasks (continued)

Point Hardware: (Not Included)

Temperature sensors:

- Temperature sensors do not drift so we will check them all to see that they have a logical value. Ones found out of range will be individually checked at the device.

Humidity & Pressure sensors:

- We will calibrate all humidity sensors by placing a calibrated instrument next to them.
- We will calibrate all pressure sensors against a calibrated instrument. Differential pressure transducers will have their reference ends checked for clogs or blockages.
- Minor differences will be recalibrated. Major differences will be reported as failed.
- Recommend replacement when sensor nears end of its useful life.

Gas sensors:

- Gas sensors will be calibrated per manufacture recommendations.
- Minor differences will be recalibrated. Major differences will be reported as failed.
- Recommend replacement when sensor nears end of its useful life.

Flow and Utility meters:

- Flow meters will have their transducers calibrated per factory recommendations.
- Utility meters will be checked against utility bills. (owner to provide utility bills).

Relays, Current Switches and Status points:

- All binary points will be visually verified and change of state will be checked where practical.

TERMS AND CONDITIONS

1. PREVENTATIVE MAINTENANCE AND MATERIALS

Preventative maintenance visits shall consist of labor required to perform maintenance on the equipment listed in the agreement. A preventative maintenance visit, unless otherwise listed in this agreement, is to be performed during normal working hours of 7am to 3:30 pm, Monday through Friday, excluding holidays. Materials included to perform scheduled maintenance visits on the listed equipment are listed on the attached schedules. All other materials are not included. Control Engineering reserves the right to reassign any of the assigned personnel without notice.

2. INITIAL INSPECTION (FOR HARDWARE REPAIR COVERAGE ONLY)

The equipment listed in this agreement is being accepted with the understanding that it is in good operating condition. On the first preventative maintenance visit if any repairs are necessary, this agreement shall not be binding until these conditions have been corrected at the customer's expense. Control Engineering shall provide scheduled maintenance for such equipment with the understanding that the Customer shall be responsible for its present or future repair or replacement, unless noted otherwise in this agreement.

3. LIMITS OF COVERAGE (FOR HARDWARE REPAIR COVERAGE ONLY)

This Maintenance Agreement is valid for normal system use and operation. Any system failures due to fire, flood, lightning, water, natural disaster, or gross misuse will not be covered under this agreement. Damage to equipment or wiring, system interruptions, computer viruses or other service problems resulting from negligence, abuse, misuse, improper operation, lack of operator maintenance or caused by others during construction projects is not covered. No warranties, guarantees, or liabilities, other than those specifically itemized in this Agreement, are implied or granted.

4. SERVICE HOURS

Customers may call for service 24 hours a day to 630-954-1300, following prescribed procedures (see Service Request Procedures). Normal work hours are 7:00am to 3:30pm for electricians and pipefitters and 8:00am to 4:30pm for software engineers. Unless specified otherwise in this contract, premium charges will be billed for any work or phone support done outside of defined normal hours. Doubletime charges apply Saturday 3:30pm thru Monday 7:00am and holidays (New Year's Day, Memorial Day, July 4th, Labor Day, Thanksgiving Day and Christmas Day. Time-and-a-half charges apply all other hours outside of normal hours. Cover services performed outside of normal hours will be billed for the premium only portion of the rate.

5. RESPONSE TIME

Control Engineering will respond to all emergency calls with a return phone call within 2 hours (during normal working hours) or 4 hours (any other time). Control Engineering will respond to all non-critical service calls by the next business day.

6. MINIMUM BILLING

For any billed services the following minimums apply: Phone support 2 hours. On site work, 2 hours during normal hours and 4 hours during premium times. Time in excess of minimum hours will be billed in half-hour increments. A \$50.00 minimum daily vehicle trip charge will be added to all billable on-site service calls.

7. EQUIPMENT MODIFICATIONS OR CHANGES

If the equipment included in this agreement is changed, modified, or used in a new way by any party during the term of this agreement, then the agreement may be modified and the price adjusted by Control Engineering.

8. LIABILITY

Control Engineering shall not be responsible for any losses, delays, or damages as a result of interruption in use of the equipment or due to labor disturbances, strikes, lockouts, fire, explosion, theft, riot, civil commotion, war, malicious mischief, flooding, corrosion, Acts of God, acts of Government, Control Engineering will indemnify and defend Customer and its officers, employees, and agents or their successors, and save them harmless from and against any and all claims, obligations, liens, encumbrances, demands, liabilities, penalties, causes of action, and costs and expenses, including, without limitation, orders, judgments, fines, forfeitures, amounts paid in settlement, and attorney's fees and costs approximately resulting from services rendered by Control Engineering, regardless of whether or not said claims are in law or in equity, or before any administrative body, and regardless of whether or not said claims are for property damage, personal injury, or death. Control Engineering agrees during the term of the Agreement to carry adequate general comprehensive liability insurance with at least One Million Dollars in coverage, and to name Customer, its board members, and its agents and employees, as additional insureds, covering for injury or death to any person or persons, and property damage. .

9. CONTRACT PERIOD

This agreement shall be in effect for one year unless otherwise terminated in writing by either party, after providing the other party 30 days written notice. Control Engineering will notify the Customer of any changes in charges in writing before the expiration of the current term. In the event the Customer rejects the charges, Control Engineering or the Customer may, in writing, terminate this agreement.

10. BILLING

The Maintenance agreement will be billed either, monthly, quarterly or annually as outlined in contract. Invoices are due and payable 30 days from the date of invoice.

