



HVAC Services

A PLANNED COMPREHENSIVE MAINTENANCE AGREEMENT FOR THE MECHANICAL HVAC SYSTEMS FOR

MARSHALL COUNTY JUDICIAL BUILDING

THE PREVENTATIVE MAINTENANCE AGREEMENT

Our maintenance agreements are designed to provide the customer with an ongoing maintenance program. The program will be initiated, scheduled, administered, monitored, and updated by our company, Murtco HVAC. The service activities will be directed and scheduled, on a regular basis by our automated maintenance scheduling system based on manufacturer's recommendations and our own experience. The customer is informed of the program's progress and results on a continuing basis via a detailed service report, presented after each service call for the customer's review, approval signature and record.

PLANNED PREVENTATIVE MAINTENANCE: This agreement will provide you all the necessary labor needed to fully extend equipment life, minimize breakdowns and keep equipment operating at its peak efficiency. Our company will adjust, align, calibrate, clean, lubricate, and tighten the equipment. This will include:

WATER SOURCE HEAT PUMPS MAINTENANCE

- Clean drains & drain pans one (1) time a year;
- Replace belts one (1) time a year;
- Check refrigerant charge on units and check each unit for refrigerant leaks one (1) time a year;
- Check all electrical controls, wires for wear and each unit for proper operation two (2) times a year;
- Check & clean water strainers on all heat pumps one (1) time a year;

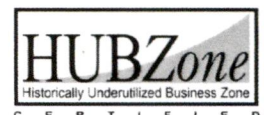
PUMP MAINTENANCE TWO (2) TIMES PER YEAR

- Grease pump bearings & motor;
- Check coupler & pump alignment;
- Clean and check pump strainers;
- Check pump starters and electrical connections;

COOLING TOWER MAINTENANCE ONE (1) TIME PER YEAR

- Clean strainers on cooling tower sump;
- Check all water piping and water feed controls for proper operation;

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- Check control valve on cooling tower return dump for proper operation;
- Check belts and replace one (1) time per year;
- Check all controls and electrical connections;
- Check and grease all motor bearings and cooling tower fan bearings;
- Rod and clean heat exchanger for heat pump loop;
- Clean nozzles and sump on cooling tower;

BOILER MAINTENANCE ONE (1) TIME PER YEAR

- Check and clean burners;
- Check water feed valve and check pressure on expansion tank;
- Check operation of all safety and operating controls;
- Check gas pressure and gas train for leaks;
- Check boiler for proper operation;

CONTROL VALVES MAINTENANCE (1) TIME A YEAR

- Check actuators and valve operations;
- Check all packings and stems on each valve for wear;
- Check all valves for leaks;

ERV UNIT MAINTENANCE ONE (1) TIME A YEAR

- Check and replace all belts and sheeves;

Please Note: Not included in this proposal any repairs needing to be made or parts needing replaced found during maintenance. They will be reported to customer and will be priced as extra.

TOTAL PRICE for this coverage per year.....\$ 8,990.00

We appreciate this opportunity to offer our services. If you have any questions or need further information, please do not hesitate to call me.

Respectfully Submitted,

Roger Jett

To Accept this Contract, please sign one copy and return it to our office.

Authorized Signature _____

Date: 9/19/23

Print Name _____

Kevin Spraggs

Title: Judge / Executive

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