

AGREEMENT

GOODS AND SERVICES AGREEMENT

THIS GOODS AND SERVICES AGREEMENT is made as of Click or tap to enter a date. (effective date). By and between Pinellas County, a political subdivision of the State of Florida ("County"), and Strut Mechanical Inc., ("Contractor"), (individually, "Party," collectively, "Parties").

WITNESSETH:

WHEREAS, the County requested proposals pursuant to ITB 22-0681-B for HVAC Preventative Maintenance, Repairs & Replacement ; and

WHEREAS, based upon the County's assessment of Contractor's proposal, the County selected the Contractor to provide the Services as defined herein; and

WHEREAS, Contractor represents that it has the experience and expertise to provide Goods and perform the Services as set forth in this Agreement.

NOW, THEREFORE, in consideration of the above recitals, the mutual covenants, agreements, terms and conditions herein, and other good and valuable consideration, the receipt and sufficiency of which is hereby mutually acknowledged, the Parties agree as follows:

1. Definitions

- A. **"Agreement"** means this Agreement, including all Exhibits, which are expressly incorporated herein by reference, and any amendments thereto.
- B. **"County Confidential Information"** means any County information deemed confidential and/or exempt from Section 119.07, Florida Statutes, and Section 24(a), Article 1 of the Florida Constitution, or other applicable law, including, but not limited to data or information referenced in ITB 22-0681-B, and any other information designated in writing by the County as County Confidential Information.
- C. **"Contractor Confidential Information"** means any Contractor information that is designated as confidential and/or exempt by Florida's public records law, including information that constitutes a trade secret pursuant to Chapter 688, Florida Statutes, and is designated in this Agreement or in writing as a trade secret by Contractor (unless otherwise determined to be a public record by applicable Florida law). Notwithstanding the foregoing, Contractor Confidential Information does not include information that: (i) becomes public other than as a result of a disclosure by the County in breach of the Agreement; (ii) becomes available to the County on a non-confidential basis from a source other than Contractor, which is not prohibited from disclosing such information by obligation to Contractor; (iii) is known by the County prior to its receipt from Contractor without any obligation or confidentiality with respect thereto; or (iv) is developed by the County independently of any disclosures made by Contractor.
- D. **"Contractor Personnel"** means all employees of Contractor, and all employees of subcontractors of Contractor, including, but not limited to temporary and/or leased employees, who are providing the Services at any time during the project term.
- E. **"Services"** means the work, duties and obligations to be carried out and performed safely by Contractor under this Agreement, as described throughout this Agreement and as specifically described in the Statement of Work Exhibit attached hereto and incorporated herein by reference. As used in this Agreement, Services shall include any component task, subtask, service, or function inherent, necessary, or a customary part of the Services, but not specifically described in this Agreement, and shall include the provision of all standard day-to-day administrative, overhead, and internal expenses, including costs of bonds and insurance as required herein, labor, materials, equipment, safety equipment, products, office supplies, consumables, tools, postage, computer hardware/software, telephone charges, copier usage, fax charges, travel, lodging, and per diem and all other costs required to perform Services except as otherwise specifically provided in this Agreement.

2. Execution of Agreement

The execution of this Agreement is expressly limited by the Terms and Conditions hereon. County and the Contractor are not bound by additional provisions or provisions at variance herewith that may appear in the Contractor's quotation, estimate, scope of work, or any other such related documents, acknowledgement in force, or any other communication from Contractor to or from County unless such provision is expressly set forth herein.

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3. Conditions Precedent

This Agreement, and the Parties' rights and obligations herein, are contingent upon and subject to the Contractor securing and/or providing the performance security, if required, and the insurance coverage(s) required, within 10 days of the Effective Date. No Services shall be performed by the Contractor and the County shall not incur any obligations of any type until Contractor satisfies these conditions. Unless waived in writing by the County, in the event the Contractor fails to satisfy the conditions precedent within the time required herein, the Agreement shall be deemed not to have been entered into and shall be null and void.

4. Services

- A. **Services** - The County retains Contractor, and Contractor agrees to provide the Services. All Services shall be performed to the satisfaction of the County and shall be subject to the provisions and terms contained herein and the Exhibits attached hereto.
- B. **Services Requiring Prior Approval** - Contractor shall not commence work on any Services requiring prior written authorization in the Statement of Work without approval from the Facility Manager.
- C. **Additional Services** - From the Effective Date and for the duration of the project, the County may elect to have Contractor perform Services that are not specifically described in the Statement of Work attached hereto but are related to the Services ("Additional Services"), in which event Contractor shall perform such Additional Services for the compensation specified in the Statement of Work attached hereto. Contractor shall commence performing the applicable Additional Services promptly upon receipt of written approval as provided herein.
- D. **De-scoping of Services** - The County reserves the right, in its sole discretion, to de-scope Services upon written notification to the Contractor by the County. Upon issuance and receipt of the notification, the Contractor and the County shall enter into a written amendment reducing the appropriate Services Fee for the impacted Services by a sum equal to the amount associated with the de-scoped Services as defined in the payment schedule in this Agreement, if applicable, or as determined by mutual written consent of both Parties based upon the scope of work performed prior to issuance of notification.
- E. **Independent Contractor Status and Compliance with the Immigration Reform and Control Act** - Contractor is and shall remain an independent contractor and is neither agent, employee, partner, nor joint venturer of County. Contractor acknowledges that it is responsible for complying with the provisions of the Immigration Reform and Control Act of 1986 located at 8 U.S.C. 1324, et seq, and regulations relating thereto, as either may be amended from time to time. Failure to comply with the above provisions shall be considered a material breach of the Agreement.
- F. **Non-Exclusive Services** - Award of this Agreement imposes no obligation on the County to utilize the Contractor for all goods and/or services of this type, which may develop during the agreement period. This is a non-exclusive Agreement. During the term of this Agreement, and any extensions thereof, the County reserves the right to contract for another provider for similar goods and/or services as it determines necessary in its sole discretion.
- G. **Project Monitoring** - During the term of the Agreement, Contractor shall cooperate with the County, either directly or through its representatives, in monitoring Contractor's progress and performance of this Agreement.

5. Term of Agreement

- A. **Initial Term** - The term of this Agreement shall commence on the effective date and shall remain in full force and for 36 months, or until termination of the Agreement, whichever occurs first.

B. Term Extension -

The Parties may extend the term of this Agreement for two (2) additional twelve (12) month period(s) pursuant to the same terms, conditions, and pricing set forth in the Agreement by mutually executing an amendment to this Agreement, as provided herein.

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C. Price Adjustment- For the initial term and term extensions unit prices are adjustable at (12) month(s) after the date of award and thereafter annually for the life of the contract, in an amount not to exceed the average of the Consumer Price Index (CPI) or 5%, whichever is less, for all Urban Consumers, Series Id: CUUR0000SA0, Not Seasonally Adjusted, Area: U.S. city average, Item: All items, Base Period: 1982-84=100 for the twelve months prior.

It is the vendor's responsibility to request any pricing adjustment under this provision. For any adjustment to commence annually, the vendor's request for adjustment shall be submitted between 90-120 day(s) prior to contract anniversary date, utilizing the available index at the time of request. The vendor adjustment request shall not be in excess of the relevant pricing index change. If no adjustment request is received from the vendor, the County will assume the vendor has agreed to continue without a pricing adjustment. Any adjustment request received outside of the 90-120 day(s) period above shall not be considered.

For any adjustment to commence on the first day of any exercised extension period, the vendor's request for adjustment should be submitted at the time the extension request from the County, utilizing the available index at the time of the request. If no adjustment request is received from the vendor, the County will assume the vendor has agreed to continue without a pricing adjustment.

6. Orders

Within the term of this Agreement, County may place one or more orders for goods and/or services at the prices listed on the Price Schedule Exhibit attached hereto, and which is incorporated by reference hereto.

7. Delivery / Claims

Prices on the Schedule of Prices are F.O.B. Destination, FREIGHT INCLUDED and unloaded to location(s) within Pinellas County. Actual delivery address(es) will be identified at time of order. Contractor will be responsible for making any and all claims against carriers for missing or damaged items.

8. Inspection

In County's sole discretion, goods rejected due to inferior quality or workmanship will be returned to Contractor at Contractor's expense and are not to be replaced except upon receipt of written instructions from County.

9. Material Quality

All goods and materials purchased and delivered pursuant to this Agreement will be of first quality and not damaged and/or factory seconds. Any materials damaged or not in first quality condition upon receipt must be exchanged within 24 hours of notice to the Contractor at no charge to County.

10. Material Safety Data

In accordance with OSHA Hazardous Communications Standards, it is the Contractor seller's duty to advise if a product is a toxic substance and to provide a Material Safety Data Sheet at time of delivery.

11. Purchase Order Number

Each order will contain the Purchase Order Number applicable to this Agreement, and such Purchase Order Number must appear on all packing slips, invoices and all correspondence relating to the Order. County will not be responsible for goods delivered without a Purchase Order Number.

12. Variation in Quantity

County assumes no liability for goods or materials produced, processed or shipped in excess of the amounts ordered pursuant to the terms of this Agreement.

13. Warranty

Seller warrants that the goods are of first quality and as described in Prices Schedule. All manufacturer, producer or seller warranties offered to any other purchaser are expressly available and applicable to County.

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14. Compensation and Method of Payment

- A. **Goods and Services Fee** - As total compensation for the Goods and Services, the County shall pay the Contractor the sums as provided in this Section Compensation and Method Payment ("Goods and Services Fee"), pursuant to the terms and conditions as provided in this Agreement. It is acknowledged and agreed by Contractor that this compensation constitutes a limitation upon County's obligation to compensate Contractor for such Goods and Services required by this Agreement but does not constitute a limitation upon Contractor's obligation to provide Goods and perform all of the Services required by this Agreement. In no event will the Goods and Services Fee paid exceed the not-to-exceed sums set out in subsections below, unless the Parties agree to increase this sum by written amendment as authorized in the Amendment Section of this Agreement.

Spending Cap and Payment Structure - The County agrees to pay the Contractor the not-to-exceed sum of **\$3,320,980.00** with an annual not to exceed expenditure of \$1,093,660.00 per year, for Goods and Services completed and accepted herein, payable on a fixed-fee basis for the deliverables as set out in Exhibit C, upon submittal of an invoice as required herein.

C. **Travel Expenses**

The Services Fee includes all travel, lodging and per diem expenses incurred by Contractor in performing the Services.

- D. **Taxes** - Contractor acknowledges that the County is not subject to any state or federal sales, use, transportation and certain excise taxes.

- E. **Payments and Invoicing** - Contractor shall submit invoices for payments due as provided herein and authorized reimbursable expenses incurred with such documentation as required by County. Invoices shall be submitted to the designated person as set out in the Notices Section herein..

For time and materials Services, all Contractor Personnel shall maintain logs of time worked, and each invoice shall state the date and number of hours worked for Services authorized to be billed on a time and materials basis.

All payments shall be made in accordance with the requirements of Section 218.70 et seq., Florida Statutes, "The Local Government Prompt Payment Act." The County may dispute any payments invoiced by Contractor in accordance with the County's Invoice Payments Dispute Resolution Process established in accordance with Section 218.76, Florida Statutes, and any such disputes shall be resolved in accordance with the County's Dispute Resolution Process.

15. Acceptance of Services

For all Services deliverables that require County acceptance as provided in the Statement of Work, the County, through the Facility Manager or designee, will have 10 calendar days to review the deliverable(s) after receipt or completion of same by Contractor, and either accept or reject the deliverable(s) by written notice to Strut Mechanical Inc.. If a deliverable is rejected, the written notice from the County will specify any required changes, deficiencies, and/or additions necessary. Contractor shall then have 7 calendar days to revise the deliverable(s) to resubmit and/or complete the deliverable(s) for review and approval by the County, who will then have 7 calendar days to review and approve, or reject the deliverable(s); provided however, that Contractor shall not be responsible for any delays in the overall project schedule that result from the County's failure to timely approve or reject deliverable(s) as provided herein. Upon final acceptance of the deliverable(s), the County will accept the deliverable(s) in writing.

16. Discounts

Delay in receiving an invoice, invoicing for materials shipped ahead of specified schedule, or invoices rendered with errors or omissions will be considered just cause for County to withhold payment without losing discount privileges. Discount privilege will apply from date of scheduled delivery, the date of receipt of goods, or the date of approved invoice, whichever is later.

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17. Subcontracting/Assignment.

A. **Subcontracting** - Contractor is fully responsible for completion of the Services required by this Agreement and for completion of all subcontractor work, if authorized as provided herein. Contractor shall not subcontract any work under this Agreement to any subcontractor other than the subcontractors specified in the proposal and previously approved by the County, without the prior written consent of the County, which shall be determined by the County in its sole discretion.

