



N64W23760 Main Street
Sussex, Wisconsin 53089
Phone (262) 246-5200
FAX (262) 246-5222
Email: info@villagesussex.org
Website: www.villagesussex.org

**AGENDA
PUBLIC WORKS COMMITTEE
VILLAGE OF SUSSEX
6:00 P.M. TUESDAY, MARCH 3, 2020
SUSSEX CIVIC CENTER- VILLAGE BOARD ROOM 2nd FLOOR
N64W23760 MAIN STREET**

Pursuant to the requirements of Section 19.84, Wis. Stats., notice is hereby given of a meeting of the Village of Sussex Public Works Committee, at which a quorum of the Village Board may attend in order to gather information about a subject which they have decision making responsibility. The meeting will be held at the above noted date, time and location. Notice of Village Board Quorum, (Chairperson to announce the following if a quorum of the Village Board is in attendance at the meeting: Please let the minutes reflect that a quorum of the Village Board is present and that the Village Board members may be making comments under the Public Comments section of the agenda, during any Public Hearing(s) or if the rules are suspended to allow them to do so.)

1. Roll call.
2. Consideration and possible action minutes of the February 4, 2020 Public Works meeting.
3. Comments from citizens and correspondence/communications received from citizens.
4. Consideration and possible action on bills for payment.
5. Consideration and possible action on Utility Items:
6. Consideration and possible action on Sidewalk and Street Items:
 - A. Bug Line and Silver Spring Right of Way Deed
7. Consideration and possible action on Other Public Works Items:
 - A. Consideration and possible action on HVAC RFP.
 - B. Engineering Project Closeouts – Good Hope Road, Radium, and Clover Bridge
8. Staff report, update and issues, and possible action regarding subdivision, developments, and projects:
 - A. Engineer's Report
9. Other discussion for future agenda topics
10. Adjournment.

Tim Dietrich
Chairperson

Jeremy Smith
Village Administrator

Please note that, upon reasonable notice, efforts will be made to accommodate the needs of disabled individuals through appropriate aids and services. For additional information or to request this service, contact the Village Clerk at 246-5200.

**DISCLAIMER- THE FOLLOWING ARE DRAFT MINUTES FROM
THE PUBLIC WORKS COMMITTEE AND ARE
SUBJECT TO CHANGE UPON APPROVAL OF THE VILLAGE BOARD**

**VILLAGE OF SUSSEX
SUSSEX, WISCONSIN**

**Minutes of the Public Works Committee of
February 4, 2020**

1. Roll Call

The meeting was called to order by Chairman Dietrich at 6:00 p.m.

Members present: Trustee Tim Dietrich, Trustee Lee Uecker, Trustee Michael Bartzen, and President Goetz.

Members Excused: Mike Schulist

Also present: Village Administrator Jeremy Smith, Assistant Village Administrator Kelsey McElroy-Anderson, Village Engineer/Public Works Director Judith Neu, Trustee Scott Adkins, and members of the Public.

A quorum of the Village Board was present at the meeting.

2. Consideration and possible action on minutes

A motion by Uecker, seconded by Bartzen to approve the January 7, 2020 meeting minutes as presented.

Motion carried 4-0.

3. Comments from Citizens

No one was present who wished to be heard.

4. Consideration and possible action on bills for payment:

A motion by Goetz, seconded by Bartzen to recommend to the Village Board approval of bills for payment in the amended amount of \$417,959.97.

Motion carried 4-0.

5. Consideration and possible action on Utility Items:

A. Wastewater Treatment Facility Raw Sewage Pump #2 Replacement

A motion by Dietrich, seconded by Bartzen to recommend to the Village Board acceptance of the bid from Fairbanks Nijhuis products to rebuild the raw sewage pump for \$71,507. Motion carried 4-0.

B. Water Meter and Transmitter Purchase

A motion by Goetz, seconded by Uecker to recommend to the Village Board approval of a water meter and transmitter purchase for \$44,833. Motion carried 4-0.

6. Consideration and possible action on Sidewalk and Street Items:

A. Maple Avenue Inspections Services, Geotechnical Services, and Construction Contracts

A motion by Goetz, seconded by Uecker to recommend to the Village Board approval of the contracts as follows: Construction of Project #1: Super Western, Inc. – per their bid, \$6,572,935.05; Construction of Project #2: Stark Pavement Corporation – per their bid, \$4,007,131.75; Inspection and Survey Consultant: raSmith – per their proposal after resource leveling for Inspection and Survey/Construction Staking Services, \$640,350.00; Geotechnical Consultant: Giles Engineering Associates, Inc. – per their proposal after resource leveling for Geotechnical Services, \$37,520.00; Street Lighting: WE-Energies – per staff estimate for street lighting, \$350,000.00. The total cost of these five contracts is \$11,607,936.80. We recommend that a contingency of \$1,160,793.20 (+/- 10% of total cost), be established for a total allocation of \$12,768,730 for these contracts.

Motion carried 4-0.

7. Consideration and possible action on Other Public Works Items:

None

8. Staff Reports, update and issues, and possible action regarding subdivision, developments, and projects:

A. Engineer's Report

Mrs. Neu summarized the Engineer's Report included in the meeting packet.

9. Other discussion for future agenda topics

None

10. Adjournment

A motion by Goetz, seconded by Bartzen to adjourn the meeting at 6:33 p.m.

Motion carried 4-0.

Respectfully submitted,

Kelsey McElroy-Anderson
Assistant Village Administrator

DRAFT

VILLAGE OF SUSSEX						
PUBLIC WORKS COMMITTEE						
BILLS FOR PAYMENT						
3/3/2020						
VENDOR	AMOUNT		%COMPLETED	NOTES		
CEDAR CORPORATION	\$ 305.30	VILLAGE PARK IMPROVEMENTS - PROF. SERV. THRU 1/18/2020	82.00%			
GRAEF	\$ 2,971.75	MAPLE AVENUE RECON - PROF. SERV. THRU 2/1/2020	99.00%			
J.H. HASSINGER, INC.	\$ 16,650.00	WELL 8 WTP - PROF. SERV. 10/19-2/11/2020	110.00%		SPLIT LIAB	
RUEKERT & MIELKE, INC.	\$ 2,487.75	GIS DATA MAINT.-HIDDEN HILLS PROF. SERV. 12/28/2019-1/17/2020	ONGOING	BILL TO DEVELOPER - WESTRIDGE BUILDERS	2020	
SELZER-ORNST CONSTRUCTION CO., LLC	\$ 214,838.00	SUSSEX PARK PAVILLION - PROF. SERV. THRU 1/31/2020	67.00%			
SHORT ELLIOTT HENDRICKSON, INC.	\$ 1,040.12	WELL 8 WTP CA	53.00%			
SIGMA GROUP, INC.	\$ 531.85	SUSSEX PRESERVE - PROF. SERV. THRU 1/31/2020	ONGOING	BILL TO DEVELOPER - SAWELL DEVELOPMENT	2020	
TOTAL	\$ 238,824.77					



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MEMORANDUM

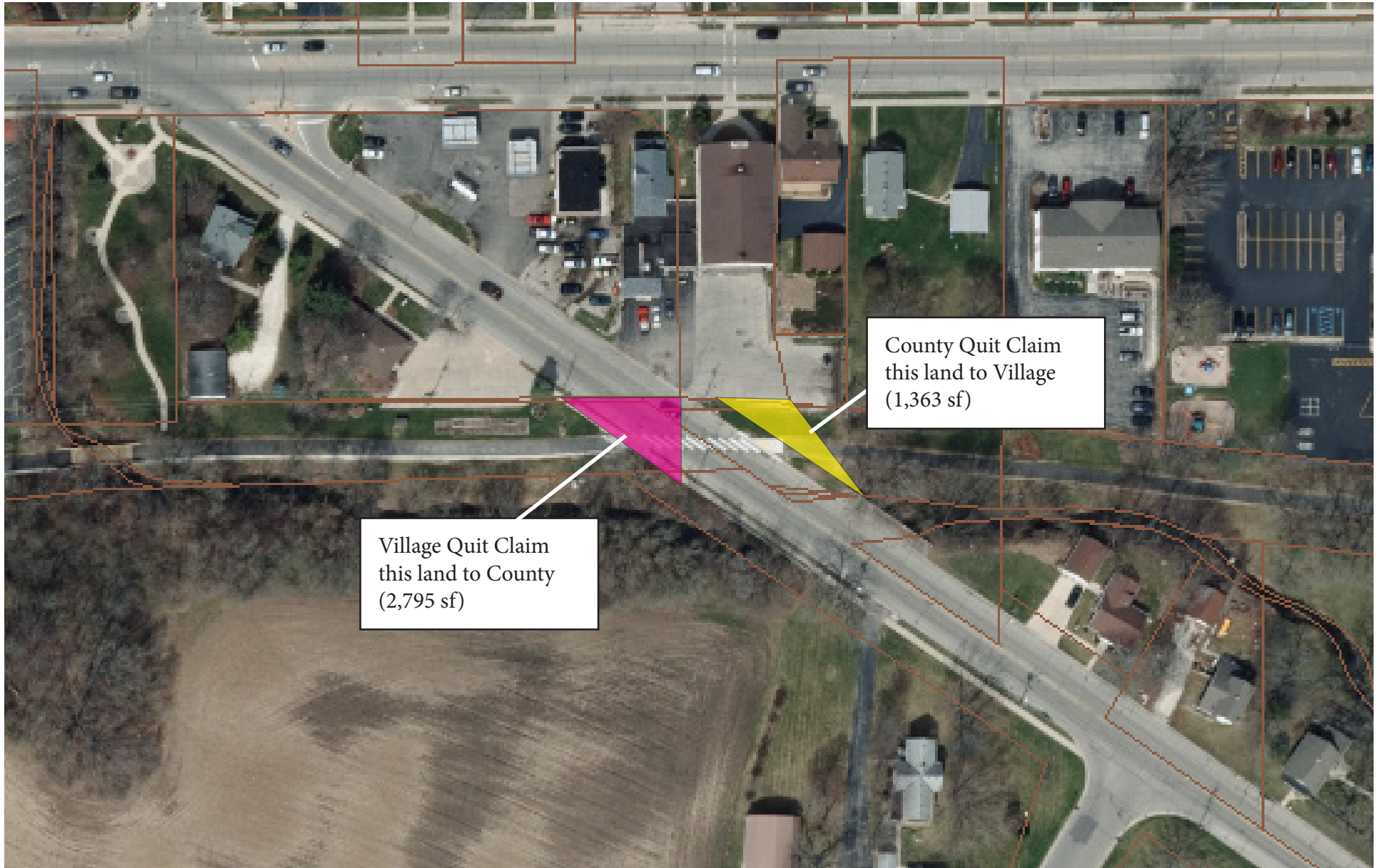
To: Public Works Committee
From: Judith A. Neu, Village Engineer
Date: February 21, 2020
Re: Bugline and Silver Spring Right of Way Deeds

As a final clean up of the right of way adjacent to the Mammoth Lofts building at Silver Spring Drive and Main Street that is currently under construction, staff has been working with Waukesha County to coordinate a right of way swap at the Bugline crossing at Silver Spring Drive.

The County would approve a Quit Claim deed for a small triangle of Bugline Right of Way to the Village to complete the Silver Spring Drive right of way in exchange for the Village approving a Quit Claim deed for a small triangle of Silver Spring right of way outside of the current sidewalk and roadway that would become Bugline right of way.

Staff recommends approval of the concept of the right of way swap and approval of the Quit Claim deed transferring land to the County. Staff further recommends that the approval of the Quit Claim deed be conditioned upon a similar approval from the County Board.

BUG LINE / SILVER SPRING RIGHT-OF-WAY SWAP



State Bar of Wisconsin Form 3-2003
QUIT CLAIM DEED

Document Number

Document Name

THIS DEED, made between _____

 _____ ("Grantor," whether one or more),
 and _____

 _____ ("Grantee," whether one or more).

Grantor quit claims to Grantee the following described real estate, together with the rents, profits, fixtures and other appurtenant interests, in _____
 County, State of Wisconsin ("Property") (if more space is needed, please attach addendum):

Recording Area

Name and Return Address

Parcel Identification Number (PIN)

This _____ homestead property.
 (is) (is not)

Dated _____ .

_____(SEAL) _____(SEAL)
 * _____ *

_____(SEAL) _____(SEAL)
 * _____ *

AUTHENTICATION

Signature(s) _____

 authenticated on _____

ACKNOWLEDGMENT

STATE OF WISCONSIN)
) ss.
 _____ COUNTY)

* _____
TITLE: MEMBER STATE BAR OF WISCONSIN
 (If not, _____
 authorized by Wis. Stat. § 706.06)

Personally came before me on _____,
 the above-named _____

 to me known to be the person(s) who executed the foregoing
 instrument and acknowledged the same.

THIS INSTRUMENT DRAFTED BY:

* _____
 Notary Public, State of Wisconsin
 My Commission (is permanent) (expires: _____)

(Signatures may be authenticated or acknowledged. Both are not necessary.)

NOTE: THIS IS A STANDARD FORM. ANY MODIFICATIONS TO THIS FORM SHOULD BE CLEARLY IDENTIFIED.

QUIT CLAIM DEED

© 2003 STATE BAR OF WISCONSIN

FORM NO. 3-2003

* Type name below signatures.

