

REQUEST FOR ACTION

To	The Collection Board of Directors				
Subject	The Collection HVAC Common Area Maintenance Contract				
Preparer	Al Guzman, GM				
Date	Sept 26, 2018	For Board	x	Action	Info

EXECUTIVE SUMMARY

In January 2018, Heide & Cook, Shobu's Refrigeration and Dorvin Leis submitted proposals to maintain The Collection's Common Area HVAC System. Dorvin Leis was awarded the contract.

This past year, Dorvin and Leis did a satisfactory job in maintaining the HVAC System, however, there were times when it took a considerably long period of time to resolve issues. Dorvin Leis was not the original installers of the system and this contributed to their slow resolution.

Since then, the original installers, Standard Sheet Metal (SSM), created a Service Department and are now equipped to assist customers on the service side. Prior to the creation of their Service Department, new construction was their strength. They now have a team that will be dedicated to servicing customers.

SSM's quote is below. Partnering with SSM will save The Collection about \$4,000 annually and a more knowledgeable contractor will be servicing our equipment.

Contractor	Monthly Cost		Annual (tax included)	Notes
	Tower	Lofts	Total	
Standard Sheet Metal	\$780	\$503	\$15,391	
Dorvin and Leis	\$973	\$639	\$19,338	Current Contractor
Heide and Cook	\$1,978	\$776	\$33,047	2018 Estimate
Shobu's	\$883	\$401	\$15,414	2018 Estimate

Note: Servicing will be performed at different frequencies. Monthly cost derived by dividing annual cost by 12.

RECOMMENDATION

That the Board of Directors terminate Dorvin and Leis' contract and that a contract between SSM and The Collection be executed.

RATIONALE

SSM's knowledge of the installation, location of critical components, access to the original construction plans and notes makes them and ideal contractor to maintain The Collection's expensive HVAC equipment. In addition, their cost, compared to Dorvin and Lei's will save the association about \$4,000.

Exhibits (If applicable)	Index	Title
	A	SSM Proposal Tower
	B	SSM Proposal Lofts
	C	Dorvin Leis Proposal Tower
	D	Dorvin Leis Proposal Lofts
	E	Shobu's Proposal

FOR BOARD USE ONLY												
CERTIFICATE OF BOARD ACTION												
C	Approved		Declined		Noted		Returned		Deferred		Withdrawn	
Stipulations												
Coordinating Instructions												
Distribution Instructions												
Recording Secretary						Action Date		10/26/18		RFA No.	36-2018	

STANDARD SHEETMETAL & MECHANICAL, INC

220 KALIHI STREET ❖ HONOLULU, HAWAII 96819

PHONE (808) 839-0909 ❖ FACSIMILE (808) 836-7927

August, 13, 2018
SQ18-1277

(REVISION 2)

A/C MAINTENANCE AGREEMENT - (TOWER)

WE PROPOSE TO MAINTAIN & SERVICE THE FOLLOWING EQUIPMENT:

Qty. (1) Petra Rooftop A/C Unit – Monthly/Semi-Annual

(7) Mitsubishi City Multi CU's – Monthly/Semi-Annual

(2) Stairwell Pressurization Fans – Quarterly

(5) Supply & Exhaust Fans - Quarterly

MONTHLY/QUARTERLY/SEMI-ANNUAL MAINTENANCE SERVICE

- INSPECT CONDITION OF AIR FILTERS AND WASH / REPLACE AS NECESSARY.
- INSPECT THE CONDENSATE DRAIN PAN AND DRAINLINE, CLEAN / FLUSH AS NEEDED TO INSURE FREEFLOW FROM CATCH PAN.
- CHECK THE FAN MOTOR(S) AND FAN BELT(S) ADJUST OR REPLACE THE FAN BELT(S) AS NECESSARY.
- INSPECT ALL FAN AND MOTOR BEARINGS – LUBRICATE AS NECESSARY, IF APPLICABLE.
- INSPECT ALL HEAT EXCHANGE COILS / BUNDLES FOR ANY RESTRICTIONS OR ABNORMAL APPROACH TEMPERATURES.
- CHECK ALL CONTROL DEVICES e.g.(THERMOSTATS, TIMECLOCKS, etc.).
- A REPORT WILL BE SUBMITTED UPON COMPLETION OF SERVICE TO EQUIPMENT DETAILING WORK DONE AND ANY RECOMMENDATIONS FOR FUTURE WORK DEEMED NECESSARY FOR THE PROPER OPERATION OF EQUIPMENT.

THIS AGREEMENT SHALL BE FOR A MINIMUM PERIOD OF ONE (1) YEAR FROM DATE OF ACCEPTANCE AND CONTINUE ON A MONTH TO MONTH BASIS UNTIL CANCELLED IN WRITING BY EITHER PARTY HERETO. WRITTEN NOTICE OF CANCELATION MUST BE SUBMITTED WITHIN 60 DAYS PRIOR TO TERMINATION OF AGREEMENT.

MAINTENANCE SERVICE WILL BE FOR THE SUM OF: **\$745.00** per service, **\$8,940.00** annually (**Sales tax not included**)

AIR FILTERS & BELTS ARE NOT INCLUDED AND WILL BE BILLED AS NEEDED.