B. **Assignment -**

This Agreement, and all rights or obligations hereunder, shall not be assigned, transferred, or delegated in whole or in part, including by acquisition of assets, merger, consolidation, dissolution, operation of law, change in effective control of the Contractor, or any other assignment, transfer, or delegation of rights or obligations, without the prior written consent of the County. The Contractor shall provide written notice to the County within fifteen (15) calendar days of any action or occurrence assigning the Agreement or any rights or obligations hereunder as described in this section. In the event the County does not consent to the assignment, as determined in its sole discretion, the purported assignment in violation of this section shall be null and void, and the County may elect to terminate this Agreement by providing written notice of its election to terminate pursuant to this provision upon fifteen (15) days notice to Contractor.

18. Personnel

A. **E-Verify** - The contractor and subcontractor must register with and use the E-verify system in accordance with Florida Statute 448.095. A contractor and subcontractor may not enter into a contract with the County unless each party registers with and uses the E-verify system.

If a contractor enters a contract with a subcontractor, the subcontractor must provide the contractor with an affidavit stating that the Subcontractor does not employ, contract with, or subcontract with unauthorized aliens. The contractor must maintain a copy of the affidavit for the duration of the contract.

If the County, Contractor, or Subcontractor has a good faith belief that a person or entity with which it is contracting has knowingly violated Florida Statute 448.09(1) shall immediately terminate the contract with the person or entity.

If the County has a good faith belief that a Subcontractor knowingly violated this provision, but the Contractor otherwise complied with this provision, the County will notify the Contractor and order that the Contractor immediately terminate the contract with the Subcontractor.

A contract terminated under the provisions of this section is not a breach of contract and may not be considered such. Any contract termination under the provisions of this section may be challenged to Section 448.095(2)(d), Florida Statute. Contractor acknowledges upon termination of this agreement by the County for violation of this section by Contractor, Contractor may not be awarded a public contract for at least one (1) year. Contractor acknowledges that Contractor is liable for any additional costs incurred by the County as a result of termination of any contract for a violation of this section.

Contractor or Subcontractor shall insert in any subcontracts the clauses set forth in this section, requiring the subcontracts to include these clauses in any lower tier subcontracts. Contractor shall be responsible for compliance by any Subcontractor or Lower Tier Subcontractor with the clause set forth in this section.

B. **Qualified Personnel** - Contractor agrees that each person performing Services in connection with this Agreement shall have the qualifications and shall fulfill the requirements set forth in this Agreement

C. **Approval and Replacement of Personnel** - The County shall have the right to approve all Contractor Personnel assigned to provide the Services, which approval shall not be unreasonably withheld. Prior to commencing the Services, the Contractor shall provide at least ten (10) days written notice of the names and qualifications of the Contractor Personnel assigned to perform Services pursuant to the Agreement. Thereafter, during the term of this Agreement, the Contractor shall promptly and as required by the County provide written notice of the names and qualifications of any additional Contractor Personnel assigned to perform Services. The County, on a reasonable basis, shall have the right to require the removal and replacement of any of the Contractor Personnel performing Services, at any time during the term of the Agreement. The County will notify Contractor in writing in the event the County requires such action. Contractor shall accomplish any such removal within forty-eight (48) hours after receipt



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of notice from the County and shall promptly replace such person with another person, acceptable to the County, with sufficient knowledge and expertise to perform the Services assigned to such individual in accordance with this Agreement. In situations where individual Contractor Personnel are prohibited by applicable law from providing Services, removal and replacement of such Contractor Personnel shall be immediate and not subject to such forty-eight (48) hour replacement timeframe and the provisions of the Termination Section of this Agreement shall apply if minimum required staffing is not maintained.

19. Name Changes

The Contractor is responsible for immediately notifying the County of any company name change, which would cause invoicing to change from the name used at the time of the original Agreement.

20. Compliance with Laws

Contractor shall comply with all applicable federal, state, county and local laws, ordinances, rules and regulations in the performance of its obligations under this Agreement, including the procurement of permits and certificates where required, and including but not limited to laws related to Workers Compensation, Americans with Disabilities Act (ADA), Section 504 of the Rehabilitation Act of 1973, Minority Business Enterprise (MBE), occupational safety and health and the environment, equal employment opportunity, privacy of medical records and information, as applicable. Failure to comply with any of the above provisions shall be considered a material breach of the Agreement.

21. Applicable Law and Venue

This Agreement and any and all purchases made hereunder shall be governed by and construed in accordance with the laws of the State of Florida (without regard to principles of conflicts of laws). The Parties agree that all actions or proceedings arising in connection with this Agreement shall be tried and litigated exclusively in the state or federal (if permitted by law and a Party elects to file an action in federal court) courts located in or for Pinellas County, Florida. This choice of venue is intended by the Parties to be mandatory and not permissive in nature, and to preclude the possibility of litigation between the Parties with respect to, or arising out of, this Agreement in any jurisdiction other than that specified in this section. Each Party waives any right it may have to assert the doctrine of forum non-conveniens or similar doctrine or to object to venue with respect to any proceeding brought in accordance with this section.

22. Public Entities Crimes

Contractor is directed to the Florida Public Entities Crime Act, Section 287.133, Florida Statutes, as well as Florida Statute 287.135 regarding Scrutinized Companies, and represents to County that Contractor is qualified to transact business with public entities in Florida, and to enter into and fully perform this Agreement subject to the provisions stated therein. Failure to comply with any of the above provisions shall be considered a material breach of the Agreement.

23. Waiver

No waiver by either Party of any breach or violation of any covenant, term, condition, or provision of this Agreement or of the provisions of any ordinance or law, shall be construed to waive any other term, covenant, condition, provisions, ordinance or law, or of any subsequent breach or violation of the same.

24. Due Authority

Each Party to this Agreement represents and warrants that: (i) it has the full right and authority and has obtained all necessary approvals to enter into this Agreement; (ii) each person executing this Agreement on behalf of the Party is authorized to do so; (iii) this Agreement constitutes a valid and legally binding obligation of the Party, enforceable in accordance with its terms.

25. Termination

A. Contractor Default Provisions and Remedies of County

1. **Events of Default** - Any of the following shall constitute a "Contractor Event of Default" hereunder:



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- i. Contractor fails to maintain the staffing necessary to perform the Services as required in the Agreement, fails to perform the Services as specified in the Agreement, or fails to complete the Services within the completion dates as specified in the Agreement;
 - ii. Contractor breaches Confidential Information Section of this Agreement;
 - iii. Contractor fails to gain acceptance of goods and/or services deliverable, for 2 consecutive iterations; or
 - iv. Contractor fails to perform or observe any of the other material provisions of this Agreement.
2. **Cure Provisions** - Upon the occurrence of a Contractor Event of Default as set out above, the County shall provide written notice of such Contractor Event of Default to Contractor ("Notice to Cure"), and Contractor shall have 30 calendar days after the date of a Notice to Cure to correct, cure, and/or remedy the Contractor Event of Default described in the written notice.
3. **Termination for Cause by the County** - In the event that Contractor fails to cure a Contractor Event of Default as authorized herein, or upon the occurrence of a Contractor Event of Default as specified in Termination – Contractor Default Provisions and Remedies of County – Events of Default Section of this Agreement, the County may terminate this Agreement in whole or in part, effective upon receipt by Contractor of written notice of termination pursuant to this provision, and may pursue such remedies at law or in equity as may be available to the County.

B. County Default Provisions and Remedies of Contractor

1. **Events of Default** - Any of the following shall constitute a "County Event of Default" hereunder:
 - i. the County fails to make timely undisputed payments as described in this Agreement;
 - ii. the County breaches Confidential Information Section of this Agreement; or the County fails to perform any of the other material provisions of this Agreement.
2. **Cure Provisions** - Upon the occurrence of a County Event of Default as set out above, Contractor shall provide written notice of such County Event of Default to the County ("Notice to Cure"), and the County shall have thirty (30) calendar days after the date of a Notice to Cure to correct, cure, and/or remedy the County Event of Default described in the written notice.
3. **Termination for Cause by the Contractor** - In the event the County fails to cure a County Event of Default as authorized herein, Contractor may terminate this Agreement in whole or in part effective on receipt by the County of written notice of termination pursuant to this provision, and may pursue such remedies at law or in equity as may be available to the Contractor.

C. Termination for Convenience

1. Notwithstanding any other provision herein, the County may terminate this Agreement, without cause, by giving 30 days advance written notice to the Contractor of its election to terminate this Agreement pursuant to this provision.

26. Time is of the Essence

Time is of the essence with respect to all provisions of this Agreement that specify a time for performance, including the Services as described in the Exhibits attached hereto; provided, however, that the foregoing shall not be construed to limit a Party's cure period allowed in the Agreement.

27. Confidential Information and Public Records

- A. **County Confidential Information** - Contractor shall not disclose to any third party County Confidential Information that Contractor, through its Contractor Personnel, has access to or has received from the County pursuant to its performance of Services pursuant to the Agreement, unless approved in writing by the County Contract Manager. All such County Confidential Information will be held in trust and confidence from the date of disclosure by the County, and discussions involving such County Confidential Information shall be limited to Contractor Personnel as is necessary to complete the Services.
- B. **Contractor Confidential Information** - All Contractor Confidential Information received by the County from Contractor will be held in trust and confidence from the date of disclosure by Contractor and discussions involving



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such Contractor Confidential Information shall be limited to the members of the County's staff and the County's subcontractors who require such information in the performance of this Agreement. The County acknowledges and agrees to respect the copyrights, registrations, trade secrets and other proprietary rights of Contractor in the Contractor Confidential Information during and after the term of the Agreement and shall at all times maintain the confidentiality of the Contractor Confidential Information provided to the County, subject to federal law and the laws of the State of Florida related to public records disclosure. Contractor shall be solely responsible for taking any and all action it deems necessary to protect its Contractor Confidential Information except as provided herein. Contractor acknowledges that the County is subject to public records legislation, including but not limited to Chapter 119, Florida Statutes, and the Florida Rules of Judicial Administration, and that any of the County's obligations under this Section may be superseded by its obligations under any requirements of said laws.

- C. **Public Records** - Contractor acknowledges that information and data it manages as part of the services may be public records in accordance with Chapter 119, Florida Statutes and Pinellas County public records policies. Contractor agrees that prior to providing services it will implement policies and procedures to maintain, produce, secure, and retain public records in accordance with applicable laws, regulations, and County policies, including but not limited to the Section 119.0701, Florida Statutes. Notwithstanding any other provision of this Agreement relating to compensation, the Contractor agrees to charge the County, and/or any third parties requesting public records only such fees allowed by Section 119.07, Florida Statutes, and County policy for locating and producing public records during the term of this Agreement.

IF THE CONTRACTOR HAS QUESTIONS REGARDING THE APPLICATION OF CHAPTER 119, FLORIDA STATUTES, TO THE CONTRACTOR'S DUTY TO PROVIDE PUBLIC RECORDS RELATING TO THIS CONTRACT, CONTACT THE PINELLAS COUNTY BOARD OF COUNTY COMMISSIONERS, PURCHASING AND RISK MANAGEMENT DEPARTMENT, OPERATIONS MANAGER CUSTODIAN OF PUBLIC RECORDS AT 727-464-3311, PURCHASE@PINELLASCOUNTY.ORG, PINELLAS COUNTY GOVERNMENT, PURCHASING AND RISK MANAGEMENT DEPARTMENT, OPERATIONS MANAGER, 400 S. FT. HARRISON AVE, 6TH FLOOR, CLEARWATER, FL 33756.

28. Audit

Contractor shall retain all records relating to this Agreement for a period of at least 5 years after final payment is made. All records shall be kept in such a way as will permit their inspection pursuant to Chapter 119, Florida Statutes. In addition, County reserves the right to examine and/or audit such records.

29. Digital Accessibility

Contractor acknowledges and warrants that all digital content and services provided under this contract conforms and shall continue to conform during the Term of this Agreement to the W3C Web Content Accessibility Guidelines, version 2.0 ("WCAG 2.0") at conformance Level A and AA. If all digital content and services does not fully conform to WCAG 2.0 A and AA, Contractor shall advise Pinellas County in writing of the nonconformance prior to execution of this Agreement and shall provide Pinellas County a plan to achieve conformance to WCAG 2.0 A and AA, including but not limited to, an intended timeline for conformance. Failure to achieve conformance, as determined in Pinellas County's sole discretion, on its intended timeline shall be considered a material breach of this Agreement and grounds for termination by Pinellas County.

If during the Term of this Agreement, Contractor fails to maintain compliance with WCAG 2.0 A and AA or Pinellas County otherwise identifies an issue related to accessibility of the product (the "Accessibility Issue") that renders the product inaccessible, then Pinellas County shall notify Contractor of non-compliance. Within 30 days of Contractor's receipt of a non-compliance notice ("Notice"), Contractor and Pinellas County shall meet and mutually agree upon an appropriate timeline for resolution of the Accessibility Issue(s) ("Initial Meeting").

Should Contractor:

- i. fail to acknowledge receipt of the notice within 30 days of receipt of the Notice;

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- ii. unreasonably and solely withhold agreement regarding a timeline for resolution for more than 30 days following the Initial Meeting; or
- iii. fail to materially resolve the Accessibility Issue(s) within the agreed-upon timeline,

Failure to comply with the requirements of this section shall constitute a material breach of this Agreement and shall be grounds for termination of this Agreement by Pinellas County and subject Contractor to the Liability and Insurance – Indemnification Section of this Agreement, "Indemnification."

