

K. Award Maintenance Agreement CC/CSD No. 2024-11 to ACCO Engineered Systems

*Recommendation:*

1. Find HVAC maintenance exempt from review under California Environmental Quality Act (CEQA) pursuant to CEQA Guideline 15061(b)(3); and
2. Authorize City/District Manager to execute a joint CC/CSD Agreement 2024-11 for an amount not to exceed \$286,324; and
3. Authorize City/District Manager to execute future amendments and documents as required up to the total not to exceed amount.



# *City of Camarillo*

## *Camarillo Sanitary District*

### AGENDA REPORT

Date: May 6, 2024

To: Honorable Councilmembers  
Honorable Chairman and Board of Directors

From: Greg Ramirez, City/District Manager

Submitted by: Mitchell Cameron, Director of Administrative Services/Chief  
Innovation Officer

Subject: Award Maintenance Agreement CC/CSD No. 2024-11 to ACCO  
Engineered Systems

### BACKGROUND

On May 26, 2021, the City Council ("City") and Camarillo Sanitary District ("CSD") awarded three-year maintenance agreements to ACCO Engineered Systems ("ACCO"). The City Agreement No. 2021-121 and CSD Agreement No. 2021-68 covered HVAC maintenance and remedial repairs at City Hall, Corporation Yard (Corp Yard), Camarillo Public Library, Camarillo Police Facility, Camarillo Ranch House, and the Wastewater Reclamation Plant, for a final three-year agreement amount of \$528,649. These agreements expire June 30, 2024.

### DISCUSSION

Staff is pleased with ACCO's maintenance, repairs, and response times that preserve the HVAC equipment in good working condition at each facility. Staff requests approval of a new, joint CC/CSD agreement 2024-11 with ACCO, beginning July 1, 2024 and terminating August 31, 2025.

Staff obtained a quote from ACCO for the continued HVAC maintenance at the six facilities identified below utilizing cooperative contract pricing through Omnia, as allowed for in the City's Purchasing Policy. The cooperative Omnia Contract No. 02-73 has an expiration date of August 31, 2025. It is very likely Omnia Contract 02-73 will be renewed, at which time staff will request approval to extend the proposed CC/CSD Agreement No. 2024-11, with a future First Amendment, through June 30, 2027, for a total 3-year maintenance agreement with an optional two-year extension.

Facility & Fund Name	Account No.	14-Month Amount
City Hall Fac - Operations	101-5750-419.35-72	\$ 16,070
Corp Yard Fac - Operations	101-5751-432.35-72	\$ 8,702
Police Facility Fac - Operations	101-5752-419.35-72	\$ 22,228
Library Fac - Operations	101-5753-468.35-72	\$ 19,684
Camarillo Ranch Fac - Operation	815-4001-449.35-72	\$ 7,016
Contingency for City Facilities	(to be used only as needed)	\$ 100,000
Sanitary Dist. Reclamation Plant (CSD)	871-3740-437.35-74	\$ 12,624
Contingency for CSD (repairs)	(to be used only as needed)	\$ 100,000
	<b>Agreement Not to Exceed Amount</b>	<b>\$ 286,324</b>

Contingency funds will be used only on an as-needed basis with prior written approval by City/CSD. The amount of contingency funds requested for CSD are due to the chemicals present at the plant that are known to corrode HVAC equipment. Maintenance of the HVAC equipment is a priority with consideration given to health and safety, staff environmental comfort, asset preservation and regulatory requirements.

### **FISCAL IMPACT**

Funds for HVAC maintenance, including contingency, are included in FY 2024/25 in the accounts referenced above.

Funds for future years will be budgeted accordingly in the various facility accounts.

### **CEQA DETERMINATIONS**

City Staff has determined, in accordance with Section 15061 (b)(3) of the California Environmental Quality Act (CEQA) Guidelines, HVAC maintenance is not subject to CEQA review because it can be seen with certainty that there is no possibility that HVAC maintenance has a significant effect on the environment. This is a maintenance activity on existing facilities.

### **RECOMMENDATION**

1. Find HVAC maintenance exempt from review under California Environmental Quality Act (CEQA) pursuant to CEQA Guideline 15061(b)(3).
2. Authorize City/District Manager to execute a joint CC/CSD Agreement 2024-11 for an amount not to exceed \$286,324; and
3. Authorize City/District Manager to execute future amendments and documents as required up to the total not to exceed amount.

### **ATTACHMENTS**

1. Agreement CC/CSD 2024-11

### **REFERENCE MATERIALS – AVAILABLE FOR REVIEW AT CITY HALL**

OMNIA Contract #02-73 is available in the Administrative Services Department.

**CITY OF CAMARILLO / CAMARILLO SANITARY DISTRICT**  
**MAINTENANCE CONTRACT**

This contract ("Contract") is effective as of **July 1, 2024** ("**Effective Date**"), and is between the CITY OF CAMARILLO, a California general law city and municipal corporation ("City"), and the CAMARILLO SANITARY DISTRICT, a Sanitary District organized pursuant to the California Health and Safety Code ("District"), and **ACCO Engineered Systems, Inc. ("ACCO")**, a California corporation ("Contractor"), collectively referred to as the "**Parties.**"

**Section 1. Recitals.** This Contract is entered into with respect to the following facts:

- 1.1 Contractor represents it is qualified to perform all of the Work (defined below) required under this Contract.
- 1.2 Contractor agrees to perform all such Work in the time and manner set forth in the Contract Documents (defined below).
- 1.3 The City have determined that the public interest, convenience, and necessity require the execution of this Contract and its implementation.

**Section 2. Contract Documents.** This Contract consists of the following documents ("**Contract Documents**"), all of which are made a part of this Contract:

- 2.1 Not used
- 2.2 Bid Proposal, as accepted
- 2.3 Notice of Award
- 2.4 This Contract
- 2.5 Verification of California Contractor's License
- 2.6 Certificate of DIR Registration
- 2.7 Contractor's Certificate Regarding Workers' Compensation
- 2.8 Certificate(s) of Insurance
- 2.9 Prevailing Wage Scales
- 2.10 Other documents (list here)
  - Exhibit A – Scope of Work, including Equipment List
  - Exhibit B – Key Personnel & Compensation
  - Exhibit C – Insurance

**Section 3. The Work.**

- 3.1 The work ("**Work**") to be performed by Contractor is described in the Contract Documents.
- 3.2 In completing the Work, Contractor must employ, at a minimum, the applicable generally accepted professional standards of its industry in existence at the time of performance as utilized by persons engaging in similar work.
- 3.3 Except as specifically provided in the Contract Documents, Contractor must furnish, at its sole expense, all of the labor, materials, tools, equipment, services, and transportation necessary to perform all of the Work.
- 3.4 Contractor must perform all of the Work in strict accordance with the Contract Documents.

- 3.5 Contractor must make every reasonable effort to maintain the stability and continuity of Contractor's key personnel to perform the Work required under this Contract.
- 3.6 Contractor must obtain City's prior approval before utilizing any subcontractors to perform Work under this Contract. Approval must include the identity of the subcontractor and the terms of compensation, and noted on the attached List of Subcontractors.
- 3.7 Contractor will not be compensated for any services rendered in connection with its performance of this Contract that are in addition to or outside of those set forth in the Contract Documents unless such additional services or work are authorized in advance by City.

#### **Section 4. Term and Termination.**

- 4.1 Subject to Sections 4.2 and 4.3 below, the term of this Contract is for a 14-month period commencing on the Effective Date and terminating August 31, 2025. It may be extended for up to 22 additional months, for a total three-year agreement, and then may be extended for up to two (2) additional one-year periods thereafter, upon mutual agreement of the Parties.
- 4.2 City may terminate this Contract, with or without cause, at any time by written notice of termination to Contractor. If such notice is given, Contractor must cease immediately all Work in progress.
- 4.3 Contractor may terminate this Contract at any time upon 90 days' prior written notice of termination to City.
- 4.4 Upon termination of this Contract by either Contractor or City, all property belonging exclusively to City which is in Contractor's possession must be returned to City. Contractor must promptly deliver to City a final invoice for all outstanding services performed and expenses incurred by Contractor as of the date of termination. Compensation for Work in progress not based on an hourly rate will be prorated based on the percentage of Work completed as of the date of termination.
- 4.5 Contractor acknowledges City's rights to terminate this Contract as provided in this section, and hereby waives any and all claims for damages that might otherwise arise from City's termination of this Contract.

#### **Section 5. Time to Perform the Work.**

- 5.1 Time is of the essence with respect to Contractor's Work. Contractor agrees to diligently pursue performance of the Work within the time specified by the Contract Documents.
- 5.2 Contractor will be excused from any delay in performance or failure to perform due to causes beyond the control of Contractor. Such causes include, but are not limited to, acts of God, acts of terrorism, acts of federal, state, or local governments, acts of City, court orders, fires, floods, epidemics, strikes, embargoes, and unusually severe weather.
- 5.3 If Contractor is delayed by any cause beyond Contractor's control, City may, but is not required to, grant a time extension for the completion of the Work. If delay occurs, Contractor must notify City in writing within 48 hours of the cause and the extent of the delay and how such delay interferes with Contractor's performance of the Work.

#### **Section 6. Compensation and Payment.**

- 6.1 Subject to any limitations provided in the Contract Documents, City agrees to pay Contractor as full consideration for the faithful performance of all of the Work the compensation set forth in **Exhibit B** ("**Compensation**"), which is made a part of this

Contract. If during the term of this contract the applicable prevailing wage rate increases, the Contractor may request a contract modification as outlined in Section 16.5 annually on the anniversary date of the contract.

- 6.2 Contractor must furnish City with an invoice for the Work performed in accordance with the Contract Documents. Contractor may not submit an invoice more often than once every 30 days.
- 6.3 City will review each invoice and determine whether the Work performed is in accordance with the Contract Documents. The Assistant Director of Administrative Services (“**Director**”) may require Contractor to provide a release of all undisputed Contract amounts contained in the invoice.
- 6.4 If City disputes any item on an invoice, City will give Contractor notice stating the reasons for the dispute. The Parties will meet and confer in good faith to attempt to resolve the dispute.
- 6.5 Except as to any charges for the Work performed that City disputes, City will cause Contractor to be paid within 30 days of the date of the invoice or the date that Contractor furnishes City with a release of all undisputed Contract amounts, whichever occurs later.
- 6.6 In the event there is any claim specifically excluded by Contractor from the operation of any release, City may retain an amount not to exceed the amount of the excluded claim.

## **Section 7. Labor Code and Prevailing Wage Requirements.**

- 7.1 Contractor agrees to comply with the requirements of California Labor Code sections 1810 through 1815. Eight hours of labor constitutes a legal day’s work per Labor Code section 1810. Contractor will forfeit the statutory penalty to City for each worker employed in the execution of this Contract by Contractor or any subcontractor for each calendar day during which such worker is required or permitted to work more than eight hours in any one calendar day and 40 hours in any one calendar week in violation of the provisions of Labor Code sections 1810 through 1815.
- 7.2 Copies of the determination of the Director of the Department of Industrial Relations of the prevailing rate of per diem wages for each craft, classification or type of worker needed to execute this Contract are available for download from the State website:  
<http://www.dir.ca.gov/OPRL/dprevwagedetermination.htm>.
- 7.3 Contractor must post at the work site, or if there is no regular work site then at its principal office, for the duration of the Contract, a copy of the determination by the Director of the Department of Industrial Relations of the specified prevailing rate of per diem wages. (Labor Code § 1773.2.) When applicable, copies of the prevailing rate of per diem wages will be on file at City’s Department of Administrative Services and available to Contractor and any other interested party upon request.
- 7.4 Contractor, and any subcontractor engaged by Contractor, may pay not less than the specified prevailing rate of per diem wages to all workers employed in the execution of the contract. (Labor Code § 1774.) Contractor is responsible for compliance with Labor Code section 1776 relative to the retention and inspection of payroll records.
- 7.5 Contractor must comply with all provisions of Labor Code section 1775. Under Section 1775, Contractor will forfeit the statutory penalty to City for each worker employed in the execution of the Contract by Contractor or any subcontractor for each calendar day, or portion thereof, in which the worker is paid less than the prevailing rates. Contractor may also be liable to pay the difference between the prevailing wage rates and the amount paid to each worker for each calendar day, or portion thereof, for

which each worker was paid less than the prevailing wage rate.

