

Memorandum

TO: Finance Division Supervisor

FROM: Peter Mares Maintenance Supervisor

DATE: July 27, 2023

RE: Determination of contracting for HVAC Service With Train U.S. Inc.

This determination is made pursuant to Section 13-1-126 of the New Mexico Procurement Code NMSA 1978, finding and concluding that, after a good faith review of available sources, there is only one source for the required service, construction or item of tangible personal property. Therefore, based on this the recommendation has been made to the board of commissioners of San Miguel County to allow contracting with Train U.S. Inc. for HVAC Services for a period of 12 months commencing on July 1st 2023.

Train U.S. Inc. is the only HVAC Service provider who has been able to accommodate the County's full service needs regarding our HVAC System's within San Miguel County. We have several Train Units that are state of the art and require Trane software in order to trouble shoot these units and be able to program them. The local HVAC contractors do not have the necessary Train certification or the proper equipment to work on these units.

Therefore based on this determination, I am requesting your consideration in procuring/contracting with Train for a period of 12 months for the necessary HVAC Services within San Miguel County.

Thank you for your consideration of this request please let me know if you have any questions.

Sincerely,



Peter Mares

Maintenance Supervisor

San Miguel County



Finance Office

Melinda Gonzales

Sole Source Justification Form

This Form Must Be Completed & Forwarded to Purchasing with the Purchase Requisition

Harold Garcia
Chairman-District 1

Janice C. Varela
Vice-Chair-District 2

Max O. Trujillo
Commissioner-District 3

Martin Sena
Commissioner-District 4

Kenneth C. Medina
Commissioner-District 5

Date: July 26 2023

Prepared by: Peter Mares

Cost: \$63,224.00

Vendor: Trane U.S. INC.

Below is a summary of information regarding this request for a Sole Source Procurement.

1. Explain why this is the only product or service that can meet the needs of your department.

Trane U.S. Incorporated is the only HVAC Service Provider who has been able to accommodate the County's full service needs regarding our HVAC Systems within San Miguel County.

2. Explain why this vendor is the only available source from which to obtain this product or service.

The vendor has affirmed (memo from vendor is attached) that there is no other source for this item. Our search for possible vendors proved futile; or

Other reason, please explain in full

We have several Trane manufactured units that are Stat-of the Art and require specific Trane software in order to trouble shoot these units and be able to program them. The local HVAC Contractors do not have necessary TRANE Certifications or the equipment to work on these particular units.

3. Explain why the price is considered fair and reasonable.

The price increase is due to inflation, the cost for labor, materials cost have doubled and the age of the equipment.

4. Describe the efforts made to obtain the best possible price from this Sole Source Vendor for the taxpayers. What (if any) is the total cost savings from the original quote?

The first service agreement stated a 10% increase for each of the four years, it was negotiated to a 7.5% increase the first year and a 5% increase for the remaining three years.

Signatory Approvals:


Department Supervisor Date 7-27-23


Purchasing Department Date


County Manager
(Over \$5,000) Date 7-27-23



SELECT SERVICE AGREEMENT

Trane Office

Trane U.S. Inc. dba Trane
5501 San Diego Ave NE
Albuquerque, NM 87113

Trane Representative

Jackie Putney
Cell: (505) 554-7969
Office: (505) 884-2044

Proposal ID

3217380

Service Contract Number**Contact Telephone Number for
Service**

(505) 884-2044

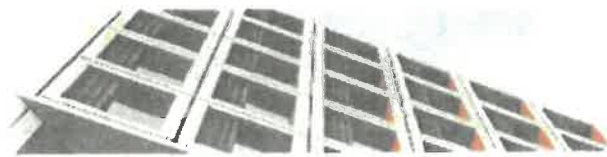
Company Name

San Miguel County
Finance Division
500 West National Avenue
Las Vegas, NM 87701 U.S.A.
John Tiernan

Sites Included:

San Miguel County Administration
Building
San Miguel County Annex Building
San Miguel County District Attorney
Building
San Miguel County Fourth District
Courthouse
San Miguel County Public Health
Facility
San Miguel County Public Service
Facility Building
San Miguel County Sheriffs Building
San Miguel County Tri County Family
Justice Center

May 16, 2022



EXECUTIVE SUMMARY

This **Select Service Agreement** includes parts and labor coverage for HVAC equipment repairs under the umbrella of an annual planned maintenance contract. It is the easiest, most affordable and most reassuring way to ensure your HVAC equipment is continuously operating at peak performance levels.

Under this service agreement, you will hand off the responsibilities for planning, scheduling and managing routine maintenance to Trane. Plus, the added repair coverage helps you minimize unplanned downtime and avoid unexpected expenses.

As an HVAC service provider, Trane offers many advantages:

- Confidence that your HVAC equipment is being cared for according to OEM best practices for both frequency and procedures
- Priority service, available 24-hours a day, giving your facility precedence during urgent situations
- Advanced diagnostic technologies, allowing our technicians to analyze system performance more comprehensively, so they can identify and correct a broader set of conditions

Protect your bottom line. Proper maintenance can save an estimated 12 to 18 percent of your budget compared to a run-to-fail approach. This service agreement will help you capture those savings. (*FEMP O&M Guide 2010*)

FOCUSED ON BETTER BUILDINGS

When it comes to service effectiveness, experience matters. No other provider has more experience than Trane.

- 100+ years of system and equipment experience
- 35+ years in building automation systems (BAS)
- 20+ years in energy services

ADDITIONAL SUPPORT

Trane offers a wide range of maintenance and repair services beyond the scope of this service agreement. Ask your Trane representative for details.

ENVIRONMENTAL PRACTICES

Trane procedures for handling refrigerant are compliant with federal and state regulations.

CONSISTENT PROCESSES

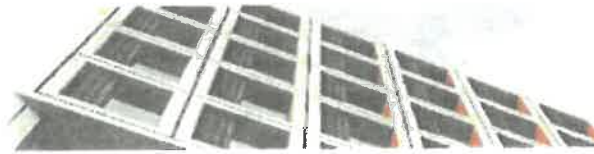
All Trane technicians follow documented processes ensuring uniform service delivery.

SAFETY

Trane incident rates (OSHA) are consistently 50 to 70 percent below industry averages.

ASSIGNED TEAM

You will have a consistent group of Trane employees dedicated to your account.



SCOPE OF SERVICES — STANDARD INCLUSIONS

ANY HVAC SYSTEM IS ONLY AS STRONG AS ITS INDIVIDUAL MECHANICAL COMPONENTS

This service agreement with Trane protects and enhances full system functionality by ensuring that components are well maintained and functioning to OEM standards. And it is tailored to your needs. The following are the standard inclusions of your service agreement:

TRANE SCHEDULED MAINTENANCE

Factory authorized Trane service technicians perform all periodic maintenance, following OEM standards, to keep HVAC and BAS equipment running optimally and prevent unplanned downtime. Trane assumes all responsibilities for planning, scheduling and managing routine maintenance on Trane HVAC equipment and other brands.

Advantages:

- Trust one assigned maintenance team for all HVAC equipment brands
- Receive consistent service outcomes through proprietary Six Sigma maintenance procedures
- Save money compared to ad-hoc service calls



Implementation:

- Technician visits are scheduled in advance
- Service is completed during normal business hours
- Basic supplies, such as grease, cleaning solvents and wiping cloths, are included in the annual fee

Full Maintenance:

- 1 Annual Inspection on all listed equipment
- 1 Annual Coil Cleaning
- 3 Running Inspections per year on listed equipment with these exceptions:
 - (1) running inspection on VAV's
- All parts, labor and refrigerant for corrective repairs
- Annual software upgrades for Tracer Summit
- Written Reports

Note 1 – It shall be the responsibility of the Service Company to inspect and report to the Customer any Malfunctions and defects within thirty (30) days after effective date. If equipment cannot be Operated within this 30-day period due to seasonal conditions or other factors beyond our control, the period for initial inspection will be extended to 30 days after the equipment can be operated and checked.

Additional Exclusions: Electrical line voltage wiring switches and disconnects, Low voltage control wiring, Sheet metal duct work, supply and return air grills, Test and balance air flow, water treatment, glycol [anti freeze] and water additives, Vandalism and tenant damage, Backflow testing, Fire protection system, Building condenser water piping and fittings for HVAC system.

ALL Non Trane Controls and associated controls/boards are excluded from the agreement, customer is responsible for any non Trane controls related repairs.

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REPAIR COVERAGE FOR SELECTED COMPONENTS

Repair Coverage pre-authorizes Trane to repair selected system components. Costs for parts and labor (performed during normal Trane business hours) are included within the coverage of the annual maintenance contract. The scope of this coverage is specified later in this agreement.