30. Liability and Insurance

- A. **Insurance** - Contractor shall comply with the insurance requirements set out in the Insurance Exhibit, attached hereto and incorporated herein by reference.
- B. **Indemnification** - Contractor agrees to indemnify, pay the cost of defense, including attorney's fees, and hold harmless the County, its officers, employees and agents from all damages, suits, actions or claims, including reasonable attorney's fees incurred by the County, of any character brought on account of any injuries or damages received or sustained by any person, persons, or property, or in any way relating to or arising from the Agreement; or on account of any act or omission, neglect or misconduct of Contractor; or by, or on account of, any claim or amounts recovered under the Workers' Compensation Law; or of any other laws, regulations, ordinance, order or decree; or arising from or by reason of any actual or claimed trademark, patent or copyright infringement or litigation based thereon; or for any violation of requirements of the Americans with Disabilities Act of 1990, as may be amended, and all rules and regulations issued pursuant thereto (collectively the "ADA") except when such injury, damage, or violation was caused by the sole negligence of the County.
- C. **Liability** - Neither the County nor Contractor shall make any express or implied agreements, guaranties or representations, or incur any debt, in the name of or on behalf of the other Party. Neither the County nor Contractor shall be obligated by or have any liability under any agreements or representations made by the other that are not expressly authorized hereunder. The County shall have no liability or obligation for any damages to any person or property directly or indirectly arising out of the operation by Contractor of its business, whether caused by Contractor's negligence or willful action or failure to act.
- D. **Contractor's Taxes** - The County will have no liability for any sales, service, value added, use, excise, gross receipts, property, workers' compensation, unemployment compensation, withholding or other taxes, whether levied upon Contractor or Contractor's assets, or upon the County in connection with Services performed or business conducted by Contractor. Payment of all such taxes and liabilities shall be the responsibility of Contractor.

31. County's Funding

The Agreement is not a general obligation of the County. It is understood that neither this Agreement nor any representation by any County employee or officer creates any obligation to appropriate or make monies available for the purpose of the Agreement beyond the fiscal year in which this Agreement is executed. No liability shall be incurred by the County, or any department, beyond the monies budgeted and available for this purpose. If funds are not appropriated by the County for any or all of this Agreement, the County shall not be obligated to pay any sums provided pursuant to this Agreement beyond the portion for which funds are appropriated. The County agrees to promptly notify Contractor in writing of such failure of appropriation, and upon receipt of such notice, this Agreement, and all rights and obligations contained herein, shall terminate without liability or penalty to the County.

32. Survival

The provisions of this Agreement shall survive the expiration or termination of this Agreement.

33. Notices

All notices, authorizations, and requests in connection with this Agreement shall be deemed given on the day they are: (1) deposited in the U.S. mail, postage prepaid, certified or registered, return receipt requested; or (2) sent by air express courier (e.g., Federal Express, Airborne, etc.), charges prepaid, return receipt requested; or (3) sent via email and addressed as set forth below, which designated person(s) may be amended by either Party by giving written notice to the other Party:

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For County:

Attn: Lori Sullivan

Facility Manager

6730 142nd Ave N.

Largo, FL 33771

with a copy to:

Attn: Merry Celeste,

Purchasing and Risk Management Division Director

Pinellas County Purchasing Department

400 South Fort Harrison Avenue

Clearwater, FL 33756

For Contractor:

Attn: Mark Donahue

Strut Mechanical Inc.

6955 Buckhorn Trail

Saint Cloud, FL 34771

34. Conflict of Interest

- A. The Contractor represents that it presently has no interest and shall acquire no interest, either direct or indirect, which would conflict in any manner with the performance of the Services required hereunder, and that no person having any such interest shall be employed by Contractor during the agreement term and any extensions.
- B. The Contractor shall promptly notify the County in writing of any business association, interest, or other circumstance which constitutes a conflict of interest as provided herein. If the Contractor is in doubt as to whether a prospective business association, interest, or other circumstance constitutes a conflict of interest, the Contractor may identify the prospective business association, interest or circumstance, the nature of work that the Contractor may undertake and request an opinion as to whether the business association, interest or circumstance constitutes a conflict of interest if entered into by the Contractor. The County agrees to notify the Contractor of its opinion within (10) calendar days of receipt of notification by the Contractor, which shall be binding on the Contractor.

35. Right to Ownership

All work created, originated and/or prepared by Contractor in performing Services pursuant to the Agreement, including reports and other documentation or improvements related thereto, to the extent that such work, products, documentation, materials or information are described in or required by the Services (collectively, the "Work Product") shall be County's property when completed and accepted, if acceptance is required in this Agreement, and the County has made payment of the sums due therefore. The ideas, concepts, know-how or techniques developed during the course of this Agreement by the Contractor or jointly by Contractor and the County may be used by the County without obligation of notice or accounting to the Contractor. Any data, information or other materials furnished by the County for use by Contractor under this Agreement shall remain the sole property of the County.

36. Amendment

This Agreement may be amended by mutual written agreement of the Parties hereto.

AGREEMENT

37. Severability

The terms and conditions of this Agreement shall be deemed to be severable. Consequently, if any clause, term, or condition hereof shall be held to be illegal or void, such determination shall not affect the validity or legality of the remaining terms and conditions, and notwithstanding any such determination, this Agreement shall continue in full force and effect unless the particular clause, term, or condition held to be illegal or void renders the balance of the Agreement impossible to perform.

38. No Third-Party Beneficiary

The Parties hereto acknowledge and agree that there are no third party beneficiaries to this Agreement. Persons or entities not a party to this Agreement may not claim any benefit from this Agreement or as third party beneficiaries hereto.

39. Force Majeure

"Force Majeure Event" means any act or event that (i) prevents a Party (the "Nonperforming Party") from performing its obligations or satisfying a condition to the other Party's (the "Performing Party") obligations under this Agreement, (ii) is beyond the reasonable control of and not the fault of the Nonperforming Party, and (iii) the Nonperforming Party has not, through commercially reasonable efforts, been able to avoid or overcome. Force Majeure Event(s) do not include economic hardship, changes in market conditions or insufficiency of funds. If a Force Majeure Event occurs, the Nonperforming Party is excused from the performance and thereby prevented from satisfying any conditions precedent to the Performing Party's performance that cannot be satisfied, in each case to the extent limited or prevented by the Force Majeure Event. The Nonperforming Party must promptly notify the Performing Party upon the occurrence of a Force Majeure Event. When the Nonperforming Party is able to resume its performance or satisfy the conditions precedent to the Performing Party's obligations, the Nonperforming Party will resume performance under this Agreement without undue delay. Each Party will use commercially reasonable efforts to mitigate the effect of a Force Majeure Event.

40. Order of Precedence

All Exhibits attached and listed below are incorporated in their entirety into, and form part of this Agreement and will have priority in the order listed

- A. Pinellas County Agreement
- B. Exhibit A-Statement of Work
- C. Exhibit B-Insurance Requirements
- D. Exhibit C-Payment Schedule
- E. Exhibit D-Payment/Invoices
- F. Exhibit E-Dispute Resolution

In the event of an inconsistency in this Agreement and any of the attached Exhibits, the terms set forth in this Agreement will prevail.

41. Entirety

This Agreement constitutes the entire Agreement between the Parties and supersedes all prior negotiations, representations or agreements either oral or written.

(Signature Page Follows)

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AGREEMENT

IN WITNESS WHEREOF, the Parties hereto have executed this Agreement the day and year first written.

PINELLAS COUNTY, FLORIDA

Strut Mechanical Inc.

By and through its

Board of County Commissioners

Name of Firm

By

By: 

Signature

MARK Donahue

Print Name

President

Title

APPROVED AS TO FORM

By: Keiah Townsend

Office of the County Attorney

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SECTION E – SPECIFICATIONS

EXHIBIT A - STATEMENT OF WORK

1. OBJECTIVE:

To establish a contract for full service comprehensive monthly, semi-annual and annual preventative maintenance program for the HVAC equipment, as well as HVAC equipment replacement located in **Pinellas County**. The purpose of this contract is for an HVAC contractor to perform preventative maintenance, provide repair services on equipment, and replacement of equipment at various Pinellas County (County) locations. Contractor shall be responsible for keeping equipment in proper working order either through appropriate preventative maintenance, inspection, repairs, and/or replacement. In the event of a catastrophic equipment failure, the Contractor will notify the department and provide replacement proposals for review by the designated Contract Manager.

2. CONTRACT AWARD:

This Contract shall be awarded in whole to one bidder. The bidder must be able to complete and fulfill the requirements of this Agreement as defined herein.

3. CONTRACTOR QUALIFICATION AND LICENSING REQUIREMENTS:

- a. Contractor, Contractor's principal, or Contractor's staff shall have been regularly engaged in the business of evaluation, design, and installation of HVAC systems for at least five (5) years.
- b. All technicians selected to perform work under this contract must have applicable commercial HVAC experience, licenses, certifications, and proof of training in servicing chillers, boilers, electrical systems, control systems, and mechanical equipment.
- c. All technicians selected to perform work under this contract must have United States Environmental Protection Agency (EPA) certification in refrigerant recovery systems (universal certification required).
- d. Contractor must submit with their bid a State Registered Class B HVAC License, Proof of registration with the Pinellas County Licensing Board, and any other applicable local licenses and/or certificates to prove their qualifications in performing the HVAC maintenance, repair, and installation for which they submit a bid.
- e. The contractor shall use certified factory-trained personnel to service and maintain the equipment, controls, and software. Personnel shall be directly employed and supervised by the contractor and must be qualified and experienced in keeping the specified equipment/software in proper operating condition. Subcontractors must have prior written approval from the County to perform services on this equipment.
- f. All work performed will be conducted in compliance with the Occupational Health and Safety Association (OSHA) standards.

4. CONTRACTOR'S REQUIREMENT:

- a. All technicians performing work under this contract must have applicable commercial HVAC experience in servicing air conditioning, electrical systems, control systems, and mechanical equipment, and be fully qualified and certified in refrigerant recovery systems prior to performing any work for the County. The universal certification required should be submitted with the bid.
- b. During the term of this contract, the Contractor and any technicians performing work under this contract must possess and maintain all state, county, and local licenses and/or certificates to prove their qualification in HVAC maintenance, repair, and installation. Include licenses and certificates with the bid.
- c. All technicians performing work on this contract must be familiar with various County buildings and the location of the HVAC systems. The Contractor will be responsible for training the technicians on the layout of each building and the location of the HVAC systems.

SECTION E – SPECIFICATIONS

- d. The Contractor will have a designated representative for County buildings and will oversee the technicians assigned to this contract. This representative will also provide all required reports, documentation, estimates, invoices, etc. to the designated County Contract Manager or designee. Provide this designated representative at the pre-commencement meeting.
- e. If at any time the County Contract Manager or designee is dissatisfied with the service and/or the labor performed under this contract, the County may request and receive a new technician(s) to service its buildings before the next scheduled service call.
- f. Helpers/Non-technicians are allowed the use of manual labor only while assisting a certified service technician.
- g. The Contractor will require all employees, including supervisors, to wear distinctive uniform clothing, approved by the County for ready identification, and assure that every employee is in uniform prior to commencing work. Footwear shall be steel-toe shoes or boots appropriate for industrial site work. (No sandals, flip-flops, tennis shoes, sports shoes, etc.) The uniform must have the Contractor's name, easily identifiable, affixed in a permanent or semi-permanent manner such as a badge or monogram. Any color or color combination may be used for the uniforms. Contractor will be required to dress neatly, commensurate with the tasks being performed.
- h. All technicians shall report to the County Contract Manager or designee before the commencement of work. In non-manned locations, all technicians will complete the sign-in sheet and maintenance record/log located on-site.
- i. The Contractor will be required to keep legible and detailed documentation on all work performed under this contract, including all preventative maintenance work. Details of the following information shall be submitted as a backup to each invoice. Copies of invoices and backup documentation shall be submitted to the designated County Contract Manager when invoices are submitted to Finance for payment processing.
 - i. name of building contact that placed the service call
 - ii. date of service
 - iii. site arrival and departure times
 - iv. building serviced
 - v. specific area and equipment being serviced (location of equipment, make and model serial number)
 - vi. detailed diagnosis of the problem/repair
 - vii. services performed
 - viii. number of service hours
 - ix. hourly rate for services performed
 - x. material(s) used
 - xi. MSRP of materials less discount applied
 - xii. name of the technician
 - xiii. job title of the technician
 - xiv. signature of building contact or available site personnel
 - xv. the warranty period of any new material/equipment installed including make, model, and serial number
- j. Professional workmanship shall meet or exceed current SMACNA (Sheet Metal and Air Conditioning Contractors National Association) and ASHRAE (American Society of Heating, Refrigeration, and Air Conditioning Engineers) standards. Unless otherwise specified, the Contractor shall guarantee the labor and the materials used in the performance of this contract within the specified guidelines and recommendations of the manufacturer's warranty.