COMPANY: The Collection
Attn: Mr. Al Guzman
600 Ala Moana Boulevard
Honolulu, Hawaii 96813

ACCEPTED BY: _____

NAME & TITLE: _____

DATE: _____

CONDITIONS:

EQUIPMENT MUST BE OPERATED AND MAINTAINED PER MANUFACTURER'S SPECIFICATIONS & INSTRUCTIONS. OWNERS MUST PROMPTLY NOTIFY STANDARD SHEETMETAL & MECHANICAL, INC. OF ANY UNUSUAL OPERATING CONDITIONS. STANDARD SHEETMETAL SHALL NOT BE LIABLE FOR ANY LOSS, DAMAGES, OR DELAYS CAUSED BY ACTS OF GOD, STRIKES, ACCIDENT OR ANY CAUSE BEYOND OUR CONTROL. ALSO, EQUIPMENT FAILURES CAUSED BY OTHERS, NEGLIGENCE, STRUCTURAL FAILURES, SYSTEM DESIGN AND PERFORMANCE, ELECTRICAL DISTURBANCES OR FAILURES AND EXISTING FAULTY CONTROLS.

EXCLUSIONS:

- CHEMICAL COIL/CONDENSER CLEANING
- CLEANING OF AIR DISTRIBUTION DEVICES AND DUCTWORK.
- WORKING AREAS CONTAINING ASBESTOS.
- ELECTRICAL SERVICE BEYOND THE SUBJECT EQUIPMENT DISCONNECT SWITCH.
- MOVING AND RELOCATING OF ANY EQUIPMENT.
- HANDLING OF ABATEMENT CONTAINING HAZARDOUS/TOXIC SUBSTANCE IS EXCLUDED FROM OUR SCOPE OF WORK.

STANDARD SHEETMETAL HAS THE RIGHT TO TERMINATE THIS CONTRACT AT ANY GIVEN TIME, WHERE PAYMENT IS PAST DUE AND THE RIGHT TO OBTAIN AN ATTORNEY FOR ANY LEGAL PROCEDINGS AND DOCUMENTS. THE COMPANY HEREIN SHALL PAY ANY AND ALL-LEGAL FEES.

EQUIPMENT WARRANTY SHALL BE PART OF THIS SERVICE CONTRACT FOR ONE (1) YEAR FROM DATE OF ACCEPTTANCE. LABOR AND MATERIAL FOR WARRANTY ARE FURNISHED BY STANDARD SHEETMETAL. ANY OTHER WORK REQUIRED OUTSIDE THE SCOPE OF THIS CONTRACT WILL BE DONE BY OTHERS. ANY REPAIRS BY OTHER PERSON(S) OTHER THAN STANDARD SHEETMETAL FOR THE ABOVE EQUIPMENT WILL VOID THE WARRANTY.

DURING THE FULFILLMENT OF THIS AGREEMENT, WE SHALL TAKE REASONABLE PRECAUTIONS TO AVOID INJURY AND DAMAGE TO THE PROPERTY. IF STANDARD SHEETMETAL SHALL DAMAGE THE PROPERTY THERE WITHIN, STANDARD SHEETMETAL SHALL REPAIR THE DAMAGE AT NO COST TO THE OWNER IF THE DAMAGED WERE CONCURRED BY STANDARD SHEETMETAL. STANDARD SHEETMETAL SHALL NOT BE RESPONSIBLE TO SERVICE OTHER EXISTING EQUIPMENT OTHER THAN THIS CONTRACT (OPTIONAL) IN SUCH A FASHION WHERE EQUIPMENT NEEDS TO BE OPERATIONAL THERE WILL BE AN EXTRA CHARGE FOR SERVICES REDENDERED OTHER THAN THIS SERVICE CONTRACT.

IF YOU NEED FURTHER ASSISTANCE PLEASE CALL:

STEVEN SAKATA

OFFICE : (808) 839-0909

CELL : (808) 690-0072

EMAIL : ssakata@standardhawaii.com

REGARDS,

STEVEN SAKATA

Service Department Manager

STANDARD SHEETMETAL & MECHANICAL, INC

220 KALIHI STREET ❖ HONOLULU, HAWAII 96819

PHONE (808) 839-0909 ❖ FACSIMILE (808) 836-7927

August, 13, 2018
SQ18-1278

(REVISION 2)

A/C MAINTENANCE AGREEMENT - (LOFTS)

WE PROPOSE TO MAINTAIN & SERVICE THE FOLLOWING EQUIPMENT:

