

# ACCO CARE PROPOSAL



## Canyon County PREVENTIVE MAINTENANCE SERVICE AGREEMENT

26-004

# ACCOCARE Service Agreement

ACCO Engineered Systems proposes to furnish Canyon County, its ACCOCARE service on the system at:

**CUSTOMER NAME & ADDRESS:**

Canyon County Facilities  
1115 Albany St  
Caldwell, ID 83605

PH: 208-695-8939

**CONTACT: Rick Britton**

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The ACCOCARE plan provides for inspections of the equipment. The plan covers the cost of all maintenance inspections and optional services which are necessary to maintain the equipment in operating condition.

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## **SITE & EQUIPMENT LIST**

All HVAC inspections are scheduled in April and October unless otherwise noted.

- **Administration Building**  
111 N. 11<sup>th</sup> Ave, Caldwell, ID 83605  
(2) Boilers  
(1) 120 ton - Rooftop package Unit
  - **Courthouse**  
1115 Albany St, Caldwell, ID 83605  
(2) Cooling Towers  
(5) Boilers  
(2) Water treatment testing for cooling towers
  - **Dale Haile Detention Center**  
219 N. 12<sup>th</sup> Ave, Caldwell, ID 83605  
(2) Domestic HW Boilers
  - **Southwest Idaho Juvenile Detention Center**  
222 N. 12<sup>th</sup> Ave, Caldwell, ID 83605  
(2) Domestic HW Boilers
  - **Canyon County Animal Shelter**  
5801 Graye Ln. Caldwell, ID 83607  
(1) Boiler
  - **Celebration Park**  
5000 Victory Ln, Melba, ID 83641  
(1) Boiler
  - **Facilities Storage Warehouse**  
Address TBD  
(1) Boiler
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## **EQUIPMENT TASKING**

The following tasks shall be performed as part of the preventive maintenance service agreement:

### **Cooling Tower**

- Inspect unit condition and check for excessive noise and vibration
- Inspect cold water basin spray nozzles
- Check air inlet louvers and combined inlet shields
- Check and adjust water basin level (as needed)
- Check operation of make-up valve (adjust as needed)
- Check belt condition (if applicable)
- Adjust belt tension (if applicable)
- Inspect VFD for proper operation
- Lubricate fan shaft bearings (as needed)
- Inspect alternate drive systems (non-belt, if applicable)
- Inspect fan assembly and ensure free rotation
- Inspect fan shafts for excessive rust and corrosion
- Check operating temperatures
- Check gear oil level (if applicable)
- Ensure all access panels are properly secured.
- Sump to be drained and cleaned

### **Boiler**

- Check burner flame
- Inspect recirculating pump (if applicable)
- Inspect flue gas passageways
- Inspect gauges and thermometers
- Visually inspect firewall (as applicable)
- Verify proper pressures and temperatures
- Verify operation of combustion fans
- Verify proper setpoints
- Visually inspect electrical connections
- Check boiler safeties and verify operation and settings
- Ensure all access panels are properly secured.

### **Water Heater**

- Verify operations
- Check safeties
- Inspect tank and piping for leaks
- Inspect gas valves and piping for leaks
- Check pilot and burners for proper ignition and flame condition
- Check flue and ventilation
- Check pressure relief valves
- Verify circulation pumps and controls
- Lubricate pump seals and bearings (if required)

## EQUIPMENT TASKING (CONTINUED)

### Rooftop Package Unit

- Check evap coil temperature differential.
- Check for excessive noise and vibration.
- Lubricate motor and fan shaft bearings (as needed).
- Visual check for refrigerant leaks.
- Verify compressor operation.
- Check economizer setpoints and operation.
- Check operating temperatures.
- Check and adjust temperature and pressure controls.
- Visually inspect electrical connections.
- Inspect VFD for proper operation (if applicable).
- Check fan(s) operation.
- Lubricate motor and fan shaft bearings (as needed).
- Inspect gas furnace section for wear and proper operation (if applicable).
- Dispense condensate pan tab(s) as appropriate
- Check operation of condensate pump (if applicable).
- Check condensate P-Trap and purge (as needed).
- Check condition and cleanliness of condensate pan(s).
- Ensure all access panels are properly secured and all screws are re-installed.
- **Clean Condenser Coils Annually in Spring**

### ***Cooling Tower Open Drop Feeder Water Treatment – Monthly***

- Perform standard tests on makeup water and loop water
- Hardness, Alk, Chlorides, pH, Conductivity, MO, Organo
- Record test results and calculate results as cycles of concentration
- Fill chemical pails with proper product
- Check feed rate of drip feeder
- Check drain if visible to insure constant bleed
- Clean chemical drums as needed
- Contact account personnel with problems that could not be corrected and need further attn.
- **Chemicals not included and to be separately billed**

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### **ACCO AGREES:**

1. To perform services as required.
  2. To furnish the customer with a report of any irregularities revealed as a result of the inspection and adjustments. Corrective measures or repairs that are required will be recommended to customer. Customer approval is required on repair work.
  3. To service only the equipment listed.
  4. To report to the person or office designated in writing by customer. Customer to inform of changes of personnel.
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### **EXCLUDED FROM THIS PLAN:**

1. Service, repair, adjust, clean, or replace parts of any of the following: Filters, Air balancing; boiler tubes, duct work; cabinet interiors and exteriors; drains which are not a part of the equipment covered by this plan; heating and cooling coils; electrical service beyond the subject equipment disconnect; surfaces exposed to air and water as part of the system performance (such as sump pans, evaporative condenser tube bundles, tower and evaporative condenser distributors, panels, fans, shafts, etc.); recording instruments, gauges, and thermometers.
  2. The cost of repair parts, replacement parts, emergency calls, refrigerant.
  3. Labor costs other than that required under the ACCOCARE agreement.
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**TERMS:**

1. The ACCOCARE service shall commence on 10/1/2025 and shall continue thereafter until terminated. Either party may terminate this agreement by giving the other party thirty (30) days prior written notice.
2. Failure to make payment when due, or impairment of owner's credit, shall relieve ACCO of the obligation of further performance of this agreement.
3. This agreement is subject to annual price escalation.
4. Current trip charges for all service calls and repairs will continue to apply.



