

CS-13-50

RECEIVED

CONTRACT APPROVAL FORM

CONTRACT MANAGEMENT

(Contract Management Use only)

2013 OCT 22 AM 10: 05

CONTRACT TRACKING NO.

CM2037

CONTRACTOR INFORMATION

Name: Brooks Air System

Address: 1196 St. Johns Industrial Pk Wy South Jacksonville Florida 32246

City State Zip

Contractor's Administrator Name: Nichole Taylor Title: Service Coordinator

Tel#: 904-642-5303 Fax: _____ Email: _____

CONTRACT INFORMATION

Contract Name: Brooks Air System, Inc. Mechanical & EMCS Systems Maintenance Agreement Contract Value: \$ 6,852.00

Brief Description: Maintenance Agreement on the Facilities Management System at the Det

Contract Dates : From: 10/1/13 to 9/31/14 Status: New Renew Amend# WA/Task Order


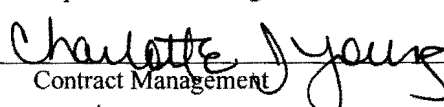

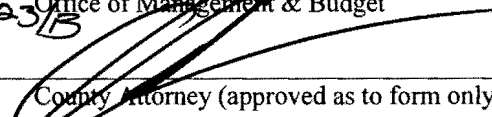
How Procured: Sole Source Single Source ITB RFP RFQ Coop. Other _____

If Processing an Amendment:

Contract #: _____ Increase Amount of Existing Contract: _____ No Increase


New Contract Dates: _____ to _____ TOTAL OR AMENDMENT AMOUNT: _____

APPROVALS PURSUANT TO NASSAU COUNTY PURCHASING POLICY, SECTION 6

- | | | | |
|----|---|-----------------|------------------------|
| 1. |  | <u>10-18-13</u> | <u>01072523-546020</u> |
| | Department Head Signature | Date | Funding Source/Acct # |
| 2. |  | <u>10-22-13</u> | |
| | Contract Management | Date | |
| 3. |  | <u>10-24-13</u> | |
| | Office of Management & Budget | Date | |
| 4. |  | <u>11/15/13</u> | |
| | County Attorney (approved as to form only) | Date | |

Comments: _____

COUNTY MANAGER - FINAL SIGNATURE APPROVAL

 11/19/13
Ted Selby Date

RETURN ORIGINAL(S) TO CONTRACT MANAGEMENT FOR DISTRIBUTION AS FOLLOWS:

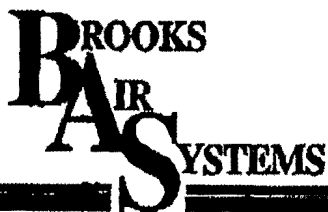
- Original: Clerk's Services; Contractor (original or certified copy)
- Department Office of Management & Budget
- Contract Management
- Clerk Finance

RECEIVED
COUNTY MANAGER'S
OFFICE
13 OCT 23 AM 9:36

RECEIVED
COUNTY MANAGER'S
OFFICE
13 NOV 15 AM 10:50

CONTRACT MANAGEMENT

2013 OCT 24 PM 2:22



Commercial HVAC Equipment & Controls

September 11, 2013

ATTN: Tony Lombardi
Nassau County School Board
86334 Goodbread Drive
Yulee, FL 32097

This letter is to inform you that Brooks Air Systems, Inc. is the authorized Alerton Representative for North Florida. We are the only representative authorized by the manufacturer to sell, install and service Alerton products in North Florida. Territories defined by the manufacturer prohibit other representatives from selling Alerton products within North Florida.

Sincerely,

A handwritten signature in black ink, appearing to read "Nichole Taylor", is written over a horizontal line.

Nichole Taylor
Service Coordinator

Nassau County Board of County Commissioners
Sole Source/Single Source Certification Form

Vendor Name: Brooks Air Systems
Address:

Department: Facilities Maint.
Department Head Signature:

Phone: 904-642-5303
Contact Name:

Date: 9/6/13
Account:

Description of Commodity:

Perform a quarterly inspection on computer system that controls the A/C units and exhaust fans in the Detention Center.

Check one (1) of the following two (2) choices:

Sole Source: The required goods or services can only be procured from one vendor.

Single Source: The required goods or services can be purchased from multiple vendors, but in order to meet certain functional or performance requirements only one economically feasible source exists.

Please check all of the following that apply:

Purchase can only be obtained from original manufacturer-not available through distributors.

Only authorized area distributor of the original manufacturer.

Parts/Equipment are not interchangeable with similar parts of another manufacturer.