SECTION E – SPECIFICATIONS

- k. All materials furnished under this contract shall be the latest models in current production, as offered through commercial trade, and shall be new Original Equipment Manufacturer (OEM) material or equivalent when OEM equipment is not available. Used, shopworn, demonstrator, prototype, reconditioned, or discontinued models or materials are not acceptable. The warranty period for Contractor-provided materials shall be for a period of one year after completion of the installation or within the manufacturer's warranty, whichever is the later period.
 - l. If the new equipment or parts installed by the Contractor fails and is under warranty, the Contractor will be responsible for replacement and contacting the company for warranty repair. The County will only be responsible for labor costs to repair new equipment or parts that are still under warranty. The Contractor is responsible for all liability of warranted repair.
 - m. Any shutdown of service and/or utilities, other than in conducting the preventative maintenance must be approved and scheduled with the County Contract Manager or designee.
 - n. It is the responsibility of the Contractor to provide all materials and training, at no cost to county to ensure a safe working environment for their employees, County employees, and the public. The Contractor will meet all OSHA, federal, state, and local safety requirements with an emphasis on ARC flash training as well as any requirements placed on them by the Utilities Facility Manager.
- 5. SCOPE OF WORK: The Contractor shall provide all the necessary labor, equipment, and tools required to perform the services and repairs of this contract. This shall include but is not limited to vacuum pumps, welding torches, evacuation equipment, gauges, electronic sniffers, ladders, and assorted hand/power tools. Expendable items needed to perform the repair or maintenance such as, but not limited to silver solder, welding gas, flux, tape, screws, wire nuts, nitrogen, etc. shall be considered part of the repair and furnished at no additional cost to the County. The Contractor will not charge the County for costs (truck charge, fuel charge) other than labor and materials to perform the repair. All contractor costs must be factored into the pricing for labor and material charges except for refrigerant see below:**

A. Preventative Maintenance (PM) Services per the below checklist are not limited to:

Condenser Units:

- i. Replenish pan treatment
- ii. Replace disposable filters during each PM service
- iii. Clean washable filters during each PM service and replace them annually
- iv. Inspect all coils for cleanliness, fin condition
- v. Clean all coils as needed or annually at a minimum
- vi. Tighten all electrical connections to OEM specifications
- vii. Inspect all wiring for chafing, burning, deteriorated insulation
- viii. Inspect all compressors and starter contacts and free movement
- ix. Megohm, or oil test compressors – record readings and submit results, not within OEM recommended operating parameters
- x. Inspect condenser fans for blade condition, clearance, etc.
- xi. Lube condenser fan motors, if applicable, as per OEM specifications
- xii. Lube condenser fan bearings, if applicable, as per OEM specifications
- xiii. Lube condenser fan drive, if applicable, as per OEM specifications
- xiv. Inspect refrigerant system for possible leaks
- xv. Record amount of refrigerant removed from or added to the system, if applicable
- xvi. Inspect unit disconnect

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SECTION E – SPECIFICATIONS

Air Handlers:

- i. Replace disposable filters during each PM service
- ii. Clean washable filters during each PM service and replace them annually
- iii. Replace all belts as needed or annually at a minimum
- iv. Check drive components for wear and alignment, as per OEM specifications
- v. Check blower wheels – condition and cleanliness/clean as needed, as per OEM specifications
- vi. Inspect blower housing, deck mountings – cracks, loose bolts, etc., as per OEM specifications
- vii. Check fan bearings as per OEM specifications
- viii. Lube fan bearings as per OEM specifications
- ix. Check blower bearings as per OEM specifications
- x. Lube blower bearings as per OEM specifications
- xi. Inspect all wiring for chafing, burning, deteriorated insulation
- xii. Record the overall condition of the equipment

B. Repairs and Parts:

- i. Prior to commencing work, the Contractor shall submit a written estimate to the County Contract Manager or designee. The Contractor must receive written authorization and approval from the County Contract Manager or designee via a purchase order before commencing work. If the repair is deemed an emergency by the County Contract Manager, this requirement may be waived by the County Contract Manager. Unauthorized work performed under this contract shall be at the contractor's risk and County shall not be responsible for payment to the contractor for any work performed by the Contractor that is not initially authorized.
- ii. Needed minor repairs discovered during preventative maintenance work shall be completed during the PM service and invoiced separately, including parts and additional labor required to complete the repair only.
- iii. Refrigerant will be considered a billable item.

C. HVAC Replacement :

- i. The Contractor shall be responsible for replacing existing heating, ventilation, and air conditioning (HVAC) systems and components with new HVAC systems and components at the sites listed in Section F Bid Submittal.
- ii. The Contractor shall provide all labor, equipment, tools, materials, hoists/lifts, safety equipment, maintenance of traffic, lighting, transportation, and incidentals necessary to remove and dispose of the existing condensing units, air handlers, package units, metering devices, heaters, curbs, roof or otherwise, concrete pads, piping and insulation, ductwork, and incidentals as required and furnish and install new HVAC equipment including all incidentals required to provide complete operational HVAC systems, which meet all applicable local, state, and federal code requirements.
- iii. The Contractor shall furnish new HVAC equipment which is completely compatible (voltage, BTU, phase, cooling, heating, tonnage, size, performance characteristics, duct configuration, and air handler mounting locations) with all existing HVAC equipment unless otherwise specified. Air conditioning equipment manufacturers for each application are listed in Section F Bid Submittal.
- iv. Equivalent manufacturers' equipment shall meet or exceed the specifications of the existing/approved manufacturers' equipment for each application. However, approval and acceptability of all equipment shall be determined by the Facility Manager.
- v. In the event of HVAC replacement, the Contractor shall develop a work plan for the affected HVAC system. Should the Contractor observe any conditions which might affect the work, these conditions shall be specified in the work plan. The Contractor shall submit a detailed work plan to the Facility Manager no later than twenty-one (21) calendar days after the inspection or service call for review and approval. The work plan shall fully explain and include the work schedule, work sequencing, time durations for each work operation, method of removing existing equipment, duration(s), names of personnel, portable air-conditioning requirements, hoisting requirements, all anticipated alterations, fabrications, and/or modifications and hours of work.

SECTION E – SPECIFICATIONS

- vi. All relocations, alterations, fabrications, and modifications of piping, drywall, chases, sleeves, block walls, brick walls, firewalls, ductwork, air handler or condenser stands, skids, acoustical ceiling tiles and grids, hangers, grilles, duct detectors, dampers, curbs, roof or otherwise, electrical components, and pads to accommodate new equipment shall be the responsibility of the Contractor. Damages to any landscaping, interior/exterior surfaces, structures, or building components shall be repaired and restored to its original finish condition. All restorations and repair services are to be approved by the Facility Manager and shall be completed by the Contractor at no additional cost to PCU. All finishes are to be restored to current conditions.
- vii. Package units shall not extend beyond the roof areas.
- viii. It is intended that the new equipment be installed and made operational immediately after the removal of the existing equipment. Any preparation work shall be done prior to taking the existing HVAC system offline (i.e. delivery of new equipment and its components to the site, installation of portable air conditioning units and box fans, ductwork fabrication, disassembling of acoustical ceilings, removal of bollards, extensions to concrete pads, and additional electrical work). No more than one (1) unit shall be replaced at a time in each site unless otherwise approved by the Facility Manager.
- ix. All the locations shall have sufficient air conditioning at all times.
- x. Portable A/C units and cabinet coolers shall be sized comparable to the unit out of service. All required portable A/C flexible exhaust duct extensions shall be provided by the Contractor.
- xi. Contractor furnished A/C units for each application shall be the same manufacturer or equal equivalent.
- xii. All package units shall be sized comparably with regards to heat capacity as the unit that is out of service unless otherwise specified by the PCU.
- xiii. When heating or cooling portions are to be upgraded as detailed in this scope, New Equipment Requirements, the Contractor shall be responsible for upgrading all electrical systems and components (i.e., wiring, conduits, junction boxes, disconnects, breakers, fuses, and incidentals) as per the manufacturer's specifications.
- xiv. Air handler auxiliary drain pans and high-level float switches shall be replaced on required units. High-level float switches shall be installed in the condensate drain lines and the auxiliary drain pans.
- xv. The Contractor shall furnish equipment that uses R-410A refrigerant. The existing R-22 refrigerant lines and insulation shall be removed and disposed of. The Contractor shall furnish and install new refrigerant lines for R-410A refrigerant in the existing sleeves, utilizing the existing chases, hangers, struts, and penetrations, where applicable. End of sleeve openings are to be sealed with urethane foam and coated with waterproof flame retardant mastic. The Contractor shall insulate suction lines separately within sleeves and up to units with 3/4" minimum closed cell insulation; pressure test lines by use of nitrogen; evacuate lines for a minimum of two (2) hours at 30" of a vacuum in the presence of the Facility Manager or designee; charge refrigerant systems in accordance with the manufacturer's specifications. In the case where existing chases cannot be used, the Contractor is responsible to determine a new route for the line set and shall core drill the existing walls/floors to route new line sets. Any exterior exposed line set shall be covered with galvanized chase covers with no sharp edges and painted to match existing galvanized material.

AGREEMENT

Interior exposed line sets shall have a chase constructed of a framed wall with gypsum board covering painted to match existing walls.

- xvi. The Contractor shall remove and dispose of all existing equipment, materials, refrigerant, piping, curbing, and pads as required. This work includes disposing of all the materials in a licensed disposal site for each type of material and/or equipment as required by law. The Federal Clean Air Act requires that refrigerants must be recovered and not vented, effective July 1, 1992.
The Contractor shall have recovery units certified by the Environmental Protection Agency (EPA) to comply with said act and the EPA regulations.
- xvii. All exterior hardware (nuts, bolts, screws, hurricane straps/cables, anchors, and clamps) shall be stainless steel. The Contractor shall anchor all condensers and package units set on concrete slabs, rooftops, and walls in accordance with the specifications and details
- xviii. The Contractor shall provide two (2) Operation and Maintenance Manuals (O&M Manuals) for each type of equipment installed under this Contract. The O&M Manuals shall be provided to Facility Manager or designee at no additional cost prior to final acceptance of all HVAC systems by the Facility Manager.

6. SERVICE CALLS AND RESPONSE TIME:

The Contractor shall complete all monthly preventative maintenance and inspection(s) during normal business hours (Monday – Friday) from 7:00 am – 3:00 pm.

The Contractor shall respond within thirty minutes and commence work within three (3) business hours or less for regular repairs which may include but are not limited to equipment malfunctions. All work billed at an overtime rate, must have prior approval by County Contract Manager or designee.

Emergencies – The Contractor shall be available for emergency calls on a twenty-four (24) hour basis, seven days a week.

The Contractor shall respond within thirty (30) minutes and commence work within one (1) hour or less for emergency repairs. Emergency repairs may include but are not limited to broken water/boiler lines, computer room HVAC, or any other condition that may be considered unsafe or hazardous or may cause property damage to the building or affected operations.

7. COUNTY CONTRACT MANAGER:

Lori Sullivan, Pinellas County Department of Utilities, Telephone Number (727)464-4180
Email: Losullivan@pinellascounty.org



AGREEMENT

EXHIBIT B - INSURANCE REQUIREMENTS

1. LIMITATIONS ON LIABILITY

By submitting a Bid, the Vendor acknowledges and agrees that the services will be provided without any limitation on the Vendor's liability. The County objects to and shall not be bound by any term or provision that purports to limit the Vendor's liability to any specified amount in the performance of the services. The Vendor shall state any exceptions to this provision in its response, including specifying the proposed limits of liability in the stated exception to be included in the Services Agreement. The Vendor is deemed to have accepted and agreed to provide the services without any limitation on the Vendor's liability that the Vendor does not take exception to in its response. Notwithstanding any exceptions by the Vendor, the County reserves the right to declare its prohibition on any limitation on the Vendor's liability as non-negotiable, to disqualify any Bid I that includes exceptions to this prohibition on any limitation on the Vendor's liability, and to proceed with another responsive, responsible proposal, as determined by the County in its sole discretion.

2. INDEMNIFICATION

Vendor agrees to indemnify, pay the cost of defense, including attorney's fees, and hold harmless the County, its officers, employees and agents from all damages, suits, actions or claims, including reasonable attorney's fees incurred by the County, of any character brought on account of any injuries or damages received or sustained by any person, persons, or property, or in any way relating to or arising from the Agreement; or on account of any act or omission, neglect or misconduct of Contractor; or by, or on account of, any claim or amounts recovered under the Workers' Compensation Law; or of any other laws, regulations, ordinance, order or decree; or arising from or by reason of any actual or claimed trademark, patent or copyright infringement or litigation based thereon; or for any violation of requirements of the Americans with Disabilities Act of 1990, as may be amended, and all rules and regulations issued pursuant thereto (collectively the "ADA") except when such injury, damage, or violation was caused by the sole negligence of the County.

3. INSURANCE:

The Vendor must provide a certificate of insurance and endorsement in accordance with the insurance requirements listed below, prior to recommendation for award.

The Vendor shall obtain and maintain and require any subcontractor to obtain and maintain, at all times during its performance of the Agreement, insurance of the types and in the amounts set forth. For projects with a Completed Operations exposure, Vendor shall maintain coverage and provide evidence of insurance for two (2) years beyond final acceptance. All insurance policies shall be from responsible companies duly authorized to do business in the State of Florida and have an AM Best rating of A- VIII or better.