- 7.6 Nothing in this Contract prevents Contractor or any subcontractor from employing properly registered apprentices in the execution of the Contract. Contractor is responsible for compliance with Labor Code section 1777.5 for all apprenticeable occupations. This statute requires that contractors and subcontractors must submit contract award information to the applicable joint apprenticeship committee, must employ apprentices in apprenticeable occupations in a ratio of not less than one hour of apprentice's work for every five hours of labor performed by a journeyman (unless an exception is granted under § 1777.5), must contribute to the fund or funds in each craft or trade or a like amount to the California Apprenticeship Council, and that contractors and subcontractors must not discriminate among otherwise qualified employees as apprentices solely on the ground of sex, race, religion, creed, national origin, ancestry or color. Only apprentices defined in Labor Code section 3077, who are in training under apprenticeship standards and who have written apprentice contracts, may be employed on public works in apprenticeable occupations.
- 7.7 Contractor has reviewed and agrees to comply with any applicable provisions for any public work subject to Department of Industrial Relations (DIR) Monitoring and Enforcement of prevailing wages, including the registration requirements of Labor Code Section 1771.1(a). City hereby notifies Contractor that Contractor is responsible for submitting certified payroll records directly to the State Compliance Monitoring Unit (CMU). For further information concerning compliance monitoring please visit the website location at:  
<http://www.dir.ca.gov/dlse/cmu/cmu.html>.
- 7.8 Contractor must comply with Labor Code section 1771.1(a), which provides that Contractor may award any contracts and subcontracts for work that qualifies as a "public work" only to subcontractors which are at that time registered with the DIR and qualified to perform public work pursuant to Labor Code section 1725.5. Contractor must obtain proof of such registration from all such subcontractors."
- 7.9 If federal funds are used to pay for the Work, Contractor and any subcontractor agree to comply, as applicable, with the labor and reporting requirements of the Davis-Bacon Act (40 USC § 276a-7), the Copeland Act (40 USC § 276c and 18 USC §874), and the Contract Work Hours and Safety Standards Act (40 USC § 327 and following).

## **Section 8. Non-Discrimination.**

Contractor, its officers, agents, employees, and subcontractors may not discriminate in the employment of persons to perform the Work in violation of any federal or state law prohibiting discrimination in employment, including based on the race, religious creed, color, national origin, ancestry, physical disability, mental disability, medical condition, genetic information, marital status, sex, gender, gender identity, gender expression, age, sexual orientation, of any person, except as provided under California Government Code section 12940. Contractor is responsible for compliance with this section.

## **Section 9. General Legal Compliance; Contractor Claims.**

- 9.1 In performing the Work, Contractor must comply with all applicable statutes, laws, and regulations, including, but not limited to, OSHA requirements and the Camarillo Municipal Code.
- 9.2 Contractor must, at Contractor's sole expense, obtain all necessary permits and licenses required for the Work, and give all necessary notices and pay all fees and taxes required by law, including, without limitation, any business license tax imposed by City.

- 9.3 Contractor must maintain a valid California Contractor's License throughout the term of this Contract.
- 9.4 In the event Contractor has any claims (as such term is defined in Public Contracts Code section 9204) against City, the Parties will follow the applicable dispute resolution process set forth in Section 9204 which, among other things, establishes procedures for the submission of a claim to the City, including the submission of reasonable documentation to support the claim, time periods for the City to respond in writing to the claim, a meet and confer process, and a non-binding mediation process.

**Section 10. Clayton and Cartwright Act Assignments.**

In entering into this Contract or a contract with a subcontractor to supply goods, services, or materials pursuant to this Contract, Contractor and any subcontractor will be deemed to have offered and agreed to assign to City all rights, title, and interest in and to all causes of action it may have under Section 4 of the Clayton Act (15 U.S.C. Sec. 15) or under the Cartwright Act (Chapter 2, commencing with Section 16700 of Part 2 of Division 7 of the California Business and Professions Code), arising from purchases of goods, services, or materials for the Work. This assignment will be deemed made and will become effective at the time City tenders final payment to Contractor, without further acknowledgement by the Parties.

**Section 11. Independent Contractor.**

Contractor is and will at all times remain as to City a wholly independent contractor. Neither City nor any of its officers, employees, or agents will have control over the conduct of Contractor or any of Contractor's officers, employees, agents, or subcontractors, except as expressly set forth in the Contract Documents. Contractor may not at any time or in any manner represent that it or any of its officers, employees, agents, or subcontractors are in any manner officers, employees, agents, or subcontractors of City.

**Section 12. Indemnification.**

- 12.1 Contractor agrees to the fullest extent permitted by law to (1) immediately defend and (2) indemnify City from and against, any and all claims and liabilities, regardless of the nature or type, that arise out of, pertain to, or relate to the negligence, recklessness, or willful misconduct of Contractor, or its officers, employees, agents, or subcontractors committed in performing any Work under this Contract or the failure to comply with any of the obligations of this Contract (collectively, "**Claims**"). The Claims subject to Contractor's duties to defend and indemnify include, without limitation, all claims, actions, causes of action, proceedings, suits, losses, damages, penalties, fines, judgments, liens, levies, and associated investigation and administrative expenses. Such Claims also include defense costs, including reasonable attorneys' fees and disbursements, expert fees, court costs, and costs of alternative dispute resolution.
- 12.2 Contractor's duty to defend is a separate and distinct obligation from Contractor's duty to indemnify. Contractor is obligated to defend City in all legal, equitable, administrative, or special proceedings, with counsel approved by City, immediately upon tender to Contractor of the Claim in any form or at any stage of an action or proceeding, whether or not liability is established. An allegation or determination that persons other than Contractor are responsible for the Claim does not relieve Contractor from its separate and distinct obligation to defend under this section. The obligation to defend extends through final judgment, including exhaustion of any appeals. The defense obligation includes an obligation to provide independent



defense counsel if Contractor asserts that liability is caused in whole or in part by the negligence or willful misconduct of any City indemnified party. If it is finally adjudicated that liability was caused by the comparative active negligence or willful misconduct of any City indemnified party, then Contractor may submit a claim to City for reimbursement of reasonable attorneys' fees and defense costs in proportion to the established comparative liability of the City indemnified party.

- 12.3 Contractor agrees that its defense and indemnification obligation under this section, includes the reasonable costs of attorneys' fees incurred by the City Attorney's office to monitor and consult with Contractor regarding the defense of any Claims, including providing direction with regard to strategy, preparation of pleadings, settlement discussions, and attendance at court hearings, mediations, or other litigation related appearances. City will use its best efforts to avoid duplicative attorney work or appearances in order to keep defense costs to a reasonable minimum.
- 12.4 Contractor agrees that settlement of any Claim will require the consent of City. City agrees that its consent will not be unreasonably withheld provided that Contractor is financially able (based on demonstrated assets) to fulfill its obligation to indemnify City for the costs of any such settlement as required under this Contract.
- 12.5 Contractor's obligation to indemnify City applies unless it is finally adjudicated that the liability was caused by the sole active negligence or sole willful misconduct of a City indemnified party. If a Claim is finally adjudicated and a determination made that liability was caused by the sole active negligence or sole willful misconduct of a City indemnified party, then Contractor's indemnification obligation will be reduced in proportion to the established comparative liability.
- 12.6 For the purposes of this section, "City" includes City's officers, officials, employees, and agents.
- 12.7 The provisions of this section will survive the expiration or earlier termination of this Agreement.

### **Section 13. Insurance.**

Contractor agrees to have and maintain in full force and effect during the term of this Contract the insurance coverages listed in Exhibit C ("Insurance"), which is made a part of this Contract.

### **Section 14. Notice.**

- 14.1 All written notices required or permitted to be given under this Contract will be deemed made when received by the other Party at its respective address as follows:

To City: City of Camarillo  
601 Carmen Drive  
Camarillo, California 93010  
Attn: John Thomas, Assistant Director of Administrative Services  
(Tel.) 805-383-5667 jthomas@cityofcamarillo.org  
(Fax) 805-388-5318

To Contractor: ACCO Engineered Systems, Inc. (ACCO)  
888 East Walnut Street  
Pasadena, CA 91101  
Attn: Brian Tockstein, Project Manager, Facility Services Division  
Cell: (818) 288-3734  
Office: (818) 244-6571  
Email: btockstein@accoes.com

- 14.2 Notice will be deemed effective on the date personally delivered or transmitted by facsimile or email. If the notice is mailed, notice will be deemed given three days after deposit of the same in the custody of the United States Postal Service, postage prepaid, for first class delivery, or upon delivery if using a major courier service with tracking capabilities.
- 14.3 Any Party may change its notice information by giving notice to the other Party in compliance with this section.

#### **Section 15. Project Documents.**

All data, drawings, maps, models, notes, photographs, reports, studies, and other documents (collectively, "**Project Documents**") prepared, developed, or discovered by Contractor in the course of performing any of the Work under this Contract will become the sole property of City. Upon the expiration or termination of this Contract, Contractor must turn over all original Project Documents to City in its possession, but may retain copies of any of the Project Documents it may desire.

#### **Section 16. General Provisions.**

- 16.1 Authority to Execute. Each Party represents and warrants that all necessary action has been taken by such Party to authorize the undersigned to execute this Contract and to bind it to the performance of its obligations.
- 16.2 Assignment. Contractor may not assign this Contract without the prior written consent of City, which consent may be withheld in City's sole discretion since the experience and qualifications of Contractor were material considerations for this Contract.
- 16.3 Binding Effect. This Agreement is binding upon the heirs, executors, administrators, successors and permitted assigns of the Parties.
- 16.4 Integrated Contract. This Contract, including the Contract Documents, is the entire, complete, final, and exclusive expression of the Parties with respect to the Work to be performed under this Contract and supersedes all other agreements or understandings, whether oral or written, between Contractor and City prior to the execution of this Contract.
- 16.5 Modification of Contract. No amendment to or modification of this Contract will be valid unless made in writing and approved by Contractor and by the City Council or City Manager, as applicable. The Parties agree that this requirement for written modifications cannot be waived and that any attempted waiver will be void.
- 16.6 Electronic Signatures; Counterparts. This Agreement and any amendment will be considered executed when the signature page of a party is delivered by electronic transmission. Such electronic signatures will have the same effect as an original signature. This Agreement may be executed in multiple counterparts.
- 16.7 Waiver. Waiver by any Party of any term, condition, or covenant of this Contract will not constitute a waiver of any other term, condition, or covenant. Waiver by any Party of any breach of the provisions of this Contract will not constitute a waiver of any other provision, or a waiver of any subsequent breach or violation of any provision of this Contract. Acceptance by City of any Work performed by Contractor will not constitute a waiver of any of the provisions of this Contract.
- 16.8 Interpretation. This Contract will be interpreted, construed, and governed according to the laws of the State of California. Each party has had the opportunity to review this Contract with legal counsel. The Contract will be construed simply, as a whole, and in accordance with its fair meaning. It will not be interpreted strictly for or against either party.

