

FAUQUIER COUNTY SCHOOL BOARD
a political subdivision of the Commonwealth of Virginia
Contract # CR4-21ksc (Riding FCPS 4400008182)
Energy Management System Services

This Agreement is made and entered into this 9th day of July, 2020, by the Fauquier County School Board, a political subdivision of the Commonwealth of Virginia (hereinafter referred to as "Owner") and Pritchett Controls having its principal place of business at 6980 Muirkirk Meadows Drive Beltsville, MD hereinafter referred to as "PCI" or "Contractor".

WITNESSETH that the Contractor and the Owner, in consideration of the mutual covenants, promises and agreements herein contained, agree as follows:

SCOPE OF SERVICES: The Contractor shall provide Energy Management System Services to the Owner in accordance with the prices, terms and conditions of Fairfax County Public Schools Contract 4400008182 unless otherwise noted herein and the Fauquier County Performance Plan (attachment A) defined by Pritchett Controls, as set forth in the Contract Documents.

COMPENSATION: The Owner will pay and the Contractor will accept in full consideration for the performance during the contract term the amount of Twenty Five thousand, Two hundred Fifty Six dollars (\$25,256.00) payable in four (4) equal increments of Six thousand, three hundred fourteen dollars (\$6,314.00) quarterly as invoiced. All additions services, parts, material or products shall be charged and billed accordance with the attached Pricing Schedule. (Attachment B).

CONTRACT PERIOD: Date of Award through October 31, 2024.

The contract documents shall consist of and are listed in order of priority:

- (1) This signed form;
- (2) IFB 2000002491, Contract Acceptance Agreement signed and dated February 20, 2018;
- (3) Contractor's proposal/bid dated December 29, 2017, which is incorporated herein by reference.

IN WITNESS WHEREOF, the parties have caused this Contract to be duly executed intending to be bound thereby.

VENDOR NAME
PRITCHETT CONTROLS

By: Thomas J. Denike
THOMAS J. DENIKE
Title: SENIOR ACCOUNT MANAGER
Date: 7/10/20

Fauquier County School Board,
a political subdivision of the Commonwealth
of Virginia

By: Susan R. Monaco
Susan R. Monaco, CPPO, CPPB

Title: Procurement Manager
Date: 7/13/2020

Pritchett Controls Performance Plan for Fauquier County Public Schools:

VISITATION SCHEDULE: 1 day Every Other Week ~ 26 days/Yr. (See Systems to be Serviced Attachment C)

SERVICE DOCUMENTATION:

PCI utilized electronic MS Excel files to document each service visit. These files include:

- A checkout sheet for all PM activities. Checkout sheets re provided for each controller and include the technician's observations and corrections. *(Checkout sheets are not typically provided for Maintenance Assist (MA) agreements)*
- An electronic service ticket. The service ticket provides a description of the work performed on that visit, identifies future corrective actions required, includes recommendations for the client, and includes the time allocated to that visit. The customer is required to sign the ticket at the end of each visit.

PCI will email a copy of the completed checkout sheets and the service ticket to the Owner within a reasonable amount of time after the technician's visit.

TROUBLE LOG:

The Owner will keep an on-going trouble log of questions, problems, and optimization ideas. If possible, the log will be reviewed with the Owner on each scheduled site visit, following the completion of scheduled maintenance tasks.

MAINTENANCE TASKS:

Building Controller Database Protection		Frequency
<input type="checkbox"/>	<p>PCI will make a <u>dated</u> current backup of the Building and Direct Digital Controllers database(s) on magnetic media including the customer's on-site computer hard disk, on-site floppy disk, and PCI off-site archive floppy disk. In the event of a system workstation failure, Pritchett Controls will reload the following databases into the system:</p> <ul style="list-style-type: none"> • Application Programming for Building and Direct Digital Controllers • Temperature set points, scheduling and other pertinent parameters <p>Operator workstation graphics (Main File Server, LAN workstations and remote/laptop terminals)</p>	Quarterly

Archiving of Documentation	
<input type="checkbox"/>	The As built and DOC Application Engineering drawings associated with your Direct Digital Control system will be archived at our site. These documents will provide the necessary resource materials in the event of any system or staff changes or catastrophic failure.