- A. Submittals should include, the Vendor's current Certificate(s) of Insurance. If Vendor does not currently meet insurance requirements, Vendor shall also include verification from their broker or agent that any required insurance not provided at that time of submittal will be in place prior to the award of contract.

Upon selection of Vendor for award, the selected Vendor shall email certificate that is compliant with the insurance requirements. If the certificate received is compliant, no further action may be necessary. The Certificate(s) of Insurance shall be signed by authorized representatives of the insurance companies shown on the Certificate(s). **The Certificate holder section shall indicate Pinellas County, a Subdivision of the State of Florida, 400 S Fort Harrison Ave, Clearwater, FL 33756. Pinellas County shall be named as an Additional Insured for General Liability. A Waiver of Subrogation for Workers Compensation shall be provided if Workers Compensation coverage is a requirement.**

- B. Approval by the County of any Certificate(s) of Insurance does not constitute verification by the County that the insurance requirements have been satisfied or that the insurance policy shown on the Certificate(s) of Insurance is in compliance with the requirements of the Agreement. County reserves the right to require a certified copy of the entire insurance policy, including endorsement(s), at any time during the Bid and/or contract period.
- C. If any insurance provided pursuant to the Agreement expires or cancels prior to the completion of the Work, you will be notified by CTrax, the authorized vendor of Pinellas County. Upon notification, renewal Certificate(s) of

AGREEMENT

Insurance and endorsement(s) shall be furnished to Pinellas County Risk Management at InsuranceCerts@pinellascounty.org and to CTrax c/o JDj Data at PinellasSupport@ididata.com by the Vendor or their agent prior to the expiration date.

- 1) Vendor shall also notify County within twenty-four (24) hours after receipt, of any notices of expiration, cancellation, nonrenewal or adverse material change in coverage received by said Vendor from its insurer. Notice shall be given by email to Pinellas County Risk Management at InsuranceCerts@pinellascounty.org. Nothing contained herein shall absolve Vendor of this requirement to provide notice.
 - 2) Should the Vendor, at any time, not maintain the insurance coverages required herein, the County may terminate the Agreement.
- D. If subcontracting is allowed under this Bid, the Primary Vendor shall obtain and maintain, at all times during its performance of the Agreement, insurance of the types and in the amounts set forth; and require any subcontractors to obtain and maintain, at all times during its performance of the Agreement, insurance limits as it may apply to the portion of the Work performed by the subcontractor; but in no event will the insurance limits be less than \$500,000 for Workers' Compensation/Employers' Liability, and \$1,000,000 for General Liability and Auto Liability if required below.

All subcontracts between the Vendor and its Subcontractors shall be in writing and are subject to the County's prior written approval. Further, all subcontracts shall

1. Require each Subcontractor to be bound to the Vendor to the same extent the Vendor is bound to the County by the terms of the Contract Documents, as those terms may apply to the portion of the Work to be performed by the Subcontractor;
 2. Provide for the assignment of the subcontracts from the Vendor to the County at the election of Owner upon termination of the Contract;
 3. Provide that County will be an additional indemnified party of the subcontract;
 4. Provide that the County will be an additional insured on all insurance policies required to be provided by the Subcontractor except workers compensation and professional liability;
 5. Provide a waiver of subrogation in favor of the County and other insurance terms and/or conditions
 6. Assign all warranties directly to the County; and
 7. Identify the County as an intended third-party beneficiary of the subcontract. The Vendor shall make available to each proposed Subcontractor, prior to the execution of the subcontract, copies of the Contract Documents to which the Subcontractor will be bound by this Section C and identify to the Subcontractor any terms and conditions of the proposed subcontract which may be at variance with the Contract Documents.
- E. Each insurance policy and/or certificate shall include the following terms and/or conditions:
- 1) The Named Insured on the Certificate of Insurance and insurance policy must match the entity's name that responded to the solicitation and/or is signing the agreement with the County.
 - 2) Companies issuing the insurance policy, or policies, shall have no recourse against County for payment of premiums or assessments for any deductibles which all are at the sole responsibility and risk of Vendor.
 - 3) The term "County" or "Pinellas County" shall include all Authorities, Boards, Bureaus, Commissions, Divisions, Departments and Constitutional offices of County and individual members, employees thereof in their official capacities, and/or while acting on behalf of Pinellas County.
 - 4) All policies shall be written on a primary, non-contributory basis.

The minimum insurance requirements and limits for this Agreement, which shall remain in effect throughout its duration and for two (2) years beyond final acceptance for projects with a Completed Operations exposure, are as follows:

- 1) **Workers' Compensation Insurance:** Worker's Compensation Insurance is required if required pursuant to Florida law. If, pursuant to Florida law, Worker's Compensation Insurance is required, employer's liability, also known as Worker's Compensation Part B, is also required in the amounts set forth herein

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Limits

Employers' Liability Limits	Florida Statutory
Per Employee	\$ 500,000
Per Employee Disease	\$ 500,000
Policy Limit Disease	\$ 500,000

If Vendor/Contractor is not required by Florida law, to carry Workers Compensation Insurance in order to perform the requirements of this Agreement, County Waiver Form for workers compensation must be executed, submitted, and accepted by Risk Management. Failure to obtain required Worker's Compensation Insurance without submitting and receiving a waiver from Risk Management constitutes a material breach of this Agreement.

- 2) **Commercial General Liability Insurance:** including, but not limited to, Independent Vendor, Contractual Liability Premises/Operations, Products/Completed Operations, and Personal Injury. No Boom weight or crane height limitations.

Limits

Combined Single Limit Per Occurrence	\$ 1,000,000
Products/Completed Operations Aggregate	\$ 2,000,000
Personal Injury and Advertising Injury	\$ 1,000,000
General Aggregate	\$ 2,000,000

- 3) **Business Automobile or Trucker's/Garage Liability Insurance** covering owned, hired, and non-owned vehicles. If the Consultant does not own any vehicles, then evidence of Hired and Non-owned coverage is sufficient. Coverage shall be on an "occurrence" basis, such insurance to include coverage for loading and unloading hazards, unless Consultant can show that this coverage exists under the Commercial General Liability policy.

Limit

Combined Single Limit Per Accident	\$1,000,000
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- 4) **Excess or Umbrella Liability Insurance** excess of the primary coverage required, in paragraphs (1), (2), and (3) above: No Boom weight or crane height limitations.

Limits

Each Occurrence	\$ 2,000,000
General Aggregate	\$ 2,000,000

- 5) **Pollution Legal/Environmental Legal Liability Insurance** for pollution losses arising from all services performed to comply with this contract. Coverage shall apply to sudden and gradual pollution conditions including the discharge, dispersal, release or escape of smoke, vapors, soot, fumes, acids, alkalis, toxic chemicals, liquids or gases, waste materials or other irritants, contaminants or pollutants into or upon land, the atmosphere or any watercourse or body of water, which results in Bodily Injury or Property Damage. If policy is written on a Claims Made form, a retroactive date is required, and coverage must be maintained for 3 years after completion of contract or "tail coverage must be purchased. Coverage should include and be for the at least the minimum limits listed below:

- a. Bodily injury, sickness, disease, mental anguish or shock sustained by any person, including death; property damage including physical injury to or destruction of tangible property including the resulting loss of use thereof, cleanup costs, and the loss of use of tangible property that has not been physically injured or destroyed.

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- b. Defense including costs, charges and expenses incurred in the investigation, adjustment or defense of claims for such compensation damages.
- c. Cost of Cleanup/Remediation.

Limits

Per Claim or Occurrence	\$1,000,000
General Aggregate	\$1,000,000

For acceptance of Pollution Legal/Environmental Legal Liability coverage included within another policy coverage required herein, a statement notifying the certificate holder must be included on the certificate of insurance and the total amount of said coverage per occurrence must be greater than or equal to the amount of Pollution Legal/Environmental Legal Liability and other coverage combined.

- 6) **Property Insurance** Vendor will be responsible for all damage to its own property, equipment and/or materials.

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AGREEMENT

EXHIBIT C - PAYMENT SCHEDULE

LINE ITEM NO.	SITE LOCATION	EQUIPMENT TYPE	MANUFACTURER	MODEL NUMBER	SERIAL NUMBER	VOLTAGE	AMP	PHASE	MFG DATE	REQUIRED PM FREQUENCY	PM COST PER FREQUENCY	NUMBER OF PM ANNUAL SERVICES	TOTAL ANNUAL PM SERVICES COST
1	CROSS BAR RANCH												
1.1	Education Center 20115 SCRUB JAY LANE	HVAC AIR HANDLER AHU1 MECH RM	CARRIER	40RM-012--8611YC	2503F37712	230	20	3	NA	Quarterly	\$ 45.00	4	\$ 180.00
1.2	SPRING HILL FLORIDA	HVAC CU1 WEST EXTERIOR	CARRIER	38AKS014--S21--	2203F34117	230	NA	3	NA	Quarterly	\$ 25.00	4	\$ 100.00
1.3		MINI SPLIT AHU2 OFFICE	EMI	WHP120360AA000C	103-G4695-28	NA	NA	NA	NA	Quarterly	\$ 25.00	4	\$ 100.00
1.4		MINI SPLIT CU2 WEST EXTERIOR	EMI	SCC090M0000AA0A	103-G4646-28	230	15	NA	NA	Quarterly	\$ 25.00	4	\$ 100.00
1.5	HOUSE #1 20031 LOCKET AVENUE	HVAC GARAGE SOUTH	TRANE	4TEE3F4981000AA	8401YK72V	230	50	1	09-2008	Quarterly	\$ 35.00	4	\$ 140.00
1.6	SPRING HILL FLORIDA	HVAC CU SOUTH EXTERIOR	TRANE XL16I	4TWX604881000BA	8384YNR1F	230	40	1	09-2008	Quarterly	\$ 35.00	4	\$ 140.00
1.7	HOUSE #2 21952 BOWMAN ROAD	HVAC GARAGE NORTH	TRANE	TWE040E13FB2	6134JA91V	230	50	1	03-2006	Quarterly	\$ 35.00	4	\$ 140.00
1.8	SPRING HILL FLORIDA	HVAC CU WEST EXTERIOR	TRANE XL14I	2TWX404281000AA	6145U6W2F	230	40	1	04-2006	Quarterly	\$ 35.00	4	\$ 140.00
1.9	HOUSE #3 NO ADDRESS AVAILABLE	HVAC #1 FLOOR 1 INTERIOR CLOSET	TRANE	4TGB3F25A1000AA	9432S5Y6V	230	30	1	10-2009	Quarterly	\$ 35.00	4	\$ 140.00
1.10	SPRING HILL FLORIDA	HVAC CU1 EXT. WEST (NORTH OR LEFT)	TRANE XB13	4TTB3024A1000BA	9381PY3F	230	20	1	08-2009	Quarterly	\$ 35.00	4	\$ 140.00
1.11		HVAC #2 ATTIC FLOOR 2	TRANE	4TEC3F2481000AA	9361R441V	230	40	1	10-2009	Quarterly	\$ 35.00	4	\$ 140.00
1.12		HVAC CU2 EXT.WEST (SOUTH OR RIGHT)	TRANE XB13	4TTB3024A1000BA	9434JL43F	230	20	1	09-2009	Quarterly	\$ 35.00	4	\$ 140.00
TOTAL - LOCATION 1													\$ 1,600.00

2	S K Keller 3655 Keller Circle Tarpon Springs FL 34688												
2.1	Administration	AHU 1	TRANE	TWE0903000AB	16414XFBA	230	NA	3	10-2016	Quarterly	\$ 35.00	4	\$ 140.00
2.2		CONDENSING UNIT 1	TRANE	TTA073G300AA	16424N4YYA	230	50	3	10-2016	Quarterly	\$ 25.00	4	\$ 100.00
2.3		AHU 2	TRANE	TAM8C0C05V51EAA	16494PU7AV	230	50	1	12-2016	Quarterly	\$ 35.00	4	\$ 140.00
2.4		CONDENSING UNIT 2	TRANE	4TTV0060A1000BA	16493KGW1F	230	40	1	11-2016	Quarterly	\$ 25.00	4	\$ 100.00
2.5		AHU 3	TRANE	TAM8C0C36V31EAA	16502N38AV	230	30	1	12-2016	Quarterly	\$ 35.00	4	\$ 140.00
2.6		CONDENSING UNIT 3	TRANE	4TTV003681000BA	16202GXX1F	230	25	1	05-2016	Quarterly	\$ 25.00	4	\$ 100.00
2.7		MINI SPLIT	DAIKIN	MSZ-HM24NA	6001526T	230	15	1	NA	Quarterly	\$ 25.00	4	\$ 100.00
2.8		MINI SPLIT CONDENSING UNIT	DAIKIN	MUZ-HM24NA2	6002965T	230	15	1	NA	Quarterly	\$ 25.00	4	\$ 100.00
2.9	MCC ELECTRICAL	AHU 1	TRANE	TWE12003000AB	13131U13BA	480	NA	3	04-2013	Quarterly	\$ 45.00	4	\$ 180.00
2.10		CONDENSING UNIT 1	TRANE	TTA1200400AA	142050CEYA	460	30	3	05-2014	Quarterly	\$ 25.00	4	\$ 100.00
2.11		AHU 2	TRANE	TWE12003000AB	13131U698A	480	NA	3	04-2013	Quarterly	\$ 45.00	4	\$ 180.00
2.12		CONDENSING UNIT 2	TRANE	TTA1200400AA	140425UWYA	460	30	3	01-2014	Quarterly	\$ 25.00	4	\$ 100.00
2.13	GUARD HOUSE	MINI SPLIT	DAIKIN	MSZ-GL12NA	79E77470	230	15	1	NA	Quarterly	\$ 25.00	4	\$ 100.00
2.14		MINI SPLIT CONDENSING UNIT	DAIKIN	MUZ-GL12NA	8YC36934	230	15	1	NA	Quarterly	\$ 25.00	4	\$ 100.00
TOTAL - LOCATION 2													\$ 1,680.00