16.9 Severability. If any term, condition, or covenant of this Contract is declared or determined by any court of competent jurisdiction to be invalid, void, or unenforceable, the remaining provisions of this Contract will not be affected, and the Contract will be read and construed without the invalid, void, or unenforceable provision.

16.10 Venue. In the event of litigation between the parties, venue in state trial courts will be in the County of Ventura. In the event of litigation in a U.S. City Court, venue will be in the Central City of California, in Los Angeles.

The Parties have caused this Contract to be executed by their undersigned authorized agents as follows:

**CITY OF CAMARILLO / CAMARILLO SANITARY DISTRICT**

\_\_\_\_\_  
Greg Ramirez, City/District Manager

ATTEST:

\_\_\_\_\_  
Kristy Buxkemper, City Clerk/Assistant Secretary

**CONTRACTOR: ACCO Engineered Systems, a California Corporation**

*Tom Reynolds*

\_\_\_\_\_  
Thomas Reynolds, Senior Vice President

*Dan Grumbles*

\_\_\_\_\_  
Dan Grumbles, Sales Manager

**001273**

Camarillo Business Tax Certificate Number

**6/30/2024**

Expiration Date

## **EXHIBIT A**

### **SCOPE OF WORK & EQUIPMENT LISTING & PROPOSAL (23 PAGES)**

Pricing per cooperative OMNIA Contract #02-73

Facilities Covered under this agreement:

- |                                      |                         |
|--------------------------------------|-------------------------|
| 1) City Hall:                        | 601 Carmen Drive        |
| 2) Corporation (Corp) Yard           | 283 S. Glenn Drive      |
| 3) Police Facility                   | 3701 Las Posas Rd.      |
| 4) Camarillo Public Library          | 4101 Las Posas Rd.      |
| 5) Camarillo Ranch House             | 201 Camarillo Ranch Rd. |
| 6) Camarillo Sanitary District (CSD) | 150 Howard Rd.          |

Heating, ventilation, and air conditioning full-service maintenance is the regular periodic inspections, testing, cleaning, aligning, calibrating, tightening, adjusting, lubricating, and replacement of filters at predetermined times. Per ACCO Quote dated April 12, 2024.

Remedial/contingency repair work, not covered by full-service maintenance, is done on an "as needed" basis requiring prior written approval by the City or District Staff.

**CITY OF CAMARILLO & CAMARILLO SANITARY DISTRICT  
HVAC MAINTENANCE SPECIFICATIONS**

**A. SCOPE OF WORK**

The following specifications for service and frequency levels direct ACCO to provide qualified professional labor, parts, supervision, tools, and any other items required to furnish full-service maintenance of the HVAC equipment as identified on the Equipment Lists.

The scope of mechanical equipment includes, but is not limited to: air compressors; compressors; blowers, drives, and motors; air handlers; condenser fans and motors, condenser coils; all electrical components within the equipment; thermostats; control valves and motors; gas valves; boiler gas trains and controls; filters; belts; lubricants; control dampers and linkages; exhaust fans and drinking fountains and other parts as applicable.

**B. PROFESSIONAL LABOR**

ACCO shall maintain a valid California Contractor's License with Classifications that include C4, C20, C36, C38, C10, C16 and B. Qualified technicians/journeymen mechanic(s) must be appropriately trained in the repair, maintenance, and operation of Carrier, Trane, York, Lennox, and other major equipment manufacturers. They must be certified in the handling, removing, and addition of CFC materials and employed by ACCO for at least six (6) months. Technicians must maintain peak operating efficiencies of all equipment per the manufacturer's recommended service levels or the attached Maintenance Lists (the highest level of service frequency must always apply). This will be accomplished through regular periodic inspection, testing, cleaning, aligning, calibrating, tightening, adjusting, lubricating, and replacing of parts at predetermined times, prior to and when failures occur.

**C. EMERGENCY LABOR**

24-hour emergency service shall be provided 365 days a year within four (4) hours of notification by telephone.

**D. SCHEDULED INSPECTIONS, MAINTENANCE, AND SERVICE**

The scheduled monthly maintenance shall provide all labor to perform the following, but is not limited to:

**1. MONTHLY SCHEDULED INSPECTIONS**

Perform monthly inspection tasks on a routine schedule to the HVAC systems that include the following as applicable:

- Coils
- Compressor operations
- Motor operations
- Voltage and amp draws
- Refrigerant charge
- Condensate drains and pans
- Oil levels
- Water levels
- Electrical/Relays & Contactors at Equipment
- Heat exchangers
- Refrigerant piping
- Bearings
- Belts and Pulleys
- Blowers
- Fans/Blades
- Reversing valves
- Cabinets and ductwork
- Operating/Safety Controls

**2. MONTHLY PREVENTATIVE MAINTENANCE ACTIONS:**

During scheduled inspection visits, ACCO will provide pro-active hands-on maintenance services designed to improve equipment operations, increase efficiency, minimize breakdowns, and prolong equipment life. These services may include but are not limited to:

- Bearing lubrications
- Motor lubrications
- Belt adjustments or replacement
- Fan blade/Blower cleaning
- Condensate drain and pan cleaning
- Refrigerant charge adjustments
- Coil cleaning (Quarterly & Annually)
- Safety control adjustments
- Operating control adjustments
- Calibrations
- Oil analysis
- Equipment cleaning

3. **Filter Service:** Replacement at a minimum of 4 times per year

Contractor will conduct filter services/changes scheduled at a frequency designed for best operating conditions and overall value to the City of Camarillo. Air filters are to be changed a minimum of four (4) times a year. Only pleated filters are to be installed.

- Removal and proper discarding of used filters/medias
- Provide and deliver to jobsite replacement filters/medias
- Installation of filters
- Washing of filters as required, as necessary and applicable
- Upgrading of type and frequency as required

4. **Outdoor Coil Cleaning Services:** Quarterly and Annually

-Contractor will apply environmental and equipment safe cleaning agents to outdoor coil surfaces and rinse with pressured water.

-Library Location: Condenser coils for the Petra AC1 and AC2 units are to be cleaned quarterly per the Modine ElectroFin coil cleaning scope and specifications for ElectroFin coating 5-year (expiring June 2026).

-Sanitation Plant: Condenser coils will be cleaned quarterly, if additional cleanings are necessary due to plant conditions, ACCO will provide a separate proposal.

**E. MATERIAL AND PARTS DELIVERY**

ACCO must provide and install all major and minor parts, fluids, lubricants, oil, grease, electrical motors, pumps, compressors, condenser assemblies, filters, and chillers as well as for all equipment identified in the scope of work and on the Equipment Lists.

**F. SCHEDULING**

ACCO must prepare and furnish a master annualized schedule indicating all equipment to be serviced, a description of the service to be performed, the amount of time allowed for each task, and the frequency of the service. The attached Equipment Lists shall serve as the basis for the equipment to be serviced. The frequency shall be the greater of the “manufacture’s recommendation”, or the attached Maintenance Service Frequency Lists.

**G. DOCUMENTATION**

ACCO must submit a detailed activity report to the City/District for each regularly scheduled full preventive maintenance and repair visit. Report must include the following:

1. Location, equipment description and ID number.
2. Detailed description of preventive maintenance and any repair work performed during the service.
3. Record all readings, settings, volumes, and any parts added or replaced.
4. Observations of any potential problems.
5. Technician must sign the “On-site Inspection Record Card” upon each visit.

**H. SUPERVISION**

It shall be the responsibility of ACCO to provide the necessary supervision and inspection of the work performed. The City/District will, at various times, inspect the performance and quality of the work performed. The City/District shall have the right to redirect the activity of the mechanic to another HVAC mechanical problem at any time.

**I. HAZARDOUS MATERIAL REQUIREMENTS**

The HVAC Contractor has the sole responsibility for controlling, monitoring, and documenting all CFC and oil additions or leaks as follows:

1. Only HVAC mechanics trained and certified in the handling, addition, and reclamation of CFC’s will be permitted to service City/District equipment. The equipment utilized by the Contractor to service the equipment must also be certified in meeting all EPA standards. Documentation for the above will be required by the City/District.
2. The HVAC Contractor agrees to comply with all local, state, and federal EPA regulations and laws regarding hazardous/toxic substances.
3. The HVAC Contractor must not knowingly or unknowingly release any CFC’s into the atmosphere while servicing equipment. The City must be notified immediately should such occur.

4. All refrigerant leaks, additions, or reclamation's must be recorded on the service report and include the date, time, equipment number, amount added or reclaimed.
5. Any oil removed during changes must be recorded to include the method and location of any disposal disposition.

#### **J. GENERAL**

1. Periodic meetings will be held between the City Fleet & Facilities Manager, the City Senior Facilities Maintenance Assistant and ACCO's supervisor and mechanic. The purpose of the meetings will be to review the service, potential problems, and the quality of service being provided.
2. The City/District reserves the right to request that ACCO replace any mechanic if the City/District should deem the quality of service is not at an acceptable level.
3. Monthly invoices must be emailed to [accountspayable@cityofcamarillo.org](mailto:accountspayable@cityofcamarillo.org). Any billable parts, labor, and emergency call-ins shall be approved by the City/District before the work starts. Monthly invoices for parts, materials, and rentals must have a copy of the suppliers invoice attached. All invoices are Net 35 days unless other payment arrangements are requested and approved in writing by the City/District in advance.
4. All invoices must be received by the City/District within two weeks of work completion date.
5. ACCO must include with their invoices, lien releases for all materials purchased from vendors or subcontractors used to complete the work described in these specifications.
6. The recordkeeping and tracking of services performed is a very integral part of this contract. Monthly invoice processing will be withheld if service reports are not accurately maintained and provided to City/District.
7. Should any HVAC equipment need to be installed or removed, or a need to add, delete, or modify the specifications for service, it is agreed that revising the monthly cost of the service contract will be modified by Contract Amendment when approved by City Council and Camarillo Sanitary District Board. Any changes must be in writing and approved by both parties.
8. All planned equipment shutdowns must be coordinated with the Fleet & Facilities Manager prior to shut off.
9. ACCO must follow all CalOSHA and City/District safety policies and procedures while servicing the equipment (i.e. electrical lockout/tagout confined space entry, welding procedures, and personal protective equipment).
10. ACCO must obtain a hot work permit for all open flames (Cal OSHA Title 8 Section § 6777).
11. Technicians/journeymen HVAC mechanics must have five (5) years' experience providing comprehensive commercial HVAC service and repair.
12. ACCO must stock or be able to procure from a local supplier within 8 hours, minor parts (e.g., switches, belts, bearings, electrical, etc.) and 48 hours for major parts (e.g., compressors, condenser coils, etc.).
13. Provide a program, automated or manual, of service levels, frequencies and scheduling of services, and documentation of services and parts provided.

End of Section 1 Specifications

## **MINIMUM EQUIPMENT MAINTENANCE REQUIREMENTS**

### **AIR HANDLER – QUARTERLY**

1. Check coil temperature differential.
2. Check for excessive noise and vibrations.
3. Lubricate motor and fan shaft bearings (as needed).
4. Visually inspect electrical components.
5. Inspect VFD for proper operation (if applicable).
6. Check cooling coil section for wear or damage.
7. Visually check for leaks.
8. Check operating temperatures and adjust temperature and pressure controls.
9. Check economizer for proper setpoints and operation (if applicable).
10. Check fan operation.
11. Inspect gas furnace for proper operation (if applicable).
12. Check operation of condensate pump (if applicable).
13. Check condition and clean condensate pan(s).
14. Check condensate P-trap and purge.
15. Dispense condensate pan tab(s) as appropriate.
16. Ensure all access panels are properly secured and all screws are re-installed.
17. Replace filter, ensure proper fitment, and properly dispose of used filter.