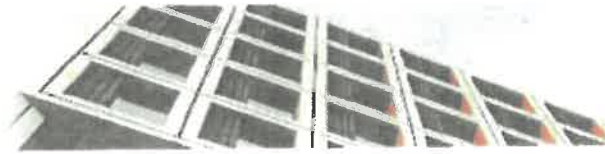
Advantages:

- Minimize unplanned downtime by giving Trane the authority to take care of repairs proactively
- Make repairs a budget item, not an unexpected expense
- Maintain optimal system performance



Implementation:

- Collaborative selection of covered systems and components
- Repair or replacement of failed or worn components
- Separate invoicing for overtime and after-hours labor



REFRIGERANT MANAGEMENT

US Environmental Protection Agency (EPA) has placed in effect more stringent regulations on refrigerant management and reporting in 2017. Section 608 of the Clean Air Act prohibits the knowing release of refrigerant during the maintenance, service, repair, or disposal of air-conditioning and refrigeration equipment. The EPA requires proper refrigerant management practices by owners and operators of refrigeration and air-conditioning systems, all servicing technicians and others. ***The Clean Air Act requires owners to maintain records of refrigerant usage and leak rates for each air-conditioning or refrigeration appliance with refrigerant charge greater than 50 lbs. and for disposal of units between 5 and 50 lbs. of refrigerant. These records must be maintained for 3 years and be directly accessible if audited by the EPA.*** This brief summary of Section 608 of the Clean Air Act is provided for informational purposes only and is not for the purpose of providing legal advice. You should contact your attorney to obtain advice with respect to the application of Section 608 of the Clean Air Act to your business.



Trane Technicians are Universally certified (the highest level possible) to service, manage, and document your refrigerant and are knowledgeable of applicable law and time constraints to repair leaks. Trane Technicians track all refrigerant in all equipment serviced regardless of appliance size.

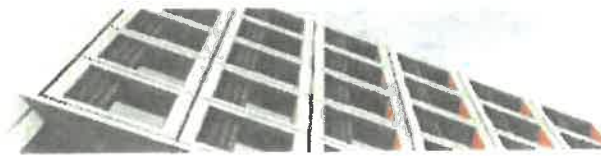
When a customer has *all* their refrigerant work performed by a Trane technician - Trane Refrigerant Management software maintains complete record of refrigerant transactions and appliance leak rates. Refrigerant reports provided by Trane will contain the information to satisfy EPA record keeping requirements.

Advantages:

- Real time reporting of refrigerant leak rate informs proactive decisions
- Stay in compliance with state and federal regulations
- Provide acceptable documentation to authorities during audits
- Maintain company environmental standards
- Detect potential refrigerant leaks before equipment damage occurs

Implementation:

- Technicians collect refrigerant information for covered equipment during onsite visits
- Refrigerant data and technician activity are entered into the Trane Refrigerant Management System
- Refrigerant Usage Reports are generated according to your needs



TRANE LABORATORY ANALYSIS

Trane Laboratory Analysis tests system fluids for contaminants and other physical characteristics and trends. Conditions indicating sub-optimal HVAC system performance are identified before issues become critical.

Advantages:

- Head off equipment failures and unplanned downtime
- Identify long-term equipment performance trends
- Gain definitive insights through Trane experience and expertise

Implementation:

- Samples collected by Trane technicians during maintenance as stated in this agreement
- Laboratory analysis of oil, absorption solutions and refrigerants
- Consistent testing according to Trane best-practice protocols year after year

COOLING CONTINGENCY PLANNING

Cooling Contingency Planning anticipates high-risk or unusual situations, and develops strategies for responding to emergencies. With multiple equipment rental depots and numerous warehouse sites strategically located across North America, Trane response time is among the fastest (and most comprehensive) in the industry.

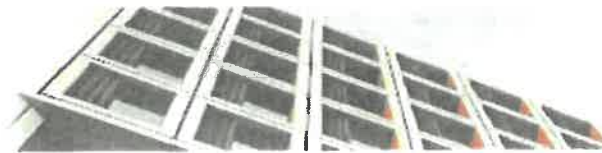
Advantages:

- Mitigate risks with thorough advance planning
- Shorten the duration of downtime with immediate access to temporary equipment
- Alleviate negative consequences: productivity losses, fines, inventory spoilage, lost business

Implementation:

- Trane account managers and/or technicians assist in the development of the customized contingency plan:
 - Equipment planning for temporary air conditioning and portable auxiliary power units
 - Recommendations for facility modifications to prepare for temporary cooling
- Contingency plan kept on file at your facility and at Trane





HVAC EQUIPMENT COVERAGE

San Miguel County Administration Building

The following "Covered Equipment" will be serviced at San Miguel County Administration Building:

Equipment	Qty	Manufacturer	Model Number	Serial Number	Asset Tag
Tracer Summit Building Management Systems (BMTS)	1	Trane	49500457	E09F62194	

Description **Quantity Per Term**
Trane Building Controls (Service 32) 16

Equipment	Qty	Manufacturer	Model Number	Serial Number	Asset Tag
Tracer Summit Building Management Systems (BMTS)	1	Trane	BMTX001AAB	E09F51577	

Description **Quantity Per Term**
TRANE - BMT - ANNUAL BACKUP CLEAR ALARMS (Service 30) 4
TRANE - BMT - PM INSPECTION (Service 31) 12

Equipment	Qty	Manufacturer	Model Number	Serial Number	Asset Tag
20-60 Ton Packaged Air-Cooled Chiller	1	Trane	CGAFC40EAR	C09F00119	

Description **Quantity Per Term**
Air Cooled Scroll Annual Maintenance (Service 1) 4
Air Cooled Scroll Quarterly Maintenance (Service 2) 12

Equipment	Qty	Manufacturer	Model Number	Serial Number	Asset Tag
Fan Coil Air Conditioners (UniTrane)	1	Trane	FFDB0401	T06D21268	
Fan Coil Air Conditioners (UniTrane)	1	Trane	FFDB0401	T06D21269	
Fan Coil Air Conditioners (UniTrane)	1	Trane	FFDB0401	T06D21270	
Fan Coil Air Conditioners (UniTrane)	1	Trane	FFDB0401	T06D21271	

Description **Quantity Per Term**
Fan Coil Annual Inspection (Service 14) 4
Fan Coil Quarterly Inspection (Service 15) 12

Equipment	Qty	Manufacturer	Model Number	Serial Number	Asset Tag
Boilers - Generic	1	Raypak Boilers		NS-1	

Description **Quantity Per Term** Page 73
Boiler Annual Maintenance (Service 3) 4
Boiler Seasonal Start Up (Service 5) 4



Boiler Seasonal Shut Down (Service 4)

4

San Miguel County Annex Building

The following "Covered Equipment" will be serviced at San Miguel County Annex Building:

Equipment	Qty	Manufacturer	Model Number	Serial Number	Asset Tag
Compressor-Condensing Units - Generic	1	Rheem Air Conditioning Division	RAND-018JA	7292 M2707 10778	
Compressor-Condensing Units - Generic	1	Rheem Air Conditioning Division	RAND-036JA	7297 M3207 06341	

Description

Condensing Unit Annual Inspection (Light Commercial Less then 20 Tons) (Service 8)

Quantity Per Term

4

Condensing Unit Quarterly Inspection (Light Commercial Less then 20 Tons) (Service 9)

12

Equipment	Qty	Manufacturer	Model Number	Serial Number	Asset Tag
Fan-Coil Air Conditioners - Generic	1	Rheem Air Conditioning Division	RGLN-05EAU	FU5D302F3107 05287	
Fan-Coil Air Conditioners - Generic	1	Rheem Air Conditioning Division	RGPN-10EAM	FU5D302F3107 03421	

Description

SADDLEBACK - FCU QUARTERLY (Service 27)

Quantity Per Term

16

San Miguel County District Attorney Building

The following "Covered Equipment" will be serviced at San Miguel County District Attorney Building:

Equipment	Qty	Manufacturer	Model Number	Serial Number	Asset Tag
Reciprocating Liquid Chillers, Existing	1	Carrier Corporation	30RAN030--	1903F31444	

Description

Carrier RCP Chiller A-C Annual Inspection (Service 6)

Quantity Per Term

4

Carrier RCP Chiller Mid-Season Running Inspection (Service 7)

12

Equipment	Qty	Manufacturer	Model Number	Serial Number	Asset Tag
Custom Air Handlers - Generic	1	Carrier Corporation	40RMS012--	3808U28028	