Exhibit A

Legal Description:

Part of the Northeast $\frac{1}{4}$ of the Northwest $\frac{1}{4}$ of Section 26, Township 8 North, Range 19 East, in the Village of Sussex, Waukesha County, Wisconsin, bounded and described as follows:

Commencing at the Northeast corner of the Northwest $\frac{1}{4}$ of Section 26, Township 8

North, Range 19 East; Thence South $89^{\circ}14'58''$ West along the North line of said

Northwest $\frac{1}{4}$ Section 1070.10 feet to a point; Thence South $00^{\circ}45'02''$ East, 33.00 feet to a point on the South Right of way line of "Main Street" and the Northwest Corner of Certified Survey Map No 11682; Thence North $89^{\circ}14'58''$ East along said South Right of Way line, 311.10 feet to a point; Thence Southeasterly 52.5 feet along the West Right of Way line of "Silver Spring Drive" and the arc of a curve whose center lies to the Southwest, whose radius is 46.50 feet and whose chord bears South $54^{\circ}09'23''$ East, 49.76 feet; Thence South $00^{\circ}45'02''$ East along said West Right of Way line 171.51 feet to a point on the North Right of Way Line of the "Waukesha County Bugline Recreation Trail" and the Southeast corner of the Certified Survey Map No. 11682, and the Point of Beginning of the lands hereinafter described;

Thence South $89^{\circ}24'58''$ West along said North line, 88.55 feet to a point along the North line of said "Waukesha County Bugline Recreation Trail"; Thence South $55^{\circ}09'02''$ East 108.90 feet to a point; Thence North $00^{\circ}45'02''$ West 63.14 feet to the Point of Beginning.

Containing 2,795 square feet, more or less.



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MEMORANDUM

To: Public Works Committee
From: Sam Liebert, Administrative Services Director
Re: HVAC RFP Recommendation
Date: February 7, 2020

On December 13, 2019 the Village went out for a Request for Proposal (RFP) on a new vendor that could provide for our HVAC Preventative Maintenance Services for village facilities. For the past several years, our maintenance contract was with Illingworth-Kilgust Mechanical, based out of Milwaukee. That contract for service ended on December 31, 2019. Illingworth-Kilgust Mechanical also has a separate contract with the Pauline Haas Library, which expires on December 31, 2020.

On January 30, 2020 we had five (5) qualified firms submit proposals for a new three (3) year contract to provide preventative maintenance for the village.

Those companies and their annual proposals were:

- MPC (Martin Peterson Company Inc.) \$26,901
 [Kenosha, WI]
- Butters-Fetting Company, Inc. \$15,600
 [Milwaukee, WI]
- Ideal Mechanical \$6,628 (2020)
 [New Berlin, WI] \$8,378 (2021) *With Library added
 \$8,378 (2022)
- Illingworth-Kilgust Mechanical \$14,329 (2020)
 [Milwaukee, WI] \$18,625 (2021) *With Library added
 \$18,625 (2022)
- Conditioned Air Design, Inc. \$9,660
 [Milwaukee, WI]

After review and references checked, staff recommends awarding the three-year HVAC Preventative Maintenance contract to Ideal Mechanical of New Berlin, WI. They had the only complete proposal submitted and they also came in as the lowest bidder. Staff checked with their references and they all came back positive.

Please see the enclosed spreadsheet for additional information. Staff is available for questions.

RFPS RECEIVED

HVAC Annual Maintenance Contract

Village of Sussex, Wisconsin

Administrative Services Director: Sam Liebert

RFP Date: Thursday, January 30, 2020 at 2:00pm

Bidder	Total Annual Maintenance Cost	Minimum Call Time	Hourly Labor Rate	Proof of Insurance	Addendum Acknowledged
MPC (Martin Peterson Company Inc.)	\$ 26,901.00	2 hours	\$ 115.00	Yes	Yes (No costs given)
Butters-Fetting Company, Inc.	\$ 15,600.00	4 hours	\$ 122.00	Yes	No
Ideal Mechanical	\$6,628.00 (2020), \$8,378.00 (2021), \$8,378.00 (2022)	2 hours	\$ 114.00	Yes	Yes
Illingworth-Kilgust Mechanical	\$14,329.22 (2020), \$18,625.46 (2021), \$18,625.45 (2022)	2 hours	\$135.00 (2020), \$138.00 (2021), \$141.00 (2022)	No	No
Conditioned Air Design, Inc.	\$ 9,660.00	1 hour	\$ 157.50	No	No



HVAC Preventative Maintenance Services

REQUEST FOR PROPOSAL

Dated: December 13, 2019

KEY PROPOSAL DATES	
Site Tour/Pre-Proposal Conference	1:30 p.m. on January 13, 2020
Final Date for Questions	10:00 a.m. on January 27, 2019
Contact Name	Sam Liebert
Contact E-mail	sliebert@villagesussex.org
Contact Fax	262-246-5222
Submission of Proposals	2:00 p.m. on January 30, 2020

PURPOSE

The Village of Sussex seeks qualified HVAC Preventative Maintenance services to allow efficient and effective use of Village facilities and equipment. The Services will run from March 1, 2020 through December 31, 2022.

1. SUBMISSION AND TOUR INFORMATION:

A. PROPOSAL DEADLINE- Sealed proposals for furnishing services in the RFP are to be presented at the Sussex Civic Center, N64W23760 Main Street no later than 2:00 p.m. on January 30, 2020.

ALL PROPOSALS RECEIVED AFTER THE DATE AND TIME SPECIFIED ARE SUBJECT TO POSSIBLE REJECTION

B. PROPOSAL OPENING- Proposals will be opened immediately following the proposal deadline.

C. PROPOSAL RETAINAGE- All proposals received in response to this request will become the property of the Village and will not be returned to the respondents.

D. FACILITY TOUR A Facility Tour will be held starting at the **Pauline Haass Public Library** (N64 W23820 Main Street), on **January 13, 2020 at 1:30 p.m. CST**. All interested vendors are encouraged to attend as this will be the only time that the facilities are available for inspection.

2. PROPOSAL STANDARDS

A. CLARIFICATIONS - If additional information is needed to interpret the specifications/requirements, written questions must be received no later than the time/date and addressed to the person noted on the cover page.

No information provided verbally, or by any other personnel, will be considered binding. All respondents should use this written document and its attachments as the sole basis for proposal at this time. The issuance of a written amendment is the only official method whereby interpretation, clarification or other additional information can be given.

Final questions concerning this RFP must be submitted in writing no later than 10:00 a.m. on January 27, 2020 to Sam Liebert by fax to 262-246-5222 or e-mail to sliebert@villagesussex.org.

B. CONTENTS OF PROPOSAL - All attachments, additional pages, addenda or explanations supplied by the vendor with this proposal will be considered as part of the proposal response.

C. NONCONFORMING TERMS & CONDITIONS - A response that includes contractual terms and conditions that do not conform to the contractual terms and conditions in the RFP document is subject to rejection as nonresponsive. The Village of Sussex reserves the right to permit the respondent to withdraw nonconforming terms and conditions from its response or negotiate changes to the contractual requirements prior to making a determination of responsiveness.

D. ALTERNATE PROPOSALS - An alternate proposal is viewed by the Village as a proposal describing an approach to accomplishing the requirements, which differs from the approach set forth in the solicitation. An alternate proposal may also be a second proposal submitted by the same respondent, which differs in some degree from its prime proposal. The Village may consider or reject any or all alternate proposals submitted.

E. RESERVATIONS - This RFP does not commit the Village to award a contract, to pay any costs incurred in the preparation of a response to this request or to procure or contract for services or supplies. The Village reserves the right to accept or reject any or all proposals received as a result of this request, to waive any or all irregularities or non-compliances in the procedure, to negotiate with any person or entity, or to cancel in part or in its entirety, this RFP, if the Village Board finds that it is in the best interest of the Village of Sussex to do so.

F. NON-INTEREST OF VILLAGE EMPLOYEES AND OFFICIALS - No official or employee evaluating the proposals shall have any financial interest, either direct or indirect, in the proposal or contract. No official or employee evaluating the proposals shall exercise any undue influence in the awarding of the proposal or contract.

G. AMENDMENT OF PROPOSALS -

By Village: Requests for Proposals may be amended by the Village of Sussex in response to need for further clarification, specifications and/or requirements changes, new opening date, etc. Amendments will be posted to the Village of Sussex's website, at www.villagesussex.org

It is the responsibility of prospective vendors to check this website for any future amendments, questions, revisions, etc., prior to the opening date and return with the response. All amendments must be acknowledged on the signature page. Failure to do so may result in your response being rejected.

By Vendor: Proposals may only be amended after receipt by the Village of Sussex by submitting a later dated proposal that specifically states that it is amending an earlier proposal. No proposal may be amended after the opening date unless requested by the Village of Sussex.

H. WITHDRAWAL OF PROPOSALS - Proposals may be withdrawn only in total, and only by a written request to the Village of Sussex prior to the time and date scheduled for opening of proposals.

I. OTHER CONSIDERATIONS - Factors which include, but are not limited to, quantity involved, time of completion, purpose for which required, competency and financial capacity of vendor, ability to render satisfactory service and past performance will be considered in determining status as a responsible vendor. The Village of Sussex reserves the right to request additional information as may reasonably be required to make this determination and to further investigate the qualifications of the respondent as deemed appropriate.

J. FORMAT OF PROPOSAL RESPONSE- Please utilize the proposal response form "Attachment A" for submitting your proposal for these services and sign the document including acknowledging any amendments to the RFP, if there are any.

K. ELIGIBILITY REQUIREMENTS- A responsive firm will meet or exceed the following criteria:

- a) Have been in business for a period of not less than seven years.
- b) Have 24 hour, 365 day coverage for emergency needs and a capability of responding within 2 hours for the same.
- c) Have been responsible for preventative maintenance of HVAC equipment in a similar fashion as the scope of services for at least ten (10) other clients for periods of three (3) or more years.

3. CONTRACTUAL REQUIREMENTS

A. INDEPENDENT CONTRACTOR STATUS - The Contractor agrees that it is an independent Contractor with respect to the services provided pursuant to this contract. Nothing in this contract shall be considered to create the relationship of employer and employee between the parties.

B. WAIVER - One or more waivers by any party of any term of the contract will not be construed as a waiver of a subsequent breach of the same or any other term. The consent or approval given by any party with respect to any act by the other party requiring such consent or approval shall not be deemed to waive the need for further consent or approval of any subsequent similar act by such party.

C. CONTRACT - The successful respondent will be required to enter into a formal contract with the Village in a form substantially the same as Attachment "B".

4. SCOPE OF SERVICE

PLEASE SEE THE MODEL CONTRACT "ATTACHMENT "B" FOR SCOPE OF WORK

ATTACHMENT "A"
PROPOSAL RESPONSE FORM

HEATING, VENTILATION, & AIR CONDITIONING (HVAC) PREVENTIVE MAINTENANCE (PM) FOR THE VILLAGE OF SUSSEX, WI.

PROPOSAL AMOUNT:

TO: Administrative Services Director
 Village of Sussex
 N64 W23760 Main Street
 Sussex, WI 53089

The undersigned, having the authority to bind the firm with respect to submitting this proposal and if selected by the Village entering into a contract under the terms in the RFP and further having familiarized themselves with the local conditions affecting the cost of work, and with the model contract of the RFP, hereby proposes to perform everything required to be performed and to provide and furnish all of the labor, materials, necessary tools, expendable equipment, and all utility and transportation services necessary to perform and complete, in a workman like manner, all of the work required for this service, all in accordance with the contract documents previously referred to, including any addenda issued thereto, for the following sums:

	BUILDING:	ACTIVITY:	ANNUAL COST:
1.	Waste Water Treatment	PM Inspection per list	<u>\$1815.00 per year</u>
	A. RTU1, 2, and 3	2X per year	
	B. MUA 1, 2, and 3	2X per year	
	C. Unit Heaters 1 thru 7	1X per year	
2.	Public Works	PM Inspection per list	<u>\$725.00 per year</u>
	A. Office RTU – 1	2X per year	
	B. Shop MUA-1	1X per year	
	C. Unit Heaters 1 thru 6	1X per year	
	D. Infra-red heaters 1 and 2	1X per year	
3.	Civic Center	PM Inspection per list	<u>\$947.00 per year</u>
	A. Roof Top Unit 1 (RTU1)	2X per year	
	B. Roof Top Unit 2 (RTU2)	2X per year	
	C. Air Handling Unit 1 (AHU1)	2X per year	
	D. Return Fan Unit 1 (RTF1)	2X per year	
	E. A/C Condensing Unit 1 (CCU1)	2X per year	
	F. Unit Heater South Vestibule (UH1)	1X per year	
	G. Unit Heater South Vestibule (UH2)	1X per year	
	H. Split Ductless A/C (SC1)	1X per year	
	(SC2)	1X per year	

	(SC3)	1X per year	
	I. Split Ductless A/C	1X per year	
	(SC4.5.6)		
4.	Fire Department	PM Inspection per list	<u>\$947.00 Per Year</u>
	A. Rooftop units 1-2-and 3	2X per year	
	B. Makeup air unit #1	1X per year	
	C. Office Furnace/Cond Unit	2X per year	
	D. Unit heaters 1 thru 4	1X per year	
5.	Safety Building	PM Inspection per list	<u>\$484.00 Per Year</u>
	A. Rooftop units 1-2-and 3	2X per year	
	B. Split System	2X per year	
6.	Village Park- (2-Bldgs)	PM Inspection per list	<u>\$450.00 Per Year</u>
	A. Lions Bldg F-1 and CU-1	1X per year	
	B. Concession Stand, * Walk In cooler equipment, and Furn *F-1, F-2, and CU-1	1X per year	
7.	Well House #4	PM Inspection per list	<u>\$175.00 Per Year</u>
	A. Gas heaters	1X per year	
8.	Well House #5	PM Inspection per list	<u>\$475.00 Per Year</u>
	A. Office Rooftop unit	2X per year	
	B. Unit Heaters 1 thru 5	1X per year	
9.	Well House #8	PM Inspection per list	<u>\$175.00 Per Year</u>
	A. Gas heaters	1X per year	
10.	Booster Station	PM Inspection per list	<u>\$175.00 Per Year</u>
	A. Gas heaters	1X per year	
11.	Armory Park	PM Inspection per list	<u>\$260.00 Per Year</u>
	A. Unit heaters 1 & 2	1X per year	
12.	Library	PM Inspection per list	<u>\$1,750.00 Per Year</u>
	<u>(Contract would start January 1, 2021)</u>		
	A. Hot Water Heating Sys	2X per year	
	B. Air Handlers 1,2 & 3	2X per year	
	C. A/C Cond Units 1,2 & 3	1X per year	
	D. Pneumatic Control Sys	1X per year	
	E. Humidifier	1X per year	

TOTAL:

\$6,628.00 Year 2020
\$8,378.00 Year 2021
\$8,378.00 Year 2022

MISCELLANEOUS:

Emergency Service Hourly Labor Rate:

Normal Contract Hourly Rate \$114.00 Per hour.
~~\$158.00 per Hour~~ Overtime \$170.00 Double time

Minimum Call-in Time: 2 Hours

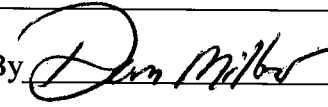
Materials Handling Charge: \$0.00

CONTRACTOR NAME & SIGNATURE:

Contractor Name: Ideal Mechanical Phone: 414-358-2505

Authorized Signature:  Printed John M Cass

Address: 5477 S Westridge Court New Berlin WI 53151 E-mail: john.cass@pieperpower.com

Attest/Witness: By  Title: PROTECT MGR

On separate sheet(s) in no more than three pages please provide relevant references and data to confirm the eligibility of the vendor with respect to the RFP and any other information to describe the capability and expertise of the vendor to complete this work.