**MAINTENANCE PRICING:**

The initial term of this Agreement shall be one-year, effective **October, 1<sup>st</sup> 2025**

Building	Service	Annual Amount	Billing Frequency	Amount Per Billing
Admin Building	HVAC	\$1,840.00	2x	\$920.00
Courthouse Building	HVAC	\$6,650	2x	\$3,325.00
Dale Haile Detention Center	HVAC	\$890.00	2x	\$445.00
SW Idaho Juvenile Detention Center	HVAC	\$890.00	2x	\$445.00
Animal Shelter	HVAC	\$736.00	2X	\$368.00
Facilities Storage Warehouse	HVAC	\$890.00	2x	\$445.00
Celebration Park	HVAC	\$890.00	2x	\$445.00

Total Annual Contract  
Amount \$12,786.00

The client shall be invoiced per the billing frequency and amount shown in the above table. This agreement and labor price is subject to adjustment upon annual anniversary date.

**SPECIAL NOTES AND / OR INSTURCTIONS:**

- Filters and belts are not included.
- Chemicals not included and to be separately billed; see predictive pricing to include a typical year consumption of biocide and scale inhibitor.
  - **Please budget up to an additional \$5,000.00 in water treatment chemical. ACCO does not include this cost in the maintenance agreement so that customers are not charged for excess chemicals**

**GENERAL CONDITIONS:**

1. For the convenience of both the Customer and ACCO, the Customer will permit ACCO personnel the use of his common building equipment, such as ladders, elevators, etc., together with free and timely access to necessary areas.
2. ACCO will not be required to remove, replace or alter any part of the building structure in the performance of this agreement.
3. Both the Customer and ACCO agree that all work referred to in this agreement shall be performed during the regular working hours of 8:00 AM to 4:30 PM, Monday through Friday, except Holidays.
4. This **ACCOCARE** agreement takes into consideration the extension of the manufacturer's warranties to the Customer on the equipment outlined herein.
5. Customer agrees to make prompt payments. Should a payment become thirty (30) days delinquent, this contract may become null and void at any time thereafter at the option of ACCO, and all moneys owed ACCO will become due upon demand.
6. To assure best performance the Customer should operate the system and all equipment properly and as per manufacturer's instructions. Expenses to ACCO caused by improper operation, negligence, misuse of the equipment, or by any cause beyond the control of ACCO, shall be paid by the Customer at current material prices published in the Air Conditioning and Refrigeration Price Reporter, plus labor charges.
7. Operational efficiency will be assured if all necessary work is performed or equipment added by qualified ACCO personnel. In the event of any alterations, additions, adjustments, or repairs by others (unless authorized by ACCO) ACCO assumes no responsibility and has option to terminate this agreement.
8. Any parts that are not available from normal sources in the judgment of ACCO, and which may impair proper operation, may be replaced by ACCO and paid for by the Customer.
9. Loss of business or any delays occasioned by events that ACCO cannot control, such a strikes, riots, lock-outs, transportation delays, accidents, Acts of God, force majeure or any other cause beyond ACCO's control shall not be the responsibility of ACCO.
10. Any item of equipment or labor required by insurance companies, federal, state, municipal or other authorities will not be required to be furnished by ACCO.
11. ACCO shall not be responsible for original system design, installation or it performance in maintaining design conditions, except through failure of equipment covered herein.
12. This agreement covers the complete understanding between ACCO and the Customer, and shall become a valid contract only when accepted and approved by authorized person for both parties. No verbal representations shall be binding on either party.

To indicate your acknowledgment and acceptance of this proposal, please sign in the space provided below and return one copy of this to my attention. This proposal is being provided in duplicate so that you might retain one copy for your records.

**Accepted by & Approved:**

\_\_\_\_\_  
Authorized Signature

\_\_\_\_\_  
Name / Title

\_\_\_\_\_  
Date

**ACCO Engineered Systems  
Submitted By:**

*Brandon Mabe*

\_\_\_\_\_  
Brandon Mabe  
Project Manager

*10/1/25*

\_\_\_\_\_  
Date

**APPROVED AND ACCEPTED:**

\_\_\_\_\_  
See attached signature page  
Authorized Signature




\_\_\_\_\_  
Name/Title

\_\_\_\_\_  
Date

DATED this 20<sup>th</sup> day of January, 2026.

BOARD OF COUNTY COMMISSIONERS

X Motion Carried Unanimously  
\_\_\_\_\_ Motion Carried/Split Vote Below  
\_\_\_\_\_ Motion Defeated/Split Vote Below

	Yes	No	Did Not Vote
 _____ Commissioner Leslie Van Beek	<u>✓</u>	_____	_____
 _____ Commissioner Brad Holton	<u>X</u>	_____	_____
 _____ Commissioner Zach Brooks	<u>X</u>	_____	_____

ATTEST: JESS URRESTI, CLERK

By:   
\_\_\_\_\_  
Deputy Clerk