Description

Custom Air Handler Cooling Pre-Season Annual Maintenance (Service 12)

Quantity Per Term

4

Custom Air Handler Quarterly Maintenance (Service 13)

12

Equipment	Qty	Manufacturer	Model Number	Serial Number	Asset Tag
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Horizontal Pumps	1	Marathon Electric	9VM145TTDR	NS-1	
Horizontal Pumps	1	Marathon Electric	9VM145TTDR	NS-2	

Description
Pump Running Inspection - Non-Trane Horizontal (Service 25)

Quantity Per Term
16

Equipment	Qty	Manufacturer	Model Number	Serial Number	Asset Tag
Boilers - Generic	1	Raypak Boilers	H30624	300206066	

Description
Boiler Annual Maintenance (Service 3)
Boiler Seasonal Start Up (Service 5)
Boiler Seasonal Shut Down (Service 4)

Quantity Per Term
4
4
4

San Miguel County Fourth District Courthouse

The following "Covered Equipment" will be serviced at San Miguel County Fourth District Courthouse:

Equipment	Qty	Manufacturer	Model Number	Serial Number	Asset Tag
Variable Air Volume Units - Generic	1	Trane		NS-5	

Description
VAV Comprehensive Inspection (Service 33)

Quantity Per Term
8

Equipment	Qty	Manufacturer	Model Number	Serial Number	Asset Tag
20-75 Ton Packaged Industrial Rooftop	1	Trane	SFHFC254H7	C06C02402	
20-75 Ton Packaged Industrial Rooftop	1	Trane	SFHFC254H7	C06C02403	

Description
Intellipak Rooftop Quarterly Inspection (Service 21)
Intellipak Rooftop Cooling Pre-Season Annual Start Up (Service 20)

Quantity Per Term
12
4

Equipment	Qty	Manufacturer	Model Number	Serial Number	Asset Tag
Computer Room Air Conditioners-Generic	1	Data Aire Incorporated	DAPA-0334-	NS-1	

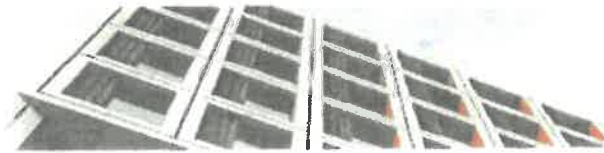
Description
CRU - Annual Inspection (Service 10)
CRU - Run Inspection (Service 11)

Quantity Per Term
4
12

Equipment	Qty	Manufacturer	Model Number	Serial Number	Asset Tag
Compressor-Condensing Units - Generic	1	Data Aire Incorporated	DRCU-0334-	2006-1040-E	

Description
Condensing Unit Annual Inspection (Light Commercial Less than 20 Tons) (Service 8)
Condensing Unit Quarterly Inspection (Light Commercial Less than 20 Tons) (Service 9)

Quantity Per Term
4
12



Equipment	Qty	Manufacturer	Model Number	Serial Number	Asset Tag
Fans - Generic	1	Greenheck		NS-2	

Description

Greenheck Exhaust Fan Annual Inspection (Service 18)
Greenheck Exhaust Fan Running Inspection (Service 19)

Quantity Per Term

4
12

Equipment	Qty	Manufacturer	Model Number	Serial Number	Asset Tag
Boilers - Generic	1	Raypak Boilers	H3-0752AE	604249668	
Boilers - Generic	1	Raypak Boilers	H3-0752AE	604249669	

Description

Boiler Annual Maintenance (Service 3)
Boiler Seasonal Start Up (Service 5)
Boiler Seasonal Shut Down (Service 4)

Quantity Per Term

4
4
4

Equipment	Qty	Manufacturer	Model Number	Serial Number	Asset Tag
Horizontal Pumps	1	UNKNOWN	00318OT3E1	NS-3	
Horizontal Pumps	1	UNKNOWN	00318OT3E1	NS-4	

Description

Pump Running Inspection - Non-Trane Horizontal (Service 25)

Quantity Per Term

16

San Miguel County Public Health Facility

The following "Covered Equipment" will be serviced at San Miguel County Public Health Facility:

Equipment	Qty	Manufacturer	Model Number	Serial Number	Asset Tag
Horizontal Pumps	1	Baldor Electric Inc	M3116T	35B101P674H1	
Horizontal Pumps	1	Marathon Electric	9VM145TTDR	NS-3	

Description

Pump Running Inspection - Non-Trane Horizontal (Service 25)

Quantity Per Term

16

Equipment	Qty	Manufacturer	Model Number	Serial Number	Asset Tag
Reciprocating Liquid Chillers, Existing	1	Carrier Corporation	30RAN022--	3809Q57884	

Description

Carrier RCP Chiller A-C Annual Inspection (Service 6)
Carrier RCP Chiller Mid-Season Running Inspection (Service 7)

Quantity Per Term

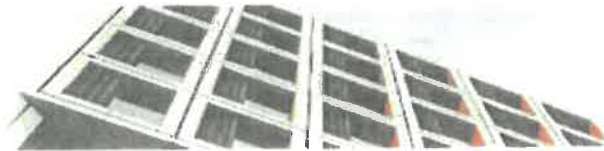
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Equipment	Qty	Manufacturer	Model Number	Serial Number	Asset Tag
Packaged Terminal Air Conditioner and Heat Pumps - Generic	1	Fedders Corporation	V24A10A1FD	03EP13282	
Packaged Terminal Air Conditioner and Heat Pumps - Generic	1	Fedders Corporation	V24A10A1FD	SMCC-7	

Description

Quantity Per Term

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NTP Packaged Terminal Air Conditioner Comprehensive Maintenance (Service 24)

16

Equipment	Qty	Manufacturer	Model Number	Serial Number	Asset Tag
Boilers - Generic	1	Laars Heating Systems Company		NS-1	

Description

Quantity Per Term

Boiler Annual Maintenance (Service 3)
Boiler Seasonal Start Up (Service 5)
Boiler Seasonal Shut Down (Service 4)

4
4
4

Equipment	Qty	Manufacturer	Model Number	Serial Number	Asset Tag
Fan-Coil Air Conditioners - Generic	1	Carrier Corporation		NS-4	
Fan-Coil Air Conditioners - Generic	1	York International		NS-5	
Fan-Coil Air Conditioners - Generic	1	York International		NS-6	

Description

Quantity Per Term

SADDLEBACK - FCU MONTHLY FILTER CHANGE (Service 26)
SADDLEBACK - FCU QUARTERLY (Service 27)

4
12

Equipment	Qty	Manufacturer	Model Number	Serial Number	Asset Tag
Compressor-Condensing Units - Generic	1	York International	S4DT060S06	NS-2	
Compressor-Condensing Units - Generic	1	York International	S4DT060S06	WLLM020187	

Description

Quantity Per Term

Condensing Unit Annual Inspection (Light Commercial Less then 20 Tons) (Service 8)
Condensing Unit Quarterly Inspection (Light Commercial Less then 20 Tons) (Service 9)

4
12

San Miguel County Public Service Facility Building

The following "Covered Equipment" will be serviced at San Miguel County Public Service Facility Building:

Equipment	Qty	Manufacturer	Model Number	Serial Number	Asset Tag
Fan-Coil Air Conditioners - Generic	1	York International	MC43B3XH1A	A0F8949326	
Fan-Coil Air Conditioners - Generic	1	York International	MC43B3XH1H	W0G9077781	

Description

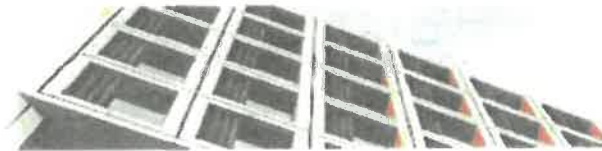
Quantity Per Term

SADDLEBACK - FCU MONTHLY FILTER CHANGE (Service 26)
SADDLEBACK - FCU QUARTERLY (Service 27)

4
12

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Equipment	Qty	Manufacturer	Model Number	Serial Number	Asset Tag
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Furnaces - Generic	1	York International	TG8S080B12	W0A9549471	
Furnaces - Generic	1	York International	TG8S080B12	W0M8472534	

Description

Furnace Annual Inspection Generic (Service 16)

Furnace Running Inspection Generic (Service 17)

Quantity Per Term

4

12

Equipment	Qty	Manufacturer	Model Number	Serial Number	Asset Tag
Compressor-Condensing Units - Generic	1	York International	YCJD36S41S	W0H9148240	
Compressor-Condensing Units - Generic	1	York International	YCJD36S41S	W0H9148284	

Description

Condensing Unit Annual Inspection (Light Commercial Less then 20 Tons) (Service 8)