Customer Name	Start Date	Job #	Expiration Date	#		
A ANTHONY CORPOARTION (OAK CREEK)	1/1/19	579706	12/31/19	4		
A ANTHONY CORPOARTION (WAUWATOSA)	1/1/19	579705	12/31/19	4		
A ANTHONY CORPORATION (GLENDALE)	1/1/19	576648	12/31/19	4		
A ANTHONY CORPORATION (WEST ALLIS)	1/1/19	579703	12/31/19	4		
SCI HYATT AIRPORT	1/1/15	578307	12/31/19	2		
SCI HYATT WEST	1/1/15	576946	12/31/19	2		
MEQUON NATURE PRESERVE	2/1/19	583661	01/31/20	2		
OAKVIEW INDUSTRIAL	2/1/19	581321	01/31/20	4		
UPS (RIDGEVIEW PARKWAY) 3 of 3 YEAR	2/1/19	586294	01/31/20	2		
UPS (S. 10TH STREET) 3 of 3 YEAR	2/1/19	585284	01/31/20	2		
COMFORCARE HOME CARE	3/1/19	597291	02/29/20	2		
HAMACHER RESOURCE GROUP	3/1/19	586440	02/29/20	2		
KENOSHA HISTORY CENTER	3/1/19	587288	02/29/20	2		
KNUEPPEL HEALTH CARE	3/1/19	597952	02/29/20	2		
PAYNE & DOLAN OF WISC (ZENITH TECH)	3/1/19	586636	02/29/20	2		
RACINE VISITOR'S CENTER	3/1/19	584828	02/29/20	2		
SCHLOSSMANN (HONDA CITY)	3/1/19	588147	02/29/20	2		
ANDERSON PACKAGING / SEAL		596083	03/21/20	2		
BOULDER VENTURE LLC	4/20/19	587068	03/31/20	2		
SMALL WORLD CHILDREN'S DENTIST	4/1/19	585618	03/31/20	2		
BSA - THREE HARBORS COUNCIL	5/1/19	572408	04/30/20	4		
KSG PROPERTY MANAGEMENT	5/1/19	589100	04/30/20	2		
PARK BANK	5/1/19	586304	04/30/20	4		
PARKLAWN ASSEMBLY OF GOD	5/1/19	589984	04/30/20	2		
ROAD RUNNER TRANSPORT	5/1/19	587286	04/30/20	4		
ROTORK PROCESS CONTROLS	5/1/19	592580	04/30/20	4		
TEKRA	5/1/19	587032	04/30/20	4		
FAMILY SHARING	6/1/19	592576	05/31/20	2		
FedEx (MENOMONEE FALLS) GROUND	6/1/19	591115	05/31/20	4		
MG SCIENTIFIC	6/1/19	591507	05/31/20	2		
PAIELLI'S BAKERY - 6040	6/1/19	586446	05/31/20	2		
STANDARD ELECTRIC	6/1/19	591023	05/31/20	2		
WM K WALTHERS, INC.	6/1/19	582295	05/31/20	2		
CANADIAN RAILROAD (HONEY CREEK)	7/1/19	595504	06/30/20	2		
CANADIAN RAILROAD (TREVOR)	7/1/19	595504	06/30/20	2		
CANADIAN RAILROAD (LOMIRA)	7/1/19	595504	06/30/20	2		

CANADIAN RAILROAD (SLINGER)	7/1/19	595504	06/30/20	2		
CANADIAN RAILROAD (WAUKESHA)	7/1/19	595504	06/30/20	2		
OGDEN - EMERALD WOODS	7/1/18	606630	06/30/20	2		
BRIGHT HORIZONS (WATERTOWN PLANK)	8/26/19	600152	07/31/20	12		
CAMP BOW WOW (WAUKESHA)	8/1/19	597830	07/31/20	12		
DJS GOAL POST	7/22/18	599717	07/31/20	4		
TRINITY LUTHERAN CHURCH (MKE)	7/23/18	599710	07/31/20	2		
ALPHA SOURCE	9/1/19	602699	08/30/20	2		
JJGF REAL ESTATE 1, LLC (HARTWELL APTS)		602200	08/30/20	1		
PEGASUS PROPERTIES (OPTOTECH)	9/1/19	600699	08/30/20	2		
SCHLOSSMANN (SUBARU CITY)	7/17/18	602620	08/30/20	2		
BELOIT LIBRARY	9/1/18	603074	08/31/20	2		
CUMMINS INC.	2/15/18	602623	08/31/20	4		
MESSIAH LUTHERAN CHURCH	9/1/18	602501	08/31/20	2		
SILVER STAR	10/1/18	599824	08/31/20	2		
AMSTON SUPPLY	1/1/19	610036	09/30/20	2		
CSC (AVGERIS & ASSOC.)	10/1/18	606576	09/30/20	4		
GIRL SCOUTS OF WISCONSIN	10/1/18	603670	09/30/20	4		
HSRE MARQ, LLC.	10/1/19	604046	09/30/20	2		
ISAACS FAMILY LP		604322	09/30/20	2		
JM INVESTMENTS	10/1/18	603405	09/30/20	2		
KBH HOLDINGS	10/1/18	602698	09/30/20	2		
KERBER SMILES (CHILDREN'S DENTAL KEN.)	10/1/18	613199	09/30/20	2		
MILW. ACAD. OF SCIENCE	10/1/18	601385	09/30/20	4		
PACKAGING CORP of AMERICA	10/1/18	605641	09/30/20	2		
PAYNE & DOLAN OF WISC (ASPHALT PLANT)		604182	09/30/20	4		
PUNCH BOWL MILWAUKEE		603811	09/30/20	4		
RUNNING REBELS (Fall Only Maint.)	5/1/19	604317	09/30/20	1		
SENDIK'S FOOD (HOME OFFICE)		604053	09/30/20	2		
AIR 1 EQUIPMENT	11/1/19	607801	10/31/20	2		
CARDINAL HEALTH (WEST ALLIS)		611521	10/31/20	4		
COGMATIC MACHINES	11/1/18	602706	10/31/20	2		
COUSINS SUBS (Layton Location)	11/1/18	603623	10/31/20	2		
COUSINS SUBS (Menomonee Falls Location)	11/1/18	603623	10/31/20	2		
COUSINS SUBS (Miller Park Location)	11/1/18	603623	10/31/20	2		
ST. ANTHONY'S CONGREGATION	10/7/13	607529	10/31/20	2		

WATERFRONT CONDOS (HUNT MANAG)	12/1/18	614225	11/30/20	2		
LITURGICAL PUBLICATIONS	7/9/05	610213	11/30/20	4		
SPECTRUM INVESTMENT ADV.	12/1/18	607918	11/30/20	4		
GREENFIELD PUBLIC LIBRARY	1/1/19	614555	12/31/20	4		
DASH MEDICAL GLOVES	1/1/19	614483	12/31/20	2		
ROSENTHAL - HADLEY	1/1/19	614507	12/31/20	2		
ROSENTHAL-MYRTLE DAVIS	1/1/19	614509	12/31/20	1		
ROSENTHAL-WALTER RILEY APTS	1/1/19	614511	12/31/20	1		
AH&S REALITY (fka) MMRE -WM Rec. Americ.		612366	12/31/20	4		
CYCLE BAR	1/1/19	610824	12/31/20	4		
FedEx (CUDAHY)	1/1/19	611220	12/31/20	2		
GUND COMPANY	1/1/19	612558	12/31/20	4		
LAD LAKE (ST. ROSE)	12/2/19	610403	12/31/20	2		
LAD LAKE (SYNERGY SOUTH)	12/2/19	610407	12/31/20	3		
MAJESTIC LOFT APTS / WI MGNT CO.	12/21/19	612910	12/31/20	2		
PAUL BRADIN	1/1/19	612928	12/31/20	2		
PRO TAN	1/1/19	612877	12/31/20	2		
SCI MONTEREY (YR 3of3)	1/1/15	612075	12/31/20	2		
SCI NORTHPOINT/OLD NAT. BANK (2020)	1/1/19	603320	12/31/20	2		
STEELWIND INDUSTRIES	1/1/19	612560	12/31/20	4		
AUTOMATED WIRE PRODUCTS	2/1/19	614031	01/31/21	2		
SERAFINO SQUARE	2/1/19	613986	01/31/21	2		
SUNRISE APARTMENTS		613813	03/01/21	4		
CAMP BOW WOW (OAK CREEK)	12/10/19	611151	12/31/21	2		

Ideal Mechanical is Owned by Pieper Power in business since 1947. We have a \$250,000,000 Combined Gross Revenue and

<http://pieperpower.com/>

<http://idealmechanicalwi.com/about-us/>

ATTACHMENT "B"
AGREEMENT
FOR
HEATING, VENTILATION, & AIR CONDITIONING ("HVAC")
PREVENTATIVE MAINTENANCE CONTRACT
FOR
THE VILLAGE OF SUSSEX

AGREEMENT effective March 1, 2020 between the Village of Sussex, a Wisconsin Municipality (the "Village"), and Ideal Mechanical, a Mechanical ("Contractor").

RECITALS

WHEREAS, the Village is the owner of the twelve (12) buildings having Heating, Ventilating, and Air Conditioning ("HVAC") equipment identified in the attached Exhibit D, which is hereby incorporated by reference; and

WHEREAS, the Village desires to obtain services of a qualified contractor to perform periodic preventative maintenance ("PM") and repairs on such HVAC equipment (the "work"); and

WHEREAS, the Contractor has made a proposal in writing to the Village to furnish materials, equipment, labor and everything necessary for the completion of the work herein mentioned for the Village, at the price and within the time hereinafter mentioned, and in accordance with Contractor's proposal therefore, a copy of which is attached hereto as Exhibit "A", in response to a request for proposals by the Village, a copy of which is attached hereto as Exhibit "B"; and

WHEREAS, Contractor represents and warrants that it is sufficiently experienced and competent, and has the necessary capital, facilities, organization, and staff, to provide, perform and complete the Work in full compliance with, and as required by or pursuant to, this Agreement; and

WHEREAS, Contractor further represents and warrants that it is financially solvent, and has the financial resources necessary to provide, perform and complete the work on the Village's HVAC systems in full compliance with, and as required by this Agreement; and

WHEREAS, Contractor represents and warrants that it is ready, willing, able and prepared to begin the work on the effective date set forth above;

WHEREAS, the Village has awarded the work to the Contractor in accordance with said request for proposals;

NOW, THEREFORE, in consideration of the mutual promises set forth in this Agreement, and other good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged, the undersigned parties hereby agree as follows:

I. Incorporation of Recitals and Documents.

- A. The above-stated recitals are hereby incorporated by reference and made a part of this Agreement as if fully restated herein.
- B. The following documents are hereby incorporated by reference and made a part of this Agreement:
 - 1. Request for Proposal;
 - 2. Bid Proposal;
 - 3. Certificate of Insurance, as depicted as "Exhibit C"

II. Term.

The Agreement will begin on the effective date set forth above and continue until December, 31 2022 unless terminated by either party upon 30 days' written notice.

III. Preventative Maintenance ("PM") and Repairs.

Contractor shall provide a complete PM service call on the HVAC systems serving each of the twelve (12) buildings listed on the attached Exhibit D. Said service shall all inspections, maintenance, and repairs performed pursuant to this contract will be required to be handled by a fully trained and qualified technician familiar with all HVAC unit types.

- A. PM service calls by Contractor shall be performed two (2) times per calendar year during the Term of this Agreement in the following months: April (spring), and October (fall).
- B. Contractor shall inspect each HVAC unit listed on the individual building HVAC checklists attached hereto and incorporated by reference in Exhibit D two (2) times per calendar year provided, however that Heating (Fall) and Cooling (Spring) related units designated on an individual building's checklist shall be inspected by Contractor one (1) times per calendar year during the months falling within the designated (i.e. Heating/Cooling) season.
- C. For each PM service call, Contractor shall complete and submit a "HVAC PM Procedures Form" to Village for each of the ten buildings listed in Exhibit D. Contractor shall also prepare an "Inspection Report" (attached hereto and incorporated by reference as Exhibit E) whenever Contractor detects a problem requiring either repairs or additional work outside of the scheduled PM service call.
- D. After each PM service call is completed, Contractor shall attach a copy of each individual unit's "Inspection Report" form (if one is required under this Agreement) to the applicable HVAC PM Procedures form and submit:
 - 1. One master copy of the HVAC PM Procedures form for all 12 building checklists and any necessary Inspection Report forms to the Administrative Services Director.