### **AIR HANDLER – ANNUALLY**

1. Replace belts as appropriate and properly dispose of used belts.
2. Clean evaporator coils.

### **HOT WATER PUMP – QUARTERLY (AT LIBRARY)**

1. Check for excessive noise and vibrations.
2. Visually inspect motor casing and base for abnormalities.
3. Visually inspect electrical connections.
4. Lubricate motor and pump bearings (as required).
5. Check temperatures and operating pressures.
6. Check pump bearings for unusual operating temperatures.
7. Check pump seal for leakage.

### **PACKAGE AIR CONDITIONING SYSTEMS – QUARTERLY**

1. Lubricate motor and fan shaft bearings, as needed.
2. Check evaporator coil temperature differential. Straighten fins as required.
3. Check heat exchanger temperature differential (if water cooled).
4. Visually check for refrigerant leaks and water leaks (if water cooled).
5. Inspect VFD for proper operation (if applicable).
6. Inspect electrical heat components for wear and proper operation.
7. Inspect gas furnace section for wear and proper operation (if applicable).
8. Check operation of condensate pump (if applicable).
9. Lubricate and adjust dampers and linkages.
10. Check and clean drain pan and drains, dispense condensate pan tab(s) as appropriate and check and purge condensate P-trap.
11. Replace filter, ensure proper fitment, and properly dispose of used filter.
12. Check motor operating conditions. Check operating temperatures, adjust including pressure controls.
13. Inspect electrical connections, contactors, relays, and operating/safety controls.
14. Check belt tension and adjust as needed.



## **MINIMUM EQUIPMENT MAINTENANCE REQUIREMENTS (Cont.)**

### **PACKAGE AIR CONDITIONING SYSTEMS – QUARTERLY (Cont.)**

14. Check compressor oil level. Check crankcase heater operation.
15. Check economizer setpoints and operation.
16. Start compressor and verify proper operation.
17. Inspect roof curb flashing.
18. Check refrigerant charge. Check for leaks, vibrations, excessive noise
19. Inspect all temperature, safety, and operational controls.
20. Check fan(s) operation.
21. Ensure unit access panels are properly secured and all screws are re-installed.

### **PACKAGE AIR CONDITIONING SYSTEMS - ANNUALLY**

1. Clean condenser coils.
2. Clean evaporator coils.
3. Clean up area.
4. Replace belts as appropriate and properly dispose of used belts.

### **EXHAUST FANS / SUPPLY / RELIEF - QUARTERLY**

1. Check fan operation and inspect unit condition.
2. Check for excessive noise and vibrations.
3. Check pneumatic pressure and actuation operations (if applicable).
4. Inspect belts and adjust tension as required. Replace belts annually.
5. Lubricate motor, fan(s) and bearings as required.
6. Inspect VFD for proper operation (if applicable).
7. Dispense condensate pan tab(s) as appropriate.
8. Inspect electrical components and connections including starters, disconnects and clean contacts.
9. Ensure all access panels are properly secured and all screws are re-installed.

### **CONDENSING UNITS - AIR COOLED - QUARTERLY**

1. Review manufacturer's recommendation for start-up.
2. Energize crankcase heater per manufacturer's recommendation for warm-up.
3. Check refrigerant sight glass and visually inspect for refrigerant and other leaks.
4. Inspect all electrical connections, contactors, relays, and operating/safety controls.
5. Check for noise and vibrations. Check vibration eliminators. Replace and adjust when authorized.
6. Change oil and refrigerant filter drier when authorized.
7. Check and test all operating and safety controls.
8. Check operating conditions. Adjust as required.
9. Check operating temperature and pressure controls.
10. Inspect VFD for proper operations (if applicable).
11. Verify compressor operation, check compressor oil levels.
12. . Check condenser fans.
13. Inspect condenser fins for damage
14. Inspect reversing valve for operation (if applicable).
15. Ensure all access panels are properly secured and all screws are re-installed.
16. Clean condenser coils (at Sanitation Plant and Library).

### **CONDENSING UNITS - AIR COOLED - ANNUALLY**

1. Clean condenser coils.
2. Clean up area.

## **MINIMUM EQUIPMENT MAINTENANCE REQUIREMENTS (Cont.)**

### **FAN COIL UNITS - QUARTERLY**

1. Inspect unit conditions.
2. Inspect, clean, and lubricate motor.
3. Lubricate fan shaft bearings.
4. Check evaporator coil temperature differential.
5. Check for excessive noise and vibrations.
6. Check coils for leaks.
7. Check fan operation.
8. Check operating temperature and pressure controls.
9. Inspect drain pan or pipe and clean as required.
10. Check operation of condensate pump (if applicable).
11. Inspect gas furnace section for wear and proper operation (if applicable).
12. Visually inspect all electrical connections.
13. Inspect belt and adjust tension.
14. Test operation unit internal on-off switch.
15. Replace filters and properly dispose of used filters.
16. Ensure all access panels are properly secured and all screws are re-installed.

### **FAN COIL UNITS - ANNUALLY**

1. Clean evaporator coils.
2. Replace belts, adjust as appropriate and properly dispose of used belts.
3. Clean up area.

### **WALL MOUNTED AC UNITS - QUARTERLY**

1. Check evaporator coil temperature differential.
2. Check for excessive noise and vibrations.
3. Visually inspect electrical connections.
4. Lubricate motor and fan shaft bearings (as needed).
5. Visually check for refrigerant leaks.
6. Visually check for water leaks (if water cooled).
7. Verify compressor operation.
8. Check economizer setpoints and operation (if applicable).
9. Check operating temperature and pressure controls.
10. Check fan(s) operation.
11. Filters as defined in entitlements.
12. Check operation of condensate pump (if applicable).
13. Check condensate P-trap and purge (as needed).
14. Check condition and cleanliness of condensate pan, clean as needed.
15. Dispense condensate pan tab(s) as appropriate.
16. Ensure all access panels are properly secured and all screws are re-installed.
17. Replace filter and ensure proper fitment, and properly dispose of used filter.
18. Clean condenser coils (At Sanitary Plant).

### **WALL MOUNTED AC UNITS - ANNUALLY**

1. Clean condenser coils and clean up area.
2. Clean evaporator coils.
3. Clean up area.

## **MINIMUM EQUIPMENT MAINTENANCE REQUIREMENTS (Cont.)**

### **PACKAGED VARIABLE AIR VOLUME SYSTEMS (PACKAGED AHU) - QUARTERLY**

1. Review manufacturer's recommendation for start-up.
2. Energize crankcase heater per manufacturer's recommendation for warm-up.
3. Visually inspect for leaks.
4. Inspect operation of hot gas bypass.
5. Inspect electrical connections, contactors, relays, and operating/safety controls.
6. Check vibration eliminators. Replace or adjust when authorized.
7. Check compressor oil level. Change oil and refrigerant filter drier when authorized.
8. Check and test all operating and safety controls.
9. Inspect operating temperatures and pressures.
10. Check fan assembly.
11. Lubricate fan bearings per manufacturer's recommendations.
12. Lubricate motor bearings per manufacturer's recommendations.
13. Check belts and sheaves. Replace and adjust when authorized.
14. Tighten all nuts and bolts.
15. Check motor mounts and vibration pads. Adjust as required.
16. Check motor operating conditions.
17. Lubricate and adjust associated dampers and linkage and controls.
18. Check fan operation.
19. Check inlet guide vanes, Varicones, or VFD for proper operation.
20. Clean outside air intake screen.
21. Check and clean drains and drain pans.
22. Inspect filters. Change per schedule.
23. Check heating and/or cooling coils.

### **PACKAGED VARIABLE AIR VOLUME SYSTEMS (PACKAGED AHU) - ANNUALLY**

1. Clean evaporator coils.
2. Replace belts, adjust as appropriate and dispose of used belts.

### **RECIPROCATING COMPRESSORS**

1. Visually inspect for leaks.
3. Check coupling alignment. Replace and adjust when authorized.
4. Check compressor oil level. Change oil and refrigerant filter dryer when authorized.
5. Check crankcase heater operation.
6. Check vibration eliminators. Replace or adjust when authorized.
7. Inspect electrical connections, contactors, relays, and operating/safety controls.
8. Review manufacturer's recommendations for start-up.
9. Check auxiliary equipment operation.
10. Energize crankcase heater per manufacturer's recommendation for crankcase warm-up.
11. Check and test all operating and safety controls.
12. Check refrigerant charge, oil level and oil pressure.

### **BOILERS – QUARTERLY**

1. Check burner flame and adjust as appropriate.
2. Inspect recirculating pump (if applicable).
3. Inspect flue gas passageways.
4. Inspect gauges and thermometers.
5. Visually inspect firewall (as applicable).
6. Verify proper pressures and temperatures.
7. Verify operation of combustion fans.
8. Verify proper setpoints and adjust as appropriate.

## **MINIMUM EQUIPMENT MAINTENANCE REQUIREMENTS (Cont.)**

### **BOILERS – QUARTERLY (Cont.)**

9. Inspect all electrical connections.
10. Check boiler safeties and verify operational settings.
11. Ensure all access panels are properly secured and all screws are re-installed.

### **BOILERS - ANNUALLY**

1. Lock out / tag out.
2. Check and tighten electrical connections.
3. Check contactor(s) / relay(s) and electrical components.
4. Inspect burner, boiler, and controls prior to start-up. Start up and check operating controls.
5. Check and test safety controls.
6. Check flame safeguard.
7. Check operating controls.
8. Lift relief valve to ensure proper operation.
9. Inspect expansion tank for proper air cushion.
10. Inspect / adjust PRV as needed.
11. Perform combustion analyzer routing. Attach report to work order.
12. Replace hot surface igniter per manufacturer's specifications (if applicable).
13. Replace flame sensor per manufacturer's specifications (if applicable).
14. Inspect fireside of boiler and record condition.
15. Inspect combustion chamber, draft divert and flue. Brush soot and dirt from combustion chamber.
16. Replace condensate neutralizer on condensing boiler.
17. Run flue gas analysis test to verify proper fuel/air mixture.
18. Inspect firebrick and refractory for defects.
19. Visually inspect boiler pressure vessel for possible leaks and record condition.
20. Disassemble, inspect, and clean low-water cutoff
21. Check hand valves and automatic feed equipment. Repack and adjust as required.
22. Inspect, clean, and lubricate burners and combustion air equipment.
23. Check fuel piping for leaks and proper support.
24. Check burner sequence of operation and combustion air equipment.
25. Review manufacturer's recommendation for boiler and burner start-up.
26. Check fuel supply.
27. Check auxiliary equipment operation.

### **HEAT PUMP PACKAGE UNITS - QUARTERLY**

1. Check evaporator coil temperature differential, and heat exchanger temp. differential (if water cooled).
2. Check for excessive noise and vibrations.
3. Check for refrigerant and water leaks.
4. Check oil level, fill as needed.
5. Check operating controls for proper operation.
6. Check humidifier operation.
7. Replace filter and ensure proper fitment, and properly dispose of used filter.
8. Check belts and replace as necessary.
9. Check condensate P-Trap and purge and clean as needed.
10. Lubricate motor and fan shaft bearings as needed.
11. Visually inspect electrical connections
12. Inspect VFD for proper operation (if applicable).
13. Check operating temperature and pressure control.
14. Check compressor operation.
15. Verify economizer setpoints and operation (if applicable).
16. Check fan(s) operation.