Condensing Unit Quarterly Inspection (Light Commercial Less then 20 Tons) (Service 9)

Quantity Per Term

4

12

San Miguel County Sheriffs Building

The following "Covered Equipment" will be serviced at San Miguel County Sheriffs Building:

Equipment	Qty	Manufacturer	Model Number	Serial Number	Asset Tag
Split System Air Conditioners - Generic	1	UNKNOWN		NS-1	
Split System Air Conditioners - Generic	1	UNKNOWN		NS-2	

Description

Split System Air Handler Cooling Pre-Season Annual Maintenance (Includes Condenser) (Service 28)

Split System Air Handler Quarterly Maintenance (Includes Condenser) (Service 29)

Quantity Per Term

4

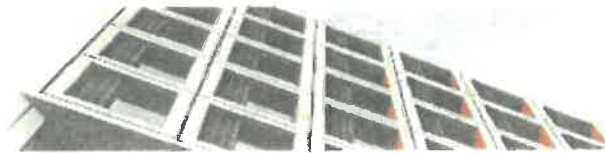
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San Miguel County Tri County Family Justice Center

The following "Covered Equipment" will be serviced at San Miguel County Tri County Family Justice Center:

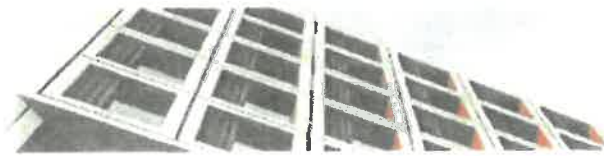
Equipment	Qty	Manufacturer	Model Number	Serial Number	Asset Tag
Rooftop Air Conditioners - Generic	1	Rheem Air Conditioning Division	RRNL-B060J	2G7417ADAAF34080559	
Rooftop Air Conditioners - Generic	1	Rheem Air Conditioning Division	RRNL-B060J	2G7417ADAAF340805593	
Rooftop Air Conditioners - Generic	1	Rheem Air Conditioning Division	RRNL-B060J	2G7417ASAAF020905535	
Rooftop Air Conditioners -	1	Rheem Air	RRNL-C060J	2G798ADAAF2	

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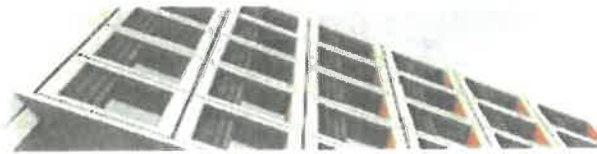
Generic		Conditioning Division		30903023	
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Description	Quantity Per Term
Light Commercial Package Rooftop (1-10 tons) Cooling Pre-Season Annual Maintenance (Service 22)	4
Light Commercial Package Rooftop (1-10 tons) Quarterly Maintenance (Service 23)	12



SITE COVERAGE

San Miguel County Administration Building	500 West National, LAS VEGAS, NM 87701, United States
San Miguel County Annex Building	513 Valencia St, LAS VEGAS, NM 87701, United States
San Miguel County District Attorney Building	1800 New Mexico Avenue, LAS VEGAS, NM 87701, United States
San Miguel County Fourth District Courthouse	498 West National, LAS VEGAS, NM 87701, United States
San Miguel County Public Health Facility	18 GALLEGOS RD, LAS VEGAS, NM 87701, United States
San Miguel County Public Service Facility Building	10 Airport Rd, LAS VEGAS, NM 87701, United States
San Miguel County Sheriffs Building	1224 Rail Road, LAS VEGAS, NM 87701, United States
San Miguel County Tri County Family Justice Center	2534 Ridge Runner Rd, LAS VEGAS, NM 87701, United States



PRICING AND ACCEPTANCE

John Tiernan

San Miguel County
Finance Division
500 West National Avenue
Las Vegas, NM 87701 U.S.A.

Trane Service Agreement

This Service Agreement consists of the pages beginning with the title page entitled "Select Service Agreement," the consecutively numbered pages immediately following such title page, and includes and ends with the Trane Terms and Conditions (Service) (collectively, the "Service Agreement" or "Agreement"). Trane agrees to inspect and maintain the Covered Equipment according to the terms of this Service Agreement, including the "Terms and Conditions," and "Scope of Services" sections. Trane agrees to give preferential service to Service Agreement Customer over non-contract customers.

Service Fee

As the fee(s) (the "Service Fee(s)") for the inspection and maintenance services described in the Scope of Services section with respect to the Covered Equipment, Customer agrees to pay to Trane the following amounts, plus applicable tax, as and when due.

Contract Year	Annual Amount - All Sites USD	Payment USD	Payment Term
Year 1	60,213.34	5,017.78	Monthly
Year 2	63,224.00	5,268.67	Monthly
Year 3	66,385.22	5,532.10	Monthly
Year 4	69,704.45	5,808.70	Monthly

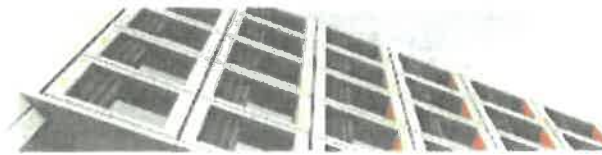
☐ Service Fee Discount. A one-time 3.00 % discount is offered for full payment of 1 year(s) in advance of the commencement of the Service Agreement. Invoice would be issued at start of the Agreement and is due net 15 days from date of invoice. This Service Fee discount is for advance payment only under the terms stated in this section and is not applicable to credit card transactions. Please check the box to select this discount option.

In addition to any other amounts then due hereunder, if this Agreement is terminated or cancelled prior to its scheduled expiration, Customer shall pay to Company the balance of any amounts billed to but unpaid by Customer and, if a "Service Project" is included in the Agreement, the Cancellation Fee set forth in "Exhibit A" Cancellation Schedule attached hereto and incorporated herein, which Cancellation Fee represents unbilled labor, non-labor expenses and parts materials and components. Subject only to a prior written agreement signed by Trane, payment is due upon receipt of invoice in accordance with Section 4 of the attached Terms and Conditions.

Term

The Initial Term of this Service Agreement is 4 years, beginning July 1, 2022. However, Trane's obligation under this Agreement will not begin until authorized representatives of Trane and Customer have both signed this Agreement in the spaces provided below.

Following expiration of the initial term on June 30, 2026, this Agreement shall renew automatically for successive periods of 4 years (the "Renewal Term") until terminated as provided herein. If you do not want to renew this Agreement for the Renewal Term, please notify Trane by telephone or by U.S. mail prior to the expiration date set forth in the preceding sentence. If any questions arise regarding this Service Agreement or how to cancel this



Agreement, Trane can be reached either by telephone at (505) 884-2044 or by direct mail addressed to: 5501 San Diego Ave NE Albuquerque, NM 87113.

Renewal Pricing Adjustment

The Service Fees for an impending Renewal Term shall be the current Service Fees (defined as the Service Fees for the initial Term or Renewal Term immediately preceding the impending Renewal Term) annually adjusted based on changes to the cost of service. The Service Fees for an impending Renewal Term shall be set forth in the service renewal letter furnished to Customer.

Cancellation by Customer Prior to Services; Refund

If Customer cancels this Agreement within (a) thirty (30) days of the date this Agreement was mailed to Customer or (b) twenty (20) days of the date this Agreement was delivered to Customer, if it was delivered at the time of sale, and if no Services have been provided by Company under this Agreement, the Agreement will be void and Company will refund to Customer, or credit Customer's account, the full Service Fee of this Agreement that Customer paid to Company, if any. A ten percent (10%) penalty per month will be added to a refund that is due but is not paid or credited within forty-five (45) days after return of this Agreement to Company. Customer's right to cancel this Agreement only applies to the original owner of this Agreement and only if no Services have been provided by Company under this Agreement prior to its return to Company.

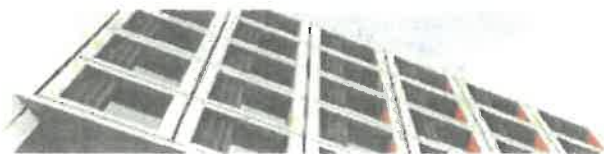
Cancellation by Company

This Agreement may be cancelled during the Initial Term or, if applicable, a Renewal Term for any reason or no reason, upon written notice from Company to Customer no later than 30 days prior to the scheduled expiration date and Company will refund to Customer, or credit Customer's account, that part of the Service Fee attributable to Services not performed by Company. Customer shall remain liable for and shall pay to Company all amounts due for Services provided by Company and not yet paid.