Operator Workstation	
<input type="checkbox"/>	Pritchett Controls will inspect and clean all hardware including the Keyboard, monitor, mouse and printer.
<input type="checkbox"/>	Pritchett Controls will verify all network and wiring connections for system performance.
<input type="checkbox"/>	Pritchett Controls will verify operation of any uninterruptible power supplies serving Operator Workstations.

Building Controllers	
<input type="checkbox"/>	Pritchett Controls will perform database diagnostic tests, analyze the results, and review and report system software problems for, points in communication, failure points in manual operation, communication failure, and unacknowledged alarms.
<input type="checkbox"/>	Pritchett Controls will review and report communication network diagnostic abnormalities.
<input type="checkbox"/>	Pritchett Controls will check and report on controller power supplies.
<input type="checkbox"/>	Pritchett Controls will check and replace, if needed, the controller RAM backup battery.
<input type="checkbox"/>	Pritchett Controls will tighten all terminations, and visually check board components and diagnostic LED's.
<input type="checkbox"/>	Pritchett Controls will document all findings electronically.

Temperature Control Panel	
<input type="checkbox"/>	Pritchett Controls will tighten all terminations and visually check terminations, board components and diagnostic LED's.
<input type="checkbox"/>	Pritchett Controls will annually check and report on panel AC & DC power supplies and spare panel fuses.
<input type="checkbox"/>	Pritchett Controls will annually check and report on controller power supplies.
<input type="checkbox"/>	Pritchett Controls will document all findings electronically.

DDC System Input/Output Point Verification	
<input type="checkbox"/>	Pritchett Controls will annually perform a point-to-point check and report on each field device.
<input type="checkbox"/>	Pritchett Controls will annually calibrate each Analog Input.
<input type="checkbox"/>	Pritchett Controls will annually confirm operation of each Analog Output.
<input type="checkbox"/>	Pritchett Controls will annually confirm operation of each Digital Input.
<input type="checkbox"/>	Pritchett Controls will annually confirm operation of each Digital Output.

Terminal Unit Verification	
<input type="checkbox"/>	<p>Pritchett Controls will perform a visual abnormalities check from the central workstation and report on unit problems for the following equipment</p> <ul style="list-style-type: none"> • VAV Box Terminal Units • Fan Coil Terminal Units • Heat Pump Terminal Units

DDC System Control Loop Tuning	
<input type="checkbox"/>	Pritchett Controls will perform seasonal loop tuning to optimize the system control for heating and cooling seasons

HVAC Systems Sequence Verification	
<input type="checkbox"/>	Pritchett Controls will perform a system sequence verification through a sample of point checks, point commanding techniques, selective disabling, system-wide function test and examination and analysis of standard report logs by a trained system specialist or field engineer.
<input type="checkbox"/>	Pritchett Controls will review current sequence of operation.
<input type="checkbox"/>	Pritchett Controls will review and report on actual software logic.
<input type="checkbox"/>	Pritchett Controls will simulate energy management strategies and report on system response.

Maintenance Assistance	
208	Pritchett Controls will provide on-site and/or remote support for the total number of hours indicated. These hours can be used at the customer's discretion.

SUPPORT CALL PROCEDURES:

Support Call procedures shall be in accordance with Paragraph 6.0 Time of Performance of Fairfax County Public Schools Contract 4400008182 unless otherwise stated herein.

REMOTE SUPPORT FOR CONTROL SYSTEMS:

I. Remote Diagnostics

Pritchett Controls will provide diagnostics and troubleshooting via remote communications in response to the service request. Pritchett Controls shall be permitted, after advising the OWNER, to remotely control and/or operate equipment as necessary to perform the needed corrective service.

II. Call Documentation:

Pritchett Controls will document each phone support service call and furnish OWNER a copy showing the date and brief description of activity.

REMOTE SUPPORT RESPONSE:

To minimize downtime, Pritchett Controls will provide remote support within the timeframe selected below:

	Response Type	Hours	Response Time
<input type="checkbox"/>	Standard	Mon – Fri, 8 AM – 5 PM (excluding holidays)	30 min.
<input type="checkbox"/>	24/7	Mon – Sun, 24 hrs per day (including holidays)	2 hrs.

If remote diagnosis determines a site visit is required to complete troubleshooting procedures, Pritchett Controls will be on-site within the response timeframe selected under the On-Site Support Section of this Agreement.

REMOTE SUPPORT LABOR CHARGES:

All standard labor costs required by remote support up to 2 hours are included in this Agreement. These hours are chargeable in half hour increments. Additional and Priority support will be billed at the preferred customer rates as indicated in Attached Pricing Schedule.