## **MINIMUM EQUIPMENT MAINTENANCE REQUIREMENTS (Cont.)**

### **HEAT PUMP PACKAGE UNITS – QUARTERLY (Cont.)**

17. Lubricate motor and fan shaft bearings (as needed).
18. Check reversing valve operation and adjust as needed.
19. Dispense condensate pan tab(s) as appropriate.
20. Check operation of condensate pump (if applicable).
21. Clean condenser coils (at Sanitary Plant)

### **HEAT PUMPS PACKAGE UNITS - ANNUALLY**

1. Check and calibrate capacity and operating controls and safety controls.
2. Clean evaporator coils.
3. Inspect and clean condenser coils.
4. Replace belts, adjust as appropriate and dispose properly of used belts.
5. Leak test entire unit.
6. Check, clean, and tighten starter components.
7. Check fans and motors.
8. Check humidifier components.
9. Check and calibrate humidifier controls.
10. Check Delta T's and Delta P's.

### **HEAT PUMPS - QUARTERLY**

1. Check for excessive noise and vibrations.
2. Check refrigerant sight glass (if applicable).
3. Visually check for refrigerant leaks.
4. Check heat exchanger temperature differential (if water cooled).
5. Check operating temperature and pressure controls.
6. Check compressor operation.
7. Verify economizer setpoints and operations (if applicable).
8. Visually inspect all electrical connections.
9. Check condenser fans.
10. Inspect reversing valve for operation (if applicable).
11. Inspect condenser coil.
12. Check operation of condensate pump (if applicable).
13. Dispense condensate pan tab(s) (if applicable).
14. Ensure all access panels are properly secured and all screws are re-installed
15. Replace filter and ensure proper fitment, and properly dispose of used filter.

### **HEAT PUMPS - ANNUALLY**

1. Clean condenser coils and clean up area.
2. Replace belts, adjust as appropriate and dispose of used belts.

### **VARIABLE FREQUENCY DRIVES (VFD)**

1. Inspect and tighten all nuts, bolts, and retaining devices on mechanical assemblies and mounting brackets.
2. Verify all electrical connections are at proper torque settings.
3. Clean/Change all cooling filters and grills, if applicable.
4. Remove all dirt and dust that has penetrated the unit interior or accumulated on the processor boards using high-pressure nitrogen.
5. Verify and record all inverter settings.
6. Verify and all internal power supplies, and logic outputs. Record as applicable.
7. Check proper operation of DC buss capacitors.
8. Check all external controls related to the operation of the inverter.
9. Provide recommendations for repair, parameter changes, etc. in written form.

## MINIMUM EQUIPMENT MAINTENANCE REQUIREMENTS (Cont.)

### **DRINKING FOUNTAINS – QUARTERLY**

1. Inspect and tighten all electrical connections
2. Inspect compressor and coils
3. Clean coils
4. Adjust thermostat water temperature setting

**NEEDLEPOINT BIPOLAR IONIZATION UNITS -** The NPBI units are manufactured by Global Plasma Solutions (GPS). They are installed in the rooftop HVAC units.

1. Inspect and clean units annually

### **GENERAL**

When Contractor is on-site, an inspection of all mechanical rooms, roof top or penthouse mechanical enclosures, and any building related equipment rooms will be performed to minimally inspect for audio and visual type malfunctions and excessive vibrations.

### **FULL-SERVICE MAINTENANCE CONTRACT FREQUENCIES**

#### **Maintenance Items**

Preventive Maintenance Items.....  
Filter Changes - Pleated Type.....  
Automation Equipment Preventive Maintenance Items.....  
Outdoor Coil Cleaning - Prior to Summer Season.....  
Evaporator Coil Cleaning  
Belt Replacement.....  
Service Documentation.....

#### **Frequencies**

Monthly  
Quarterly  
Quarterly  
Quarterly & Annually  
Annually  
As Required & Annually  
Year Around

# City of Camarillo

## EQUIPMENT LIST

TAG	DESCRIPTION	MFR	MODEL	SERIAL	SUB-LOCATION	SIZE	LOCATION ADDRESS
City Hall							
AC1	PACKAGE AC UNIT	CARRIER	50AY-040-E-611EE	0404F13268	ROOF	40 TON	601 Carmen Drive Camarillo, CA 93010
AC2	PACKAGE AC UNIT	CARRIER	50AY-040-E-611EE	0404F13270	ROOF	40 TON	601 Carmen Drive Camarillo, CA 93010
AC3	PACKAGE AC UNIT	CARRIER	48HJD008-641	0304G11287	ROOF	7.5 TON	601 Carmen Drive Camarillo, CA 93010
AC4	PACKAGE AC UNIT	CARRIER	48HJD008-641	0304G11289	ROOF	7.5 TON	601 Carmen Drive Camarillo, CA 93010
AC5	PACKAGE AC UNIT	CARRIER	50HJ-004-631	0404G40131	ROOF	3 TON	601 Carmen Drive Camarillo, CA 93010
HP1	HEAT PUMP PACKAGE UNIT	CARRIER	50HJQ012-601	3695G30398	ROOF	10 TON	601 Carmen Drive Camarillo, CA 93010
HP2	HEAT PUMP PACKAGE UNIT	CARRIER	50HJQ012-601	0596G30388	ROOF	10 TON	601 Carmen Drive Camarillo, CA 93010
HP3	HEAT PUMP PACKAGE UNIT	CARRIER	50HJQ008-601	4596G30407	ROOF	7.5 TON	601 Carmen Drive Camarillo, CA 93010
HP4	HEAT PUMP PACKAGE UNIT	CARRIER	50HJQ008	0396G30357	ROOF	7.5 TON	601 Carmen Drive Camarillo, CA 93010
HP5	CONDENSING UNIT, AIR COOLED	CARRIER	38QR060C600	4306X84843	ROOF	5 TON	601 Carmen Drive Camarillo, CA 93010
HP5A	AIR HANDLER	PAYNE	FB4ANF60	2696A12373	STORAGE ROOM	5 TON	601 Carmen Drive Camarillo, CA 93010
HP6	HEAT PUMP PACKAGE UNIT	LENNOX	HP19-463-7Y	5894G31369	ROOF	3.5 TON	601 Carmen Drive Camarillo, CA 93010
HP7	HEAT PUMP PACKAGE UNIT	LENNOX	HP19-211-6P	5894J19443	ROOF	1.5 TON	601 Carmen Drive Camarillo, CA 93010
AH1	AIR HANDLER	SAMSUNG	AS12A2VC	P2FN400241	TEL ROOM	1 TON	601 Carmen Drive Camarillo, CA 93010
CU1	CONDENSING UNIT, AIR COOLED	SAMSUNG	US12A2VC	PXAN400185	ROOF	1 TON	601 Carmen Drive Camarillo, CA 93010
AH2	AIR HANDLER	TBD	TBD	TBD	FOYER	TBD	601 Carmen Drive Camarillo, CA 93010
CU2	CONDENSING UNIT, AIR COOLED	TBD	TBD	TBD	ROOF	TBD	601 Carmen Drive Camarillo, CA 93010
EF1	EXHAUST FAN	COOK	180 ACE 180ACE B	138S996728-01	STAFF RR	1/3 HP	601 Carmen Drive Camarillo, CA 93010
EF2	EXHAUST FAN	COOK	120 ACE 120ACE B	138S996480-00	LUNCH ROOM	1/6 HP	601 Carmen Drive Camarillo, CA 93010

# City of Camarillo

## EQUIPMENT LIST

### City Hall (continued)

EF3	EXHAUST FAN	COOK	N/A	N/A	ENGINEERING CR	HP	601 Carmen Drive Camarillo, CA 93010
EF4	EXHAUST FAN	COOK	N/A	N/A	MAIN ELECT ROOM	HP	601 Carmen Drive Camarillo, CA 93010
EF5	EXHAUST FAN	COOK	N/A	N/A	PUBLIC RR	HP	601 Carmen Drive Camarillo, CA 93010
DF1	DRINKING FOUNTAIN	HALSEY TAYLOR	HAC8F BLQ	970121188	BUILDING	HP	601 Carmen Drive Camarillo, CA 93010
DF2	DRINKING FOUNTAIN	ELKAY	LZS8WSLP	170423225	BUILDING	HP	601 Carmen Drive Camarillo, CA 93010
DF3	DRINKING FOUNTAIN	HALSEY TAYLOR	HAC BL L/R	970121078	BUILDING	HP	601 Carmen Drive Camarillo, CA 93010
<b>Public Library</b>							
AC01	PACKAGE AC UNIT	PETRA	PPH 90	50031-0101-02	ROOF	90 TON	4101 Las Posas Road Camarillo, CA 93010
AC02	PACKAGE AC UNIT	PETRA	PPH 90	50031-0101-01	ROOF	90 TON	4101 Las Posas Road Camarillo, CA 93010
CU1	CONDENSING UNIT, AIR COOLED	mitsubishi	PU18EK1	5XU00894A	ROOF	1.5 TON	4101 Las Posas Road Camarillo, CA 93010
FC1	FAN COIL UNIT	mitsubishi	PK18FK3	5YA00718A	TELCOM ROOM 142	1.5 TON	4101 Las Posas Road Camarillo, CA 93010
CU2	CONDENSING UNIT, AIR COOLED	mitsubishi	PU18EK1	5XU00834A	ROOF	1.5 TON	4101 Las Posas Road Camarillo, CA 93010
FC2	FAN COIL UNIT	mitsubishi	PK18FK3	5YA00717A	SERVER ROOM 117	1.5 TON	4101 Las Posas Road Camarillo, CA 93010
CU3	CONDENSING UNIT, AIR COOLED	PAYNE	24ABR336A	2607E05597	ROOF	3 TON	4101 Las Posas Road Camarillo, CA 93010
FC3	FAN COIL UNIT	PAYNE	PF1MNC037	1308A72165	MAIN ELECTRICAL ROOM	3 TON	4101 Las Posas Road Camarillo, CA 93010
B1	BOILER	LOCHINVAR	CHN2071	E06H00187412	ROOF	146.6 MBH	4101 Las Posas Road Camarillo, CA 93010
P1	HOT WATER PUMP	BALDOR	M3615T	N/A	ROOF	5 HP	4101 Las Posas Road Camarillo, CA 93010



# City of Camarillo

## EQUIPMENT LIST

### Public Library (continued)

P2	HOT WATER PUMP	BALDOR	M3615T	N/A	ROOF	5 HP	4101 Las Posas Road Camarillo, CA 93010
P3	HOT WATER PUMP	BALDOR	VL3504	N/A	ROOF	0.5 HP	4101 Las Posas Road Camarillo, CA 93010
EF1	EXHAUST FAN	CARNES	VEBK15	162131.002	ROOF	0.33 HP	4101 Las Posas Road Camarillo, CA 93010
EF2	EXHAUST FAN	CARNES	VEBK15	162131.003	ROOF	0.33 HP	4101 Las Posas Road Camarillo, CA 93010
EF3	EXHAUST FAN	CARNES	VEBK12	121131.001	ROOF	0.25 HP	4101 Las Posas Road Camarillo, CA 93010
EF4	EXHAUST FAN	CARNES	VIBK15	162131.005	ABOVE CEILING F2 RR	0.5 HP	4101 Las Posas Road Camarillo, CA 93010
EF5	EXHAUST FAN	CARNES	VIBK06	162131.004	ABOVE CEILING F2 RR & CUST CLOSET	0.16 HP	4101 Las Posas Road Camarillo, CA 93010
DF1	DRINKING FOUNTAIN	FOUNTAIN	HCR8	40201006	BUILDING	HP	4101 Las Posas Road Camarillo, CA 93010
DF2	DRINKING FOUNTAIN	FOUNTAIN	HCR8	40201006-1	BUILDING	HP	4101 Las Posas Road Camarillo, CA 93010
DF3	DRINKING FOUNTAIN	FOUNTAIN	HCR8 1J	51020337	BUILDING	HP	4101 Las Posas Road Camarillo, CA 93010
DF4	DRINKING FOUNTAIN	FOUNTAIN	HCR8 1J	51020337-1	BUILDING	HP	4101 Las Posas Road Camarillo, CA 93010