COVID-19 National Emergency Clause

The parties agree that they are entering into this Agreement while the nation is in the midst of a national emergency due to the Covid-19 pandemic ("Covid-19 Pandemic"). With the continued existence of Covid-19 Pandemic and the evolving guidelines and executive orders, it is difficult to determine the impact of the Covid-19 Pandemic on Trane's performance under this Agreement. Consequently, the parties agree as follows:

1. Each party shall use commercially reasonable efforts to perform its obligations under the Agreement and to meet the schedule and completion dates, subject to provisions below;
2. Each party will abide by any federal, state (US), provincial (Canada) or local orders, directives, or advisories regarding the Covid-19 Pandemic with respect to its performance of its obligations under this Agreement and each shall have the sole discretion in determining the appropriate and responsible actions such party shall undertake to so abide or to safeguard its employees, subcontractors, agents and suppliers;
3. Each party shall use commercially reasonable efforts to keep the other party informed of pertinent updates or developments regarding its obligations as the Covid-19 Pandemic situation evolves; and
4. If Trane's performance is delayed or suspended as a result of the Covid-19 Pandemic, Trane shall be entitled to an equitable adjustment to the project schedule and/or the contract price.



This Agreement is subject to Customer's acceptance of the attached Trane Terms and Conditions (Service).

CUSTOMER ACCEPTANCE

TRANE ACCEPTANCE
Trane U.S. Inc. dba Trane

Authorized Representative

Printed Name

Title

Purchase Order

Acceptance Date

Submitted By: Jackie Putney

Proposal Date: May 16, 2022

Cell: (505) 554-7969

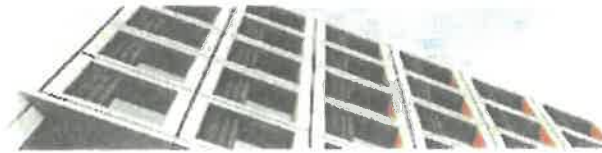
Office: (505) 884-2044

License Number: NM352815

Authorized Representative

Title

Signature Date



TERMS AND CONDITIONS

"Company" shall mean Trane U.S. Inc. dba Trane.

1. Agreement. These terms and conditions ("Terms") are an integral part of Company's offer and form the basis of any agreement (the "Agreement") resulting from Company's proposal (the "Proposal") for the following commercial services as stated in the Proposal (collectively, the "Services"): inspection, maintenance and repair (the "Maintenance Services") on equipment (the "Covered Equipment"), specified Additional Work (if any), and, if included in the Proposal, Intelligent Services, Energy Assessment, Energy Performance Solutions, and any other services using remote connectivity (collectively and individually referred to in these Terms as "Energy and Building Performance Services"). **COMPANY'S TERMS ARE SUBJECT TO PERIODIC CHANGE OR AMENDMENT.**

2. Connected Services. In addition to these terms and conditions, the Connected Services Terms of Service ("Connected Services Terms"), available at <https://www.trane.com/TraneConnectedServicesTerms>, as updated from time to time, are incorporated herein by reference and shall apply to the extent that Company provides Customer with Connected Services, as defined in the Connected Services Terms.

3. Acceptance. The Proposal is subject to acceptance in writing by the party to whom this offer is made or an authorized agent ("Customer") delivered to Company within 30 days from the date of the Proposal. If Customer accepts the Proposal by placing an order, without the addition of any other terms and conditions of sale or any other modification, Customer's order shall be deemed acceptance of the Proposal subject to these Terms and Conditions. If Customer's order is expressly conditioned upon Company's acceptance or assent to terms and/or conditions other than those expressed herein, return of such order by Company with Company's Terms and Conditions attached or referenced serves as Company's notice of objection to Customer's terms and as Company's counteroffer to perform in accordance with the Proposal and Company Terms and Conditions. If Customer does not reject or object in writing to Company within 10 days, Company's counteroffer will be deemed accepted. Customer's acceptance of performance by Company will in any event constitute an acceptance by Customer of Company's Terms and Conditions. This Agreement is subject to credit approval by Company. Upon disapproval of credit, Company may delay or suspend performance or, at its option, renegotiate prices and/or Terms and Conditions with Customer. If Company and Customer are unable to agree on such revisions, this Agreement shall be cancelled without any liability, other than Customer's obligation to pay for Services provided by Company to the date of cancellation.

4. Fees and Taxes. Fees for the Services (the "Service Fees") are as set forth in the Proposal. Except as otherwise stated in the Proposal, Service Fees are based on performance during regular business hours. Charges for performance outside Company's normal business hours shall be billed separately according to the then prevailing overtime or emergency labor/labour rates. In addition to the stated Service Fees, Customer shall pay all taxes not legally required to be paid by Company or, alternatively, shall provide Company with an acceptable tax exemption certificate.

5. Payment. Payment is due upon receipt of Company's invoice. Service Fees shall be paid no less frequently than quarterly and in advance of performance of the Services. Company reserves the right to add to any account outstanding for more than 30 days a service charge equal to the lesser of the maximum allowable legal interest rate or 1.5% of the principal amount due at the end of each month. Without liability to Customer, Company may discontinue performance whenever payment is overdue. Customer shall pay all costs (including attorneys' fees) incurred by Company in attempting to collect amounts due or otherwise enforcing this Agreement.

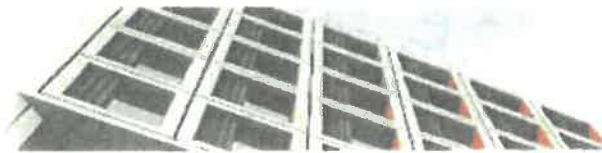
6. Customer Breach. Each of the following constitutes a breach by Customer and shall give Company the right, without an election of remedies, to suspend performance or terminate this Agreement by delivery of written notice declaring termination. Upon termination, Customer shall be liable to the Company for all Services furnished to date and all damages sustained by Company (including lost profit and overhead): (a) Any failure by Customer to pay amounts when due; (b) any general assignment by Customer for the benefit of its creditors, Customer's bankruptcy, insolvency, or receivership; (c) Any representation or warranty furnished by Customer in connection with this Agreement is false or misleading in any material respect when made; or (d) Any failure by Customer to perform or comply with any material provision of this Agreement.

7. Performance. Company shall perform the Services in accordance with industry standards generally applicable in the state or province where the Services are performed under similar circumstances when Company performs the Services. Company may refuse to perform where working conditions could endanger property or put people at risk. Unless otherwise agreed by Customer and Company, at Customer's expense and before the Services begin, Customer will provide any necessary access platforms, catwalks to safely perform the Services in compliance with OSHA, state, or provincial industrial safety regulations or any other applicable industrial safety standards or guidelines. This Agreement presupposes that all major pieces of Covered Equipment are in proper operating condition as of the date hereof. Services furnished are premised on the Covered Equipment being in a maintainable condition. In no event shall Company have any obligation to replace Covered Equipment that is no longer maintainable. During the first 30 days of this Agreement, or upon initial inspection, and/or upon seasonal start-up (if included in the Services), if an inspection by Company of Covered Equipment indicates repairs or replacement is required, Company will provide a written quotation for such repairs or replacement. If Customer does not authorize such repairs or replacement, Company may remove the unacceptable equipment from the Covered Equipment and adjust the Service Fees accordingly. Customer authorizes Company to utilize Customer's telephone line or network infrastructure to connect to controls, systems and/or equipment provided or serviced by Company and to provide Services contracted for or otherwise requested by Customer, including remote diagnostic and repair service. Customer acknowledges that Company is not responsible for any adverse impact to Customer's communications and network infrastructure. Company may elect to install/attach to Customer equipment or provide portable devices (hardware and/or software) for execution of control or diagnostic procedures. Such devices shall remain the personal proprietary property of Company and in no event shall become a fixture of Customer locations. Customer shall not acquire any interest, title or equity in any hardware, software, processes, and other intellectual or proprietary rights to devices used in connection with the Services on Customer equipment. Company may remove such devices at its discretion. Parts used for any repairs made will be those selected by Company as suitable for the repair and may be parts not manufactured by Company.

8. Customer Obligations. Customer shall: (a) Provide Company reasonable and safe access to the Covered Equipment and areas where Company is to work; (b) Follow manufacturer recommendations concerning teardown and internal inspection, major overhaul, restoration or refurbishing of the Covered Equipment; unless expressly stated in the Scope of Services statement, Company is not performing any manufacturer recommended teardown and internal inspection, major overhaul, restoration or refurbishing of the Covered Equipment; and (c) Where applicable, unless water treatment is expressly included in the Services, provide professional cooling tower water treatment in accordance with any reasonable recommendations provided by Company.