This is the only known source that will meet the specialized needs of this department or perform the intended function.

This source must be used to meet warranty or service maintenance requirements.

This source is required for standardization.


None of the above apply.

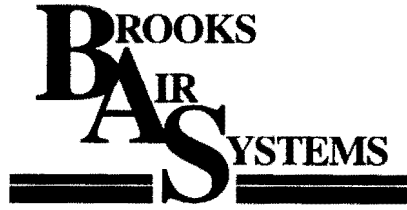
Comments/Explanations: (required)

Inspections must be performed in order to insure proper operation of components in system and sensors to maintain operation of the A/C units and exhaust fans.

Approval:


County Manager
11/19/13
Date


10-9-13



Brooks Air Systems, Inc.
Mechanical & EMCS Systems

**Nassau County Jail
EMCS Preventative
Maintenance Agreement**

October 1, 2013 – September 30, 2014

THIS AGREEMENT by and between **NASSAU COUNTY BOARD OF COUNTY COMMISSIONERS** and **BROOKS AIR SYSTEMS, INC.** provides for a service plan to include preventative maintenance of the energy management control system at the Nassau County Jail.

Introduction

Nassau County Jail located at 76212 Nicholas Cutinha Road Yulee, FL has an energy management control system (EMCS) that requires periodic preventative maintenance for proper, economical and efficient operation. The County hereby agrees to purchase the General Service Plan and the Preventative Maintenance-Custom Service Plan Option for EMCS located in the County Jail in accordance with the Plan Features and Terms and Conditions set forth herein.

Brooks Air Systems Duties

- Perform routine preventative maintenance on the existing EMCS system listed in this Agreement
- Support facility staff with pre-season inspections/maintenance
- Develop a regular maintenance relationship with the Nassau County Jail staff to promote proper and efficient operation of the EMCS systems

Agreement Contents

- Brooks Air Systems General Service Plan Features (included with all service plans)
- Brooks Air Systems Custom Service Plan Features
- Tentative Calendar
- Support Plan Pricing Summary/Signature Page.
- Terms and Conditions
- Addendum 1 – Dispute Resolution Clause

Brooks Air Systems General Service Plan Features

Price Advantage

As a service plan customer you will receive an additional 10% discount on parts that need to be replaced or repaired and a 10% discount on the labor needed to install them (discount from our normal rates).

Account Manager

A dedicated Account Manager will be responsible for your total service satisfaction. Your Account Manager will provide the designated services, monitor equipment performance, track equipment service history, and consult with you to meet your goals and objectives.

Documentation

All service visits will be documented by a work order detailing the service performed, materials used, and hours spent.

System and Service Log

Brooks Air Systems will provide you with a log for documentation of concerns, system problems and other related items requiring our attention. Each scheduled service visit shall begin with a review of the log.

Dedicated Service Team

Our Service Team knows EMCS systems. Our service technicians are trained in maintaining and trouble shooting your system.

Priority Response Time

As a support program customer, you will be given priority for "emergency" calls. Should an emergency arise, we will give you top priority over non-support program customers as well as the discounted support program service rate of \$95.00 per hour for responses to all calls made during working hours (8 AM to 5 PM). Overtime charges will apply for responses not during normal working hours, as provided in paragraph 2 of the Terms and Conditions.

Brooks Air Systems Custom Service Plan Features



Preventive Maintenance – Regular visits from our service technician can help head off emergency calls before they happen. This Agreement includes:

- (3) Operational inspections to include:
 - Clean and inspect control cabinets
 - Verify temperature setpoints
 - Check sensor calibration
 - Verify time schedules
 - Check electrical connections

- (1) Annual inspection to include:
 - Clean and inspect control cabinets
 - Verify temperature setpoints
 - Check sensor calibration
 - Verify time schedules
 - Check electrical connections
 - Check software sequences
 - Complete point to point system check

Brooks Air Systems will provide all materials necessary to complete three (3) operational inspections and one (1) annual inspection on the existing EMCS system.



Systems Training – Training for on site personnel can be accomplished by scheduling a class to be held on site with the actual EMCS or mechanical equipment.

NOT INCLUDED IN THIS AGREEMENT



Parts Coverage – Never pay for another failed device. Brooks Air Systems can warrantee any and all parts associated with your EMCS or mechanical system. This will allow you to budget for equipment failures, and not be caught off guard.

NOT INCLUDED IN THIS AGREEMENT



HVAC Mechanical Services – Brooks Air Systems also offers HVAC mechanical systems service and repairs.

NOT INCLUDED IN THIS AGREEMENT