11. AGREEMENT AND NOTICE

This document embodies the entire agreement between the Parties, and no oral agreement and correspondence shall be held to alter the provisions hereof. To be valid, all subsequent changes and modifications shall be embraced within a written document duly executed by both parties. This agreement shall be construed according to the laws of the State in which the work is being performed. This Agreement shall be subject to the jurisdiction of the Circuit Court of Cook County, Illinois. This agreement shall be considered divisible as to any provision which contravenes any law. This agreement may not be assigned or transferred without the written consent of both parties.

12. NO SERVICE

No service will be rendered under this agreement if the customer has a past due account. In the event that the Customer fails to pay any amounts due hereunder when due, Control Engineering reserves the right to charge 1% of the unpaid amount each month or partial month such amount remains unpaid. The customer shall pay Control Engineering any expenses Control Engineering incurs in connection with the collection of any unpaid amounts hereunder, including court costs and attorneys fees.

13. DEFAULT

Customer has the right to evaluate services under this agreement. If Control Engineering fails to comply with the terms of the agreement or does not fully perform any of the terms required to be performed, Customer reserves the right without liability, in addition to its other rights and reterminate the agreement. Customer shall not be responsible for outstanding fees beyond the date of termination. In the event that it is necessary to enforce the terms of this agreement by legal action, Customer shall be entitled to recover all legal fees and costs related thereto.

Service Request Procedures

Please follow the following procedures in order to insure you get prompt service.

Before you call:

- Determine, to the best of your ability, that the problem is related to the control system and not a mechanical equipment or electrical problem. This will avoid charges for uncovered services.
- Document the problem. Make notes in the site log, or other method, as to the exact symptoms and times they occurred.
- Print or save to disk applicable trend logs.
- Take screen shots of applicable graphics.

For service call 630-954-1300 24 hours a day.

- During normal hours, ask the operator for the Control Engineering Service line. After hours, when you get the answering service, tell the operator that your call is a “service call”.
- Inform the operator if you want “emergency Service” (same day response) or “non-critical” (next business day response).
- Describe the nature of the problem in simple terms (remember you are talking to a non-technical person at this point).
- In order to receive a return call, please give your name, phone number(s) and any special instructions to help us contact you.
- You will receive a return call, within the prescribed minimum response time, from a technical person who can take the more detailed information.

Please Don't!

- Do not call the cell phone, or direct extension, of individual employees. The calls will not be logged and this will hinder our ability to respond to you in a timely manor.

Our Promise

- Our goal is to deliver prompt service. Thank you for helping us better serve you by following these procedures.
- If for any reason you are not satisfied with our service please contact your Account Executive.

Control Engineering Service Rates & Billing Policies
Effective 6/1/21 to 5/31/22

Most Service Agreements do not cover work done outside of normal business hours. Please review the following summary of policies and procedures to determine what services may be billable:

Rates Per Hour		T&M Customers		Service Agreement Customers	
		All Services		Covered Services	Add'l Services
Service Electrician	Straight Time	\$183.00	No Charge	\$162.00	
	Overtime	\$274.50	\$79.00 (premium only)	\$241.00	
	Doubletime	\$366.00	\$158.00 (premium only)	\$320.00	
Software/Engineer	Straight Time	\$192.50	No Charge	\$172.00	
	Overtime	\$288.75	\$83.50 (premium only)	\$255.50	
	Doubletime	\$385.00	\$167.00 (premium only)	\$339.00	

Normal Hours of Service (Central Time)

Service Electrician	Monday through Friday, except holidays	7:00am to 3:30pm
Software/Engineer	Monday through Thursday, except holidays Friday, except holidays	8:00am to 5:00pm 8:00am to 3:30pm (until 5:00pm if started before 3:30pm)

Only emergency service work will be scheduled after 3:30pm on Fridays.

Premium Service

Unless included in Service Agreement, Premium Charges (Overtime or Doubletime) will be billed for any work or phone support done outside of defined Normal Hours of Service.

- Overtime charges (time and a half) apply outside normal hours of service (unless subject to Doubletime).
- Doubletime charges apply after 3:30pm Saturday through 7:00am Monday and all day on Holidays (New Year's Day, Memorial Day, July 4th, Labor Day, Thanksgiving Day and Christmas Day).

Minimum Billing	T&M Customers		Service Agreement Customers			
	On-Site	Phone Support	Covered by Service Agreement		Not Covered by Service Agreement	
	On-Site	Phone Support	On-Site	Phone Support	On-Site	Phone support
Work done during Normal Hours	•4 hr. min. •Travel charges apply •Same Day premium may apply	•2 hr. min. •Same Day premium may apply	•No Charge	•No Charge	•2 hr. min. at Additional Services Straight time rates	•2 hr. min. at Additional Services Straight time rates
Work done outside Normal Hours	•4 hr. min. at Premium Rates •Travel charges apply	•2 hr. min. at Premium Rates	•4 hr. min. of Premium portion only	•2 hr. min. of Premium portion only	•4 hr. min. at Additional Services Premium rates	•2 hr. min. at Additional Services Premium rates

- Phone support is defined as CEC personnel researching and/or solving the issue by phone, modem, internet or any other remote-access method (i.e. not requiring an on-site visit).
- Time in excess of minimums is billed in half-hour increments.

Monitoring Service

The initial call to the customer after receiving an alarm is not billable. If service work or additional phone support is requested, billings are determined based on additional coverage included in customer's Service Agreement.