9. Exclusions. Unless expressly included in the Covered Equipment or the Services, the Services do not include, and Company shall not be responsible for or liable to the Customer for any claims, losses, damages or expenses suffered by the Customer in any way connected with, relating to or arising from, any of the following: (a) Any guarantee of room conditions or system performance; (b) Inspection, maintenance, repair, replacement of or services for: chilled water and condenser water pumps and piping; electrical disconnect switches or circuit breakers; motor starting equipment that is not factory mounted and interconnecting power wiring; recording or portable instruments, gauges or thermometers; non-moving parts or non-maintainable parts of the system, including, but not limited to, storage tanks; pressure vessels, shells, coils, tubes, housings, castings, casings, drain pans, panels, duct work; piping; hydraulic, hydronic, pneumatic, gas, or refrigerant; insulation; pipe covering; refractory material; fuses, unit cabinets; electrical wiring; ductwork or conduit; electrical distribution system; hydronic structural supports and similar items; the appearance of decorative casing or cabinets; damage sustained by other equipment or systems; and/or any failure, misadjustment or design deficiencies in other equipment or systems; (c) Damage, repairs or replacement of parts made necessary as a result of electrical power failure, low voltage, burned out main or branch fuses, low water pressure, vandalism, misuse or abuse, wear and tear, end of life failure, water damage, improper operation, unauthorized alteration of equipment, accident, acts or omissions of Customer or others, damage due to freezing weather, calamity, malicious act, or any Event of Force Majeure; (d) Any damage or malfunction resulting from vibration, electrolytic action, freezing, contamination, corrosion, erosion, or caused by scale or sludge on internal tubes except where water treatment protection services are provided by Company as part of this Agreement; (e) Furnishing any items of equipment, material, or labor/labour, or performing special tests recommended or required by insurance companies or federal, state, or local governments; (f) Failure or inadequacy of any structure or foundation supporting or surrounding the equipment to be worked on or any portion thereof; (g) Building access or alterations that might be necessary to repair or replace Customer's existing equipment; (h) The normal function of starting and stopping equipment or the opening and closing of valves, dampers or regulators normally installed to protect equipment against damage; (i) Valves that are not factory mounted: balance, stop, control, and other valves external to the device unless specifically

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resume performance only in the absence of Hazardous Materials or when the affected area has been rendered harmless. In no event shall Company be obligated to transport or handle Hazardous Materials, provide any notices to any governmental agency, or examine the premises site for the presence of Hazardous Materials.

15. Insurance. Company agrees to maintain the following insurance during the term of this Agreement with limits not less than shown below and will, upon request from Customer, provide a Certificate of evidencing the following coverage:

Commercial General Liability	\$2,000,000 per occurrence
Automobile Liability	\$2,000,000 CSL
Workers Compensation	Statutory Limits

If Customer has requested to be named as an additional insured under Company's insurance policy, Company will do so but only subject to Company's manuscript additional insured endorsement under its primary Commercial General Liability policies. In no event does Company or its insurer waive rights of subrogation.

16. Force Majeure. Company's duty to perform under this Agreement is contingent upon the non-occurrence of an Event of Force Majeure. If Company is unable to carry out any material obligation under this Agreement due to an Event of Force Majeure, this Agreement shall at Company's election (i) remain in effect but Company's obligations shall be suspended until the uncontrollable event terminates or (ii) be terminated upon 10 days' notice to Customer, in which event Customer shall pay Company for all parts of the Services furnished to the date of termination. An "Event of Force Majeure" shall mean any cause or event beyond the control of Company. Without limiting the foregoing, "Event of Force Majeure" includes: acts of God; acts of terrorism, war or the public enemy; flood; earthquake; lightning; tornado; storm; fire; civil disobedience; pandemic; insurrections; riots; labor/labour disputes; labor/labour or material shortages from the usual sources of supply; sabotage; restraint by court order or public authority (whether valid or invalid), and action or non-action by or inability to obtain or keep in force the necessary governmental authorizations, permits, licenses, certificates or approvals if not caused by Company; and the requirements of any applicable government in any manner that diverts either the material or the finished product to the direct or indirect benefit of the government.

17. Maintenance Services Other Than Solely Scheduled Service. If Company's Maintenance Services hereunder are not limited solely to Scheduled Service, the following provisions shall also apply: (a) Required restoration shall be performed by Customer at its cost prior to Company being obligated to perform hereunder; (b) any changes, adjustments, service or repairs made to the Equipment by any party other than Company, unless approved by Company in writing, may, at Company's option, terminate Company's obligation to render further service to the Equipment so affected; in such case no refund of any portion of the Service Fees shall be made; and (c) Customer shall (i) promptly notify Company of any unusual performance of Equipment; (ii) permit only Company personnel to repair or adjust Equipment and/or controls during the Term or a Renewal Term; and (iii) utilize qualified personnel to properly operate the Equipment in accordance with the applicable operating manuals and recommended procedures.

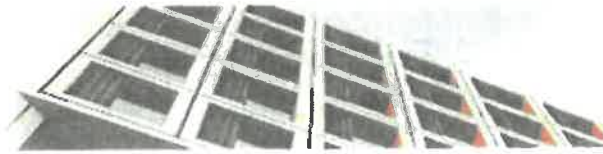
18. General. Except as provided below, to the maximum extent provided by law, this Agreement is made and shall be interpreted and enforced in accordance with the laws of the state or province in which Company performs the Services. Any dispute arising under or relating to this Agreement shall be decided by litigation in a court of competent jurisdiction located in the state or province in which the Services are performed. To the extent the premises are owned and/or operated by any agency of the United States Federal Government, determination of any substantive issue of law shall be according to the United States Federal common law of Government contracts as enunciated and applied by United States Federal judicial bodies and boards of contract appeals of the United States Federal Government. This Agreement contains all of the agreements, representations and understandings of the parties and supersedes all previous understandings, commitments or agreements, oral or written, related to the Services. If any term or condition of this Agreement is invalid, illegal or incapable of being enforced by any rule of law, all other Terms of this Agreement will nevertheless remain in full force and effect as long as the economic or legal substance of the transaction contemplated hereby is not affected in a manner adverse to any party hereto. Customer may not assign, transfer, or convey this Agreement, or any part hereof, without the written consent of Company. Subject to the foregoing, this Agreement shall bind and inure to the benefit of the parties hereto and their permitted successors and assigns. This Agreement may be executed in several counterparts, each of which when executed shall be deemed to be an original, but all together shall constitute but one and the same Agreement. A fully executed facsimile copy hereof or the several counterparts shall suffice as an original. Customer may not assign, transfer, or convey this Agreement, or any part hereof, or its right, title or interest herein, without the written consent of Company. Subject to the foregoing, this Agreement shall be binding upon and inure to the benefit of the parties' respective successors and assigns. No failure or delay by the Company in enforcing any right or exercising any remedy under this Agreement shall be deemed to be a waiver by the Company of any right or remedy.

19. Equal Employment Opportunity/Affirmative Action Clause. Company is a federal contractor that complies fully with Executive Order 11246, as amended, and the applicable regulations contained in 41 C.F.R. Parts 60-1 through 60-60, 29 U.S.C. Section 793 and the applicable regulations contained in 41 C.F.R. Part 60-741; and 38 U.S.C. Section 4212 and the applicable regulations contained in 41 C.F.R. Part 60-250 Executive Order 13496 and Section 29 CFR 471, appendix A to subpart A, regarding the notice of employee rights in the United States and with Canadian Charter of Rights and Freedoms Schedule B to the Canada Act 1982 (U.K.) 1982, c. 11 and applicable Provincial Human Rights Codes and employment law in Canada.

20. U.S. Government Services. The following provision applies only to direct sales by Company to the US Government. The Parties acknowledge that all items or services ordered and delivered under this Agreement are Commercial Items as defined under Part 12 of the Federal Acquisition Regulation (FAR). In particular, Company agrees to be bound only by those Federal contracting clauses that apply to "commercial" suppliers and that are contained in FAR 52.212-5(e)(1). Company complies with 52.219-8 or 52.219-9 in its service and installation contracting business. The following provision applies only to indirect sales by Company to the US Government. As a Commercial Item Subcontractor, Company accepts only the following mandatory flow down provisions: 52.219-8; 52.222-26; 52.222-35; 52.222-36; 52.222-39; 52.247-64. If the Services are in connection with a U.S. Government contract, Customer certifies that it has provided and will provide current, accurate, and complete information, representations and certifications to all government officials, including but not limited to the contracting officer and officials of the Small Business Administration, on all matters related to the prime contract, including but not limited to all aspects of its ownership, eligibility, and performance. Anything herein notwithstanding, Company will have no obligations to Customer unless and until Customer provides Company with a true, correct and complete executed copy of the prime contract. Upon request, Customer will provide copies to Company of all requested written communications with any government official related to the prime contract prior to or concurrent with the execution thereof, including but not limited to any communications related to Customer's ownership, eligibility or performance of the prime contract. Customer will obtain written authorization and approval from Company prior to providing any government official any information about Company's performance of the Services that are the subject of the Proposal or this Agreement, other than the Proposal or this Agreement.