### Sanitary Plant

AC-1	PACKAGED HEAT PUMP	CARRIER	50VR-A60-60	3315C41555	Electrical Blvd. 1 (E-1)	5 TON	150 Howard Road Camarillo, CA 93012
AC-2	WALL MOUNT HEAT PUMP	BARD	W60H2-C0ZXX4XXX	362H153245-02	Electrical Blvd. 2 (E-2)	5 TON	150 Howard Road Camarillo, CA 93012
AC-3	GAS ELECTRIC PACKAGED UNIT	YORK	D2NY048N06546NXA	NOE8807778	Breakroom/Locker Room	4 TON	150 Howard Road Camarillo, CA 93012
AC-4	WALL MOUNT HEAT PUMP	BARD	W60A2-C0ZXP1X3X	326H143133783-02	Electrical Blvd. 4 (E-4)	5 TON	150 Howard Road Camarillo, CA 93012
AC-5	PACKAGED HEAT PUMP	PAYNE	PH3GEAA60000AA	4316C45357	Administration Office	5 TON	150 Howard Road Camarillo, CA 93012
AC-6	PACKAGED HEAT PUMP	CARRIER	50EZ-A36-60	1312C07618	Lab	3 TON	150 Howard Road Camarillo, CA 93012
AC-7	WALL MOUNT HEAT PUMP	BARD	W60H2-C0ZXX4XXX	326H153246746-02	Electrical Blvd. 3 (E-3)	5 TON	150 Howard Road Camarillo, CA 93012
AC-8	WALL MOUNT HEAT PUMP	BARD	W30H2-C0ZXX4XXX	306H153247065-02	Electrical Blvd. 5 (E-5)	2.5 TON	150 Howard Road Camarillo, CA 93012

# City of Camarillo

## EQUIPMENT LIST

### Sanitary Plant (continued)

AC-9	PACKAGED HEAT PUMP	CARRIER	50SZ-024-301AU	4007G21129	Maintenance Office	2 TON	150 Howard Road Camarillo, CA 93012
CU-10	SPLIT SYSTEM, CONDENSER	YORK	YC120C00A4AAA2A	N1N3264568	Pump Station #3	10 TON	150 Howard Road Camarillo, CA 93012
AC-10	SPLIT SYSTEM, AIR HANDLER	YORK	NC120C00D6AAA3A	N1D6499039	Pump Station #3	10 TON	150 Howard Road Camarillo, CA 93012
AC-11	WALL MOUNT HEAT PUMP	BARD	W36HB-A05MP4XXX	278K213895160-02	Admin Office Trailer	3 TON	150 Howard Road Camarillo, CA 93012

### Corp Yard

AC1	CONDENSING UNIT, AIR COOLED	LENNOX	HS21-036-1Y	5803H49278	OUTSIDE	3 Ton	283 South Glenn Drive Camarillo, CA 93010
AC1A	AIR HANDLER	LENNOX	C16-41W-00-1	5184K13927	OUTSIDE	3 Ton	283 South Glenn Drive Camarillo, CA 93010
AC2	CONDENSING UNIT, AIR COOLED	LENNOX	HS21-036-1Y	5803H49287	OUTSIDE	3 Ton	283 South Glenn Drive Camarillo, CA 93010
AC2A	AIR HANDLER	LENNOX	C16-41W-00-1	5184K13941	OUTSIDE	3 Ton	283 South Glenn Drive Camarillo, CA 93010
AC3	CONDENSING UNIT, AIR COOLED	LENNOX	HS21-653-1Y	5897C44567	OUTSIDE	4 Ton	283 South Glenn Drive Camarillo, CA 93010
AC3A	AIR HANDLER	LENNOX	C23-51/65FC-1	6097D35155	INSIDE	4 Ton	283 South Glenn Drive Camarillo, CA 93010
AC4	CONDENSING UNIT, AIR COOLED	CARRIER	38QR018C-331	2803X71894	OUTSIDE	1.5 Ton	283 South Glenn Drive Camarillo, CA 93010
AC4A	AIR HANDLER	CARRIER	FB4BNF018	4403A82187	OFFICE CEILING	1.5 Ton	283 South Glenn Drive Camarillo, CA 93010
AH-1	AIR HANDLER	REZNOR	N/A	N/A	BATHROOM	N/A	283 South Glenn Drive Camarillo, CA 93010
EF-1	EXHAUST FAN	LOREN COOK	0310	N/A	BATHROOM	N/A	283 South Glenn Drive Camarillo, CA 93010

### Ranch House

CU-1	CONDENSING UNIT, AIR COOLED	TEMPSTAR	NAC218AKA1	L0036360389	House	1.5 TON	201 Camarillo Ranch Rd Camarillo, CA 93012
AH-1	AIR HANDLER	TEMPSTAR	NNE050B12A	L002662038	House	4 TON	201 Camarillo Ranch Rd Camarillo, CA 93012
CU-2	CONDENSING UNIT, AIR COOLED	TEMPSTAR	NAC260AKA1	L010303268	House	5 TON	201 Camarillo Ranch Rd Camarillo, CA 93012
AH-2	AIR HANDLER	TEMPSTAR	NNE050B12A1	L002662039	House	4 TON	201 Camarillo Ranch Rd Camarillo, CA 93012
CU-3	CONDENSING UNIT, AIR COOLED	TEMPSTAR	NAC260AKA1	3010303252	House	5 TON	201 Camarillo Ranch Rd Camarillo, CA 93012
AH-3	AIR HANDLER	TEMPSTAR	NNE100J20A1	3004554954	House	8.5 TON	201 Camarillo Ranch Rd Camarillo, CA 93012

# City of Camarillo

## EQUIPMENT LIST

### Ranch House (continued)

CU-4	CONDENSING UNIT, AIR COOLED	CARRIER	25HPA518A310	1809E01117	Barn	1.5 TON	201 Camarillo Ranch Rd Camarillo, CA 93012
AH-4	AIR HANDLER	CARRIER	FV4BNF002000AAAA	0209A82244	Barn	1.5 TON	201 Camarillo Ranch Rd Camarillo, CA 93012
CU-5	CONDENSING UNIT, AIR COOLED	CARRIER	25HPA518A0031010	1709E16440	Barn	1.5 TON	201 Camarillo Ranch Rd Camarillo, CA 93012
AH-5	AIR HANDLER	MITSUBISHI	LGH-F600RX-3	"0812	Barn	1.5 TON	201 Camarillo Ranch Rd Camarillo, CA 93012
CU-6	CONDENSING UNIT, AIR COOLED	MITSUBISHI	MUZ-A09NA	8004420T	Offices	3 TON	201 Camarillo Ranch Rd Camarillo, CA 93012
AH-6	AIR HANDLER	MITSUBISHI	MSZ-A09NA	8015542	Offices	4 TON	201 Camarillo Ranch Rd Camarillo, CA 93012
CU-7	CONDENSING UNIT, AIR COOLED	MITSUBISHI	MUZ-A09NA	8004484T	Offices	1.5 TON	201 Camarillo Ranch Rd Camarillo, CA 93012
AH-7	AIR HANDLER	MITSUBISHI	MSZ-A09NA	8015849	Offices	1.5 TON	201 Camarillo Ranch Rd Camarillo, CA 93012
CU-8	CONDENSING UNIT, AIR COOLED	TEMPSTAR	NAC218AKA1	L003630390	House	1.5 TON	201 Camarillo Ranch Rd Camarillo, CA 93012
AH-8	AIR HANDLER	TEMPSTAR	NNE050B12A1	L010863721	House	4 TON	201 Camarillo Ranch Rd Camarillo, CA 93012

### Police Facility

AC-1	PACKAGE AC UNIT	CARRIER	48HJE004-621	1994G20872	Lower Roof	3 TON	3701 Las Posas Road Camarillo, CA 93010
AC-2	PACKAGE AC UNIT	CARRIER	48HJD007-621	3994G20930	Lower Roof	6 TON	3701 Las Posas Road Camarillo, CA 93010
AC-3	PACKAGE AC UNIT	CARRIER	48HJE004-621	3794G20660	Lower Roof	3 TON	3701 Las Posas Road Camarillo, CA 93010
AC-4	PACKAGE AC UNIT	CARRIER	48HJD006-621	3894G20322	Lower Roof	4 TON	3701 Las Posas Road Camarillo, CA 93010
AC-5	PACKAGE AC UNIT	CARRIER	48HJD006-621	3794G20660	Lower Roof	5 TON	3701 Las Posas Road Camarillo, CA 93010
AC-6	PACKAGE AC UNIT	CARRIER	48HJD005-621	3994G20940	Lower Roof	3 TON	3701 Las Posas Road Camarillo, CA 93010
AC-7	PACKAGE AC UNIT	CARRIER	48HJE004-621	1994G20867	Lower Roof	3 TON	3701 Las Posas Road Camarillo, CA 93010
AC-8	PACKAGE AC UNIT	CARRIER	48HJD007-541	5101G40134	Lower Roof	6 TON	3701 Las Posas Road Camarillo, CA 93010
AC-9	PACKAGE AC UNIT	CARRIER	48HJE004-621	3101G23070	Lower Roof	3 TON	3701 Las Posas Road Camarillo, CA 93010

# City of Camarillo

## EQUIPMENT LIST

### Policy Facility (continued)

AC-10	PACKAGE AC UNIT	CARRIER	48HJD007-541	5101G40133	Upper Roof	6 TON	3701 Las Posas Road Camarillo, CA 93010
AC-11	PACKAGE AC UNIT	CARRIER	48HJD009-541	3101G33127	Upper Roof	8.5 TON	3701 Las Posas Road Camarillo, CA 93010
AC-12	PACKAGE AC UNIT	CARRIER	48HJD006-531	3999G20417	Upper Roof	3 TON	3701 Las Posas Road Camarillo, CA 93010
AC-13	PACKAGE AC UNIT	CARRIER	48HJD006-621	3994G20657	Upper Roof	4 TON	3701 Las Posas Road Camarillo, CA 93010
AC-14	PACKAGE AC UNIT	CARRIER	50HJ006-611	1095G20261	Upper Roof	4 TON	3701 Las Posas Road Camarillo, CA 93010
CU-15	CONDENSING UNIT, AIR COOLED	TRANE	TTB718A100A1	C19261929	Lower Roof	1.5 TON	3701 Las Posas Road Camarillo, CA 93010
FC-15	FAN COIL UNIT	CARRIER	40AQ018330CD	R1A30525	Building	1.5 TON	3701 Las Posas Road Camarillo, CA 93010
CU-1	CONDENSING UNIT, AIR COOLED	CARRIER	38AQ007	L012441247	North Ground	6 TON	3701 Las Posas Road Camarillo, CA 93010
CU-2	CONDENSING UNIT, AIR COOLED	CARRIER	38AQ007	L013544013	North Ground	6 TON	3701 Las Posas Road Camarillo, CA 93010
AH-2	AIR HANDLER	YORK	CS74SHFCLP-Y AH-2	81-931188 H 2	Ceiling	6 TON	3701 Las Posas Road Camarillo, CA 93010
CU-3	CONDENSING UNIT, AIR COOLED	CARRIER	38QR060C611	0402X16311	South Ground	5 TON	3701 Las Posas Road Camarillo, CA 93010
CU-4	CONDENSING UNIT, AIR COOLED	CARRIER	38QR060C611	N/A	South Ground	5 TON	3701 Las Posas Road Camarillo, CA 93010
CU-5	CONDENSING UNIT, AIR COOLED	CARRIER	38QR048C611	2199X70761	South Ground	5 TON	3701 Las Posas Road Camarillo, CA 93010
AH-1	AIR HANDLER	CARRIER	CS74SHFCLP-Y AH-2	81-931188H1	Ceiling	5 TON	3701 Las Posas Road Camarillo, CA 93010
AH-3	AIR HANDLER	CARRIER	CS32SHFCLP-Y	81-931188H3	Ceiling	5 TON	3701 Las Posas Road Camarillo, CA 93010
DF-1	DRINKING FOUNTAIN	ELKAY	EZWSR_1C	150817845	Building	HP	3701 Las Posas Road Camarillo, CA 93010
DF-2	DRINKING FOUNTAIN	ELKAY	LVRCGRN8WS	160127040	Building	HP	3701 Las Posas Road Camarillo, CA 93010
DF-3	DRINKING FOUNTAIN	HAWS	HCR8	93470454	Building	HP	3701 Las Posas Road Camarillo, CA 93010
EF-1	FAN, SUPPLY/RETURN/EXHAUST/ RELIEF	GREENHECK	LB-10-4X	94J14320	Building	0.25 HP	3701 Las Posas Road Camarillo, CA 93010