IV. Payments.

For all work performed by Contractor under this Agreement, the Village shall pay Contractor as follows, subject to any additions, deductions, or withholdings provided for in this Agreement:

- A. PM Inspections. The Village shall pay Contractor for performance of PM Inspections and scheduled maintenance under this Agreement per the Bid proposal attached as Exhibit A:

- B. Additional Repairs.** The Village shall pay Contractor for performance of unscheduled repairs to HVAC equipment under this Agreement as follows:
1. Contractor must receive written approval from the Administrative Services Director to proceed with unscheduled repairs
 2. Contractor shall provide an Hourly Rate for unscheduled repairs and service calls.
 3. Unscheduled repair projects will be completed on a Time and Material basis with rates as described in the Bid Proposal attached as Exhibit A.

C. Parts and Equipment:

1. The Village will provide belts for any of the HVAC units being inspected/maintained under this Agreement.
2. Contractor's technician may obtain any needed belt by contacting the Administrative Services Director.
3. No added fee may be charged by Contractor for routine maintenance activities, such as replacing belts in conjunction with PM inspections.
4. All other required parts shall be purchased and installed by Contractor and the Village billed for the parts at a rate not to exceed cost plus 10% and the labor costs at the rates set forth in this Agreement.
5. The Village will handle air filter replacement through their own forces.

D. Tax Exempt.

Contractor acknowledges that the Village is exempt from, and shall not be responsible to pay, or reimburse Contractor for, any state or local sales taxes.

E. Payment Requests.

Contractor shall submit written invoices to the Village detailing work and materials provided. Such invoices shall be payable by the Village within 45 days of their submission unless the Village provides written notice to Contractor objecting to any amount. In the event of objection by the Village, the Village shall pay all other amounts not objected to when due.

V. Insurance:

A. Contractor shall provide the Village with a certificate of insurance naming the Village as additional insured and providing that the Village will receive not less than 30 days' notice of any change, lapse, or expiration of the policy(s) required herein.

B. All insurance policies shall be issued from insurance companies holding at least an "A": or better rating. All policies shall include a Breach of Warranty clause with the Village and comply with the following throughout the Term of this Agreement:

1. Worker's Compensation and Employer's Liability with limits not less than:
 - (a) Worker's Compensation: Statutory
 - (b) Employer's Liability: \$1,000,000 per injury-per occurrence.Such insurance shall evidence that coverage applies in the State of Wisconsin.

2. Comprehensive Motor Vehicle Liability with limits for vehicles owned, non-owned or rented not less than:

- (a) Bodily Injury:
 - \$1,000,000 per person
 - \$2,000,000 per occurrence
 - (b) Property Damage:
 - \$500,000 per person
 - \$1,000,000 aggregate
- All employees shall be included as insured's.

3. Comprehensive General Liability with coverage written on an "occurrence" basis with limits not less than:

- (a) General Aggregate: \$2,000,000
- (b) Bodily Injury:
 - \$1,000,000 per person
 - \$1,000,000 per occurrence
- (c) Property Damage:
 - \$1,000,000 per occurrence, and
 - \$1,000,000 aggregate

Coverage shall include:

- Premises/Operations
- Independent Contractors
- Personal Injury (with Employment Exclusion deleted)
- Broad Form Property Damage Endorsement
- Blanket Contractual Liability (must expressly cover the indemnity provisions of this Agreement)

C. Umbrella Policy. The required coverage limits may be in any combination of primary, excess, and umbrella policies. Any excess or umbrella policy must provide excess coverage over underlying insurance on a following-form basis such that then any loss covered by the primary policy exceeds the limits under the primary policy, the excess or umbrella policy becomes effective to cover such loss. This policy should apply to the Commercial General Liability and Motor Vehicle Coverage. Minimum amount \$5,000,000 in combination.

D. Deductible. Each policy shall have a deductible or self-insured retention of not more than \$500.

VI. DEDUCTIONS

A. Village's Right to Withhold. Notwithstanding any other provision of this Agreement, and without prejudice to any of the Village's other rights or remedies at law or in equity, the Village shall have the right at any time or times to deduct and withhold from any payment that may be or become otherwise due under this Agreement such amount as may reasonably appear necessary to compensate the Village for any actual or prospective loss due to: (1) Work that is defective, damaged, flawed, unsuitable, nonconforming, or incomplete; (2) damage for which Contractor is liable; (3) State or local sales, uses, or excise taxes from which the Village is exempt; (4) Liens or claims of Lien regardless of merit; (5) claims of subcontractors, suppliers, or other persons regardless of merit; (6) inability of Contractor to complete any work; (7) failure of Contractor to properly complete or document any request for payment; (8) any other failure of Contractor to perform any of its obligations under this Agreement; or (9) the

cost to the Village, including attorney's fees and administrative costs, of correcting any of the aforesaid matters or exercising any one or more of the Village's remedies.

- B. Use of Withheld Funds.** The Village shall be entitled to retain any and all amounts withheld pursuant to Subsection A above until Contractor shall have either performed the obligations in question or furnished security for such performance satisfactory to the Village. The Village shall be entitled to apply any money withheld or any other money due Contractor under this Agreement to reimburse itself for any and all costs, expenses, losses, damages, liabilities, suits, judgments, awards, attorneys' fees and administrative expenses incurred, suffered, or sustained by the Village and chargeable to Contractor under this Agreement.

VII. INDEMNITY

Contractor shall indemnify, keep and save harmless the Village, its agents, officials, employees, and all other persons or entities that are or might otherwise be liable, against all injuries, deaths, loss, damages, claims, patent claims, suits, liabilities, judgments, costs and expenses (including but not limited to attorneys' fees), that may accrue against the Village whenever it shall be alleged or determined that the act was caused through negligence arising out of or related to any acts or omissions of the Contractor or Contractor's employees or subcontractors. If any judgment shall be rendered against the Village in any such action, the Contractor shall, at Contractor's own expense, immediately satisfy and discharge the same. Contractor expressly understands and agrees that any Insurance required by this Agreement, or otherwise provided by Contractor, shall in no way limit the responsibility to indemnify, keep, and save the Village harmless as herein provided.

VIII. ASSIGNMENT BY CONTRACTOR

Contractor shall not assign this Agreement or any part thereof, or an interest thereof, nor sublet said work or any part thereof, without the prior written consent of the Village.

IX. NON-DISCRIMINATION

In connection with the performance of work under this Agreement, the Contractor agrees not to discriminate against any employee or applicant for employment because of age, race, religion, color, handicap, sex, physical condition, developmental disability as defined in Wis. Stat. § 51.01(5), sexual orientation or national origin. This provision shall include, but not be limited to, the following: employment, upgrading, demotion, or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and election for training, including apprenticeship. The Contractor further agrees to take affirmative action to ensure equal employment opportunities. The Contractor agrees to post in conspicuous places, available for employees and applicants for employment, notices to be provided by the contracting officer setting forth the provisions of the nondiscrimination clause - Wisconsin Statutes § 16.765(2)(a).

X. OBLIGATION OF THE CONTRACTOR

Prior to the Village making any payment under this Agreement, and on an annual basis during the term of this Agreement, Contractor shall file an Affidavit of Compliance with the minimum wage requirements under Wis. Stat. § 66.293.

XI. MISCELLANEOUS PROVISIONS

A. Amendments.

The Village Board and Contractor, by mutual consent, may amend this Agreement at any meeting of the Village Board of the Village of Sussex.

B. Survival.

All agreements, representations, or warranties made herein shall survive the execution of this Agreement and performance of this Agreement. This Agreement shall be binding upon the parties their respective heirs, personal representatives, executors, or successors and assigns.

C. Counterparts.

This Agreement may be executed in one or more counterparts, each of which shall be deemed an original but all of which together shall constitute one and the same instrument.

D. Entire Agreement.

This Agreement constitutes the entire understanding and agreement between the parties and supersedes all previous Agreements with respect to the matters referred to herein.

CONTRACTOR

BY: _____

State of Wisconsin }
} ss.
County of Waukesha }

Personally came before me this ____ day of _____ 2014, the above named _____, as _____ of _____ who executed the foregoing instrument by its authority and on its behalf and acknowledged the same.

Notary Public, State of Wisconsin
My Commission: _____

VILLAGE OF SUSSEX

BY: _____
Greg Goetz, Village President

(VILLAGE SEAL)

ATTEST: _____
Samuel E. Liebert,
Administrative Services Director

Exhibit A

Contractor's Bid Proposal



A DIVISION OF PIEPER ELECTRIC, INC.
 PLUMBING – HEATING – AIR CONDITIONING – TEMPERATURE CONTROLS – BUILDING AUTOMATION

SERVICE PERFORMANCE AGREEMENT
FOR BUILDING ENVIRONMENTAL SYSTEMS

Proposal Date	Proposal Number
1.30.2020	NEW

BY AND BETWEEN:

Ideal Mechanical
 Division of Pieper Electric, Inc.
 5477 South Westridge Court
 New Berlin, Wisconsin 53151

Hereinafter CONTRACTOR

Sussex Civic Center,
 N64W23760 Main Street
 Attn: Sam Liebert
 Sussex, WI

Hereinafter CUSTOMER

SERVICES WILL BE PROVIDED AT: Various locations – See attached

Ideal Mechanical will provide the services described in the Service Performance Agreement program and schedules which are attached hereto and made a part of this Agreement, in accordance with the terms and conditions set forth in this document.

The ANNUAL AGREEMENT price is \$6,628.00 in 2020 - \$8378.00 in 2021 - \$8378.00 in 2022, payable in advance beginning on the effective date of March 1, 2020.

Our preferred hourly rate for additional work is extended to all Service Performance Agreement customers and is subject to change only once per year. This proposal is the proprietary property of Ideal Mechanical and is provided for Customer's use only. Ideal Mechanical guarantees the price stated in this Agreement for thirty (30) days from proposal date above. This proposal will become a binding Agreement only after acceptance by Customer and approval by the Branch Manager of Ideal Mechanical as evidenced by their signatures below. This Agreement sets forth all of the terms and conditions binding upon the parties hereto; and no person has authority to make any claim, representation, promise or condition on behalf of Ideal Mechanical which is not expressed herein. The initial term of this agreement is **12 months** and this Agreement shall continue in effect from year to year thereafter unless either party gives written notice to the other of intention not to renew thirty (30) days prior to the anniversary date.

Offered by Ideal Mechanical

Approved for Ideal Mechanical
 Signature: _____
 Name/Title: _____
 Date: _____

Approved for Customer

 Signature (Authorized Representative)
(Print/Type)
 Name: _____
 Title: _____
 Date: _____

Proprietary and Confidential

SERVICE PERFORMANCE AGREEMENT

Our SERVICE PERFORMANCE AGREEMENT is designed to provide the Customer with an ongoing, comprehensive maintenance program. The Service Performance Agreement will be initiated, scheduled, administered, monitored and updated by Ideal Mechanical. The Customer is informed of the program's progress and results on a continuing basis via a detailed Service Report, presented after each service call for Customer's review, approval signature and record.

Agreement includes the following services:

IDEAL MECHANICAL WILL PROVIDE THE FOLLOWING PROFESSIONAL MAINTENANCE SERVICES FOR THE BUILDING ENVIRONMENTAL MECHANICAL SYSTEM(S) COMPRISED OF THE EQUIPMENT LISTED ON THE INVENTORY OF EQUIPMENT:

TEST AND INSPECT: Job labor, travel labor expenses required to visually **INSPECT** and **TEST** equipment to determine its operating condition and efficiency. Typical activities include:

TESTING for excessive vibration; motor winding resistance; refrigerant charge; fan RPM; refrigerant oil (acid); water condition; safety controls; combustion and draft; crankcase heaters; control system (s), etc.

INSPECTING for worn, failed or doubtful parts, mountings; drive couplings; oil level; rotation; soot; flame composition and shape; pilot and igniter; steam, water, oil and/or refrigerant leaks, etc.

PREVENTIVE MAINTENANCE: Job labor, travel labor and travel expenses required to clean, align, calibrate, tighten, adjust and lubricate equipment. These activities are intended to extend equipment life and assure proper operating condition and efficiency. Typical activities include:

- **CLEANING** coil surfaces; fan impellers and blades; electrical contacts; burner orifices, passages and nozzles; pilot and igniter, etc.
- **ALIGNING** belt drives; drive coupling; air fins, etc.
- **CALIBRATING** safety controls; temperature and pressure controls, etc.
- **TIGHTENING** electrical connections; mounting bolts, pipe clamps, refrigerant piping fittings; damper sections, etc.
- **ADJUSTING** belt tension; super heat; fan RPM; burner fuel/air ratios; gas pressure; set point of controls and limits; compressor cylinder unloaders; damper close-off; sump floats, etc.
- **LUBRICATING** motors, fan and damper bearings; valve stems; damper linkages; fan vane linkages, etc.
- **ANALYSIS** of compressor oil, flue gas, etc.

ADDITIONAL SERVICES/PROVISIONS

IN ADDITION TO THE SERVICES AND PROVISIONS OUTLINED ON THE PRECEDING PAGES, THESE ADDITIONAL SERVICES/PROVISIONS APPLY:

Performance Guarantee

It is understood and agreed that the customer may terminate this agreement at any time in the event that Ideal Mechanical fails to perform according to the customer's expectations and upon written notification from the customer.

Should the customer cancel the agreement prior to the completion of the initial or subsequent term, Ideal Mechanical reserves the right to collect at normal market rates for all costs related to the agreement through the cancellation date including but not limited to: labor costs, material costs, travel costs, and subcontract costs.