21. Limited Waiver of Sovereign Immunity. If Customer is an Indian tribe (in the U.S.) or a First Nation or Band Council (in Canada), Customer, whether acting in its capacity as a government, governmental entity, a duly organized corporate entity or otherwise, for itself and for its agents, successors, and assigns: (1) hereby provides this limited waiver or its sovereign immunity as to any damages, claims, lawsuit, or cause of action (herein "Action") brought against Customer by Company and arising or alleged to arise out of the furnishing by Company of any product or service under this Agreement, whether such Action is based in contract, tort, strict liability, civil liability or any other legal theory; (2) agrees that jurisdiction and venue for any such Action shall be proper and valid (a) if Customer is in the U.S., in any state or United States court located in the state in which Company is performing this Agreement or (b) if Customer is in Canada, in the superior court of the province or territory in which the work was performed; (3) expressly consents to such Action, and waives any objection to jurisdiction or venue; (4) waives any requirement of exhaustion of tribal court or administrative remedies for any Action arising out of or related to this Agreement; and (5) expressly acknowledges and agrees that Company is not subject to the jurisdiction of Customer's tribal court or any similar tribal forum, that Customer will not bring any action against Company in tribal court, and that Customer will not avail itself of any ruling or direction of the tribal court permitting or directing it to suspend its payment or other obligations under this Agreement. The individual signing on behalf of Customer warrants and represents that such individual is duly authorized to provide this waiver and enter into this Agreement and that this Agreement constitutes the valid and legally binding obligation of Customer, enforceable in accordance with its terms.

1-26.130-7 (0821)
Supersedes 1-26.130-7 (0720)



APPENDIX

SERVICE BEST PRACTICES

Trane is completely dedicated to making buildings better. The ongoing pursuit of better buildings, using our long-term domain expertise to push new technologies into everyday use, keeps us at the forefront of the industry.

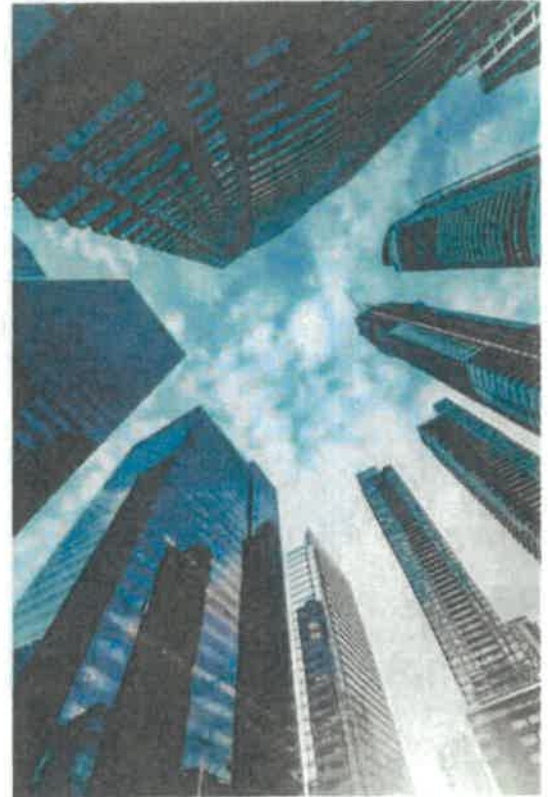
In addition to the services details in the agreement above, we take practical steps every day to ensure our approach is safe and efficient.

SAFETY

Since 2003, U.S. Bureau of Labor Statistics records have consistently shown the Total Recordable Incident Rate (TRIR) and Days Away From Work (DAFW) for Trane have been significantly lower than those for HVAC repair and maintenance contractors and specialty trade contractors (construction). The company's safety culture in America is unparalleled in the building service industry, with proven results in the continuous reduction of injury rates. Trane incident rates (OSHA) are consistently 50 to 70 percent below the industry average.

A wide range of safety training and resources are available to Trane technicians, including:

- Safety training—20 hours per year
- Electrical safety—NFPA 70E compliant, electrical PPE
- Fall protection
- Ergonomics
- Smith System Safe Driving Program
- USDOT compliance
- Refrigerant management training

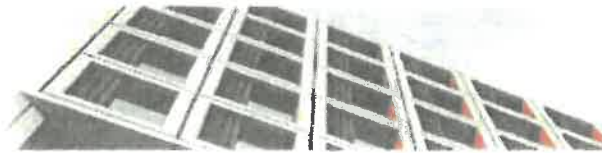


ENVIRONMENTAL PRACTICES

Trane policies and procedures are compliant with all federal and state regulations. Refrigerant (and substitutes) handling, storage and leak repair processes are compliant with Environmental Protection Agency regulation 40 CFR Part 82. Service technicians are Universal-certified and use only certified recovery equipment.

Refrigerant Management Software (RMS) captures, manages and reports all refrigerant activity at your site. Annually, Trane will send you a report documenting all refrigerant activity that we performed for each piece of equipment during the past 12 months.

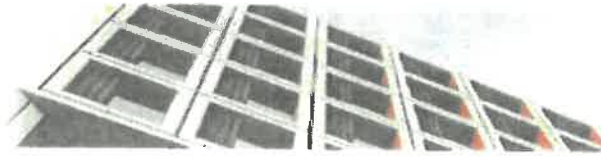
Trane adheres to all environmental regulations when removing used oil from refrigeration units. We have a national contract with a qualified supplier to recycle or dispose of used oil appropriately.



CONSISTENCY

Nationwide, Trane technicians follow documented, formal processes that ensure uniform service delivery. As an OEM, Trane has developed exclusive service procedures which provide the most reliable outcomes, and extended equipment longevity, at the most cost-effective price.

- Exclusive service work flow processes provide detailed steps and information encompassing parts, materials, tools and sequence of execution
- Additional steps addressing safety, quality control, work validation and environmental compliance
- Technicians must consistently reference documented processes to ensure no critical steps are skipped or omitted
- Applicable service processes meet or exceed ASHRAE 180-2008 Standard Practice for Inspection and Maintenance of Commercial Building HVAC Systems



CUSTOMER SERVICE FLOWS

The following Customer Service Flows provide additional service description detail for Covered Equipment. Note: There may be differences per the agreement in the work being performed between sites and the equipment on those sites. This section clarifies differences in the work being performed between sites and the equipment on those sites:

Service 1: Air Cooled Scroll Annual Maintenance

Description

- Customer Notification
- Initial Site Inspection
- Lock Out Tag Out Chiller
- Review Diagnostics
- Verify Line Voltage
- Control Panel Calibration Check
- Condenser Coil Cleaning wo/Backflush
- Electrical Inspection
- Flow/Differential Mechanical Switch Check
- Remove Lock Out Tag Out and Restore Power
- Condenser Fan Check
- Acid Test
- Meg Condenser Fan Motor (Per Fan)
- Visual Condenser Coil Check
- Low Temperature Sensor Calibration
- Leak Test Inspection (Positive Pressure)
- Meg Compressor Motor(s)
- Check Strainer and Pressure Drops - CGAF
- Pre-Start Chiller Check CGAF
- Start Unit-CGAF Includes Log
- Touch Up Paint
- Complete Required Paper Work

Service 2: Air Cooled Scroll Quarterly Maintenance

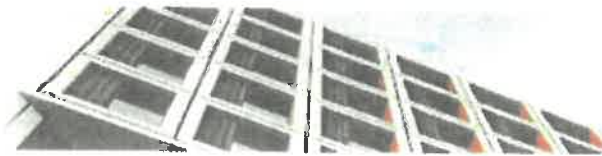
Description

- Customer Notification
- Initial Site Inspection
- Compressor Oil Level Check
- Review Diagnostics
- Complete Required Paper Work