Qty. (1) Aaon Outside Air Unit – Monthly/Semi-Annual

(1) Mitsubishi City Multi CU's – Monthly/Semi-Annual

MONTHLY/QUARTERLY/SEMI-ANNUAL MAINTENANCE SERVICE

- INSPECT CONDITION OF AIR FILTERS AND WASH / REPLACE AS NECESSARY.
- INSPECT THE CONDENSATE DRAIN PAN AND DRAINLINE, CLEAN / FLUSH AS NEEDED TO INSURE FREEFLOW FROM CATCH PAN.
- CHECK THE FAN MOTOR(S) AND FAN BELT(S) ADJUST OR REPLACE THE FAN BELT(S) AS NECESSARY.
- INSPECT ALL FAN AND MOTOR BEARINGS – LUBRICATE AS NECESSARY, IF APPLICABLE.
- INSPECT ALL HEAT EXCHANGE COILS / BUNDLES FOR ANY RESTRICTIONS OR ABNORMAL APPROACH TEMPERATURES.
- CHECK ALL CONTROL DEVICES e.g.(THERMOSTATS, TIMECLOCKS, etc.).
- A REPORT WILL BE SUBMITTED UPON COMPLETION OF SERVICE TO EQUIPMENT DETAILING WORK DONE AND ANY RECOMMENDATIONS FOR FUTURE WORK DEEMED NECESSARY FOR THE PROPER OPERATION OF EQUIPMENT.

THIS AGREEMENT SHALL BE FOR A MINIMUM PERIOD OF ONE (1) YEAR FROM DATE OF ACCEPTANCE AND CONTINUE ON A MONTH TO MONTH BASIS UNTIL CANCELLED IN WRITING BY EITHER PARTY HERETO. WRITTEN NOTICE OF CANCELATION MUST BE SUBMITTED WITHIN 60 DAYS PRIOR TO TERMINATION OF AGREEMENT.

MAINTENANCE SERVICE WILL BE FOR THE SUM OF: **\$480.00** per service, **\$5,760.00** annually (**Sales tax not included**)

AIR FILTERS & BELTS ARE NOT INCLUDED AND WILL BE BILLED AS NEEDED.

COMPANY: The Collection
Attn: Mr. Al Guzman
600 Ala Moana Boulevard
Honolulu, Hawaii 96813

ACCEPTED BY: _____

NAME & TITLE: _____

DATE: _____

CONDITIONS:

EQUIPMENT MUST BE OPERATED AND MAINTAINED PER MANUFACTURER'S SPECIFICATIONS & INSTRUCTIONS. OWNERS MUST PROMPTLY NOTIFY STANDARD SHEETMETAL & MECHANICAL, INC. OF ANY UNUSUAL OPERATING CONDITIONS. STANDARD SHEETMETAL SHALL NOT BE LIABLE FOR ANY LOSS, DAMAGES, OR DELAYS CAUSED BY ACTS OF GOD, STRIKES, ACCIDENT OR ANY CAUSE BEYOND OUR CONTROL. ALSO, EQUIPMENT FAILURES CAUSED BY OTHERS, NEGLIGENCE, STRUCTURAL FAILURES, SYSTEM DESIGN AND PERFORMANCE, ELECTRICAL DISTURBANCES OR FAILURES AND EXISTING FAULTY CONTROLS.

EXCLUSIONS:

- CHEMICAL COIL/CONDENSER CLEANING
- CLEANING OF AIR DISTRIBUTION DEVICES AND DUCTWORK.
- WORKING AREAS CONTAINING ASBESTOS.
- ELECTRICAL SERVICE BEYOND THE SUBJECT EQUIPMENT DISCONNECT SWITCH.
- MOVING AND RELOCATING OF ANY EQUIPMENT.
- HANDLING OF ABATEMENT CONTAINING HAZARDOUS/TOXIC SUBSTANCE IS EXCLUDED FROM OUR SCOPE OF WORK.

STANDARD SHEETMETAL HAS THE RIGHT TO TERMINATE THIS CONTRACT AT ANY GIVEN TIME, WHERE PAYMENT IS PAST DUE AND THE RIGHT TO OBTAIN AN ATTORNEY FOR ANY LEGAL PROCEDINGS AND DOCUMENTS. THE COMPANY HEREIN SHALL PAY ANY AND ALL-LEGAL FEES.

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EMAIL : ssakata@standardhawaii.com

REGARDS,

STEVEN SAKATA

Service Department Manager



THE COLLECTION

November 28, 2017

600 Ala Moana Blvd.
 Honolulu, HI 96814

Subject: **PERIODIC MAINTENANCE AGREEMENT - TOWER**

Our HVAC maintenance programs are designed to maintain HVAC equipment to factory operating standards. This process will assist in reducing breakdown time and extend the operating life expectancy of the HVAC systems. Our program consists of scheduling, monitoring and repairing to manufacturer's specifications. H&C will provide quarterly reports on repairs and maintenance.