3	NORTH BOOSTER STATION 27707 US 19 N CLEARWATER FL 34621												
3.1		FAN CONTROL UNIT 1	DAIKIN	FXMQ96MVJ1	A000480	230	15	1	06-2011	Quarterly	\$ 25.00	4	\$ 100.00
3.2		FAN CONTROL UNIT 2	DAIKIN	FXMQ96MVJ1	A000463	230	15	1	06-2011	Quarterly	\$ 25.00	4	\$ 100.00
3.3		FAN CONTROL UNIT 3	DAIKIN	FXMQ96MVJ1	A000471	230	15	1	06-2011	Quarterly	\$ 25.00	4	\$ 100.00
3.4		CONDENSING UNIT 1	DAIKIN	RXYQ120PYDNR	A900061	460	30	3	NA	Quarterly	\$ 25.00	4	\$ 100.00
3.5		CONDENSING UNIT 2	DAIKIN	RXYQ120PYDNR	A900064	460	30	3	NA	Quarterly	\$ 25.00	4	\$ 100.00
TOTAL - LOCATION 3													\$ 500.00

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10	PUMP STATION 442 19 INGRID PLACE OLDSMAR FLORIDA 34677 (ELW)																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																														</
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AGREEMENT

14	SOUTH CROSS BAYOU 7401 54TH AVENUE N ST PETERSBURG FL 33709													
14.1	WAREHOUSE	WALL UNIT EAST SIDE	BARD	W12AAA05XXXXX	406K163358496-01	230	30	1	NA	Monthly	\$ 35.00	12	\$ 420.00	
14.2		EXHAUST FAN	GREENHECK	NA	NA	115	15	1	NA	Monthly	\$ 25.00	12	\$ 300.00	
14.3		MAINTENANCE	RTU 3	TRANE	THC048F4R0A110	161811331L	460	NA	3	05-2016	Monthly	\$ 75.00	12	\$ 900.00
14.4			RTU 9	TRANE	THC048F4R0A110	161811313L	460	NA	3	05-2016	Monthly	\$ 75.00	12	\$ 900.00
14.5			RTU 10	TRANE	THC048F4R0A110	161811295L	460	NA	3	05-2016	Monthly	\$ 75.00	12	\$ 900.00
14.6		EXHAUST FAN WEF 1	GREENHECK	CUBE-180-7-1-30-X	18458968-216	115	15	1	NA	Monthly	\$ 10.00	12	\$ 120.00	
14.7		EXHAUST FAN MUF 1	GREENHECK	RSF-120-15-X	18430756-21G	115	15	1	NA	Monthly	\$ 10.00	12	\$ 120.00	
14.8		EXHAUST FAN EF 15	GREENHECK	CUBE-300-20-1-40-X	18435159	115	15	1	NA	Monthly	\$ 10.00	12	\$ 120.00	
14.9		EXHAUST FAN EF 17	GREENHECK	CUBE-300-30-1-40-X	1843509721G	115	15	1	NA	Monthly	\$ 10.00	12	\$ 120.00	
14.10	GENERATOR 3	RTU 7	AMERICAN STANDARD	TC0300F400AA	1126105990	460	NA	3	07-2011	Monthly	\$ 75.00	12	\$ 900.00	
14.11	MCC SLUDGE BLOWER EDUCATION CENTER	RTU 16	TRANE	TSC102H3E0A03	20451456L	230	45	3	11-2020	Monthly	\$ 75.00	12	\$ 900.00	
14.12		MINI SPLIT IT	MITSUBISHI	PLA-A24EA7	99A05422D	230	15	1	09-2019	Monthly	\$ 25.00	12	\$ 300.00	
14.13		MINI SPLIT CONDENSING UNIT	MITSUBISHI	PUY-A24NHA7	98U15576D	230	25	1	08-2019	Monthly	\$ 25.00	12	\$ 300.00	
14.14		AHU 5	TRANE	TWE042P13FB0	Z503NM71V	230	NA	1	12-2001	Monthly	\$ 35.00	12	\$ 420.00	
14.15		CONDENSING UNIT 5	TRANE	2TTA3048A000AA	93531LA4F	460	15	3	08-2009	Monthly	\$ 25.00	12	\$ 300.00	
14.16		AHU 6	TRANE	TWE09043BA003A	20121661BA	230	NA	3	03-2020	Monthly	\$ 35.00	12	\$ 420.00	
14.17		CONDENSING UNIT 6	TRANE	TTA12044CAB01AE0	20192057YA	460	25	3	05-2020	Monthly	\$ 25.00	12	\$ 300.00	
14.18		EXHAUST FAN ROOF WEST WOMAN R	AMERICAN COOLING CO	NA	NA	115	15	1	NA	Monthly	\$ 10.00	12	\$ 120.00	
14.19		EXHAUST FAN ROOF EAST MENS RR	AMERICAN COOLING CO	NA	NA	115	15	1	NA	Monthly	\$ 10.00	12	\$ 120.00	
14.20		AHU 7	TRANE	TWE1808300CA	Z501TAP6H	230	15	3	12-2001	Monthly	\$ 35.00	12	\$ 420.00	
14.21		CONDENSING UNIT 7	TRANE	TTA1808400DA	Z355JCAH	460	35	3	08-2001	Monthly	\$ 25.00	12	\$ 300.00	
14.22	RCW MCC BOILER BUILDING	PACKAGE UNIT	TRANE	ECB300AA0E0A0	18252465JA	460	70	3	06-2018	Monthly	\$ 75.00	12	\$ 900.00	
14.23		WALL COOLER SOUTHWEST	BARD	WA121-A05	1580072330328-01	230	30	1	NA	Monthly	\$ 35.00	12	\$ 420.00	
14.24		WALL COOLER SOUTHEAST	BARD	W12AAA03	406H193660821-01	230	20	1	NA	Monthly	\$ 35.00	12	\$ 420.00	
14.25	D1 ELECTRIC ROOM	RTU 15	DAIKIN	DCCL20X033822AB	1606095857	230	NA	3	NA	Bi-annual	\$ 75.00	2	\$ 150.00	
14.26	GENERATOR 2 MCC RTV OPERATIONS	RTU 6	TRANE	TSC060E4E0A0000	102512185L	NA	NA	NA	NA	Monthly	\$ 75.00	12	\$ 900.00	
14.27		AHU 1	TRANE	TEM400C60513AA	162042BU2V	230	NA	1	05-2016	Monthly	\$ 35.00	12	\$ 420.00	
14.28		CONDENSING UNIT 1	TRANE	4TTA3048A000CA	16273H213F	460	15	3	06-2016	Monthly	\$ 25.00	12	\$ 300.00	
14.29		AHU 2	ADISON	FCRH048AG2HB	200100803001	208	15	3	04-2020	Monthly	\$ 35.00	12	\$ 420.00	
14.30		CONDENSING UNIT 2	ADISON	RCRH048AG2HS	200100804001	208	30	3	03-2020	Monthly	\$ 25.00	12	\$ 300.00	
14.31		AHU 3	ADISON	VCC070G1V4G	110801002	208	15	3	09-2011	Monthly	\$ 35.00	12	\$ 420.00	
14.32		CONDENSING UNIT 3	ADISON	RCC04A0000G	20010080001	460	15	3	09-2011	Monthly	\$ 25.00	12	\$ 300.00	
14.33		AHU 4	ADISON	FCRA072AG4HA	200100801001	460	15	3	04-2020	Monthly	\$ 35.00	12	\$ 420.00	
14.34		CONDENSING UNIT 4	ADISON	RCRA072BG4HS	200100802001	460	20	3	09-2020	Monthly	\$ 25.00	12	\$ 300.00	
14.35		RTU 11	ADISON	DCA1418F104G6	170400501	480	40	3	06-2011	Monthly	\$ 75.00	12	\$ 900.00	
14.36		RTU 12	ADISON	DCA071AD704G	110801101	460	25	3	09-2011	Monthly	\$ 75.00	12	\$ 900.00	
14.37		EXHAUST FAN HEF 1	GREENHECK	CUBE-100-4-G	98X03658	120	15	1	NA	Monthly	\$ 10.00	12	\$ 120.00	
14.38		EXHAUST HOOD	LARCONCO	NA	NA	NA	NA	NA	NA	Monthly	\$ 10.00	12	\$ 120.00	
14.39		EXHAUST FAN TEF 2	GREENHECK	CUBE-100-4-X	98X03659	120	15	1	NA	Monthly	\$ 10.00	12	\$ 120.00	
14.40		EXHAUST FAN TEF 1	GREENHECK	CUBE-100-4-X	98X0370	120	15	1	NA	Monthly	\$ 10.00	12	\$ 120.00	
14.41	INI SPLIT CASSETTE CONTROL RM NORTH INI SPLIT CASSETTE CONTROL RM SOUTH NEW MCC GRIT	MINI SPLIT CU NORTH	MITSUBISHI	PLA-A24EA7	8YA03536A	230	15	1	11-2018	Monthly	\$ 25.00	12	\$ 300.00	
14.42		MINI SPLIT CU NORTH	MITSUBISHI	PUZ-A24NHA7	8XU08639A	230	25	1	10-2018	Monthly	\$ 25.00	12	\$ 300.00	
14.43		MINI SPLIT CASSETTE CONTROL RM SOUTH	MITSUBISHI	PLA-A24EA7	8YA3538A	230	15	1	11-2018	Monthly	\$ 25.00	12	\$ 300.00	
14.44		MINI SPLIT CU SOUTH	MITSUBISHI	PUZ-A24NHA7	8XU08740A	230	25	1	10-2018	Monthly	\$ 25.00	12	\$ 300.00	
14.45		AHU 1	TRANE	GAM680C48M1EA8	20472MD81V	230	NA	1	11-2020	Monthly	\$ 35.00	12	\$ 420.00	
14.46		CONDENSING UNIT 1	TRANE	4TTA4048A000DA	210221UJ3F	460	15	3	01-2021	Monthly	\$ 25.00	12	\$ 300.00	
14.47		AHU 2	TRANE	GAM680C48M1EA8	2107269K1V	230	NA	1	02-2021	Monthly	\$ 35.00	12	\$ 420.00	
14.48		CONDENSING UNIT 2	TRANE	4TTA4048A000DA	21014UAF3F	460	15	3	01-2021	Monthly	\$ 25.00	12	\$ 300.00	
14.49	IPS EET	RTU 7	TRANE	TSC120F4E0A1FO	172913586L	460	30	3	07-2017	Monthly	\$ 75.00	12	\$ 900.00	
14.50		RTU 7	TRANE	TSC120F3E6A1F8	172212592L	230	70	3	06-2017	Monthly	\$ 75.00	12	\$ 900.00	
14.51	NORTH TRANE BLOWER	WALL COOLER NORTH	EUBANK	V36-12242	CK1000255064R	240	25	3	NA	Monthly	\$ 35.00	12	\$ 420.00	
14.52	GENERATOR 4	RTU 7	TRANE	TSC120H4E0A25	210910406L	460	25	3	02-2021	Monthly	\$ 75.00	12	\$ 900.00	
14.53	GENERATOR 1	RTU 7	TRANE	TS0180G4R0C160	205010865D	460	50	3	12-2020	Monthly	\$ 75.00	12	\$ 900.00	
14.54	DENITRIFICATION	RTU 1	ADISON	PRRA048A1CA4	170601401001	460	20	3	08-2017	Monthly	\$ 75.00	12	\$ 900.00	
14.55	WAREHOUSE II DEWATERING	PACKAGE UNIT ON MEZZANINE	DAIKIN	MP5010BY0Y	F401701362	460	NA	3	10-2017	Monthly	\$ 75.00	12	\$ 900.00	
14.56		MINI SPLIT ELEVATOR CONTROL	FUJITSU	ASU18RL8	F0A023686	230	15	1	NA	Monthly	\$ 25.00	12	\$ 300.00	
14.57		MINI SPLIT CU EXTERIOR	FUJITSU	AOU18RL8	FQW033808	230	15	1	NA	Monthly	\$ 25.00	12	\$ 300.00	
14.58		CABINET COOLER ELEVATOR CONTROL	THERMAL EDGE	NED15264XC6	1831050002	115	15	1	NA	Monthly	\$ 35.00	12	\$ 420.00	
14.59		AHU 8 MCC ELECTRIC	TRANE	TEMA40B24S215BA	18391YW93V	230	NA	1	09-2018	Monthly	\$ 35.00	12	\$ 420.00	
14.60		CONDENSING UNIT 8 EXTERIOR	TRANE	4TTA024L10000AB	16385H7E4F	230	25	1	09-2016	Monthly	\$ 25.00	12	\$ 300.00	
14.61		MINI SPLIT CASSETTE CONTROL RM FL3	MITSUBISHI	PLA-A36EA7	09A04377D	230	15	1	09-2020	Monthly	\$ 25.00	12	\$ 300.00	
14.62		AHU 9 CONTROL RM FL3	GOODMAN	ARUF363616BA	90813027A	240	NA	1	NA	Monthly	\$ 35.00	12	\$ 420.00	
14.63		MINI SPLIT CU ROOF	MITSUBISHI	PUY-A36NKA7	9YU16094A	230	30	1	11-2019	Monthly	\$ 25.00	12	\$ 300.00	
14.64		CONDENSING UNIT 9 ROOF	GOODMAN	GSC130361DE	708148631	230	25	1	NA	Monthly	\$ 25.00	12	\$ 300.00	
14.65		EXHAUST FAN STSF1 ROOF	GREENHECK	AS-20-428-85-X	19596824-22A	120	15	1	NA	Monthly	\$ 10.00	12	\$ 120.00	
TOTAL - LOCATION 14													\$ 28,290.00	