REMOTE SUPPORT EQUIPMENT:

OWNER shall provide a 56k Baud Hayes compatible modem, internet connection, or Virtual Private Network (VPN) access, at a mutually agreed upon location, to enable the local Pritchett Controls office to remotely log-on to the OWNER's system. The connection shall remain available at all times.

OWNER shall bear all costs associated with the dedicated phone line or internet/intranet connection.

UNSCHEDULED ON-SITE SUPPORT:

The service manager will dispatch unscheduled on-site support. Each work order will list the service date, contact individual, equipment identification, equipment location, work to be performed and any special instructions.

Pritchett Controls will provide, on-site Standard or 24/7 response, between scheduled maintenance visits. Unscheduled support visits will be billable at the customer rates provided in the Pricing Schedule, Attachment B

All On-Site Support will be provided in accordance with those detailed in Paragraph 6.1, a-d of Contract 4400008182.

COMPONENT REPLACEMENT:

Pritchett Controls will repair or replace, per manufacturer RA policy, any worn, doubtful or failed components and parts with new or like new reconditioned components of compatible design as requested by the Owner to maintain the system in good operating condition. The costs of this work will be billed per Pritchett Controls labor rates and material pricing as indicated in the Pricing Schedule, Attachment B provided herein.

SOFTWARE REVISIONS:

Revisions to the Owner's existing software will be furnished at no charge. PCI has the right to determine if the revision provides reasonable benefit to the Owner prior to installation. Upgrades specific to revisions of current software only; next generation software is not subject to this provision

FIRMWARE REVISIONS:

Revisions to the Owner's existing controller firmware will be furnished at no charge, PCI has the right to determine if the revision provides reasonable benefit to the Owner prior to installation.

PRICING SCHEDULE

ITEM NO.	Description – LABOR RATE	QTY	UOM	LABOR RATE
1.	DOC System Specialist. Regular Hours,	1	HR	\$135.00
2.	System Specialist - Programmer, Regular Hours,	1	HR	\$135.00
3.	Engineer-Controls Design, Regular Hours,	1	HR	\$135.00
4.	Mechanical HVAC Service Technician, Regular Hours,	1	HR	\$129.00
5.	System Special-Pneumatic Controls, Regular Hours,	1	HR	\$129.00
6.	DOC Graphics Designer, Regular Hours	1	HR	\$135.00
7.	System Specialist-Server Maintenance, Software upgrades, Regular Hours	1	HR	\$135.00
8.	Project Manager, Regular Hours,	1	HR	\$155.00
9.	Training Specialist, Regular Hours,	1	HR	\$135.00
10.	Helper, Regular Hours,	1	HR	NIA
11.	DOC System Specialist, Overtime Hours,	1	HR	\$202.50
12.	System Specialist - Programmer, Overtime Hours,	1	HR	\$202.50
13.	Engineer-Control Design, Overtime Hours,	1	HR	\$202.50
14.	Mechanical HVAC Service Technician, Overtime Hours,	1	HR	\$193.50
15.	System Specialist-Pneumatic controls, Overtime Hours,	1	HR	\$193.50
16.	DOC Graphics Designer, Overtime Hours,	1	HR	\$202.50
17.	System Specialist-Server Maintenance, software upgrades, Overtime Hours,	1	HR	\$202.50
18.	Project Manager, Overtime Hours,	1	HR	\$232.50
19.	Training Specialist, Overtime Hours,	1	HR	\$202.50
20.	Helper, Overtime Hours,	1	HR	\$202.50

Material Markup: 10%
 Equipment Rental Markup 10%
 Sub-Contractor Markup
 \$0 - \$4,999.00 10%
 \$5,000.00 - \$9,999.99 7.5%
 \$10,000.00 and above 5%

Product Purchase:
 DDC/ Controls and Software List price less 25%
 TAC/Invensys Non-DDC Components List Price less 50%

SYSTEM DESCRIPTION	QTY	SIZE (HP/TONS/BTU)	MANUFACTURER	MODEL NO.
Brumfield				
Marshall MS				
Auburn MS				
Cedar Lee MS				
Mary Walters ES				
Liberty HS				
Greenville ES				
Fauquier HS				
SE Alternative				
Pierce ES				
Facilities Maintenance Shop				