BI-MONTHLY/QUARTERLY/SEMI-ANNUALSERVICE

- **PETRA / PRE-COOLER (1)** *bi-monthly service*
- **CONDENSING UNITS (7)** *bi-monthly service*
- **FAN COIL UNITS (14)** *bi-monthly service*
- **EXHAUST FANS/LOADING DOCK /PARKING ENTRANCE (5)** *quarterly service*
- **ROOFTOP PRESSURIZATION FANS (2)** *semi-annual service*

WORK SCOPE

Service will include scheduled **BI-MONTHLY /QUARTERLY/SEMI-ANNUAL** inspection of the above equipment, at which time we will furnish the services as described below. *does not include materials*

- | | | |
|----------|----|--|
| <u>X</u> | A. | All motors and bearings: Check and lubricate. |
| <u>X</u> | B. | Check belts and drives: Check belt condition, adjusted & replace if necessary. |
| <u>X</u> | C. | Filters: Replace as required. |
| <u>X</u> | D. | Unit and associated piping: Check for visual leaks. |
| <u>X</u> | E. | Controls: Check and adjust as required. |
| <u>X</u> | F. | Drains: Check to assure they are clean and free-flowing. |
| <u>X</u> | G. | Operational tests of the equipment including temperature, amps, voltage testing. |
| <u>X</u> | H. | Additional Work Scopes see attached. |

WORK SCOPES CONT-

	PETRA/AAON - PRE-COOLER	J	F	M	A	M	J	J	A	S	O	N	D
1	Check Coil Condition	X		X		X		X		X		X	
2	Check Control Setpoints	X		X		X		X		X		X	
4	Change Air Filters	X		X		X		X		X		X	
5	Check Reversing Valve	X		X		X		X		X		X	
6	Check Condensate Pan/Drain	X		X		X		X		X		X	
7	Check Belts	X		X		X		X		X		X	
8	Check Fan Operation	X		X		X		X		X		X	
9	Check for Proper Fan Rotation	X		X		X		X		X		X	
10	Check Contactor & Points	X		X		X		X		X		X	
14	Check & Calibrate Safeties	X		X		X		X		X		X	
15	Check Evaporator Temperature Differential	X		X		X		X		X		X	
16	Check Electrical Connections	X		X		X		X		X		X	
18	Check Economizer Operation	X		X		X		X		X		X	
20	Check Motor Operation	X		X		X		X		X		X	
21	Check Heating Section	X		X		X		X		X		X	
22	Check Drive Condition	X		X		X		X		X		X	
23	Check for Bearing Play	X		X		X		X		X		X	
24	Inspect Alignment	X		X		X		X		X		X	
25	Lubricate As Required	X		X		X		X		X		X	
27	Replace Belts as Needed Annually	X											
28	Wash Condenser Coils w/Chem												



HEIDE & COOK
MECHANICAL CONTRACTORS
 SETTING THE STANDARD
 IN HAWAII SINCE 1946

	FAN COIL UNITS	J	F	M	A	M	J	J	A	S	O	N	D
1	Check Air Filters	x		x		x		x		x		x	
2	Change Air Filters	x		x		x		x		x		x	
3	Check for Proper Fan Rotation	x		x		x		x		x		x	
4	Check Starter												
5	Check Electrical Connections	x		x		x		x		x		x	
6	Check Contactors	x		x		x		x		x		x	
7	Check Evaporator Temperature Differential	x		x		x		x		x		x	
8	Check Condensate Pan/Drain	x		x		x		x		x		x	
9	Check Drive Condition	x		x		x		x		x		x	
10	Lube Dampers												
11	Check Damper Operation												
12	Check Fan/Motor Bearings	x		x		x		x		x		x	
13	Log Operating Amps	x		x		x		x		x		x	
14	Lubricate As Required	x		x		x		x		x		x	
15	Check Expansion Valves												
16	Check Evaporator Coil	x		x		x		x		x		x	
17	Check Control Setpoints	x		x		x		x		x		x	
18	Check Heating Section												
19	Inspect Pilot & Safeties												
20	Check Belts	x		x		x		x		x		x	
21	Clean Evaporator Coil												
22	Install Condensate Pan Tabs												
23	Clean CondensatePan/Drain												
24	Replace Belts as Needed Annually	x											

	Exhaust Fan	J	F	M	A	M	J	J	A	S	O	N	D
1	Check Rain Guard	X			X			X			X		
2	Check Belt Guard	X			X			X			X		
3	Light General Cleaning	X			X			X			X		
4	Check Blades	X			X			X			X		
5	Check for Proper Rotation	X			X			X			X		
6	Check Bearing Wear	X			X			X			X		
7	Check Drive Condition	X			X			X			X		
8	Check Belts	X			X			X			X		
9	Replace Belts as Needed Annually	X											
10	Inspect Starter	X			X			X			X		
11	Check Electrical Connections	X			X			X			X		
12	Log Operating Amps	X			X			X			X		
13	Lubricate As Required	X			X			X			X		

PRICING

PRICE: \$3,778.00 BI-MONTHLY BILLING *does not include tax*
ANNUAL TOTAL: \$22,668.00 *does not includes tax*



SIGNATURE

ACCEPTED & APPROVED:

Heide & Cook, LLC. (Contractor)

 Authorized Signature

Dave Begley Director of Service

 Name/Title

November 28, 2017

 Date

ACCEPTED & APPROVED:

 (Owner)

 Authorized Signature

 Name/Title

 Date

TERMS AND CONDITIONS

- A. Operate the equipment covered by this Agreement according to Manufacturer's instructions.
- B. Promptly notify the Contractor of any unusual operating conditions of the equipment covered by this Agreement.
- C. Permit the Contractor's personnel the use of common building maintenance tools such as ladders, etc., and provide safe, free and timely access to said equipment.
- D. Permit only the Contractor's personnel or authorized representative to perform work on the equipment covered by this Agreement.