Agreement Provisions

Agreement Includes:

- Inspections done for each building in the following months/seasons; April-(Spring), and October-(Fall) (2x or 1x per year as noted).
- Full "Inspection report" forms completed (as noted) during all PM season inspections regardless of whether a problem is detected.
- All paperwork relating to the individual buildings, including all inspection reports and the summary sheet will be submitted to the Administrative Services Director upon completing the needed inspections/maintenance.
- Customer provides belts for any of the HVAC units being inspected/maintained under this Agreement.
- Customer will handle air filter replacement through their own forces.
- Hourly Rate for Time and Material Service Calls
 - ***\$114.00/Hour Regular Time***
 - ***\$158.00/Hour over Time***
 - ***\$170.00/Hour Double Time***

Equipment Inventory

Description	Size	Manufacturer	Model	Visits /Year	Location
(RTU-1)		Carrier	48DP020	2	Waste Water Treatment Control Building (N59 W23551 Clover Dr)
(RTU-2)		Carrier	48TJE006	2	Waste Water Treatment Lunch Room (N59 W23551 Clover Dr)
(RTU-3)		Carrier	48TJE006	2	Waste Water Treatment Pump Chamber (N59 W23551 Clover Dr)
(MAU-1)		Weather-Rite	TOT-115-HB	2	Waste Water Treatment Chemical Maint. Bldg (N59 W23551 Clover Dr)
(MAU-2)		Weather-Rite	ID-100-HB	2	Waste Water Treatment Lift Station (N59 W23551 Clover Dr)
(MAU-3)		Weather-Rite	TOT-215-HB	2	Waste Water Treatment (N59 W23551 Clover Dr)
(UH-1)		Sterling	QVEP 75	1	Waste Water Treatment Garage (N59 W23551 Clover Dr)
(UH-2)		Sterling	QVEP 75	1	Waste Water Treatment Maintenance Bldg. (N59 W23551 Clover Dr)
(UH-3)		Sterling	QVEP 75	1	Waste Water Treatment Sludge Area (N59 W23551 Clover Dr)
(UH-4)		Sterling	QVEP 45	1	Waste Water Treatment Sludge Area (N59 W23551 Clover Dr)

(UH-5)	60,000 BTU	Reznor	To be collected at inspection	1	Waste Water Treatment Sludge Area (N59 W23551 Clover Dr)
(UH-6)	60,000 BTU	Reznor	To be collected at inspection	1	Waste Water Treatment Sludge Area (N59 W23551 Clover Dr)
(UH-7)	150,000 BTU	Reznor	To be collected at inspection	1	Waste Water Treatment Sludge Maint. Area (N59 W23551 Clover Dr)
Office (* RTU-1)		Carrier	To be collected at inspection	2	Public Works Garage Office (N59 W23525 Clover Dr)
(* MAU-1) Indirect-fired	1004 MBH	Modine		1	Public Works Garage Shop Garage (N59 W23525 Clover Dr)
Unit Heater (UH-1)	125,000 btu	Modine	PHP _____	1	Public Works Garage Garage (N59 W23525 Clover Dr)
Unit Heater (UH-2)	125,000 btu	Modine	PHP _____	1	Public Works Garage Garage (N59 W23525 Clover Dr)
Unit Heater (UH-3)	125,000 btu	Modine	PHP _____	1	Public Works Garage Garage (N59 W23525 Clover Dr)
Unit Heater (UH-4)	125,000 btu	Modine	PHP _____	1	Public Works Garage Garage (N59 W23525 Clover Dr)
Unit Heater (UH-5)	125,000 btu	Modine	PHP _____	1	Public Works Garage Garage (N59 W23525 Clover Dr)
Unit Heater (UH-6)	125,000 btu	Modine	PHP _____	1	Public Works Garage Garage (N59 W23525 Clover Dr)
Infra-red heater (IRH-1)		Detroit Radiant	DX-2-40	1	Public Works Garage NE Garage (N59 W23525 Clover Dr)
Infra-red heater (IRH-2)		Detroit Radiant	DX-2-40	1	Public Works Garage NE Garage (N59 W23525 Clover Dr)

Boiler – 1		Lochinvar	FBN0751/1547102239 730		Civic Center Boiler Room (N64 W23760 Main St)
Boiler – 2		Lochinvar	FBN0751/1547102239 734		Civic Center Boiler Room (N64 W23760 Main St)
Ex Fan – 2		Greenheck	GB-141-5D / 14435187 16D		Civic Center Roof (N64 W23760 Main St)
Ex Fan – 3		Greenheck	GB-091-4 / 14435188 16D		Civic Center Roof (N64 W23760 Main St)
Ex Fan – 4		Greenheck	GB-121-4 / 14435189 16D		Civic Center Roof (N64 W23760 Main St)
Ex Fan – 5		Greenheck	GB-071-6 / 14435190 16D		Civic Center Roof (N64 W23760 Main St)
(RTU1)		Carrier	48A3S027- NV621HP	2	Civic Center Roof (N64 W23760 Main St)
(RTU2)		Carrier	48A3S030- NV621VA / 2016U47413	2	Civic Center Roof (N64 W23760 Main St)
Air Handling Unit 1 (AHU1)		Carrier	39MN5023EP623X GS / 4515U43711	2	Civic Center Boiler Room (N64 W23760 Main St)
Return Fan Unit 1 (RTF1)		To be collected at inspection	To be collected at inspection	2	Civic Center (N64 W23760 Main St)
A/C Condensing Unit (CCU1)		Carrier	38APD0764A28124/ 1816Q83965	2	Civic Center Roof (N64 W23760 Main St)
Unit Heater (UH1)		To be collected at inspection	To be collected at inspection	1	Civic Center South Vestibule (N64 W23760 Main St)
Unit Heater (UH2)		To be collected at inspection	To be collected at inspection	1	Civic Center South Vestibule (N64 W23760 Main St)

Split Ductless A/C (SC1)		Carrier	24AHA436A300 /4115X92270	1	Civic Center Roof (N64 W23760 Main St)
Split Ductless A/C (SC2)		Carrier	24AHA418A300 /0316X99306	1	Civic Center Roof (N64 W23760 Main St)
Split Ductless A/C (SC3)		Carrier	24AHA436A300 /3215X92665	1	Civic Center Roof (N64 W23760 Main St)
Split Ductless A/C (SC4)		Carrier	38GJQF30-301 /3815V15864	1	Civic Center Roof (N64 W23760 Main St)
Split Ductless A/C (SC5)		Carrier	38GJQF30-301 /3815V15864	1	Civic Center Roof (N64 W23760 Main St)
Split Ductless A/C (SC6)		Carrier	38GJQF30-301 /3815V15864	1	Civic Center Roof (N64 W23760 Main St)
Rooftop units (* RTU-1)		Trane	YCD048C3HABF	2	Fire Department Offices (N63 W24335 Main St)
Rooftop units (* RTU-2)		Trane	YCD060C3HABF	2	Fire Department Offices (N63 W24335 Main St)
Rooftop units (* RTU-3)		Trane	YCD048C3HABF	2	Fire Department Offices (N63 W24335 Main St)
Makeup air unit (* MAU-1)		Rupp	RAM-12	1	Fire Department Truck Bays (N63 W24335 Main St)
Office Furnace (* F-1)		Trane	TUD080R942A	2	Fire Department Offices (N63 W24335 Main St)
Office Cond Unit (* CU-1)		Trane	TTR042A100	2	Fire Department Offices (N63 W24335 Main St)
Unit heater (UH-1)		Reznor	CEEXL-250-3	1	Fire Department East Bay (N63 W24335 Main St)

Unit heater (UH-2)		Reznor	CEEXL-250-3	1	Fire Department East Bay (N63 W24335 Main St)
Unit heater (UH-3)		Reznor	CEEXL-125-3	1	Fire Department Center Bay (N63 W24335 Main St)
Unit heater (UH-4)		Sterling	To be collected at inspection	1	Fire Department West Bay (N63 W24335 Main St)
Rooftop units (* RTU-1)		To be collected at inspection	To be collected at inspection	2	Public Safety Bldg (N63 W24335 Main St)
Rooftop units (* RTU-2)		To be collected at inspection	To be collected at inspection	2	Public Safety Bldg (N63 W24335 Main St)
Rooftop units (* RTU-3)		To be collected at inspection	To be collected at inspection	2	Public Safety Bldg (N63 W24335 Main St)
Split System		To be collected at inspection	To be collected at inspection	2	Public Safety Bldg (N63 W24335 Main St)
Main unit (* F-1)		Rheem oil-fired	RDBC895QBEA		Village Park Bldg 1 Lions Bldg (W244 N6196 Weaver Dr)
Main unit (* CU-1)	Resid 2.5 ton	Rheem	KAKA030JAZ		Village Park Bldg 1 Lions Bldg (W244 N6196 Weaver Dr)
Walk-in Cooler Cond Unit (* REFU-1)		To be collected at inspection	AJ1201GT 3/4HP	1	Village Park Bldg 2 Concession Stand (W244 N6125 Weaver Dr)
Walk-in Cooler Evap Unit (* REFU-2)		To be collected at inspection	RLC050	1	Village Park Bldg 2 Concession Stand (W244 N6125 Weaver Dr)
Shop Furnace (* F-1)		Rheem LP	RGPH10EANER	1	Village Park Bldg 2 Concession Stand (W244 N6125 Weaver Dr)
Concession Furnace (* F-2)		Comfortmaker	To be collected at inspection	1	Village Park Bldg 2 Concession Stand (W244 N6125 Weaver Dr)

Concession (* CU-1)		Weather King	To be collected at inspection	1	Village Park Bldg 2 Concession Stand (W244 N6125 Weaver Dr)
(RTU-1)		Johnson Contr	J12ZJN24R2B6KCD6A1	1	Village Park Bldg. 3 Grove Park Building (W244 N6125 Weaver Dr.)
(RTU-2)		Johnson Contr	J08ZJN18R2B6NCD6A 2	1	Village Park Bldg. 3 Grove Park Building (W244 N6125 Weaver Dr.)
Gas heaters (UH-1)		Modine	HDS45SS0111	1	Well House #4 Well House area (W239 N6046 Maple Ave)
Gas heaters (UH-2)		Modine	HDS45SS0111	1	Well House #4 Well House area (W239 N6046 Maple Ave)
Gas heaters (UH-3)		Modine	HDS45SS0111	1	Well House #4 Well House area (W239 N6046 Maple Ave)
(* RTU-1)		Trane	YCD036C4LCDE	2	Well House #5 Office area Roof (W248 N5589 Executive Dr)
Unit Heaters (UH-1)	75,000 BTU	Trane PV	To be collected at inspection	1	Well House #5 (W248 N5589 Executive Dr)
Unit Heaters (UH-2)	60,000 BTU	Trane PV	To be collected at inspection	1	Well House #5 (W248 N5589 Executive Dr)
Unit Heaters (UH-3)	60,000 BTU	Trane PV	To be collected at inspection	1	Well House #5 (W248 N5589 Executive Dr)
Unit Heaters (UH-4)	60,000 BTU	Trane PV	To be collected at inspection	1	Well House #5 (W248 N5589 Executive Dr)
Unit Heaters (UH-5)	150,000 BTU	To be collected at inspection	GEN2015ATE2000AD6 -1	1	Well House #5 (W248 N5589 Executive Dr)
Gas heater (UH-1)		Sterling GG	GG105A2NSA12CS3X7 5A7	1	Well House #8 Well House area (W235 N6785 Salem Dr)

Gas heater (UH-2)		Modine	HDS45SS0111	1	Well House #8 Well House area (W235 N6785 Salem Dr)
(MAU-1)		Greenheck	DCX-108-H12-HZ	1	Well House #8 Well House area (W235 N6785 Salem Dr)
Furnace (GF-1)		Carrier	59SC5A	1	Well House #8 Well House area (W235 N6785 Salem Dr)
Gas heater (UH-3)		Sterling GG	GG060A2NSA12CS3X7 4A7	1	Booster Station (W235 N6775 Salem Dr)
Unit heater (* UH-1)		Modine	HD30AH0134	1	Armory Park (W239 N5678 Maple Ave)
Unit heater (* UH-2)		Modine	HD30AH0134	1	Armory Park (W239 N5678 Maple Ave)
Hot Water Heating Sys (* B-1)		Visemann	WB2-15-60	2	Public Library (W64 N23820 Main St)
Hot Water Heating Sys (* B-2)		Visemann	WB2-15-60	2	Public Library (W64 N23820 Main St)
Hot Water Heating Sys (* B-3)		Visemann	WB2-15-60	2	Public Library (W64 N23820 Main St)
Hot Water Heating Sys (* B-4)		Visemann	WB2-15-60	2	Public Library (W64 N23820 Main St)
Air Handlers (* AHU-1)		Carrier	39NXH32 /	2	Public Library Main Building (W64 N23820 Main St)
Air Handlers (* AHU-2)		Carrier	39NXH07 / 15,120 CFM	2	Public Library Quad Graphics Room (W64 N23820 Main St)
Air Handlers (* AHU-3)		Carrier	42BH08 / 730 CFM	2	Public Library Reception area (W64 N23820 Main St)

A/C Cond Units (* CU-1)		Carrier	38AKS044	1	Public Library Main Building (W64 N23820 Main St)
A/C Cond Units (* CU-2)		Carrier	38AKS012 / 3,080 CFM	1	Public Library Quad Graphics Room (W64 N23820 Main St)
A/C Cond Units (* CU-3)		To be collected at inspection	To be collected at inspection	1	Public Library (W64 N23820 Main St)
Pneumatic Control Sys				2	Public Library (W64 N23820 Main St)
Humidifier (*HU-1)		Nortec	To be collected at inspection	1	Public Library (W64 N23820 Main St)