Service 3: Boiler Annual Maintenance

Description

- Water Boiler Maintenance Safety Check
- Shut Down Boiler
- Drain Boiler
- Boiler Internal Cleaning Natural Gas, Propane, Oil (Commercial and Industrial)
- Boiler Internal Inspection Natural Gas/Propane/Oil (Commercial and Industrial)
- External Cleaning for Natural Gas/Propane Water Boiler (Commercial and Industrial)
- Burner Safety Inspection for Natural Gas/Propane Water Boilers (Commercial and Industrial)
- Thermo Shock
- Boiler External Inspection for Water Boilers (Commercial and Industrial) (Natural Gas/Propane)



Service 4: Boiler Seasonal Shut Down

Description

- Shut Down Boiler
- Drain Boiler

Service 5: Boiler Seasonal Start Up

Description

- Water Boiler Maintenance Safety Check
- Boiler Internal Inspection Natural Gas/Propane/Oil (Commercial and Industrial)
- External Cleaning for Natural Gas/Propane Water Boiler (Commercial and Industrial)
- Burner Safety Inspection for Natural Gas/Propane Water Boilers (Commercial and Industrial)
- Thermo Shock
- Boiler External Inspection for Water Boilers (Commercial and Industrial) (Natural Gas/Propane)

Service 6: Carrier RCP Chiller A-C Annual Inspection

Description

- RCP-210A ANNUAL MAINTENANCE (RECIP CHILLERS A-C 1 COMPR 20-50 TONS)

Service 7: Carrier RCP Chiller Mid-Season Running Inspection

Description

- RCP-230 MID SEASON RUNNING INSPECTION

Service 8: Condensing Unit Annual Inspection (Light Commercial Less than 20 Tons)

Description

- Unitary Visual Equipment Inspection
- Lock Out Tag Out Condenser
- Condenser Coil Check (Generic)
- Coil Cleaning Solution
- Condenser Physical (One) Fan Check (Generic Condensing Unit)
- Electrical Inspection (Light Commercial Condensing Unit)
- Log Unit (NTP Cooling)

Service 9: Condensing Unit Quarterly Inspection (Light Commercial Less than 20 Tons)

Description

- Unitary Visual Equipment Inspection
- Log Unit (NTP Cooling)

Service 10: CRU - Annual Inspection

Description

- CR/DX-110 MAINTENANCE PROCEDURE (COMPUTER ROOM UNITS)

Service 11: CRU - Run Inspection

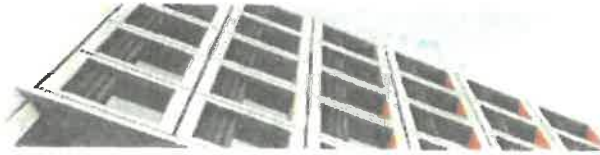
Description

- CR/DX-120 INSPECTION COMPUTER ROOM UNITS

Service 12: Custom Air Handler Cooling Pre-Season Annual Maintenance

Description

- Unitary Visual Equipment Inspection
- Filter Inspection and Change (Generic)
- Check Damper (Air Handler)
- Inspect Supply Fan Inlet Guide Vanes (NTP Air Handler)
- Supply Fan and Motor Inspection (Belt Driven)



- Replace Belt(s) on Supply Fan (Per Fan)
- Condensate Drip Pan Inspection and Treatment
- Chilled Water Coil Cleaning-w/Solution
- Electrical Inspection (Air Handler NTP)
- Log Unit (NTP Air Handler)

Service 13: Custom Air Handler Quarterly Maintenance

Description

- Unitary Visual Equipment Inspection
- Supply Fan and Motor Inspection (Belt Driven)
- Filter Inspection and Change (Generic)
- Condensate Drip Pan Inspection and Treatment

Service 14: Fan Coil Annual Inspection

Description

- Fan Coil Unit Comprehensive Inspection

Service 15: Fan Coil Quarterly Inspection

Description

- Fan Coil Unit Limited Inspection

Service 16: Furnace Annual Inspection Generic

Description

- Furnace Annual Inspection

Service 17: Furnace Running Inspection Generic

Description

- Furnace Running Inspection

Service 18: Greenheck Exhaust Fan Annual Inspection

Description

- FAN-130 Exhaust Fan Inspection

Service 19: Greenheck Exhaust Fan Running Inspection

Description

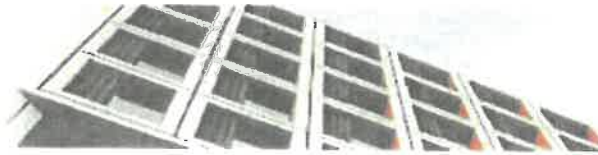
- FAN-160 Mid-Season Running Inspection

Service 20: Intellipak Rooftop Cooling Pre-Season Annual Start Up

Description

- Unitary Visual Equipment Inspection
- Lock Out Tag Out
- Bearing Lubrication
- Filter Inspection And Change (Intellipak)
- Condensate Drip Pan Treatment
- Condenser Coil Cleaning With Back Flush(Intellipak)
- Clean Evaporative Condenser Sump
- Electrical Inspection
- Remove Lock Out Tag Out and Restore Power
- Check Damper (Intellipak)
- Start Up Seasonal Cooling
- Log Unit (Generic)

Service 21: Intellipak Rooftop Quarterly Inspection



Description

- Unitary Visual Equipment Inspection
- Lock Out Tag Out
- Filter Inspection And Change (Intellipak)
- Log Unit

Service 22: Light Commercial Package Rooftop (1-10 tons) Cooling Pre-Season Annual Maintenance

Description

- Unitary Visual Equipment Inspection
- Replace Belt(s) on Supply Fan (Per Fan)
- Filter Inspection and Change (Generic)
- Condensate Drip Pan Inspection and Treatment
- Check Damper (Light Commercial NTP Rooftop)
- Coil Cleaning Solution
- Electrical Inspection (Light Commercial Under 10 Tons Rooftop NTP)
- Log Unit (NTP Cooling)

Service 23: Light Commercial Package Rooftop (1-10 tons) Quarterly Maintenance

Description

- Unitary Visual Equipment Inspection
- Supply Fan and Motor Inspection (Belt Driven)
- Filter Inspection and Change (Generic)
- Condensate Drip Pan Inspection and Treatment
- Check Damper (Light Commercial NTP Rooftop)

Service 24: NTP Packaged Terminal Air Conditioner Comprehensive Maintenance

Description

- Initial Site Inspection
- Electrical Inspection (PTAC)
- PTAC Cabinet Cleaning
- Condenser Coil Cleaning (PTAC)
- Remove Lock Out Tag Out and Restore Power
- Log Unit (PTAC)

Service 25: Pump Running Inspection - Non-Trane Horizontal

Description

- PMP-111 Pump Run Inspection

Service 26: SADDLEBACK - FCU MONTHLY FILTER CHANGE

Description

- FILTER CHANGE - 15 MINUTES

Service 27: SADDLEBACK - FCU QUARTERLY

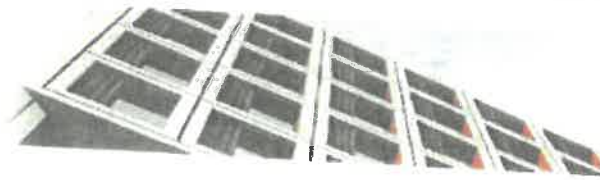
Description

- SADDLEBACK FAN COIL UNITS (QUARTERLY)

Service 28: Split System Air Handler Cooling Pre-Season Annual Maintenance (Includes Condenser)

Description

- Unitary Visual Equipment Inspection
- Filter Inspection and Change (Generic)
- Electrical Inspection (Air Handler NTP)
- Log Unit (NTP Air Handler)
- Lock Out Tag Out Condenser



- Condenser Coil Check (Generic)
- Coil Cleaning Solution
- Condenser Physical (One) Fan Check (Generic Condensing Unit)
- Electrical Inspection (Light Commercial Condensing Unit)
- Log Unit (NTP Cooling)

Service 29: Split System Air Handler Quarterly Maintenance (Includes Condenser)

Description

- Unitary Visual Equipment Inspection
- Log Unit (NTP Cooling)

Service 30: TRANE - BMT - ANNUAL BACKUP CLEAR ALARMS

Description

- BCU MAINTENANCE - CNT145 - STEP ONE
- BCU MAINTENANCE - CNT145 - STEP TWO
- BCU MAINTENANCE - CNT145 - STEP THREE
- BCU MAINTENANCE - CNT145 - STEP FOUR

Service 31: TRANE - BMT - PM INSPECTION

Description

- BMT - PM INSPECTION - STEP 1
- BMT - PM INSPECTION - STEP 2

Service 32: Trane Building Controls

Description

- CNT-110 ICS Controller Inspection

Service 33: VAV Comprehensive Inspection

Description

- VAV Comprehensive Inspection
- Supply Fan Inspection (Direct Drive)