15	FAT OIL GREASE 10901 28TH STREET N ST PETE 33716																		
15.1		WINDOW SHAKER	FEDDERS	NA	NA	120	15	1	NA	Quarterly	\$ 10.00	4	\$ 40.00						
15.2		AHU	TRANE	4TEC3F18B1000AA	1009NF71V	230	NA	1	03-2010	Quarterly	\$ 35.00	4	\$ 140.00						
15.3		CONDENSING UNIT	TRANE	4TWB3018A1000BA	10095XGA4F	230	20	1	02-2010	Quarterly	\$ 25.00	4	\$ 100.00						
TOTAL - LOCATION 15													\$ 280.00						
16	McKAY CREEK 11700 HAMLIN BLVD LARGO FL 33774																		
16.1		RTU	TRANE	TC0180F400AA	112610490D	460	50	3	07-2011	Quarterly	\$ 75.00	4	\$ 300.00						
TOTAL - LOCATION 16													\$ 300.00						
17	PUMP STATION 001 8101 STARKEY RD SEMINOLE FL 33777																		
17.1		CABINET COOLER WEST	PFANNENBERG	DT53181	S08440804162	230	15	1	NA	Bi-annual	\$ 35.00	2	\$ 70.00						
17.2		CABINET COOLER EAST	NVENT	CR430826G038	19029036-45-A	230	15	1	NA	Bi-annual	\$ 35.00	2	\$ 70.00						
TOTAL - LOCATION 17													\$ 140.00						
18	PUMP STATION 008 9280 FAIRWEATHER DR LARGO FL 33773																		
18.1		CABINET COOLER SOUTH	PENTAIR	CR430826G038	14025166-39-A	NA	NA	NA	NA	Bi-annual	\$ 35.00	2	\$ 70.00						
18.2		CABINET COOLER NORTH	PENTAIR	CR430826G038	14025164-39-A	NA	NA	NA	NA	Bi-annual	\$ 35.00	2	\$ 70.00						
TOTAL - LOCATION 18													\$ 140.00						
19	PUMP STATION 015 9301 78TH AVE NORTH SEMINOLE FL 33777																		
19.1		CABINET COOLER SOUTH	PENTAIR	CR430826G038	20007973-12-A	NA	NA	NA	NA	Bi-annual	\$ 35.00	2	\$ 70.00						
19.2			PENTAIR	CR430826G038	20007972-12-A	NA	NA	NA	NA	Bi-annual	\$ 35.00	2	\$ 70.00						
TOTAL - LOCATION 19													\$ 140.00						
20	PUMP STATION 016 10548 PARK BLVD N SEMINOLE FL 33772																		
20.1		RTU	TRANE	TSH180G4R0B130	202910557D	460	50	3	07-2020	Bi-annual	\$ 75.00	2	\$ 150.00						
TOTAL - LOCATION 20													\$ 150.00						

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41	PUMP STATION 163 503 150TH AVE N ST PETE FL 33708													
41.1	MINI SPLIT NORTH		MTSUBISHI	MSY-D36NA	1000402T	230	15	1	01-2021	Bi-monthly	\$ 25.00	6	\$ 150.00	
41.2	MINI SPLIT CU NORTH ROOF		MTSUBISHI	MUY-D36NA	1003143T	230	25	1	NA	Bi-monthly	\$ 25.00	6	\$ 150.00	
41.3	MINI SPLIT SOUTH		MTSUBISHI	MSY-D36NA-1	890052T	230	15	1	NA	Bi-monthly	\$ 25.00	6	\$ 150.00	
41.4	MINI SPLIT CU SOUTH ROOF		MTSUBISHI	MUY-D36NA	5002754T	230	25	1	NA	Bi-monthly	\$ 25.00	6	\$ 150.00	
TOTAL - LOCATION 41														\$ 600.00
42	PUMP STATION 170 12651 90TH AVE N SEMINOLE													
42.1	CABINET COOLER NORTH		PFANNENBERG	DT3081	NA	230	15	1	NA	Bi-annual	\$ 35.00	2	\$ 70.00	
42.2	CABINET COOLER SOUTH		PFANNENBERG	DT3081	510340803345	230	15	1	NA	Bi-annual	\$ 35.00	2	\$ 70.00	
TOTAL - LOCATION 42														\$ 140.00
43	PUMP STATION 181 7040 CONCH BLVD SEMINOLE FL 33777													
43.1	CABINET COOLER WEST		McLEAN	NA	NA	230	15	1	NA	Bi-annual	\$ 35.00	2	\$ 70.00	
43.2	CABINET COOLER EAST		McLEAN	NA	04010813-2	230	15	1	NA	Bi-annual	\$ 35.00	2	\$ 70.00	
TOTAL - LOCATION 43														\$ 140.00
44	PUMP STATION 189 13199 GULF BLVD MADEIRA BEACH FL 33708													
44.1	WALL COOLER		BARD	W24A2-A00XXXX3X	314L163365071-02	208	30	1	NA	Quarterly	\$ 35.00	4	\$ 140.00	
TOTAL - LOCATION 44														\$ 140.00
45	PUMP STATION 501 (SOUTH CROSS 7401 54TH AVE N ST PETE FL 33709)													
45.1	CABINET COOLER WEST		NVENT	CR290226G045	19012619-21A	480	15	1	NA	Monthly	\$ 35.00	12	\$ 420.00	
45.2	CABINET COOLER EAST		NVENT	CR290226G045	19012620-21-A	480	15	1	NA	Monthly	\$ 35.00	12	\$ 420.00	
TOTAL - LOCATION 45														\$ 840.00
46	PUMP STATION 502 (SOUTH CROSS 7401 54TH AVE N ST PETE FL 33709)													
46.1	CABINET COOLER WEST		PENTAIR	CR290246G403	16025447-42-A	480	15	3	NA	Bi-annual	\$ 35.00	2	\$ 70.00	
46.2	CABINET COOLER EAST		PENTAIR	CR290246G403	16025448-42-A	480	15	3	NA	Bi-annual	\$ 35.00	2	\$ 70.00	
TOTAL - LOCATION 46														\$ 140.00
47	PUMP STATION 550 (570)7571 BOCA CIEGA DR ST PETE FL 33706													
47.1	AHU		TRANE	4TEC3F6081000AA	10276KEF1V	230	NA	1	07-2010	Quarterly	\$ 35.00	4	\$ 140.00	
47.2	CONDENSING UNIT		TRANE	4TTA3060A4000BA	1024504P5F	480	20	3	06-2010	Quarterly	\$ 25.00	4	\$ 100.00	
TOTAL - LOCATION 47														\$ 240.00
48	ISLE OF CAPRI 12050 2ND STREET TREASURE ISLAND FL													
48.1	AHU 1		TRANE	FV4CNB006	0920F02309	230	NA	1	43862	Quarterly	\$ 35.00	4	\$ 140.00	
48.2	CONDENSING UNIT 1		TRANE	25HN8660C310	317906392	230	60	1	43709	Quarterly	\$ 25.00	4	\$ 100.00	
TOTAL - LOCATION 48														\$ 240.00
49	GULF BEACH 4521 GULF BLVD ST PETERSBURG BEACH FL 33706													
49.1	MINI SPLIT		MTSUBISHI	MSY-GE24NA	3000026	230	15	1	NA	Quarterly	\$ 25.00	4	\$ 100.00	
49.2	MINI SPLIT CU EXTERIOR		MTSUBISHI	MUY-GE24NA	2003593T	230	20	1	NA	Quarterly	\$ 25.00	4	\$ 100.00	
49.3	WINDOW SHAKER		FRIEDRICH	NA	NA	115	15	1	NA	Quarterly	\$ 10.00	4	\$ 40.00	
TOTAL - LOCATION 49														\$ 240.00
50	HERITAGE VILLAGE 11909 125TH ST LARGO FL 33774													
50.1	WALSINGHAM HOUSE		CONDENSING UNIT 1	TRANE	2WCC3036A1000AA	7242YD69H	20	3	2007	Quarterly	\$ 35.00	4	\$ 140.00	
50.2	DANIEL McMULLEN HOUSE		CONDENSING UNIT 1	TRANE	2WCC3060A1000AA	8104JFW9H	20	5	2008	Quarterly	\$ 35.00	4	\$ 140.00	
50.3	H.C. SMITH STORE		CONDENSING UNIT 1	NORDYNE	IT580-060K	J7070701898	20	5	2007	Quarterly	\$ 35.00	4	\$ 140.00	
50.4	HARRIS SCHOOL		CONDENSING UNIT 1	ICP/TEMPSTAR	PAR36000KTP0A1	C150441406	12	3		Quarterly	\$ 35.00	4	\$ 140.00	
50.5	LOWE HOUSE		CONDENSING UNIT 1	GOODMAN	GPC1536H41AB	1612245339	12	3	2016	Quarterly	\$ 35.00	4	\$ 140.00	
50.6	UNION ACADEMY		CONDENSING UNIT 1	TEMPSTAR	PHM42400K000 01	C111148075	15	2		Quarterly	\$ 35.00	4	\$ 140.00	
50.7	GREENWOOD HOUSE		CONDENSING UNIT 1	NORDYNE	GQ3RA-036K	GQF060103084	15	3		Quarterly	\$ 35.00	4	\$ 140.00	
50.8	HOUSE OF SEVEN GABLES		CONDENSING UNIT 1	CARRIER	50VT-A36-31TP	E154908300	20	3	2013	Quarterly	\$ 35.00	4	\$ 140.00	
50.9	PLANT-SUMNER HOUSE		CONDENSING UNIT 1	TRANE	2TWR2024A1000AA	23755P61F	10	2	2004	Quarterly	\$ 35.00	4	\$ 140.00	
50.10	SAFETY HARBOR CHURCH		CONDENSING UNIT 1	TRANE	2WCC3036A1000AA	7174XLE9H	12	3	2007	Quarterly	\$ 35.00	4	\$ 140.00	
50.11	WALSINGHAM HOUSE		CONDENSING UNIT 1	NORDYNE	IT580-036K	JTA080600763	15	3		Quarterly	\$ 35.00	4	\$ 140.00	
50.12	LOWE HOUSE		CONDENSING UNIT 1	TRANE	2TWR2003DA1000AA	4361NY25F	10	2.5		Quarterly	\$ 35.00	4	\$ 140.00	
50.13	HOUSE OF SEVEN GABLES		CONDENSING UNIT 1	ICP/TEMPSTAR	NX05486KA200	1310C60669	20	4		Quarterly	\$ 35.00	4	\$ 140.00	
50.14	PLANT-SUMNER HOUSE		CONDENSING UNIT 1	NORDYNE	GQ3RA-024K	GQF040202321	10	2		Quarterly	\$ 35.00	4	\$ 140.00	
TOTAL - LOCATION 50														\$ 1,960.00
SOLID WASTE 3095 114TH AVE ST PETERSBURG, FL 33716														
51.1	Fresh Air Makeup Unit		TRANE	Q515C7EA5014	2109E19436	208	80	3		MONTHLY	\$ 10.00	12	\$ 120.00	
51.2	ATTIC WEST		Air Handling Unit	RHEEM	RHGL-0902K	F040904004	208-240	60	3	2009	MONTHLY	\$ 35.00	12	\$ 420.00
51.3	C/U OUTSIDE WEST		CONDENSING UNIT 1	RUUD	RAWL-078CAZ	7747F370807318	208-230	50	3	2008	MONTHLY	\$ 25.00	12	\$ 300.00
51.4	ATTIC WEST		Air Handling Unit	RUUD	UHLL-HM2417JA	M1008 01355	208-230	30	1	2008	MONTHLY	\$ 35.00	12	\$ 420.00
51.5	C/U OUTSIDE WEST		CONDENSING UNIT 1	RUUD	MUANI-024IAZ	7385M260810966	208-230	30	1	2008	MONTHLY	\$ 25.00	12	\$ 300.00
51.6	ATTIC WEST		Air Handling Unit	RUUD	UHLL-HM2417JA	M170801183	208-240	20	1	2008	MONTHLY	\$ 35.00	12	\$ 420.00
51.7	C/U OUTSIDE WEST		CONDENSING UNIT 1	RUUD	UANI-024IAZ	7386M260810974	208-230	25	1	2008	MONTHLY	\$ 25.00	12	\$ 300.00
51.8	ADMIN ATTIC EAST		Air Handling Unit	RHEEM	RHGL-0902K	F040904005	240	60	3	2009	MONTHLY	\$ 35.00	12	\$ 420.00
51.9	OUTSIDE EAST		CONDENSING UNIT 1	RHEEM	RAWL-090CAZ	7753F140903909	240	60	1	2009	MONTHLY	\$ 25.00	12	\$ 300.00
51.10	ATTIC MIDDLE		Air Handling Unit	RHEEM	RHGL-1202K	F130904740	240	100	3	2009	MONTHLY	\$ 35.00	12	\$ 420.00
51.11	ATTIC SOUTH		Air Handling Unit	RHEEM	RHGL-0902K	F040904003	240	60	3	2009	MONTHLY	\$ 35.00	12	\$ 420.00
51.12	ADMIN EAST ATTIC		Air Handling Unit	RUUD	UHLL-HM2417JA	M170801171	208-230	60	3	2008	MONTHLY	\$ 5.00	12	\$ 60.00
51.13	C/U OUTSIDE EAST		CONDENSING UNIT 1	RUUD	UANI-018IAZ	7384M250715265	208-230	60	3	2007	MONTHLY	\$ 25.00	12	\$ 300.00
51.14	OUTSIDE EAST		CONDENSING UNIT 1	RHEEM	RAWL-090CAZ	7753F140903907	208-230	50	3	2009	MONTHLY	\$ 25.00	12	\$ 300.00
51.15	OUTSIDE EAST		CONDENSING UNIT 1	RHEEM	RAWL-120CAZ	7759F140904271	208-230	60	3	2009	MONTHLY	\$ 25.00	12	\$ 300.00
51.16	ADMIN BLDG EAST SIDE		MINI SPLIT	MTSUBISHI	MUYGE24NA	2003590T	240	20	1	NA	MONTHLY	\$ 25.00	12	\$ 300.00
TOTAL-LOCATION 51														\$ 5,100.00
52	HEC3 BLDG, 2857 109 AVE N., ST PETERSBURG, FL 33716													
52.1	SOUTHEAST SIDE OF BLDG		CONDENSING UNIT 1	York	J07HACD0A2AAA1A	NOE9850783	208-230	50	3	2009	MONTHLY	\$ 25.00	12	\$ 300.00
52.2	SOUTHEAST SIDE OF BLDG		CONDENSING UNIT 1	York	H1R0Q36525B	WON7491713	208-230	30	3	2009	MONTHLY	\$ 25.00	12	\$ 300.00
52.3	NORTHWEST SIDE OF BUILDING 2		CONDENSING UNIT 1	York	H3CE120A25A	NOMS372173	208-230	25	3	2009	MONTHLY	\$ 25.00	12	\$ 300.00
52.4	MECHANICAL ROOM 103		Air Handling Unit	York	J07LACD0A6AAA1A	NOF9867376	208-230	45	3	2009	MONTHLY	\$ 35.00	12	\$ 420.00
52.5	MECHANICAL ROOM 103		Air Handling Unit	YORK	AHP36C3H21H	AOA9559109	208-230	30	3	2009	MONTHLY	\$ 35.00	12	\$ 420.00
52.6	MECHANICAL ROOM 114		Air Handling Unit	York	AHP36C3H21H	AOA9559153	208-230	30	3	2009	MONTHLY	\$ 35.00	12	\$ 420.00
TOTAL-LOCATION 52														\$ 2,160.00
53	2940 110TH AVE N., ST. PETERSBURG, FL 33716													
53.1	West Side		CONDENSING UNIT 1	EMI RETROAIRE	MDP35	112C545211			2009	MONTHLY	\$ 25.00	12	\$ 300.00	
53.2	West Side		CONDENSING UNIT 1	TRANE	HTT200481A000AA	12022P81F			2009	MONTHLY	\$ 25.00	12	\$ 300.00	
53.3	West Side		CONDENSING UNIT 1	Trane Odyssey	TTA073D300AA	12072K6YFA			2009	MONTHLY	\$ 25.00	12	\$ 300.00	
53.4	Room 122		Air Handling Unit	RFORMANCE CLIMAT	CSA0006UAC00	K12B18375			2009	MONTHLY	\$ 35.00	12	\$ 420.00	
53.5	Room 122		Air Handling Unit	RANE HEATER 10.8 K	TAMA0C8BV41CA	112931PU2V			2009	MONTHLY	\$ 35.00	12	\$ 420.00	
TOTAL-LOCATION 53														\$ 1,740.00
54	MAINTENANCE BLDG, 2939 109TH AVE N., ST. PETERSBURG, FL 33716													
54.1	CONDENSING UNIT 1		YORK	H3CE120A25A	NOMS372173	208-230	100	3	2005	MONTHLY	\$ 25.00	12	\$ 300.00	
54.2	Air Handling Unit		YORK	K3EU180A33A	NOC6092997	208-230	100	3	2006	MONTHLY	\$ 35.00	12	\$ 420.00	
54.3	energy recovery unit		OERV MODEL	FV100H-4NN4Z	50988/MO48952-01					MONTHLY	\$ 25.00	12	\$ 300.00	
TOTAL-LOCATION 54														\$ 1,020.00