# City of Camarillo

## EQUIPMENT LIST

### Police Facility (continued)

EF-2	FAN, SUPPLY/RETURN/EXHAUST/ RELIEF	GREENHECK	LB-10-4X	94J14321	Building	0.25 HP	3701 Las Posas Road Camarillo, CA 93010
EF-3	FAN, SUPPLY/RETURN/EXHAUST/ RELIEF	GREENHECK	LB-10-4X	94J14322	Upper Roof	0.25 HP	3701 Las Posas Road Camarillo, CA 93010
EF-4	FAN, SUPPLY/RETURN/EXHAUST/ RELIEF	ALADDIN	F122B	79485	Upper Roof	0.33 HP	3701 Las Posas Road Camarillo, CA 93010
EF-5	FAN, SUPPLY/RETURN/EXHAUST/ RELIEF	GREENHECK	LB-14-4X	94J14325	Upper Roof	0.33 HP	3701 Las Posas Road Camarillo, CA 93010
EF-6	FAN, SUPPLY/RETURN/EXHAUST/ RELIEF	GREENHECK	LB-18-4-X	95B13334	Upper Roof	0.25 HP	3701 Las Posas Road Camarillo, CA 93010



**engineered  
systems**

**Facility Services**

818 / 244-6571 Voice  
800 / 998-2226 Service  
888 East Walnut Street  
Pasadena, CA 91101

April 12, 2024

**Omnia Contract #02-73**

Kevin Jorgensborg  
City of Camarillo  
601 Carmen Drive  
Camarillo, CA 93010

**Subject:** *ACCOCare™* Maintenance

**City of Camarillo**

Dear Kevin:

ACCO is pleased to have this opportunity to offer City of Camarillo our proposal for *ACCOCare* Maintenance at the City of Camarillo facilities. By selecting ACCO as your mechanical provider, you will have at your disposal the largest mechanical service, engineering and construction company in Southern California.

As part of the preventive maintenance package, ACCO will perform in-depth inspections and diagnoses of the systems included in this agreement. At the conclusion of each inspection a detailed report of our findings will be forwarded to you highlighting any condition operating outside of specified parameters along with recommendations.

For ACCO contract Customers only, during normal operating hours (6 a.m. to 4 p.m., Monday through Friday), our response time for service call is two hours. During after hours, Saturday, Sunday, and holidays our response time is four hours.

We look forward to serving you. If you have any questions or concerns, please do not hesitate to contact me at (818) 288-3734 or [btockstein@accoes.com](mailto:btockstein@accoes.com).

Sincerely,  
ACCO Engineered Systems

Brian Tockstein  
Project Manager  
Facility Services Division

April 12, 2024

**A-19**

**CC/CSD Agreement No. 2024-11**

City of Camarillo

# City of Camarillo

## TERMS & CONDITIONS

### ACCO AGREES:

#### 1. Locations:

JOB SITE NAME and ADDRESS:	BILLING NAME and ADDRESS:
See equipment list for job site addresses	City of Camarillo 601 Carmen Drive Camarillo, CA 93010 accountspayable@cityofcamarillo.org

- To perform services as required (please see Tab 3).
- To furnish City of Camarillo 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 City of Camarillo. Customer approval is required on repair work.
- To service only the equipment listed.
- To report to the person or office designated in writing by City of Camarillo. City of Camarillo to inform of changes of personnel.

### EXCLUDED FROM THIS PLAN:

- Service, repair, adjust, clean, or replace parts of any of the following: 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.
- The cost of replacement parts and refrigerant.
- Labor costs other than that required under the **accocare** agreement.

### TERMS:

- The **accocare** service shall commence on **July 1, 2024** and shall continue through August 31, 2025 and may be extended by mutual agreement of both parties. Either party may terminate this agreement by giving the other party thirty (30) days prior written notice.
- Failure to make payment when due, or impairment of owner's credit, shall relieve ACCO of the obligation of further performance of this agreement.

### PRICING:

#### **601 Carmen Drive (City Hall):**

##### **Year 1: July 1, 2024 – June 30, 2025**

Preventative Maintenance amount \$13,716.00 to be invoiced monthly in the amount of \$1,143.00 per month.

##### **Year 2 (Part 1): July 1, 2025 – August 31, 2025**

Preventative Maintenance amount \$2,354.00 to be invoiced monthly in the amount of \$1,177.00 per month.

##### **Year 2 (Part 2): September 1, 2025 – June 30, 2026**

Preventative Maintenance amount \$11,770.00 to be invoiced monthly in the amount of \$1,177.00 per month.

##### **Year 3: July 1, 2026 – June 30, 2027**

Preventative Maintenance amount \$14,532.00 to be invoiced monthly in the amount of \$1,211.00 per month.

#### **4101 Las Posas Road (Public Library):**

##### **Year 1: July 1, 2024 – June 30, 2025**

Preventative Maintenance amount \$18,972.00 to be invoiced monthly in the amount of \$1,581.00 per month.

##### **Year 2 (Part 1): July 1, 2025 – August 31, 2025**

Preventative Maintenance amount \$3,256.00 to be invoiced monthly in the amount of \$1,628.00 per month.

##### **Year 2 (Part 2): September 1, 2025 – June 30, 2026**

Preventative Maintenance amount \$16,280.00 to be invoiced monthly in the amount of \$1,628.00 per month.



# City of Camarillo

## TERMS & CONDITIONS

### **Year 3: July 1, 2026 – June 30, 2027**

Preventative Maintenance amount \$20,112.00 to be invoiced monthly in the amount of \$1,676.00 per month.

### **150 Howard Road (Sanitary Plant):**

#### **Year 1: July 1, 2024 – June 30, 2025**

Preventative Maintenance amount \$10,776.00 to be invoiced monthly in the amount of \$898.00 per month.

ADD for (3) 3-ton BARD units (new triple wide trailer): \$255.00 per month

#### **Year 2 (Part 1): July 1, 2025 – August 31, 2025**

Preventative Maintenance amount \$1,848.00 to be invoiced monthly in the amount of \$924.00 per month.

ADD for (3) 3-ton BARD units (new triple wide trailer): \$262.00 per month

#### **Year 2 (Part 2): September 1, 2025 – June 30, 2026**

Preventative Maintenance amount \$9,240.00 to be invoiced monthly in the amount of \$924.00 per month.

ADD for (3) 3-ton BARD units (new triple wide trailer): \$262.00 per month

### **Year 3: July 1, 2026 – June 30, 2027**

Preventative Maintenance amount \$11,412.00 to be invoiced monthly in the amount of \$951.00 per month.

ADD for (3) 3-ton BARD units (new triple wide trailer): \$269.00 per month

### **283 South Glenn Drive (Corp Yard):**

#### **Year 1: July 1, 2024 – June 30, 2025**

Preventative Maintenance amount \$7,428.00 to be invoiced monthly in the amount of \$619.00 per month.

#### **Year 2 (Part 1): July 1, 2025 – August 31, 2025**

Preventative Maintenance amount \$1,274.00 to be invoiced monthly in the amount of \$637.00 per month.

#### **Year 2 (Part 2): September 1, 2025 – June 30, 2026**

Preventative Maintenance amount \$6,370.00 to be invoiced monthly in the amount of \$637.00 per month.

### **Year 3: July 1, 2026 – June 30, 2027**

Preventative Maintenance amount \$7,872.00 to be invoiced monthly in the amount of \$656.00 per month.

### **201 Camarillo Ranch Road (Ranch House):**

#### **Year 1: July 1, 2024 – June 30, 2025**

Preventative Maintenance amount \$5,988.00 to be invoiced monthly in the amount of \$499.00 per month.

#### **Year 2 (Part 1): July 1, 2025 – August 31, 2025**

Preventative Maintenance amount \$1,028.00 to be invoiced monthly in the amount of \$514.00 per month.

#### **Year 2 (Part 2): September 1, 2025 – June 30, 2026**

Preventative Maintenance amount \$5,140.00 to be invoiced monthly in the amount of \$514.00 per month.

### **Year 3: July 1, 2026 – June 30, 2027**

Preventative Maintenance amount \$6,348.00 to be invoiced monthly in the amount of \$529.00 per month.

### **3701 Las Posas Road (Police Facility):**

#### **Year 1: July 1, 2024 – June 30, 2025**

Preventative Maintenance amount \$16,800.00 to be invoiced monthly in the amount of \$1,400.00 per month.

#### **Year 2 (Part 1): July 1, 2025 – August 31, 2025**

Preventative Maintenance amount \$2,884.00 to be invoiced monthly in the amount of \$1,442.00 per month.

#### **Year 2 (Part 2): September 1, 2025 – June 30, 2026**

Preventative Maintenance amount \$14,420.00 to be invoiced monthly in the amount of \$1,442.00 per month.

### **Year 3: July 1, 2026 – June 30, 2027**

Preventative Maintenance amount \$17,820.00 to be invoiced monthly in the amount of \$1,485.00 per month.



# City of Camarillo

## TERMS & CONDITIONS

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### RATES:

#### July 1, 2024 – June 30, 2025:

Hourly journeyman rate: \$162.00 per hour  
Overtime journeyman rate: \$243.00 per hour  
Holiday journeyman rate: \$324.00 per hour  
Truck charge: \$100.00 per technician per visit  
Material/parts markup: 20%

#### July 1, 2025 – June 30, 2026:

Hourly journeyman rate: \$167.00 per hour  
Overtime journeyman rate: \$250.50 per hour  
Holiday journeyman rate: \$334.00 per hour  
Truck charge: \$100.00 per technician per visit  
Material/parts markup: 20%

#### July 1, 2026 – June 30, 2027:

Hourly journeyman rate: \$172.00 per hour  
Overtime journeyman rate: \$258.00 per hour  
Holiday journeyman rate: \$344.00 per hour  
Truck charge: \$100.00 per technician per visit  
Material/parts markup: 20%

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### GENERAL CONDITIONS:

1. For the convenience of both City of Camarillo and ACCO, City of Camarillo 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 City of Camarillo and ACCO agree that all work referred to in this agreement shall be performed during the regular working hours of 6:00 AM to 4:00 PM, Monday through Friday, except Holidays.
4. This **accocare** agreement takes into consideration the extension of the manufacturer's warranties to City of Camarillo on the equipment outlined herein.
5. City of Camarillo agrees to make prompt payments. Should a payment become forty five (45) 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 City of Camarillo 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 City of Camarillo.
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. ACCO does not include the replacement or inspection of HEPA filters.
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.