General Conditions:

- A. The routine inspection and maintenance will be effected within the regular working hours of 7:30 a.m. and 4:00 p.m., Monday through Friday, excluding GCA holidays.
- B. When directed by the Owner to perform the routine service at times other than stated in this Agreement, the Owner will be billed the difference between straight time and overtime, as determined from the Contractor's standard billing rates.
- C. All labor and materials required for repair or replacement of parts or equipment (except lubricants) will be charged to the Owner on a time-plus-material basis, unless such repairs or replacement are covered under the manufacturer's warranty, and the original installation was made by the Contractor.
- D. In consideration of the nominal charge made for the service under this Agreement, the Contractor shall not be liable for the operation of the equipment, nor for injuries to persons, or damage to property, except those injuries or damages directly due to negligent acts or omissions of our employees and, in no event shall the Contractor be liable for incidental or consequential damages, including but not limited to loss of business and business interruption. The Contractor's liability for defective workmanship and materials, if any, shall be limited to the value of the repair or replacement part, at the Contractor's sole option. The Contractor shall not be liable for (1) expenses incurred in removing, replacing or refinishing any part of the building structure, (2) any loss or damage due to delays in furnishing or the failure to furnish labor or material caused by reason of strikes or labor disputes, flooding, war, acts of God, or by unusual delays in procuring or inability to procure supplies or for any other cause beyond the Contractor's reasonable control, or (3) any damage caused by corrosive atmosphere, water, water leakage, freezing, steam, mold or other fungi, or bacteria.
- E. This Agreement shall remain in effect for one year from the date of acceptance, and shall continue thereafter on a month-to month basis, until canceled by either party hereto. Written notice to the other or their intention to terminate same shall be submitted thirty (30) days prior to cancellation date. Upon termination, neither party shall be liable in any manner whatsoever on account of such cancellation. This contract is subject to escalation in price predicated on an equal % increase in union local 675-labor contract escalation. Not to exceed 10% per annum.
- F. This Agreement provides professional maintenance and repair services. It does not include responsibility for design of the system, obsolescence, safety tests, repairs or replacements necessitated by reason of negligence of others (including owner), misuse or abuse of the system, causes beyond the control of Contractor, or requirements of governmental, regulatory or insurance agencies.
- G. This Agreement applies only to the maintainable portions of the system. Repair or replacement of the non-maintainable parts such as ductwork, boiler shell tubes, cabinets, boiler refractory material, electrical wiring, piping, valve bodies, coils, structural supports and similar items are excluded.
- H. Contractor does not provide indoor air quality testing services unless specifically contracted for under a separate agreement. If conditions impacting indoor air quality are found to exist on equipment subject to this Agreement, Contractor will attempt to notify the Owner of the condition(s). This notification shall be advisory only. The Owner agrees that all attorneys' fees, costs, expenses, losses and damages incurred by the Owner arising from or relating to indoor air quality claims or actions, including but not limited to claims for property damage and/or bodily injury (including death), shall be the sole responsibility of the Owner and shall not be the responsibility of the Contractor.
- I. This Agreement constitutes the complete understanding between Contractor and Owner and shall supercede all prior representations, warranties and understandings. This Agreement shall become a valid contract only when accepted and approved by authorized person for both parties. No verbal representations shall be binding on either party. This Agreement shall be subject to, governed by, and construed and enforced pursuant to the laws of the State of Hawaii.

Notes: Refrigerant, all parts, supplies & labor for necessary repairs is additional cost to this maintenance agreement. All charges including the maintenance and material charges will be subject to applicable Hawaii general excise tax and County surcharge taxes and will be billed accordingly. Our current hourly rates: \$118/hr Monday-Friday 7:30am-4:00pm (except Holidays) & \$177/hr. (OT) Emergency calls will include one way travel time at our hourly rate. TERMS: Net thirty days. A service charge of 1% per month, or 12% per annum, will be charged on any balance that is 30 days delinquent at month's end. Contractor reserves the right to withhold our services in cases of delinquency over 60 days. Costs of collection, including but not limited to reasonable attorney' fees and normal litigation costs, shall be borne by Owner.



THE COLLECTION

November 28, 2017

600 Ala Moana Blvd.
 Honolulu, HI 96814

Subject: PERIODIC MAINTENANCE AGREEMENT - LOFTS

Our HVAC maintenance programs are designed to maintain HVAC equipment to factory operating standards. This process will assist in reducing breakdown time and extend the operating life expectancy of the HVAC systems. Our program consists of scheduling, monitoring and repairing to manufacturer’s specifications. H&C will provide quarterly reports on repairs and maintenance.

