



1411 Interstate Drive  
PO Box 8096  
Champaign, IL 61826  
Phone: 217-356-1841  
Fax: 217-356-7655

## PREVENTATIVE MAINTENANCE CONTRACT

This contract agreement is made on August 19<sup>th</sup>, 2024 between Reliable Plumbing and Heating (RPH) and Champaign County Highway Department (Owner).

1. **Agreement Term:** RPH agrees to perform the work set forth herein through date January 1, 2025 from date of contract execution.
2. **Service and Benefits:** RPH agrees to maintain and service the HVAC Mechanical Systems for the Owner listed on the equipment pages of this Agreement. These services insure that the mechanical equipment is operating at peak performance and efficiency. Benefits include: A) Early detection of problems to minimize repair cost and equipment shut down. B) Maintaining stable and reliable operation of equipment. C) Maximized equipment life and reliable operation of equipment.
3. **Location:** RPH agrees to perform the work stated in this agreement at the following property owned by the Owner.

Champaign County Highway Department  
Attn: Jeff Blue  
1601 East Main Street  
Urbana, IL 61801

4. **Annual Price:** The agreed upon annual price to be paid to RPH is the sum of:

HEATING PM ONLY  
Total Billed : \$3,120.00

5. **RPH Agrees:**
  - A. To schedule a minimum of 2 preventative maintenance visits per year.
  - B. Provide billable on-call response within 1-2 hours on site service for emergency calls.
  - C. Verify equipment is operating at peak performance and notify Champaign County Highway Department staff of any potential problem or recommendations
6. **Labor Rates:** Per Hour labor charges not included in this agreement will be charged as follows (one hour minimum):

Normal business hours: Monday – Friday 8:00 am to 4:30 pm      \$130.00

Time and half hours: Monday – Friday 4:30 pm to 6:30 pm      \$195.00  
and first 8 hours on Saturday

**Double time hours: Monday – Friday after 6:30 pm, Saturday after first 8 hours, Sunday, and Public Holidays**      **\$260.00**

**Material rates: Cost plus 20%**

**Subcontracts: Cost plus 5%**

**7. Technicians: Our technicians are highly trained with technical experience in the service field and customer relations.**

**8. Service:**

- A. Provide and install belts on all mechanical equipment once (1) per year.
- B. Provide and install new filters on all mechanical equipment twice (2) per year.
- C. Lubricate bearings once (1) per year.
- D. Check all electrical connections and safeties once (1) per year.
- E. Check refrigerant charges once (1) per year.
- F. Clean condenser coils once (1) per year.
- G. Oil/grease circulation pumps and check proper alignment
- H. Inspect ignition systems/clean burner compartment
- I. Check condensate/clean condensate lines vents if necessary
- J. Check glycol percentage in loop
- K. Test and certify backflow preventor

**9. Truck charges: Included.**

**10. Termination: Either party in this Agreement may terminate the Agreement by giving the other party thirty (30) days written notice.**

**11. Agreement Changes: This Agreement can only be changed with a written agreement signed by both parties herein and no variations, alterations, deviations, or extra work can be made unless both RPH and the Owner agree in writing.**

**12. Contact Information:**

**Primary Contact: John Davis**

**Office: 217-356-1841**

**Cell: 217-341-3089**

**EQUIPMENT LIST**

**Three (3) Water to water heat pumps**

**Nine (9) Electric/gas fired vent heaters**

**Two (2) Water heaters**

**One (1) Waste oil heater**

**One (1) Split cooling system**

**Six (6) Exhaust fans**

**Nine (9) Terminal heat pumps**

**Three (3) 100 Make-Up air units**

**Ten (10) Circulation pumps**

**One (1) Roof-top unit**

**Three (3) Tube heaters**

**Signatures of Acceptance/Agreement:**

Date 8-19-2024   
\_\_\_\_\_  
John Davis, Service Manager, Reliable Mechanical

Date 8/19/24   
\_\_\_\_\_  
Jeff Blue, Champaign County Highway Department