Service Performance Agreement, Terms and Conditions

1. Customer shall permit Contractor free and timely access to areas and equipment, and allow Contractor to start and stop the equipment as necessary to perform required services. All planned work under this Agreement will be performed during the Contractor's normal working hours.
2. In case of any failure to perform its obligations under this Agreement, Contractor's liability is limited to repair or replacement at its option and such repair or replacement shall be Customer's sole remedy. This warranty is conditioned upon proper operation and maintenance by Customer and shall not apply if the failure is caused or contributed to by accident, alteration, abuse or misuse, and shall not extend beyond the term of this Agreement.
3. The annual Agreement price is conditioned upon the system(s) covered being in a maintainable condition. If the initial inspection or initial seasonal start-up indicates repairs are required, a firm quotation will be submitted for Customer's approval. Should Customer not authorize the repairs, Contractor may either remove the unacceptable system(s), component(s) or part(s) from its scope of responsibility and adjust the annual agreement price accordingly or cancel this Agreement.
4. The annual Agreement price is subject to adjustment of each commencement anniversary to reflect increases in labor, material and other costs.
5. Customer shall be responsible for all taxes applicable to the services and/or materials hereunder.
6. Customer will promptly pay invoices within **fourty-five (45)** days of receipt. Should a payment become thirty (30) days or more delinquent, Contractor may stop all work under this Agreement without notice and/or cancel this Agreement, and the entire Agreement amount shall become due and payable immediately upon demand.
7. Any alteration to, or deviation from, this Agreement involving extra work, cost of materials or labor will become an extra charge (fixed price amount to be negotiated or on a time-and-material basis at Contractor's rates then in effect) over the sum stated in this Agreement.
8. Contractor will not be required to move, replace or alter any part of the building structure in the performance of this Agreement.
9. Customer shall permit only Contractor's personnel or agent to perform the work included in the scope of this Agreement. Should anyone other than Contractor's personnel perform such work, Contractor may, at its option, cancel this Agreement or eliminate the involved item of equipment from inclusion in this Agreement.
10. In the event Contractor must commence legal action in order to recover any amount payable under this Agreement, Customer shall pay Contractor all court costs and attorneys' fees incurred by Contractor.
11. Any legal action against the Contractor relating to this Agreement, or the breach thereof, shall be commenced within one (1) year from the date of the work.
12. Contractor shall not be liable for any delay, loss, damage or detention caused by unavailability of machinery, equipment or materials, delay of carriers, strikes, including those by Contractor's employees, lockouts, civil or military authority, priority regulations, insurrection or riot, action of the elements, forces of nature, or by any cause beyond its control.
13. To the fullest extent permitted by law, Customer shall indemnify and hold harmless Contractor, its agents and employees from and against all claims, damages, losses and expenses, including but not limited to attorneys' fees, arising out of or resulting from the performance of work hereunder, provided that such claim, damage, loss or expense is caused in whole or in part by an active or passive act or omission of Customer, anyone directly or indirectly employed by Customer, or anyone for whose acts Customer may be liable, regardless of whether it is caused in part by the negligence of Contractor.
14. Customer shall make available to Contractor's personnel all pertinent Material Safety Data Sheets (MSDS) pursuant to OSHA'S Hazard Communication Standard Regulations.
15. Contractor expressly disclaims any and all responsibility and liability for the indoor air quality of the customer's facility, including without limitation injury or illness to occupants of the facility or third parties, arising out of or in connection with the Contractor's work under this agreement.
16. Contractor's obligation under this proposal and any subsequent contract does not include the identification, abatement or removal of asbestos or any other toxic or hazardous substances, hazardous wastes or hazardous materials. In the event such substances, wastes and materials are encountered, Contractor's sole obligation will be to notify the Owner of their existence. Contractor shall have the right thereafter to suspend its work until such substances, wastes or materials and the resultant hazards are removed. The time for completion of the work shall be extended to the extent caused by the suspension and the contract price equitably adjusted.
17. **UNDER NO CIRCUMSTANCES, WHETHER ARISING IN CONTRACT, TORT (INCLUDING NEGLIGENCE), EQUITY OR OTHERWISE, WILL CONTRACTOR BE RESPONSIBLE FOR LOSS OF USE, LOSS OF PROFIT, INCREASED OPERATING OR MAINTENANCE EXPENSES, CLAIMS OF CUSTOMER'S TENANTS OR CLIENTS, OR ANY SPECIAL, INDIRECT OR CONSEQUENTIAL DAMAGES.**
18. This Agreement does not include repairs to the system(s), the provisions or installation of components or parts, or service calls requested by the Customer. These services will be charged for at Contractor's rates then in effect

Exhibit B

Village Request for Proposal

Exhibit C

Certificate of Insurance



CERTIFICATE OF LIABILITY INSURANCE

Page 1 of 1
DATE (MM/DD/YYYY)
01/27/2020

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Willis Towers Watson Midwest, Inc. c/o 26 Century Blvd P.O. Box 305191 Nashville, TN 372305191 USA	CONTACT NAME: Willis Towers Watson Certificate Center PHONE (A/C, No, Ext): 1-877-945-7378 FAX (A/C, No): 1-888-467-2378 E-MAIL ADDRESS: certificates@willis.com														
INSURED Pieper Electric Inc. dba Ideal Mechanical 5477 S. Westridge Court New Berlin, WI 53151 USA	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <th style="width: 80%;">INSURER(S) AFFORDING COVERAGE</th> <th style="width: 20%;">NAIC #</th> </tr> <tr> <td>INSURER A: Zurich American Insurance Company</td> <td>16535</td> </tr> <tr> <td>INSURER B: XL Specialty Insurance Company</td> <td>37885</td> </tr> <tr> <td>INSURER C: American Guarantee and Liability Insurance</td> <td>26247</td> </tr> <tr> <td>INSURER D:</td> <td></td> </tr> <tr> <td>INSURER E:</td> <td></td> </tr> <tr> <td>INSURER F:</td> <td></td> </tr> </table>	INSURER(S) AFFORDING COVERAGE	NAIC #	INSURER A: Zurich American Insurance Company	16535	INSURER B: XL Specialty Insurance Company	37885	INSURER C: American Guarantee and Liability Insurance	26247	INSURER D:		INSURER E:		INSURER F:	
INSURER(S) AFFORDING COVERAGE	NAIC #														
INSURER A: Zurich American Insurance Company	16535														
INSURER B: XL Specialty Insurance Company	37885														
INSURER C: American Guarantee and Liability Insurance	26247														
INSURER D:															
INSURER E:															
INSURER F:															

COVERAGES CERTIFICATE NUMBER: W15312951 REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input checked="" type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:			GLO 0274483-02	01/01/2020	01/01/2021	EACH OCCURRENCE	\$ 2,000,000
		Y					DAMAGE TO RENTED PREMISES (Ea occurrence)	\$ 1,000,000
							MED EXP (Any one person)	\$ 10,000
							PERSONAL & ADV INJURY	\$ 2,000,000
							GENERAL AGGREGATE	\$ 4,000,000
							PRODUCTS - COMP/OP AGG	\$ 4,000,000
								\$
A	<input checked="" type="checkbox"/> AUTOMOBILE LIABILITY <input checked="" type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> NON-OWNED AUTOS ONLY			BAP 0274485-02	01/01/2020	01/01/2021	COMBINED SINGLE LIMIT (Ea accident)	\$ 3,000,000
							BODILY INJURY (Per person)	\$
							BODILY INJURY (Per accident)	\$
							PROPERTY DAMAGE (Per accident)	\$
								\$
B	<input checked="" type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED <input checked="" type="checkbox"/> RETENTION \$ 10,000			US00081757LI20A	01/01/2020	01/01/2021	EACH OCCURRENCE	\$ 10,000,000
							AGGREGATE	\$ 10,000,000
								\$
C	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N No	N/A	WC 0274487-02	01/01/2020	01/01/2021	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER E.L. EACH ACCIDENT	\$ 1,000,000
							E.L. DISEASE - EA EMPLOYEE	\$ 1,000,000
							E.L. DISEASE - POLICY LIMIT	\$ 1,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)
Re: HVAC Preventative Maintenance Work.

Village of Sussex is an Additional Insured with respect to the General Liability policy when required by written contract, agreement or permit executed prior to loss.

Umbrella/Excess Follows Form.

CERTIFICATE HOLDER CANCELLATION

Village of Sussex N64 W23760 Main Street Sussex, WI 53089	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE
---	---

Blanket Notification to Others of Cancellation or Non-Renewal

ZURICH

Policy No.	Eff.Date of Pol	Exp Date of Pol	Eff Date of End	Producer No	Add'l Prem	Return Prem
GLO 0274483-02	1/1/2020	1/1/2021	1/1/2020	34937000		

THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.

This endorsement modifies insurance provided under the:

Commercial General Liability Coverage Part

- A. If we cancel or non-renew this Coverage Part by written notice to the first Named Insured, we will mail or deliver notification that such Coverage Part has been cancelled or non-renewed to each person or organization shown in a list provided to us by the first Named Insured if you are required by written contact or written agreement to provide such notification. However, such notification will not be mailed or delivered if a conditional notice of renewal has been sent to the first Named Insured. Such list:
1. Must be provided to us prior to cancellation or non-renewal;
 2. Must contain the names and addresses of only the persons or organizations requiring notification that such Coverage Part has been cancelled or non-renewed; and
 3. Must be in an electronic format that is acceptable to us.
- B. Our notification as described in Paragraph A. of this endorsement will be based on the most recent list in our records as of the date the notice of cancellation or non-renewal is mailed or delivered to the first Named Insured. We will mail or deliver such notification to each person or organization shown in the list:
1. Within seven days of the effective date of the notice of cancellation, if we cancel for non-payment of premium; or
 2. At least 30 days prior to the effective date of:
 - a. Cancellation, if cancelled for any reason other than nonpayment of premium; or
 - b. Non-renewal, but not including conditional notice of renewal.
- C. Our mailing or delivery of notification described in Paragraphs A. and B. of this endorsement is intended as a courtesy only. Our failure to provide such mailing or delivery will not:
1. Extend the Coverage Part cancellation or non-renewal date;
 2. Negate the cancellation or non-renewal; or
 3. Provide any additional insurance that would not have been provided in the absence of this endorsement.
- D. We are not responsible for the accuracy, integrity, timeliness and validity of information contained in the list provided to us as described in Paragraphs A. and B. of this endorsement.

All other terms and conditions of this policy remain unchanged.



Includes copyrighted material of Insurance Services Office, Inc., with its permission.



Blanket Notification to Others of Cancellation or Non-Renewal

Policy No.	Eff. Date of Pol.	Exp. Date of Pol.	Eff. Date of End.	Producer No.	Add'l. Prem	Return Prem.
BAP 0274485-02	1/1/2020	1/1/2021	1/1/2020			

THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.

This endorsement modifies insurance provided under the:

Commercial Automobile Coverage Part

- A.** If we cancel or non-renew this Coverage Part by written notice to the first Named Insured, we will mail or deliver notification that such Coverage Part has been cancelled or non-renewed to each person or organization shown in a list provided to us by the first Named Insured if you are required by written contract or written agreement to provide such notification. However, such notification will not be mailed or delivered if a conditional notice of renewal has been sent to the first Named Insured. Such list:
1. Must be provided to us prior to cancellation or non-renewal;
 2. Must contain the names and addresses of only the persons or organizations requiring notification that such Coverage Part has been cancelled or non-renewed; and
 3. Must be in an electronic format that is acceptable to us.
- B.** Our notification as described in Paragraph **A.** of this endorsement will be based on the most recent list in our records as of the date the notice of cancellation or non-renewal is mailed or delivered to the first Named Insured. We will mail or deliver such notification to each person or organization shown in the list:
1. Within seven days of the effective date of the notice of cancellation, if we cancel for non-payment of premium; or
 2. At least 30 days prior to the effective date of:
 - a. Cancellation, if cancelled for any reason other than nonpayment of premium; or
 - b. Non-renewal, but not including conditional notice of renewal.
- C.** Our mailing or delivery of notification described in Paragraphs **A.** and **B.** of this endorsement is intended as a courtesy only. Our failure to provide such mailing or delivery will not:
1. Extend the Coverage Part cancellation or non-renewal date;
 2. Negate the cancellation or non-renewal; or
 3. Provide any additional insurance that would not have been provided in the absence of this endorsement.
- D.** We are not responsible for the accuracy, integrity, timeliness and validity of information contained in the list provided to us as described in Paragraphs **A.** and **B.** of this endorsement.

All other terms and conditions of this policy remain unchanged.

Endorsement



Policy No.	Eff. Date of Pol	Exp. Date of Pol.	Eff. Date of End	Producer	Add'l Prem	Return Prem
WC 0274487-02	01/01/2020	01/01/2021		34937000	INCL	

WORKERS COMPENSATION AND EMPLOYERS LIABILITY INSURANCE POLICY

BLANKET NOTIFICATION TO OTHERS OF CANCEL

THIS ENDORSEMENT IS USED TO ADD THE FOLLOWING TO PART SIX OF THE POLICY.
PART SIX - CONDITIONS

- F. NOTIFICATION TO OTHERS OF CANCELLATION
1. IF WE CANCEL THIS POLICY BY WRITTEN NOTICE TO YOU FOR ANY REASON OTHER THAN NONPAYMENT OF PREMIUM, WE WILL DELIVER ELECTRONIC NOTIFICATION TO EACH PERSON OR ORGANIZATION SHOWN IN A SCHEDULE PROVIDED TO US BY YOU.
SUCH SCHEDULE:
 - A. MUST BE INITIALLY PROVIDED TO US WITHIN 15 DAYS: AFTER THE BEGINNING OF THE POLICY PERIOD SHOWN IN THE DECLARATIONS; OR AFTER THIS ENDORSEMENT HAS BEEN ADDED TO POLICY;
 - B. MUST CONTAIN THE NAMES AND E-MAIL ADDRESSES OF ONLY THE PERSONS OR ORGANIZATIONS REQUIRING NOTIFICATION THAT THIS POLICY HAS BEEN CANCELLED;
 - C. MUST BE IN AN ELECTRONIC FORMAT THAT IS ACCEPTABLE TO US; AND
 - D. MUST BE ACCURATE.SUCH SCHEDULE MAY BE UPDATED AND PROVIDED TO US BY YOU DURING THE POLICY PERIOD. SUCH UPDATED SCHEDULE MUST COMPLY WITH PARAGRAPHS B. C. AND D. ABOVE.
 2. OUR DELIVERY OF THE ELECTRONIC NOTIFICATION AS DESCRIBED IN PARAGRAPH 1. OF THIS ENDORSEMENT WILL BE BASED ON THE MOST RECENT SCHEDULE IN OUR RECORDS AS OF THE DATE THE NOTICE OF CANCELLATION IS MAILED OR DELIVERED TO YOU. DELIVERY OF THE NOTIFICATION AS DESCRIBED IN PARAGRAPH 1. OF THIS ENDORSEMENT WILL BE COMPLETED AS SOON AS PRACTICABLE AFTER THE EFFECTIVE DATE OF CANCELLATION TO YOU.
 3. PROOF OF EMAILING THE ELECTRONIC NOTIFICATION WILL BE SUFFICIENT PROOF THAT WE HAVE COMPLIED WITH PARAGRAPHS 1. AND 2. OF THIS ENDORSEMENT.
 4. OUR DELIVERY OF ELECTRONIC NOTIFICATION DESCRIBED IN PARAGRAPHS 1. AND 2. OF THIS ENDORSEMENT IS INTENDED AS A COURTESY ONLY. OUR FAILURE TO PROVIDE SUCH DELIVERY OF ELECTRONIC NOTIFICATION WILL NOT:
 - A. EXTEND THE POLICY CANCELLATION DATE;
 - B. NEGATE THE CANCELLATION; OR
 - C. PROVIDE ANY ADDITIONAL INSURANCE THAT WOULD NOT HAVE BEEN PROVIDED IN THE ABSENCE OF THIS ENDORSEMENT.
 5. WE ARE NOT RESPONSIBLE FOR THE ACCURACY, INTEGRITY, TIMELINESS AND VALIDITY OF INFORMATION CONTAINED IN THE SCHEDULE PROVIDED TO US AS DESCRIBED IN PARAGRAPHS 1. AND 2. OF THIS ENDORSEMENT.