BI-MONTHLY SERVICE

- **AAON / PRE-COOLER (1)** *bi-monthly service*
- **CONDENSING UNIT (1)** *bi-monthly service*
- **FAN COIL UNITS (5)** *bi-monthly service*

WORK SCOPE

Service will include scheduled **BI-MONTHLY** inspection of the above equipment, at which time we will furnish the services as described below. *does not include materials*

- | | | |
|----------|----|--|
| <u>X</u> | A. | All motors and bearings: Check and lubricate. |
| <u>X</u> | B. | Check belts and drives: Check belt condition, adjusted & replace if necessary. |
| <u>X</u> | C. | Filters: Replace as required. |
| <u>X</u> | D. | Unit and associated piping: Check for visual leaks. |
| <u>X</u> | E. | Controls: Check and adjust as required. |
| <u>X</u> | F. | Drains: Check to assure they are clean and free-flowing. |
| <u>X</u> | G. | Operational tests of the equipment including temperature, amps, voltage testing. |
| <u>X</u> | H. | Additional Work Scopes see attached. |

WORK SCOPES CONT-

	PETRA/AAON - PRE-COOLER	J	F	M	A	M	J	J	A	S	O	N	D
1	Check Coil Condition	X		X		X		X		X		X	
2	Check Control Setpoints	X		X		X		X		X		X	
4	Change Air Filters	X		X		X		X		X		X	
5	Check Reversing Valve	X		X		X		X		X		X	
6	Check Condensate Pan/Drain	X		X		X		X		X		X	
7	Check Belts	X		X		X		X		X		X	
8	Check Fan Operation	X		X		X		X		X		X	
9	Check for Proper Fan Rotation	X		X		X		X		X		X	
10	Check Contactor & Points	X		X		X		X		X		X	
14	Check & Calibrate Safeties	X		X		X		X		X		X	
15	Check Evaporator Temperature Differential	X		X		X		X		X		X	
16	Check Electrical Connections	X		X		X		X		X		X	
18	Check Economizer Operation	X		X		X		X		X		X	
20	Check Motor Operation	X		X		X		X		X		X	
21	Check Heating Section	X		X		X		X		X		X	
22	Check Drive Condition	X		X		X		X		X		X	
23	Check for Bearing Play	X		X		X		X		X		X	
24	Inspect Alignment	X		X		X		X		X		X	
25	Lubricate As Required	X		X		X		X		X		X	
27	Replace Belts as Needed Annually	X											
28	Wash Condenser Coils w/Chem												



HEIDE & COOK
MECHANICAL CONTRACTORS
 SETTING THE STANDARD
 IN HAWAII SINCE 1946

	FAN COIL UNITS	J	F	M	A	M	J	J	A	S	O	N	D
1	Check Air Filters	x		x		x		x		x		x	
2	Change Air Filters	x		x		x		x		x		x	
3	Check for Proper Fan Rotation	x		x		x		x		x		x	
4	Check Starter												
5	Check Electrical Connections	x		x		x		x		x		x	
6	Check Contactors	x		x		x		x		x		x	
7	Check Evaporator Temperature Differential	x		x		x		x		x		x	
8	Check Condensate Pan/Drain	x		x		x		x		x		x	
9	Check Drive Condition	x		x		x		x		x		x	
10	Lube Dampers												
11	Check Damper Operation												
12	Check Fan/Motor Bearings	x		x		x		x		x		x	
13	Log Operating Amps	x		x		x		x		x		x	
14	Lubricate As Required	x		x		x		x		x		x	
15	Check Expansion Valves												
16	Check Evaporator Coil	x		x		x		x		x		x	
17	Check Control Setpoints	x		x		x		x		x		x	
18	Check Heating Section												
19	Inspect Pilot & Safeties												
20	Check Belts	x		x		x		x		x		x	
21	Clean Evaporator Coil												
22	Install Condensate Pan Tabs												
23	Clean CondensatePan/Drain												
24	Replace Belts as Needed Annually	x											

	CITY MULTI	J	F	M	A	M	J	J	A	S	O	N	D
1	Check Coil Condition	X		X		X		X		X		X	
2	Check Fan/Motor Operation	X		X		X		X		X		X	
3	Check Control Setpoints	X		X		X		X		X		X	
4	Check Expansion Valve	X		X		X		X		X		X	
7	Check Unit Charge	X		X		X		X		X		X	
8	Check Temperature Differential	X		X		X		X		X		X	
9	Check Condensate Pan & Drain	X		X		X		X		X		X	
10	Check Belts	X		X		X		X		X		X	
11	Repalce Belts as Needed Annually	X											
12	Lubricate as Required	X		X		X		X		X		X	
13	Check Electrical Connections	X		X		X		X		X		X	
14	Check Heating Section	X		X		X		X		X		X	
15	Wash Condenser Coil w/Chem												
20	Change Air Filters	X		X		X		X		X		X	

PRICING

PRICE: \$1,482.00 BI-MONTHLY BILLING *does not include tax*

ANNUAL TOTAL: \$8,892.00 *does not includes tax*



SIGNATURE

ACCEPTED & APPROVED:

Heide & Cook, LLC. (Contractor)

Authorized Signature

Dave Begley Director of Service

Name/Title

November 28, 2017

Date

ACCEPTED & APPROVED:

(Owner)

Authorized Signature

Name/Title

Date

TERMS AND CONDITIONS

- A. Operate the equipment covered by this Agreement according to Manufacturer's instructions.
- B. Promptly notify the Contractor of any unusual operating conditions of the equipment covered by this Agreement.
- C. Permit the Contractor's personnel the use of common building maintenance tools such as ladders, etc., and provide safe, free and timely access to said equipment.
- D. Permit only the Contractor's personnel or authorized representative to perform work on the equipment covered by this Agreement.