ANNUAL TOTAL FOR PM SERVICES

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AGREEMENT

REPAIRS

Item No.	Description	UOM	Annual Hours	Hourly Rate	Extended Total
1	Instalation/Repair rate - Control Technician	Hour	300	\$ 90.00	\$ 27,000.00
2	Installation/Repair rate - HVAC Technician	Hour	450	\$ 90.00	\$ 40,500.00
3	Emergency Installation/Repair Rate - HVAC Tech	Hour	120	\$ 100.00	\$ 12,000.00
Repair Total					\$ 79,500.00

REPAIR PARTS & FREON

	Cost Plus % Mark-up for Repair Parts & Freon	Annual Expenditure	Extended Total
4	20%	\$ 75,000.00	\$ 90,000.00
Repair Parts Total			\$ 90,000.00

UNSPECIFIED PARTS

5	Unspecified - Parts and Services Needed Due To Unforseen Conditions		
	Cost Plus % Mark-up	Annual Expenditure	Extended Total
6	20%	\$ 75,000.00	\$ 90,000.00

HVAC REPLACEMENT AS NEEDED: Cost plus pricing. Bidder will quote and provide invoices with plus costs when invoicing. Cost Plus based on funding.

	HVAC Brand	Cost Plus % Mark-up	Budgeted Expenditure	Extended Total
6	Trane	20%	\$ 205,000.00	\$ 246,000.00
7	Carrier	20%	\$ 205,000.00	\$ 246,000.00
8	Other Manufacturers (Bard, Mitsibishi, etc)	20%	\$ 205,000.00	\$ 246,000.00

HVAC Replacment Total		\$ 738,000.00
9	Repairs Total	\$ 79,500.00
	Repair Parts & Freon Total	\$ 90,000.00
10	Unspecified Parts	\$ 90,000.00
11	HVAC Replacement As Needed	\$ 738,000.00
12	Preventative Maintanance Bid Grand Total (Column W)	\$ 96,160.00
Annual Total		\$ 1,093,660.00
Contract Total		\$ 3,280,980.00

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AGREEMENT

EXHIBIT D - PAYMENT/INVOICES

PAYMENT/INVOICES:

CONTRACTOR shall submit invoices for payment due as provided herein with such documentation as required by Pinellas County and all payments shall be made in accordance with the requirements of Section 218.70 et. seq, Florida Statutes, "The Local Government Prompt Payment Act." Invoices shall be submitted to the address below unless instructed otherwise on the purchase order, or if no purchase order, by the ordering department:

Finance Division Accounts Payable
Pinellas County Board of County Commissioners
P. O. Box 2438
Clearwater, FL 33757

Each invoice shall include, at a minimum, the Contractor's name, contact information and the standard purchase order number. In order to expedite payment, it is recommended the Contractor also include the information shown in below. The County may dispute any payments invoiced by CONTRACTOR in accordance with the County's Dispute Resolution Process for Invoiced Payments, established in accordance with Section 218.76, Florida Statutes, and any such disputes shall be resolved in accordance with the County's Dispute Resolution Process.

INVOICE INFORMATION:

Contractor Information Company name, mailing address, phone number, contact name and email address as provided on the PO

Remit To Billing address to which you are requesting payment be sent

Invoice Date Creation date of the invoice

Invoice Number Company tracking number

Shipping Address Address where goods and/or services were delivered

Ordering Department Name of ordering department, including name and phone number of contact person

PO Number Standard purchase order number

Ship Date Date the goods/services were sent/provided

Quantity Quantity of goods or services billed

Description Description of services or goods delivered

Unit Price Unit price for the quantity of goods/services delivered

Line Total Amount due by line item

Invoice Total Sum of all of the line totals for the invoice

Pinellas County offers a credit card payment process (ePayables) through Bank of America. Pinellas County does not charge vendors to participate in the program; however, there may be a charge by the company that processes your credit card transactions. For more information please visit Pinellas County purchasing website at (www.pinellascounty.org/purchase).

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AGREEMENT**EXHIBIT E - DISPUTE RESOLUTION FOR PINELLAS COUNTY BOARD OF COUNTY COMMISSIONERS IN MATTERS OF INVOICE PAYMENTS:**

Payment of invoices for work performed for Pinellas County Board of County Commissioners (County) is made, by standard, in arrears in accordance with Section 218.70, et. seq., Florida Statutes, the Local Government Prompt Payment Act.

If a dispute should arise as a result of non-payment of a payment request or invoice the following Dispute Resolution process shall apply:

- A. Pinellas County shall notify a vendor in writing within 10 days after receipt of an improper invoice, that the invoice is improper. The notice should indicate what steps the vendor should undertake to correct the invoice and resubmit a proper invoice to the County. The steps taken by the vendor shall be that of initially contacting the requesting department to validate their invoice and receive a sign off from that entity that would indicate that the invoice in question is in keeping with the terms and conditions of the agreement. Once sign off is obtained, the vendor should then resubmit the invoice as a "Corrected Invoice" to the requesting department which will initiate the payment timeline.
 1. Requesting department for this purpose is defined as the County department for whom the work is performed.
 2. Proper invoice for this purpose is defined as an invoice submitted for work performed that meets prior agreed upon terms or conditions to the satisfaction of Pinellas County.
- B. Should a dispute result between the vendor and the County about payment of a payment request or an invoice then the vendor should submit their dissatisfaction in writing to the Requesting Department. Each Requesting Department shall assign a representative who shall act as a "Dispute Manager" to resolve the issue at departmental level.
- C. The Dispute Manager shall first initiate procedures to investigate the dispute and document the steps taken to resolve the issue in accordance with section 218.76 Florida Statutes. Such procedures shall be commenced no later than 45 days after the date on which the payment request or invoice was received by Pinellas County, and shall not extend beyond 60 days after the date on which the payment request or invoice was received by Pinellas County.
- D. The Dispute Manager should investigate and ascertain that the work, for which the payment request or invoice has been submitted, was performed to Pinellas County's satisfaction and duly accepted by the Proper Authority. Proper Authority for this purpose is defined as the Pinellas County representative who is designated as the approving authority for the work performed in the contractual document. The Dispute Manager shall perform the required investigation and arrive at a solution before or at the 60 days timeframe for resolution of the dispute, per section 218.76, Florida Statutes. The County Administrator or his or her designee shall be the final arbiter in resolving the issue before it becomes a legal matter. The County Administrator or his or her designee will issue their decision in writing.
- E. Pinellas County Dispute Resolution Procedures shall not be subject to Chapter 120 of the Florida Statutes. The procedures shall also, per section 218.76, Florida Statutes, not be intended as an administrative proceeding which would prohibit a court from ruling again on any action resulting from the dispute.
- F. Should the dispute be resolved in the County's favor interest charges begin to accrue 15 days after the final decision made by the County. Should the dispute be resolved in the vendor's favor the County shall pay interest as of the original date the payment was due.
- G. For any legal action to recover any fees due because of the application of sections 218.70 et. seq., Florida Statutes, an award shall be made to cover court costs and reasonable attorney fees, including those fees incurred as a result of an appeal, to the prevailing party. If it is found that the non-prevailing party held back any payment that was the reason for the dispute without having any reasonable lawful basis or fact to dispute the prevailing party's claim to those amounts.