

BUDD THE FURNACE MAN & SONS, INC.
D.B.A: BUDD MECHANICAL SYSTEMS
HEATING AND AIR CONDITIONING CONTRACTORS
ENGINEERS – SINCE 1921
586 Fayette Street
Hammond, IN 46320
219-931-1073

Customer: Dustin Anderson, Town Manager
Town of Munster
1005 Ridge Rd.
Munster, IN 46321

Dear Dustin,

Thank you for the opportunity to provide a proposal for your HVAC equipment. To follow is a detail of our scope of services to be performed for equipment listed. This agreement will begin 1/1/2024 – 12/31/2026 to provide maintenance at Munster Police Station, Town Hall, Fire Station #1, Fire Station #2, Fire Station #3 and Public Works

Cost of One (1) Year Agreement 1/1/2024 – 12/31/2024 \$14,241.00

Cost of One (1) Year Agreement 1/1/2025 – 12/31/2025 \$14,688.00

Cost of One (1) Year Agreement 1/1/2026 – 12/31/2026 \$14,998.00

QUALIFICATIONS:

- 1. Overtime cost is NOT included in above pricing**
- 2. Refrigerant costs are NOT included in above pricing**
- 3. Nitrogen costs for clearing condensate drains are NOT included in above pricing**
- 4. Time for straightening coil fins is NOT included in above pricing**
- 5. Manlift at Public Works building to be provided by owner for Unit Heater access**
- 6. No scope for ice machine was provided, pricing NOT included in above pricing**
- 7. Belts will be changed as necessary and billed separately**
- 8. Water hoses to be provided by owner at Town Hall/Police Station for coil cleaning**
- 9. HVAC failure due to electrical surges and/or power outages are NOT inclusive**

Budd offers services 7 days a week, 24 hours a day, 365 days a year. Schedule service calls during normal business hours by calling the office. If emergency service is needed (after normal hours, weekends and holidays) call office number and our answering service will contact and dispatch technician on call. Overtime cost is not inclusive in this agreement and will be billed at emergency rates.

Budd will schedule maintenance visits via call or email. Budd will complete a maintenance report and recommendations each visit and send with billing for each quarter.

No work will be performed outside of this agreement scope without prior approval.

ALL SEASON'S MAINTENANCE PROGRAM

This agreement is between Budd The Furnace Man & Sons, Inc. d.b.a: Budd Mechanical Systems, hereinafter called Budd Mechanical Systems and The Town of Munster.

Hereinafter called the customer:

Budd Mechanical Systems Agrees to:

- 1. Provide the maintenance service necessary to keep the equipment in good operating order, said maintenance to be provided on a quarterly basis during normal business hours:**
- 2. Provide emergency service whenever needed, 24 hours a day, 365 days a year. Overtime rates apply.**
- 3. Provide the customer preferential service over non-contract customers.**
- 4. Provide qualified personnel directly employed or supervised by BMS.**
- 5. Provide the customer with a completed copy of the service report after each maintenance visit.**

SUMMARY OF SERVICES:

1. POLICE STATION

Spring Visit: Trane RT-1/Exhaust Fans:

- Start-up and check cooling equipment**
- Compressor starter inspection**

- Check fan belt
- Check condensate drains; clear if necessary
- Electrical Inspection
- Leak inspection
- Check refrigerant charges
- Change filters (pleated)
- Check condenser coil
- Inspect drive components; adjust as necessary
- Test motor operating current and voltage
- Check wiring and connections
- Inspect indoor blower; clean as necessary
- Inspect unit panels, dividers, flashing, curbs and insulation
- Test operating conditions
- Check/clean fan assembly
- Check belts and replace as necessary; belt replacements will be billed separately
- Inspect and tighten all electrical connections

Summer Visit: Trane RT-1/Exhaust Fans:

- Check operations of units
- Change filters
- Clean condenser coils (brush or wash with water) **NOTE: BUDD WILL NOTIFY CUSTOMER IF COILS NEED TO BE CLEANED USING OTHER METHODS**
- Check operation of motor and starter
- Check belts and replace as necessary; belt replacements will be billed separately
- Check condensate; clear if necessary
- Check fans

2. TOWN HALL

Mid-Winter Visit: Boilers & Pumps:

- Check unit operations
- Confirm HW pumps operation
- Examine seals and gaskets
- Inspect motor mounts and vibration pads
- Perform visual inspection of mechanical room valves and piping of corrosion, deterioration and leakage
- Check temperatures and pressures
- Lubricate where necessary
- Check low and high has pressure cut-out switches

- Check factory gas piping and components
- Check burner operation
- Check flame quality (color of flame)
- Check boiler relief valves and low water cut off
- Check makeup water valve-Feed Water
- Check and clean site glass

Spring Visit: Trane RT-2/Exhaust Fans:

- Start-up and check cooling equipment
- Compressor starter inspection
- Check condensate drains; clear if necessary
- Electrical inspection
- Check refrigerant charges
- Change filters (pleated)
- Check condenser coil
- Inspect drive components; adjust as necessary
- Test motor operating current and voltage
- Check wiring and connections
- Inspect indoor blower; clean as necessary
- Inspect unit panels, dividers, flashing, curbs and insulation
- Test operating conditions
- Check/clean fan assembly
- Check belts and replace as necessary; belt replacements will be billed separately
- Check motor operation
- Check motor stability
- Check fan operation

Summer Visit: Trane RT-2/Exhaust Fans:

- Check operations of units
- Change filters (pleated)
- Clean condenser coils (brush or wash with water) **NOTE: BUDD WILL NOTIFY CUSTOMER IF COILS NEED TO BE CLEANED USING OTHER METHODS**
- Check operation of motor and starter
- Check belts and replace as necessary; belt replacements will be billed separately
- Check condensate; clear if necessary
- Check fans

Fall Visit: Boilers & Pumps:

- Start-up heating equipment
- Check unit operation
- Confirm HW pump(s) operation
- Lubricate where necessary
- Perform visual inspection of mechanical room valves and piping for corrosion, deterioration and leakage
- Examine seals and gaskets
- Inspect motor mounts and vibration pads
- Inspect burner contactors for wear
- Check and tighten electrical connections
- Check for proper gas supply pressure
- Check and clean pilot assembly
- Check burner operation
- Check operating controls
- Check safety controls
- Check boiler relief valves and low water cut off
- Check factory gas piping and components
- Clean external surfaces as necessary

3. FIRE STATION #1

Mid-Winter Visit: Unit Heaters/Furnace/Ducted Furnace:

- Check heating equipment operation
- Change filters (pleated)
- Inspect drive components; adjust as necessary
- Test and inspect operation
- Test exhaust for proper draft
- Inspect heat exchangers
- Check burners; clean if necessary
- Check flame sensors and ignitors
- Check belts and replace as necessary; belt replacements will be billed separately

Spring Visit: Condensing Unit:

- Condenser start-up
- Compressor starter inspection
- Clear condensate drains
- Check refrigerant charges

- Change filters (pleated)
- Electrical inspection
- Check tightness of condenser fan motor mounting brackets
- Check condenser coil
- Check condenser fan
- Check wiring connections
- Test operating current and voltage
- Test operation conditions

Summer Visit: Condensing Unit:

- Check operation of unit
- Check operation of motor and starter
- Check condensate
- Clean coil (brush or wash with water); **NOTE: BUDD WILL NOTIFY CUSTOMER IF COILS NEED TO BE CLEANED USING OTHER METHODS**
- Check condenser fan
- Change filters (pleated)

Fall Visit: Unit Heaters/Furnace/Ducted Furnace:

- Start-up heating equipment
- Clean flame sensors
- Check safety controls and limits
- Inspect heat exchangers
- Clean burners
- Check blower motor stability
- Check blower amp draw
- Check electrical components
- Check heating elements
- Inspect flue pipe for proper draft and blockage
- Inspect drive components
- Test and inspect operating controls
- Check belts and replace as necessary; belt replacements will be billed separately
- Inspect gas lines and shut off valves local to unit
- Change filters (pleated)
- Change humidifier pad

4. FIRE STATION #2

Mid-Winter Visit: Unit Heaters/Furnaces:

- Check heating equipment operation
- Change filters (pleated)
- Inspect drive components; adjust as necessary
- Test and inspect operation
- Test exhaust for proper draft
- Inspect heat exchangers
- Check burners; clean if necessary
- Check flame sensors and ignitors
- Check belts and replace as necessary; belt replacements will be billed separately

Spring Visit: Condensing Units:

- Condenser start-up
- Compressor starter inspection
- Check condensate drains; clear if necessary
- Check refrigerant charges
- Change filters (pleated)
- Electrical inspection
- Check tightness of condenser fan motor mounting brackets
- Check condenser coil
- Check condenser fan
- Check wiring connections
- Test operating current and voltage
- Test operation conditions

Summer Visit: Condensing Units:

- Check operation of unit
- Check operation of motor and starter
- Check condensate
- Clean coil (brush or wash with water); NOTE: BUDD WILL NOTIFY CUSTOMER IF COILS NEED TO BE CLEANED USING OTHER METHODS
- Check condenser fan
- Change filters (pleated)

Fall Visit: Unit Heaters/Furnaces:

- Start-up heating equipment
- Clean flame sensors
- Check safety controls and limits
- Inspect heat exchangers
- Clean burners
- Check blower motor stability
- Check blower amp draw
- Check electrical components
- Check heating elements
- Inspect flue pipe for proper draft and blockage
- Inspect drive components
- Test and inspect operating controls
- Inspect gas lines and shut off valves local to unit
- Check belts and replace as necessary; belt replacements will be billed separately
- Change filters (pleated)
- Change humidifier pads

5. FIRE STATION #3

Mid-Winter Visit: Unit Heater/Exhaust Fan/Infrared Heater:

- Check heating equipment operation
- Inspect drive components; adjust as necessary
- Test and inspect operation
- Check exhaust for proper draft
- Inspect heat exchangers
- Check burners; clean if necessary
- Check flame sensors and ignitors
- Test and inspect operating controls
- Inspect gas lines and shut off valves local to unit
- Check belts and replace as necessary; belt replacements will be billed separately

Fall Visit: Unit Heater/Exhaust Fan/Infrared Heater:

- Start-up heating equipment
- Clean flame sensors
- Check safety controls and limits
- Inspect heat exchangers

- Clean burners
- Check blower motor stability
- Check blower amp draw
- Check electrical components
- Check heating elements
- Inspect flue pipe for proper draft and blockage
- Inspect drive components
- Test and inspect operating controls
- Inspect gas lines and shut off valves local to unit
- Check belts and replace as necessary; belt replacements will be billed separately

6. PUBLIC WORKS BUILDING

Mid-Winter Visit: Unit Heaters/Furnaces/Exhaust Fans:

- Check heating equipment operation
- Change filters (pleated)
- Inspect drive components; adjust as necessary
- Test and inspect operation
- Test exhaust for proper draft
- Inspect heat exchangers
- Check burners; clean if necessary
- Check flame sensors and ignitors
- Check belts and replace as necessary; belt replacements will be billed separately

Spring Visit: Condensing Units:

- Condenser start-up
- Compressor starter inspection
- Clear condensate drains
- Check refrigerant charges
- Change filters (pleated)
- Electrical inspection
- Check tightness of condenser fan motor mounting brackets
- Check condenser coil
- Check condenser fan
- Check wiring connections
- Test operating current and voltage
- Test operation conditions

Summer Visit: Condensing Units:

- Check operation of unit
- Check operation of motor and starter
- Check condensate
- Clean coil (brush or wash with water); NOTE: BUDD WILL NOTIFY CUSTOMER IF COILS NEED TO BE CLEANED USING OTHER METHODS
- Check condenser fan
- Change filters (pleated)

Fall Visit: Unit Heaters/Furnaces/Exhaust Fans:

- Start-up heating equipment
- Clean flame sensors
- Check safety controls and limits
- Inspect heat exchangers
- Clean burners
- Check blower motor stability
- Check blower amp draw
- Check electrical components
- Check heating elements
- Inspect flue pipe for proper draft and blockage
- Inspect drive components
- Test and inspect operating controls
- Inspect gas lines and shut off valves local to unit
- Check belts and replace as necessary; belt replacements will be billed separately
- Change filters (pleated)
- Change humidifier pads

Budd Mechanical Systems reserves the right to terminate this agreement at any time if payments are not made in accordance with Budd Mechanical Systems normal terms.

TERMS/CONDITIONS/EXCLUSIONS:

1. Customer to provide free access to all equipment during normal working hours so that inspections may be completed as called for under this agreement.
2. That any alterations, additions, adjustments or repairs made by others unless authorized by Budd The Furnace Man & Sons, Inc., will release and terminate all obligations of Budd The Furnace Man & Sons, Inc.
3. That Budd The Furnace Man & Sons, Inc. responsibility will not include repairs or replacement of:

Cabinets, sheet metal housing, ductwork, insulation, vessels, gaskets, recording instruments – either fixed in place or portable, gauges, thermometer, grilles, registers, diffusers and structural supports.

All utilities and services, including water, drain, steam, gas, oil, pneumatic piping, and electrical lines beyond the equipment itself. Also, electrical disconnect switches, fuses and circuit breakers separate from or external to the equipment.

Repairs due to freezing or from contaminated atmosphere or water.

Disposal of hazardous waste.

All non-moving parts including boiler tubes, boiler sections, refractory, heating vent stacks, breeching, storage tanks and heat exchangers.

Changes or corrections to equipment or systems due to design, government regulations, codes or insurance requirements.
4. That the customer will assume responsibility and pay extra for all service and material required due to electrical power failure, low voltage, burnt out main or branch fuses, low water pressure or other work excluded from this contract.
5. That Budd The Furnace Man & Sons, Inc. shall not be liable for any damage due to labor disturbances, fire, commercial delays, spoilage, loss of business, war conditions, and/or acts of God or circumstances beyond our control, and it is expressly agreed that Budd The Furnace Man & Sons, Inc. assumes no liability for negligence, misuse or failure, whatsoever other than Budd The Furnace Man & Sons, Inc. failure to perform the services herein set forth, and in no circumstances shall the liability extend beyond the selling price of this agreement.
6. That Budd The Furnace Man & Sons, Inc. shall not be required to remove or replace or alter any part of the building structure in performance of this agreement.

7. That Budd The Furnace Man & Sons, Inc. shall not be responsible for replacement of parts when equipment parts are obsolete, or design changes in system are necessary.
8. When Budd The Furnace Man & Sons, Inc. is inspecting a given piece of equipment covered by this agreement for the first time, either on a scheduled maintenance visit or an initial seasonal start-up, Budd The Furnace Man & Sons, Inc. shall advise the customer if this equipment is found inoperative or in need of repair. If such equipment is not brought up to acceptable industry standards, Budd The Furnace Man & Sons, Inc. shall provide scheduled maintenance for such equipment upon written request of customer, but only with the understanding that the customer shall be responsible for its present or future repair or replacement.
9. Budd The Furnace Man & Sons, Inc. shall not be responsible for improper maintenance and/or attempting servicing of equipment by other.