General Conditions:

- A. The routine inspection and maintenance will be effected within the regular working hours of 7:30 a.m. and 4:00 p.m., Monday through Friday, excluding GCA holidays.
- B. When directed by the Owner to perform the routine service at times other than stated in this Agreement, the Owner will be billed the difference between straight time and overtime, as determined from the Contractor's standard billing rates.
- C. All labor and materials required for repair or replacement of parts or equipment (except lubricants) will be charged to the Owner on a time-plus-material basis, unless such repairs or replacement are covered under the manufacturer's warranty, and the original installation was made by the Contractor.
- D. In consideration of the nominal charge made for the service under this Agreement, the Contractor shall not be liable for the operation of the equipment, nor for injuries to persons, or damage to property, except those injuries or damages directly due to negligent acts or omissions of our employees and, in no event shall the Contractor be liable for incidental or consequential damages, including but not limited to loss of business and business interruption. The Contractor's liability for defective workmanship and materials, if any, shall be limited to the value of the repair or replacement part, at the Contractor's sole option. The Contractor shall not be liable for (1) expenses incurred in removing, replacing or refinishing any part of the building structure, (2) any loss or damage due to delays in furnishing or the failure to furnish labor or material caused by reason of strikes or labor disputes, flooding, war, acts of God, or by unusual delays in procuring or inability to procure supplies or for any other cause beyond the Contractor's reasonable control, or (3) any damage caused by corrosive atmosphere, water, water leakage, freezing, steam, mold or other fungi, or bacteria.
- E. This Agreement shall remain in effect for one year from the date of acceptance, and shall continue thereafter on a month-to month basis, until canceled by either party hereto. Written notice to the other or their intention to terminate same shall be submitted thirty (30) days prior to cancellation date. Upon termination, neither party shall be liable in any manner whatsoever on account of such cancellation. This contract is subject to escalation in price predicated on an equal % increase in union local 675-labor contract escalation. Not to exceed 10% per annum.
- F. This Agreement provides professional maintenance and repair services. It does not include responsibility for design of the system, obsolescence, safety tests, repairs or replacements necessitated by reason of negligence of others (including owner), misuse or abuse of the system, causes beyond the control of Contractor, or requirements of governmental, regulatory or insurance agencies.
- G. This Agreement applies only to the maintainable portions of the system. Repair or replacement of the non-maintainable parts such as ductwork, boiler shell tubes, cabinets, boiler refractory material, electrical wiring, piping, valve bodies, coils, structural supports and similar items are excluded.
- H. Contractor does not provide indoor air quality testing services unless specifically contracted for under a separate agreement. If conditions impacting indoor air quality are found to exist on equipment subject to this Agreement, Contractor will attempt to notify the Owner of the condition(s). This notification shall be advisory only. The Owner agrees that all attorneys' fees, costs, expenses, losses and damages incurred by the Owner arising from or relating to indoor air quality claims or actions, including but not limited to claims for property damage and/or bodily injury (including death), shall be the sole responsibility of the Owner and shall not be the responsibility of the Contractor.
- I. This Agreement constitutes the complete understanding between Contractor and Owner and shall supercede all prior representations, warranties and understandings. This Agreement shall become a valid contract only when accepted and approved by authorized person for both parties. No verbal representations shall be binding on either party. This Agreement shall be subject to, governed by, and construed and enforced pursuant to the laws of the State of Hawaii.

Notes: Refrigerant, all parts, supplies & labor for necessary repairs is additional cost to this maintenance agreement. All charges including the maintenance and material charges will be subject to applicable Hawaii general excise tax and County surcharge taxes and will be billed accordingly. Our current hourly rates: \$118/hr Monday-Friday 7:30am-4:00pm (except Holidays) & \$177/hr. (OT) Emergency calls will include one way travel time at our hourly rate. TERMS: Net thirty days. A service charge of 1% per month, or 12% per annum, will be charged on any balance that is 30 days delinquent at month's end. Contractor reserves the right to withhold our services in cases of delinquency over 60 days. Costs of collection, including but not limited to reasonable attorney' fees and normal litigation costs, shall be borne by Owner.



