

# Preventive maintenance proposal: Eastgate

FOR HARBOR POINT PROPERTIES

**Prepared for** Dana Reyes, Director of Facilities

**Prepared by** Jordan Ellis, CEO

**Building** Eastgate, 6 floors, 182,000 sq ft

**Start** January 1

**DRAFT FOR INTERNAL REVIEW • PRICING PENDING APPROVAL**

SUMMARY

# Eastgate, at the service level of Commons.

Calder Field Services will maintain the mechanical systems at Eastgate from January 1, on the same schedule and standards we follow at Harbor Point Commons. We will also bring the rooftop units back to standard with a one-time catch-up service in the first quarter.

|                 |                                      |                           |
|-----------------|--------------------------------------|---------------------------|
| 131             | \$32,864                             | \$3,944                   |
| assets in scope | annual fee, billed \$8,216 a quarter | one-time rooftop catch-up |

**Why the catch-up:** The rooftop units date from 2011, and Dana says they have not been serviced regularly. The public listing confirms the units were installed in 2011.

At \$32,864 a year, Eastgate comes to \$0.18 per square foot, in line with \$0.17 at Commons. The difference is the rooftop units.

SCOPE OF WORK

What we maintain, and how often.

| EQUIPMENT           | UNITS | VISITS A YEAR | ON EACH VISIT                                                |
|---------------------|-------|---------------|--------------------------------------------------------------|
| Rooftop units       | 8     | 4             | Filters, belts, coils, refrigerant check, controls           |
| Air handling units  | 4     | 4             | Filters, belts, coils, dampers, drain pans                   |
| Boilers             | 2     | 2             | Fall start-up and spring shutdown, combustion test, safeties |
| Exhaust fans        | 12    | 2             | Belts, bearings, motor check                                 |
| Pumps               | 6     | 4             | Seals, bearings, alignment, vibration check                  |
| VAV boxes           | 96    | 1             | Damper operation, airflow and controls check                 |
| Backflow preventers | 3     | 1             | Annual test and tag                                          |

From the equipment list Harbor Point provided: 42 rows, 136 assets after removing one duplicate, 131 in scope.

## PRICING

### Annual service and the one-time catch-up.

| EQUIPMENT                                          | UNITS      | VISITS | HOURS PER VISIT | ANNUAL HOURS      |
|----------------------------------------------------|------------|--------|-----------------|-------------------|
| Rooftop units                                      | 8          | 4      | 3               | 96                |
| Air handling units                                 | 4          | 4      | 4               | 64                |
| Boilers                                            | 2          | 2      | 6               | 24                |
| Exhaust fans                                       | 12         | 2      | 0.5             | 12                |
| Pumps                                              | 6          | 4      | 1               | 24                |
| VAV boxes                                          | 96         | 1      | 0.25            | 24                |
| Backflow preventers                                | 3          | 1      | 1               | 3                 |
| <b>Total</b>                                       | <b>131</b> |        |                 | <b>247</b>        |
| Labor: 247 hours at \$112 an hour                  |            |        |                 | \$27,664          |
| Filters                                            |            |        |                 | \$4,288           |
| Belts                                              |            |        |                 | \$912             |
| <b>Annual fee</b>                                  |            |        |                 | <b>\$32,864</b>   |
| Billed quarterly                                   |            |        |                 | \$8,216 a quarter |
| One-time rooftop catch-up: 32 hours plus materials |            |        |                 | \$3,944           |
| <b>Year one total</b>                              |            |        |                 | <b>\$36,808</b>   |

Rate: the Harbor Point contract rate of \$112 an hour from the Commons agreement.

## EXCLUSIONS, ASSUMPTIONS AND NEXT STEPS

### What this proposal assumes.

- Elevators and the fire alarm panel are serviced by licensed specialty contractors, as at Commons, and are not included.
- RTU-07 and RTU-08 have no model numbers in the equipment list. We have priced them like RTU-01 to RTU-06 and will confirm them when we walk the building.
- Repairs and replacement parts beyond filters and belts are quoted separately before any work is done.

### Next steps

- Walk the building with Dana next week to confirm the rooftop units.
- Confirm the start date of January 1.
- Payment terms Net 30, as under the Commons agreement. This proposal is valid for 30 days.