BY: 
BRANDON BOOTH

ACCEPTED BY: _____

TITLE: ESTIMATOR

TITLE: _____

DATE: 12-15-2023

DATE: _____

Enter PO# if required _____

AR invoicing email address _____

Schedule A
Town of Munster
Preventative Maintenance and Inspection Program
List of Maintained Equipment

Qty	Manufacturer	Model #	Serial # - Type	Equipment	HP/Tons	Location
TOWN HALL - 1005 RIDGE ROAD						
1	Trane	SXHFC6040W77C9BD9001 ABDE0G0K000RT008000	COOK 32498	HVAC	60	South municipal office area
1	Trane	SXHFC3040W48C5CD9001 ABDE0G0K000RT00800	Cook 32499	HVAC	30	North RTU #2 Police Station
1	Rite	105W	27919			West Boiler
1	Rite	105W	27210			East Boiler
1	Carnes	VEBK1011A1UA20PC1		Exhaust fan		EF-3
1	Carnes	VEBK15M1A1UA20SPC1		Exhaust fan		EF-4
1	Carnes	VEBK18P1A1UA20SPC1		Exhaust fan		EF-7
FIRE STATION #1 - 1005 RIDGE ROAD						
3	Hastings	B120XE	238625, 626, 627	Unit heaters		Various
1	HVAC			Split system		Office
2	Heating			Duct furnaces		Garage
1	April Aire			Humidifier		
FIRE STATION #2 - 520 FISHER STREET						
4	Armstrong	UHPA175AE-1,2,3,4	6099E61563			Garage
2	Carrier	58STA100-101LG	0691A02361,62			Office
2	Payne			Heating		Station #2 Office/Quarters
2	Carrier			Cooling		Station #2 Office/Quarters
FIRE STATION #3 - 10121 CALUMET AVENUE						
2				Infra Red Units		
1				Unit Heater		
1				Exhaust fan		
PUBLIC WORKS - 508 FISHER STREET						
1	REZNOR	PCBH150HHL		HVAC		GARAGE
1	REZNOR	PCBH150HHL		HVAC		GARAGE
1	REZNOR	SCB400-6-S-2	EBBD66X3N08223	HVAC		GARAGE
1	REZNOR	SCB400-6-S-2	EBBD66X3N08222	HVAC		GARAGE

Qty	Manufacturer	Model #	Serial # - Type	Equipment	HP/Tons	Location
1	REZNOR	SCB400-6-S-2	EBBD66X3N08221	HVAC		GARAGE
1	REZNOR	SCB400-6-S-2		HVAC		GARAGE
1	REZNOR	SCB400-6-S-2	EBBD66X3N08226	HVAC		GARAGE
1	REZNOR	SCB400-6-S-2		HVAC		GARAGE
1	REZNOR	SCB125-6-S-2	EBBD66XON8219	HVAC		GARAGE
1	REZNOR	SCB225-6-S-2	EBBD66X2N08220	HVAC		GARAGE
1	CARNES			HVAC		GARAGE
1	CARNES	LWBK42TICSUP04F	386391-010	HVAC		GARAGE
1	CARNES	LWBK42TICSUP04F		HVAC		GARAGE
1	CARNES	LWBK42TICSUP04F		HVAC		GARAGE
1	CARNES	LWBK42TICSUP04F		HVAC		GARAGE
1	CARNES	LWBK24P1A1UP04F	386391-008	HVAC		GARAGE
1	CARNES	LWBK24P1A1UP04F		HVAC		GARAGE
1	CARNES	LWBK24P1A1UP04F	386391-009	HVAC		GARAGE
1	TRANE	FURNACE		HVAC		SHOP 1
1	CARRIER	FURNACE		HVAC		SHOP1
1		COND UNIT		HVAC		SHOP 1
1		COND UNIT		HVAC		SHOP 1
1	Aprilaire	HUMIDIFIER	ELITE	HVAC		GARAGE
1	Aprilaire	HUMIDIFIER	ELITE	HVAC		GARAGE
1				Ice Machine		Office
1				Radiant Heater		GARAGE