PO Box 4444, Kaneohe, HI 96744
 PH: 808-526-8068 * Fax 808-848-7062

MAINTENANCE PROPOSAL

DATE
 11/21/2017

Proposal #
 16035-MP

BILL TO:

The Collection
 600 Ala Moana Blvd.
 Honolulu HI 96813

LOCATION:

The Towers

P.O. NUMBER		TERMS	SUBMITTED BY	
		PROPOSAL VALID FOR 30 DAYS	Jeremy Kalaikai	
QTY	DESCRIPTION	PRICE EACH	AMOUNT	
<p>ATTENTION: Mark Dias # 548-4555 EMAIL: chief@thecollectionhonolulu.com</p> <p>EQUIPMENT LOCATION / DESCRIPTION: 14 each City multi Mitsubishi FCU's & 7 Condensers and 1 each Petra RTU</p> <p>PREVENTIVE MAINTENANCE OF AIR CONDITIONING EQUIPMENT:</p> <ol style="list-style-type: none"> 1) Check general condition and operation. 2) Wash and/or replace air filters as needed. 3) Clear all drain lines with CO2 and/or water. 4) Check discharge and suction pressures as needed. 5) Check and *light clean evaporator and condenser coils. 6) Check for signs of oil and refrigerant leakage. 7) Check controls, switches and wiring to ensure proper operation. 8) Grease or oil fan and motor bearings (as needed). 9) Check pulleys for wear and proper alignment. Replace all worn fan belts. 10) Check and clean registers and supply air diffusers (as needed). 11) Instruct owner/manager of unusual conditions and provide cost proposals (as needed). <p>NOTES:</p> <ol style="list-style-type: none"> 1) Materials are NOT included. 2) Trouble calls are NOT included. 3) Normal business hours: Monday to Friday - 7:00 am to 3:30 pm 4) 24-hour service available (1.5 times the hourly rate after normal business hours). 5) *Light cleaning of coils does not include chemical cleaning. 6) Additional Insurance (Primary & Non-Contributory and/or Waiver of Subrogation) is not included. <p>COST: \$2530.00 Labor + Tax (Monthly, Bi-Monthly, Quarterly, Semi-Annual,) Please circle frequency, sign and return.</p> <p>TERMS: 30 days net. A finance charge of 1% per month will be applied on all overdue accounts. (Annual percentage rate of 12%), and if this contract is placed in the hands of a collector or attorney for collection the undersigned acceptor(s) of this proposal shall pay all costs of collection, including a reasonable collector's or attorney fees.</p> <p>We reserve the right to cancel without notice for non-payment of services.</p>				
TOTAL				\$0.00

Print Name: _____ Title: _____

Authorized Signature: _____ Date: _____

The signer, hereby authorizes the proposed work to be completed by Shobu's Refrigeration and Air Conditioning, Inc.



SHOBU'S
REFRIGERATION & A/C
AIR CONDITIONING

PO Box 4444, Kaneohe, HI 96744
PH: 808-526-8068 * Fax 808-848-7062

MAINTENANCE PROPOSAL

DATE

11/21/2017

Proposal #

16034-MP

BILL TO:

The Collection
600 Ala Moana Blvd.
Honolulu HI 96813

LOCATION:

The Loft

P.O. NUMBER		TERMS	SUBMITTED BY	
		PROPOSAL VALID FOR 30 DAYS	Jeremy Kalaikai	
QTY	DESCRIPTION	PRICE EACH	AMOUNT	
<p>ATTENTION: Mark Dias # 548-4555 EMAIL: chief@thecollectionhonolulu.com</p> <p>EQUIPMENT LOCATION / DESCRIPTION: 5 each City Multi Mitsubishi FCU's & 2 each Condenser units and 1 each AAON package unit</p> <p>PREVENTIVE MAINTENANCE OF AIR CONDITIONING EQUIPMENT:</p> <ol style="list-style-type: none"> 1) Check general condition and operation. 2) Wash and/or replace air filters as needed. 3) Clear all drain lines with CO2 and/or water. 4) Check discharge and suction pressures as needed. 5) Check and *light clean evaporator and condenser coils. 6) Check for signs of oil and refrigerant leakage. 7) Check controls, switches and wiring to ensure proper operation. 8) Grease or oil fan and motor bearings (as needed). 9) Check pulleys for wear and proper alignment. Replace all worn fan belts. 10) Check and clean registers and supply air diffusers (as needed). 11) Instruct owner/manager of unusual conditions and provide cost proposals (as needed). <p>NOTES:</p> <ol style="list-style-type: none"> 1) Materials are NOT included. 2) Trouble calls are NOT included. 3) Normal business hours: Monday to Friday - 7:00 am to 3:30 pm 4) 24-hour service available (1.5 times the hourly rate after normal business hours). 5) *Light cleaning of coils does not include chemical cleaning. 6) Additional Insurance (Primary & Non-Contributory and/or Waiver of Subrogation) is not included. <p>COST: \$1150.00 Labor + Tax (Monthly, Bi-Monthly, Quarterly, Semi-Annual, Annual) Please circle frequency, sign and return.</p> <p>TERMS: 30 days net. A finance charge of 1% per month will be applied on all overdue accounts. (Annual percentage rate of 12%), and if this contract is placed in the hands of a collector or attorney for collection the undersigned acceptor(s) of this proposal shall pay all costs of collection, including a reasonable collector's or attorney fees.</p> <p>We reserve the right to cancel without notice for non-payment of services.</p>				
TOTAL				\$0.00

Print Name: _____

Title: _____

Authorized Signature: _____

Date: _____

The signer, hereby authorizes the proposed work to be completed by Shobu's Refrigeration and Air Conditioning, Inc.