# City of Camarillo

## TERMS & CONDITIONS

11. ACCO shall not be responsible for original system design, installation or its performance in maintaining design conditions, except through failure of equipment covered herein.
12. This agreement covers the complete understanding between ACCO and City of Camarillo, 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.

**OFFERED:**  
**ACCO Engineered Systems**

  
\_\_\_\_\_  
Signature

\_\_\_\_\_  
Brian Tockstein / Project Manager  
Name / Title

\_\_\_\_\_  
April 12, 2024  
Date

**Omnia Contract #02-73**

**City of Camarillo**  
**Accepted by & Approved:**

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

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

\_\_\_\_\_  
Date

**APPROVED AND ACCEPTED:**  
**ACCO Engineered Systems, Inc.**

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

\_\_\_\_\_  
Dan Grumbles Sales Manager  
Name / Title

\_\_\_\_\_  
04 / 18 / 2024  
Date

## EXHIBIT B

### KEY PERSONNEL & COMPENSATION

1. Contractor's designated representative who is authorized to act on its behalf and to make all decisions in connection with the performance of the Work under this Contract is Brian Tockstein, Project Manager Facility Services Division.

#### Pricing per cooperative OMNIA Contract #02-73

##### **City Facilities: not to exceed \$173,700**

Maintenance \$73,700

Plus \$100,00 contingency to be used only on an as-need basis and pre-approved by City for a total not to exceed amount of \$173,700

##### **Camarillo Sanitary District (CSD): not to exceed \$112,624**

Maintenance \$12,624

Plus \$100,00 contingency to be used only on an as-need basis and pre-approved by CSD for a total not to exceed amount of \$112,624.

**Total not to exceed agreement amount: \$286,324.**

Hourly and Other Rates for Contingency 7/1/2024 – 6/30/2025		Hourly and Other Rates for Contingency 7/1/2024 – 6/30/2025	
Journeyman	\$162	Journeyman	\$167
Overtime Journeyman	\$243	Overtime Journeyman	\$250.50
Holiday Journeyman	\$324	Holiday Journeyman	\$334
Truck charge per tech, per visit	\$100	Truck charge per tech, per visit	\$100
Materials/parts markup	20%	Materials/parts markup	20%

Note: If OMNIA Contract #02-73 is extended beyond 8/31/2025 and both parties wish to extend this agreement by written Amendment, pricing shall be consistent with the OMNIA contract extension.

## EXHIBIT B

### ACCO ENGINEERED SYSTEMS CC/CSD 2024-11

	Year 1 7/1/2024 - 6/30/2025	Year 2 7/1/2025 - 8/31/2025	14- month Contingency	14-month Total
City Hall	\$ 13,716.00	\$ 2,354.00		\$ 16,070.00
Corp Yard	\$ 7,428.00	\$ 1,274.00		\$ 8,702.00
Library	\$ 18,972.00	\$ 3,256.00		\$ 22,228.00
Police Facility	\$ 16,800.00	\$ 2,884.00		\$ 19,684.00
Ranch House	\$ 5,988.00	\$ 1,028.00		\$ 7,016.00
Totals	\$ 62,904.00	\$ 10,796.00		\$ 73,700.00
Contingency for all "City Facilities"			\$ 100,000.00	\$ 100,000.00
Not to Exceed for all "City Facilities"				\$ 173,700.00

Camarillo Sanitary District	\$ 10,776.00	\$ 1,848.00	\$ 100,000.00	\$ <u>112,624.00</u>
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Agreement Not to Exceed \$ 286,324.00

**EXHIBIT C**  
**INSURANCE**

1. **General Requirements.** Contractor must procure and maintain in full force and effect during the term of this Contract the following types of insurance with coverage limits complying, at a minimum, with the limits set forth below:

<u>Type of Insurance</u>	<u>Limits (combined single)</u>
Commercial General Liability	\$2,000,000 / \$4,000,000 Aggregate
Business Automobile Liability	\$1,000,000
Workers' Compensation	Statutory Requirements

2. **Commercial General Liability Insurance.** This policy must meet or exceed the requirements of Insurance Services Office (ISO) CGL Form No. CG 00 01. The amount of insurance set forth above will be a combined single limit per occurrence for bodily injury, personal injury, and property damage for the policy coverage. The insurance must be on an "occurrence" not a "claims-made" basis. Defense costs must be paid in addition to limits. There must be no cross-liability exclusion for claims or suits by one insured against another.

Liability policies must be endorsed to name the **City of Camarillo its officials, employees, and agents** as "**additional insureds**" under the insurance coverage. **Additional Insured endorsement page must be provided.**

The policy must state that such insurance will be deemed "primary" such that any other insurance that may be carried by City will be deemed "excess" to that of Contractor. This endorsement must be reflected on ISO Form No. CG 20 01 or equivalent form as determined by City. **Primary and Noncontributory and Waiver of Subrogation endorsement pages must be provided.**

Coverage must be applicable to City for injury to employees of Contractor, subcontractors, agents, or others performing any part of the Work required under this Contract. Each policy must be endorsed to provide a separate limit applicable to this Project.

The Commercial General Liability policy must not contain any endorsements limiting coverage beyond the basic policy coverage for any of the following:

1. Explosion, collapse, or underground hazard (XCU);
2. Products and completed operation;
3. Pollution liability; or
4. Contractual liability.

3. **Business Auto Coverage.** This policy must be on ISO Business Auto Coverage Form CA 00 01 including symbol 1 (Any Auto) and Endorsement CA 0025, or equivalent forms approved in writing by City. If Contractor neither leases nor owns vehicles, this requirement may be satisfied by a non-owned auto endorsement to the general liability policy described above. If Contractor or Contractor's employees will use personal autos in any way on this Project, Contractor must provide evidence of personal auto liability coverage for each such person. **Additional Insured, Primary and Noncontributory and Waiver of Subrogation endorsement pages must be provided.**

4. **Workers Compensation.** Contractor must have a State of California approved policy form providing the statutory benefits required by law with employer's liability limits or

Contractor must provide evidence of an approved self-insurance program. **Waiver of Subrogation endorsement page must be provided.**

5. **Other Insurance; Revisions to Insurance.** Contractor may be required to obtain such other insurance coverage as may be required by applicable law or by City. City reserves the right at any time during the term of the Contract to change the amounts and types of insurance required by giving Contractor 60 days advance written notice of such change. If such change results in substantial additional cost to Contractor, City and Contractor may renegotiate Contractor's compensation.
6. **Acceptable Insurers.** All required insurance policies must be issued by an insurance company currently authorized by the California Insurance Commissioner to transact the business of insurance in the State of California, with an assigned policyholders' Rating of A- (or higher) and Financial Size Category Class VII (or larger) in accordance with the latest edition of Best's Key Rating Guide, unless otherwise approved by the City's Risk Manager.
7. **Excess or Umbrella Liability Insurance (Over Primary).** If an excess or umbrella liability policy is used to meet limit requirements, the insurance must provide coverage at least as broad as specified for the underlying coverages. Any such coverage provided under an excess or umbrella liability policy must include a "drop-down provision" providing primary coverage above a maximum \$25,000 self-insured retention for liability not covered by primary but covered by the umbrella. Coverage must be provided on a "pay-on-behalf" basis, with defense costs payable in addition to policy limits. There may be no cross-liability exclusion precluding coverage for claims or suits by one insured against another. Coverage must be applicable to City for injury to employees of Contractor, its subcontractors or others performing work to satisfy Contractor's obligations under this Contract. The scope of coverage provided is subject to approval of City following receipt of proof of insurance as required herein.
8. **Certificates of Insurance and Endorsements.** Prior to commencing any Work under this Contract, Contractor must file with the City Certificates of Insurance and Endorsements evidencing the existence of all insurance required by this Contract, along with such other evidence of insurance or copies of policies as may reasonably be required by City. Such Certificates of Insurance and Endorsements must be in a form approved by City's Attorney. Contractor must maintain current certificates and endorsements on file with City during the term of this Contract reflecting the existence of all required insurance. Each of the certificates must expressly provide that no material change in the policy, or termination thereof, will be effective except upon 30 days' prior written notice to City.
9. **Failure to Maintain Required Insurance.** If Contractor, for any reason, fails to have in place at all times during the term of this Contract all of the required insurance coverage, City may, in addition to any other available remedies, (a) obtain such coverage at Contractor's expense and deduct the cost from the sums due Contractor, (b) make a claim against the Contractor's surety, or (c) terminate the Contract.
10. **Effect of Coverage.** The existence of the required insurance coverage under this Contract will not be deemed to satisfy or limit Contractor's indemnity obligations under this Contract.
11. **Higher Limits of Insurance.** If Contractor maintains higher limits of insurance than the required amounts shown in Section 1 above, then such amounts will be the minimum required under this Agreement.

**VERIFICATION OF CALIFORNIA**  
**CONTRACTOR'S LICENSE**

I certify, under penalty of perjury, that I have a valid California Contractor's license issued pursuant to Business and Professions Code section 7000 and following, and was so licensed at the time that the bid was awarded:

California Contractor's License:

120696	A, B, C-4, C-10, C16, C20, C36, C38, C42	12/31/25
License Number	Class	Expiration Date

**ACCO Engineered Systems, Inc. (ACCO)**

04 / 18 / 2024

Date

*Dan Grumbles*

Dan Grumbles, Sales Manager

(Public Contract Code § 6100)

**CERTIFICATE REGARDING  
WORKERS' COMPENSATION**

I am aware of the provisions of Section 3700 of the Labor Code which require every employer to be insured against liability for workers' compensation or to undertake self-insurance in accordance with the provisions of that code, and I will comply with such provisions before commencing the performance of the work of this contract.

**ACCO Engineered Systems, Inc. (ACCO)**

*Dan Grumbles*

04 / 18 / 2024

Date

Dan Grumbles, Sales Manager



**CERTIFICATE REGARDING DEPARTMENT OF INDUSTRIAL RELATIONS CONTRACTOR  
REGISTRATION**

I certify, under penalty of perjury, that Contractor is registered with the Department of Industrial Relations pursuant to Labor Code section 1725.5.

Contractor's Department of Industrial Relations registration number is 1000000546.

**ACCO Engineered Systems, Inc. (ACCO)**

04 / 18 / 2024

Date

*Dan Grumbles*

Dan Grumbles, Sales Manager

(Labor Code section 1725.5)

## **LIST OF SUBCONTRACTORS**

### WORK IDENTIFICATION:

HVAC Full-Service Maintenance and Remedial Repair Contract for City Facilities and Camarillo Sanitary District

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### NAME AND ADDRESS OF BIDDER:

ACCO Engineered Systems: 888 E. Walnut St., Pasadena, CA 91101

Name/Address/Phone No./State License Number of Subcontractor/City of Camarillo Business License Number	Department of Industrial Relations Registration Number*	Items of Work	Portion of Work (% of Contract Price)
N/A	N/A	N/A	N/A
		% of Total Contract Price by Subcontract	N/A
		% of Total Contract Price by Contractor	N/A

\*Pursuant to Division 2, Part 7, Chapter 1, (commencing with section 1720 including section 1725.5) of the Labor Code

Title	Agreement 2024-11: Acco & City of Camarillo Maintenance...
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## Document History



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Sent for signature to Dan Grumbles (dgrumbles@accoes.com) and Thomas Reynolds (treynolds@accoes.com) from dbarbarine@cityofcamarillo.org  
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