ALL OTHER TERMS AND CONDITIONS OF THIS POLICY REMAIN UNCHANGED.

Countersigned:

Authorized Representative

Exhibit D

HVAC PM Procedures Form and Building Checklist

VILLAGE OF SUSSEX
PREVENTATIVE MAINTENANCE ("PM") FOR HEATING, VENTILATION,
AND AIR CONDITIONING SYSTEMS ("HVAC")
HVAC PM PROCEDURES FORM
(PM PROCEDURES, SCHEDULE, BUILDING LIST, & UNIT TYPE CLOSSARY)

The Village of Sussex is responsible for maintenance of 12 buildings. There is a full checklist of the HVAC units contained in each of the 12 buildings (which are listed below). A PM inspection will be conducted on each HVAC unit 2x per year. The 2x per Year inspections will be done for each building in the following months/seasons; April-(Spring), and October-(Fall). Each unit listed on the building HVAC checklist will be inspected 2x per year except for Heating (Fall) and Cooling (Spring) related units which will be inspected 1x per year during the designated seasons.

For each PM season (2x per year as noted) the technician completing the inspections shall fill our this HVAC procedures form and each of the 12 individual building checklists (attaching " Inspection report forms" when required). The technician will fill out their name, the date and season, as well as checking the appropriate box for each unit.

If the unit checks out with no problems and/or no maintenance needed then the box for "Fine" may be checked; if there is needed maintenance performed then the box for "Problem" should be checked and the more detailed inspection report form should be filled out for that unit. Units designated with an asterisk (*) in the unit type abbreviation glossary (which is part of this document) will require a full "Inspection report" form to be filled out during all four PM season inspections regardless of whether a problem is detected. All inspection report forms filled out should be attached to the packet for submission to the Village. There is a comment line for each unit that can be used to note any brief but relevant fact – for instance the technician could note the likely need for future maintenance, or the fact that the check does not apply because of time of year.

+++++

DATE: _____

PM SEASON: _____

TECHNICIAN: _____

Check the box for each building after: (1) completing the needed inspections/maintenance, (2) filling out the individual building checklist and inspection report forms, and (3) attaching the required documentation here. Submit all paperwork relating to the individual buildings, as checked below, including all inspection reports and this summary sheet to the Administrative Services Director.

- Waste Water Treatment Plant – N59 W23551 Clover Drive
- Public Works Facility – N59 W23525 Clover Drive
- Civic Center – N64 W23760 Main Street
- Fire Department – N63 W24335 Main Street
- Safety Building - N63 W24335 Main Street
- Village Park – (2-Buildings) – Lions Building W244 N6196 Weaver Dr
And Concession Stand – W244 N6125 Weaver Drive
- Well House #4 – W239 N6046 Maple Avenue
- Well House #5 – W248 N5589 Executive Drive
- Well House #8 – W235 N6785 Salem Drive
- Booster Station – W235 N6775 Salem Drive
- Armory Park – W239 N5678 Maple Avenue
- Library – W64 N23820 Main Street

UNIT TYPE ABBREVIATION GLOSSARY

*	AHU	AIR HANDLING UNIT
*	B	BOILER
	CU	CONDENSING UNIT
	EF	EXHAUST FAN
	IRH	INFRA-RED HEATING UNIT
*	MAU	MAKE-UP AIR UNIT
	P	PUMP
*	REFU	REFRIGERATION SYSTEM – COND UNIT & EVAP COIL
*	RTU	ROOF TOP UNIT
	UH	UNIT HEATER
	HU	Humidifier

- * The Village requires that a detailed “Inspection Report” form be filled out during each PM season for these designated units when they are scheduled to be checked, regardless of whether a problem is detected. Other units only require that the detailed “Inspection Report” be utilized when a problem is detected during a PM season inspection

HVAC Building Check Lists

ARMORY PARK
(W239N5678 Maple Ave)

DATE: _____ **SEASON:** _____ **TECHNICIAN:** _____

* UH-1 Modine HD30AH0134
 Problem – See detailed inspection form. Fine

Comments:

* UH-2 Modine HD30AH0134
 Problem – See detailed inspection form. Fine

Comments:

SUSSEX FIRE STATION & PUBLIC SAFETY BUILDING
(N63W24335 Main Street)

DATE: _____ **SEASON:** _____ **TECHNICIAN:** _____

* F-1 Offices Trane Model TUD080R942A
 Problem – See detailed inspection form. Fine

Comments:

* CU-1 Offices Trane Model TTR042A100
 Problem – See detailed inspection form Fine

Comments:

* RTU-1 Offices Trane Model YCD048C3HABF
 Problem – See detailed inspection form. Fine

Comments:

* RTU-2 Offices Trane Model YCD060C3HABF
 Problem – See detailed inspection form. Fine

Comments:

* RTU-3 Offices Trane Model YCD048C3HABF
 Problem – See detailed inspection form. Fine

Comments:

* MAU-1 Truck Bays Rupp Model RAM-12
 Problem – See detailed inspection form. Fine

Comments:

UH-1 East Bay Reznor Model CEEXL-250-3

Problem – See detailed inspection form. Fine

Comments:

UH-2 East Bay Reznor Model CEEXL-250-3

Problem – See detailed inspection form. Fine

Comments:

UH-3 Center Bay Reznor Model CEEXL-125-3

Problem – See detailed inspection form. Fine

Comments:

UH-4 West Bay Sterling Model _____ Lo-profile

Problem – See Detailed inspection form. Fine

Comments:

SUSSEX PUBLIC WORKS GARAGE

(N59W23525 Clover Drive)

DATE: _____ **SEASON:** _____ **TECHNICIAN:** _____

* RTU-1 Offices Carrier Model

Problem – See detailed inspection form Fine

Comments:

* MAU-1 Garage Modine Indirect-fired 1004 MBH input, 923.8 Output

Problem – See detailed inspection form. Fine

Comments:

IRH-1 NE Garage Door. Detroit Radiant Model DX-2-40

Problem – See detailed inspection form. Fine

Comments:

IRH-2 NE Garage Door Detroit Radiant Model DX-2-40

Problem – See detailed inspection form. Fine

Comments:

UH-1 Garage Modine Model PHP _____ 125,000 btu input

Problem – See detailed inspection form. Fine

Comments:

UH-2 Garage Modine Model PHP _____ 125,000 btu input

Problem – See detailed inspection form. Fine

Comments:

UH-3 Garage Modine Model PAH _____ 125,000 btu input

Problem – See detailed inspection form. Fine

Comments:

UH-4 Garage Modine Model PAH _____ 125,000 btu input

Problem – See detailed inspection form. Fine

Comments:

UH-5 Garage Modine Model PAH _____ 125,000 btu input

Problem – See detailed inspection form. Fine

Comments:

UH-6 Garage Modine Model PAH _____ 100,000 btu input

Problem – See detailed inspection report Fine

Comments:

SUSSEX CIVIC CENTER
(N64W23760 Main Street)

DATE: _____ **SEASON:** _____ **TECHNICIAN:** _____

Boiler – 1 <input type="checkbox"/> Problem – See detailed inspection report	Lochinvar <input type="checkbox"/> Fine	FBN0751 / 1547102239730	Boiler Room
Boiler – 2 <input type="checkbox"/> Problem – See detailed inspection report	Lochinvar <input type="checkbox"/> Fine	FBN0751 / 1547102239734	Boiler Room
Air Handling Unit <input type="checkbox"/> Problem – See detailed inspection report	Carrier <input type="checkbox"/> Fine	39MN5023EP623X GS / 4515U43711	Boiler Room
Condensing Unit – 1 <input type="checkbox"/> Problem – See detailed inspection report	Carrier <input type="checkbox"/> Fine	38APD0764A28124 / 1816Q83965	Rooftop
RTU – 1 <input type="checkbox"/> Problem – See detailed inspection report	Carrier <input type="checkbox"/> Fine	48A3S027- NV621HP	Rooftop
RTU – 2 <input type="checkbox"/> Problem – See detailed inspection report	Carrier <input type="checkbox"/> Fine	48A3S030- NV621VA / 2016U47413	Rooftop
Ductless A/C – 1 <input type="checkbox"/> Problem – See detailed inspection report	Carrier <input type="checkbox"/> Fine	24AHA436A300 / 4115X92270	Rooftop
Ductless A/C – 2 <input type="checkbox"/> Problem – See detailed inspection report	Carrier <input type="checkbox"/> Fine	24AHA418A300 / 0316X99306	Rooftop
Ductless A/C – 3 <input type="checkbox"/> Problem – See detailed inspection report	Carrier <input type="checkbox"/> Fine	24AHA436A300 / 3215X92665	Rooftop
Ductless A/C – 4,5,6 <input type="checkbox"/> Problem – See detailed inspection report	Carrier <input type="checkbox"/> Fine	38GJQF30-301 / 3815V15864	Rooftop

Ex Fan – 2 <input type="checkbox"/> Problem – See detailed inspection report	Greenheck <input type="checkbox"/> Fine	GB-141-5D / 14435187 16D	Rooftop
Ex Fan – 3 <input type="checkbox"/> Problem – See detailed inspection report	Greenheck <input type="checkbox"/> Fine	GB-091-4 / 14435188 16D	Rooftop
Ex Fan – 4 <input type="checkbox"/> Problem – See detailed inspection report	Greenheck <input type="checkbox"/> Fine	GB-121-4 / 14435189 16D	Rooftop
Ex Fan - 5 <input type="checkbox"/> Problem – See detailed inspection report	Greenheck <input type="checkbox"/> Fine	GB-071-6 / 14435190 16D	Rooftop

Comments:

SUSSEX VILLAGE PARK
(WEAVER DRIVE)

Building 1 – Lions Building
W244 N6196 Weaver Drive

Building 2 – Concession Stand
W244 N6125 Weaver Drive

DATE: _____ **SEASON:** _____ **TECHNICIAN:** _____

Building 1

* F-1 Main unit Rheem Model RDBC895QBEA oil-fired
 Problem – See detailed inspection form. Fine

Comments:

* CU-1 Main Unit Rheem Model KAKA030JAZ Resid 2.5 ton
 Problem – See detailed inspection form Fine

Comments:

+++++

Building 2

* REFU-1 Walk-in Cooler Cond Unit model AJ1201GT 3/4HP
 Problem – See detailed inspection form. Fine

Comments:

* REFU-2 Walk-in Cooler Evaporator Model RLC050
 Problem – See detailed inspection form. Fine

Comments:

*F-1 Shop area Rheem LP model RGPH10EANER
 Problem – See detailed inspection form. Fine

Comments:

- * F-2 Concession area Comfortmaker – model _____
Note: Blower portion only is used.
 Problem – See detailed inspection form. Fine

Comments:

- *CU-1 Concession area Weather King model 10AJB42A01
 Problem – See detailed inspection form. Fine

Comments:

SUSSEX WELL HOUSE #5
(W248N5589 Executive Drive)

DATE: _____ **SEASON:** _____ **TECHNICIAN:** _____

- * RTU-1 Office Area Trane Model YCD036C4LCDE
 Problem – See detailed inspection form. Fine

Comments:

- UH-1 Well House area Trane PV 75,000 BTU
 Problem – See detailed inspection form Fine

Comments:

- UH-2 Well House area Trane PV 60,000 BTU
 Problem – See detailed inspection form. Fine

Comments:

- UH-3 Well House area Trane PV 60,000 BTU
 Problem – See detailed inspection form. Fine

Comments:

- UH-4 Well House area Trane PV 60,000 BTU
 Problem – See detailed inspection form. Fine

Comments:

- UH-5 Well house area Model GEN2015ATE2000AD6-1 150,000 BTU IN
 Problem – See detailed inspection form. Fine

Comments:

SUSSEX WELL HOUSE #4
(W239N6046 Maple Avenue)

DATE: _____ **SEASON:** _____ **TECHNICIAN:** _____

- UH-1 Well House area Modine Hot Dawg Model # HDS45SS0111
 Problem – See detailed inspection form Fine

Comments:

UH-2 Well House area Modine Hot Dawg Model # HDS45SS0111
 Problem – See detailed inspection form Fine

Comments:

UH-3 Well House area Modine Hot Dawg Model # HDS45SS0111
 Problem – See detailed inspection form Fine

Comments:

SUSSEX WELL HOUSE #8
(W235N6785 Salem Drive)

DATE: _____ **SEASON:** _____ **TECHNICIAN:** _____

UH-1 Well House area Sterling GG Series Model # GG105A2NSA12CS3X75A7
 Problem – See detailed inspection form Fine

Comments:

UH-2 Well House area Modine Hot Dawg Model # HDS45SS0111
 Problem – See detailed inspection form Fine

Comments:

MAU-1 Well House area Greenheck Model # DCX-108-H12-HZ
 Problem – See detailed inspection form Fine

Comments:

GF-1 Well House area Carrier Gas Furnace Model # 59SC5A
 Problem – See detailed inspection form Fine

Comments:

BOOSTER STATION
(W235N6775 Salem Drive)

DATE: _____ **SEASON:** _____ **TECHNICIAN:** _____

UH-3 Booster station area Sterling GG series Model# GG060A2NSA12CS3X74A7
 Problem – See detailed inspection form Fine

Comments:

SUSSEX WASTEWATER TREATMENT FACILITY
(N59W23551 Clover Drive)

DATE: _____ **SEASON:** _____ **TECHNICIAN:** _____

RTU-1 Control Building Carrier Model 48DP020
 Problem – See detailed inspection form. Fine

Comments:

RTU-2 Lunch Room Carrier Model 48TJE006
 Problem – See detailed inspection form. Fine
Comments:

RTU-3 Pump Chamber Carrier Model 48TJE006
 Problem – See detailed inspection form. Fine
Comments:

MAU-1 Chemical Maint. Bldg Weather-Rite Model TOT-115-HB
 Problem – See detailed inspection form. Fine
Comments:

MAU-2 Filter Building Weather-Rite Model ID-100-HB
 Problem – See detailed inspection form. Fine
Comments:

MAU-3 Lift Station Weather-Rite Model TOT-215-HB
 Problem – See detailed inspection form. Fine
Comments:

UH-1 Garage Sterling QVEP 75
 Problem – See detailed inspection form. Fine
Comments:

UH-2 Maintenance Bldg Sterling QVEP 75
 Problem – See detailed inspection form. Fine
Comments:

UH-3 Sludge Area Sterling QVEP 75
 Problem – See detailed inspection form. Fine
Comments:

UH-4 Sludge Area Sterling QVEF 45
 Problem – See detailed inspection form. Fine
Comments:

UH-5 Sludge Area Resner 60,000 BTU
 Problem – See detailed inspection form. Fine

PAULINE HAASS PUBLIC LIBRARY
(N64W23820 Main Street)

DATE: _____ **SEASON:** _____ **TECHNICIAN:** _____

* AHU-1 Main Building AHU Carrier Model 39NXH32
Problem – See detailed inspection form. Fine

Comments:

* CU-1 Main Building Cond. Unit Carrier Model 38AKS044
Problem – See detailed inspection form Fine

Comments:

*AHU-2 Quad Graphics Room AHU Carrier Model 39NXH07
15,120 CFM
Problem – See detailed inspection form. Fine

Comments:

* CU-2 Quad Graphics Room C/U Carrier Model 38AKS012
3,080 CFM
Problem – See detailed inspection form. Fine

Comments:

* AHU-3 Reception area Carrier Model 42BH08
730 CFM
Problem – See detailed inspection form. Fine

Comments:

* Boilers B-1, B-2, B-3, and B-4 Visemann Model WB2-15-60 (x4)
Problem – See detailed inspection form. Fine

Comments:

*Pneumatic Controls Check 2x per year
Problem – See detailed inspection form. Fine

Comments:

*HU-1 Humidifer Nortec Model _____
Problem – See detailed inspection form. Fine

Comments

Problem – See detailed inspection form. Fine

Comments:

UH-6 Sludge Area Resner 60,000 BTU
Problem – See detailed inspection form. Fine

Comments:

UH-7 Sludge Maint. Area Duct Furnance Resner 150,000 BTU
Problem – See detailed inspection form. Fine

Comments:

Exhibit E

INSPECTION REPORT FORMS

VILLAGE OF SUSSEX - INSPECTION REPORT - AHU

Date: _____ Technician: _____

Building: _____ Season: _____

Unit # _____ Model: _____ Make _____

CHECK LIST:

- | | |
|--|---|
| <input type="checkbox"/> Check electrical disconnect operation | <input type="checkbox"/> Inspect/clean Evaporator, and condensate pan and drain |
| <input type="checkbox"/> Inspect Filters | <input type="checkbox"/> Inspect/lubricate bearings |
| <input type="checkbox"/> Check blower drive & alignment | <input type="checkbox"/> Check contactor (wear/burn) |
| <input type="checkbox"/> Check blower motor/ amperage | <input type="checkbox"/> Check dampers and linkage |
| <input type="checkbox"/> Check economizer operation | <input type="checkbox"/> Check belt – Changed? _____ |
| <input type="checkbox"/> Inspect/clean heating coil | <input type="checkbox"/> Verify heating coil operation |
| <input type="checkbox"/> Test complete AHU operation | <input type="checkbox"/> Record voltage/amperage |

Additional Comment/Concern:



VILLAGE OF SUSSEX - INSPECTION REPORT - B

Date: _____ Technician: _____

Building: _____ Season: _____

Unit # _____ Model: _____ Make: _____

CHECK LIST:

- | | |
|--|---|
| <input type="checkbox"/> Check electrical disconnect operation | <input type="checkbox"/> Inspect/clean burners * |
| <input type="checkbox"/> Bleed air from closed system | <input type="checkbox"/> Check air adjustment to burner |
| <input type="checkbox"/> Check main circulating pump | <input type="checkbox"/> Check limit controls |
| <input type="checkbox"/> Inspect low water cutoff | <input type="checkbox"/> Check ignition operation |
| <input type="checkbox"/> Inspect water make up control | <input type="checkbox"/> Check gas train pressure |
| <input type="checkbox"/> Inspect Heat Exchanger | <input type="checkbox"/> Inspect flue/exhaust passages |
| <input type="checkbox"/> Test Unit Operation | * Clean minimum once/year |

Additional Comment/Concerns:

VILLAGE OF SUSSEX - INSPECTION REPORT - F and CU

Date: _____ Technician: _____

Building: _____ Season: _____

F-Unit # _____ Model: _____ Make _____

CU-Unit # _____ Model: _____ Make: _____

CHECK LIST:

Furnace Unit Checklist

- Check electrical disconnect operation
- Check air intake/exhaust flue
- Check Ignition System Operation
- Check blower motor/ amperage
- Inspect/clean burners*
- Test complete unit operation
- Inspect filter

* Clean minimum once/year

Condensing Unit Checklist

- Check electrical disconnect
- Inspect/clean Condenser Coil*
- Check contactor (wear/burn)
 - Check for oil/refrig leaks
 - Check outdoor pipe insulation
- Test complete unit operation
- Proper Clearance around Coil?

Additional Comment/Concern:

Additional Comment/Concern:

VILLAGE OF SUSSEX - INSPECTION REPORT - MAU

Date: _____ Technician: _____

Building: _____ Season: _____

Unit # _____ Model: _____ Make: _____

CHECK LIST:

- | | |
|--|---|
| <input type="checkbox"/> Check electrical disconnect operation | <input type="checkbox"/> Inspect/clean burners * |
| <input type="checkbox"/> Inspect filters | <input type="checkbox"/> Check air adjustment to burner |
| <input type="checkbox"/> check fan motor amperage | <input type="checkbox"/> Check fan and limit control |
| <input type="checkbox"/> Inspect all contactors | <input type="checkbox"/> Check ignition operation |
| <input type="checkbox"/> Lubricate/inspect blower bearings | <input type="checkbox"/> Check gas train pressure |
| <input type="checkbox"/> Check belts – Replaced? YES NO | <input type="checkbox"/> Check Heat Exchanger |
| <input type="checkbox"/> Check dampers and linkage | <input type="checkbox"/> Inspect flue/exhaust passages |
| <input type="checkbox"/> Record voltage/amperage | <input type="checkbox"/> Inspect Heat Exchanger |
| <input type="checkbox"/> Test Unit Operation | |

Additional Comment/Concerns:

VILLAGE OF SUSSEX - INSPECTION REPORT - REFU

Date: _____ Technician: _____

Building: _____ Season: _____

Unit # _____ Model: _____ Make: _____

Unit # _____ Model: _____ Make: _____

CHECK LIST:

Condensing Unit Checklist

Evaporator Checklist

- Check electrical disconnect operation
- Inspect/clean Condenser coil *
- Check refrig pressures
- Check Condenser Fan Motor

- Check electrical disconnect
- Inspect/clean Evap coil*
- Check Evap Motor Operation
- Check for oil/refrig leaks

* Clean minimum once/year

Additional Comment/Concerns:

VILLAGE OF SUSSEX - INSPECTION REPORT - RTU

Date: _____ Technician: _____

Building: _____ Season: _____

Unit # _____ Model: _____ Make: _____

COOLING SIDE:

HEATING SIDE:

- | | |
|---|---|
| <input type="checkbox"/> Check electrical disconnect operation | <input type="checkbox"/> Inspect/clean burners * |
| <input type="checkbox"/> Check condenser fan motors for endplay | <input type="checkbox"/> Check air adjustment to burner |
| <input type="checkbox"/> Check condenser fan blades/cracks/dirt | <input type="checkbox"/> Check fan and limit control |
| <input type="checkbox"/> Verify operation of condenser fans | <input type="checkbox"/> Check ignition operation |
| <input type="checkbox"/> Inspect Filters | <input type="checkbox"/> Check gas train pressure |
| <input type="checkbox"/> Inspect Condenser Coil Fin Surface
Clean minimum once/year - spring | <input type="checkbox"/> Check Heat Exchanger |
| <input type="checkbox"/> Inspect evaporator coil, condensate
pan & drain, clean as needed | <input type="checkbox"/> Inspect flue/exhaust passages |
| <input type="checkbox"/> Inspect all contactors | <input type="checkbox"/> Inspect Heat Exchanger |
| <input type="checkbox"/> Check refrigerant charge/pressure | <input type="checkbox"/> Test Unit operation |
| <input type="checkbox"/> Lubricate/inspect/clean blower bearings | |
| <input type="checkbox"/> Check belt - Replaced? YES NO | |
| <input type="checkbox"/> Check economizer operation | |
| <input type="checkbox"/> Record voltage/amperage | |
- Sequence test unit

Additional Comments/Concerns:

**VILLAGE OF SUSSEX - INSPECTION REPORT - UH-
IRH**

Date: _____ Technician: _____

Building: _____ Season: _____

Unit # _____ Model: _____ Make: _____

CHECK LIST:

UH – Checklist

- Check electrical disconnect operation
- Inspect/clean burners*
- Check ignition operation
- Inspect/clean flue
- Check fan motor amperage
- Check fan & limit controls
- Check complete unit operation

* Clean minimum once/year

IRH – Checklist

- Check electrical disconnect
- Check air intake/exhaust vents
- Check ignition operation
- Check thermostat operation
- Check complete unit operation

Additional Comment/Concerns:



N64W23760 Main Street
Sussex, Wisconsin 53089
Phone (262) 246-5200
FAX (262) 246-5222
Email: info@villagesussex.org
Website: www.villagesussex.org

MEMORANDUM

To: Public Works Committee
From: Judith A. Neu, Village Engineer
Date: February 25, 2020
Re: Project Close-Outs

In an effort to provide more communication about capital projects, and their corresponding budgets, we are providing you with final or near final overall costs on 3 recent project that are at or very close to completion. Included in these numbers are design, construction, inspection, geotechnical, street lighting, permit and application fees, etc. depending on the project. In total and across all funds, the Village spent \$605,794.72 less than what was authorized on these three projects.

Project	Budget	Expenditures	Amount Remaining
Clover Drive Bridge Replacement	\$626,752.80	\$597,830.96	\$28,921.84
Good Hope Road Reconstruction	\$8,033,145.28	\$7,869,994.44	\$163,150.84
Radium Treatment (Wells 1, 2, 3, 4, 5 and 8)	\$9,574,394.20	\$9,160,672.16	\$413,722.04



N64W23760 Main Street
Sussex, Wisconsin 53089
Phone (262) 246-5200
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Email: info@villagesussex.org
Website: www.villagesussex.org

MEMORANDUM

To: Public Works Committee
From: Judith A. Neu, Village Engineer
Date: February 25, 2020
Re: Engineering Monthly Report – February 2020

Maple Avenue:

- Right of way and Easement acquisition is done and all permits are in place.
- We Energies electric is done with all of their relocations along Maple Ave.
- We Energies Gas has completed the central and north sections and plans to be done mid-March in the south section.
- Charter's work in all sections will be done by early March 2020.
- AT&T is finished in the south; plans to finish in the central in mid-March; and plans to finish in the north in mid-April. This should not significantly impact the contractor's construction schedule.
- Neighborhood Meetings are set for February 26th and March 2nd.
- Street Light design is underway.
- Directional signing for the Hastings Court access to Armory Park will be set up soon. This will be the main access to the park in 2020.
- Staff is working with the Armory to make sure they have access for their operations throughout the year.
- Construction could start in mid-March, weather permitting. The detour will begin when construction begins. Message boards will be in place about a week before construction starts.

Miscellaneous

- The chlorine analyzer has been installed at well 4 and we will be programming the system to shut down the wells if discolored water is detected.
- Repairs of the pumps and valves are underway at the Corporate Center Lift Station.
- Spring weight restrictions are likely to either be very short or non-existent this year because there is very little frost under the roads this year.
- Testing of large meters (1", 1 1/2" and 2") is underway.

Developments:

- Woodland Trails: Blasting and sanitary sewer installation is progressing. We are close to approving the plans for the Plainview water main.
- Vista Run: The preliminary plat, grading plan and preliminary utility layout have been reviewed.
- Highlands / Basting Farm: Construction along CTH K and STH 164 will begin as soon as the weather breaks with the goal of completion by July.