



COMFORT SYSTEMS USA

95 Pirson Parkway, Tonawanda, NY 14150
(716) 874-9200: Fax (716) 874-6438

4550 Genesee Street, Geneseo NY 14454
(585) 334-3980: Fax (585) 245-8771

Enclosed is your Preventive Maintenance Renewal Agreement for your buildings HVAC systems. The team at MJ Mechanical would like to thank you for the continued opportunity to provide you with your HVAC service needs. We appreciate your business and the confidence you have in us. Please contact us should you have any questions or concerns.

Additionally, this is the current billing and contact information that we have for your location. Please review and let us know of any changes that need to be made.

Billing Information:

Town of Oakfield
3219 Drake Street Rd.
Oakfield, NY 14125

Invoices currently emailed to:
mhaacke@townofoakfieldny.com
Tax exempt status: Tax exempt

Point of contact information:

Mike Schultz & Melissa Haack
mschultz@townofoakfieldny.com
mhaacke@townofoakfieldny.com
585-948-5835

Service reports currently emailed to:
mhaacke@townofoakfieldny.com

Thank you,

Sean McPhee
(716) 844-3630
smcphee@mjmechanical.com
Service Manager - Geneseo

Thomas Dempsey
(716) 844-3635
tdempsey@mjmechanical.com
GM of Service Operations

PREVENTIVE MAINTENANCE & SERVICE AGREEMENT

PRESENTED TO:



Town of Oakfield

HVAC EQUIPMENT LOCATED AT:

Town of Oakfield – Community & Government Center
3219 Drake Street, Oakfield, NY 14125

PRESENTED BY:

Sean McPhee
Service Manager
MJ Mechanical Services Inc.
A Comfort Systems Company

December 3, 2025

MJ  **MECHANICAL
SERVICES, INC.** **COMFORT
SYSTEMS USA.**

Quality People. Building Solutions.

4550 Genesee Street, Geneseo, NY 14454
For Service Call 716-874-9200

Table of Contents

INTRODUCTION.....	3
MECHANICAL EQUIPMENT COVERED UNDER AGREEMENT.....	4
FILTERS & BELTS.....	7
SCOPE OF SERVICES COVERED UNDER AGREEMENT.....	8
PREVENTIVE MAINTENANCE & SERVICE AGREEMENT	9
TERMS & CONDITIONS.....	10



**MAINTAINING EXCELLENCE IN SERVICE
 WITH MUTUAL RESPECT BETWEEN THE
 CORPORATION, ITS TEAM MEMBERS AND
 THEIR CUSTOMERS, WITH A COMMITMENT
 TO RESPOND PROMPTLY TO THE
 CUSTOMER'S NEED.**



Quality People. Building Solutions.



Be Safe



Be Honest



Be Respectful



Be Innovative



Be Collaborative

*Our values define, inform, and guide the way we
 operate on a daily basis, both within our company
 and in the communities where we do business.*

This agreement is the property of Comfort Systems USA – (MJ MECHANICAL SERVICES INC.) and is provided for Customer's use only. The scope of work defined herein is the intellectual property of Comfort Systems USA and is protected by United States copyright laws. MJ MECHANICAL SERVICES INC. guarantees the prices stated in this agreement for thirty (30) days from the proposal date. Customer by execution of this agreement, acknowledges that it has been reviewed and understands the attached terms and condition and has the authority to enter into this agreement.

MJ Mechanical, an operating company of Comfort Systems USA, is a full service commercial and industrial HVACR (heating, ventilation, air conditioning and refrigeration) mechanical contractor with offices in Tonawanda and Geneseo, NY.

- 24 Hour Emergency Service
- Boiler Service & Repair
- Chiller Service & Repair
- Variable Refrigerant Flow (VRF) Service & Repair
- Building Automation/Controls (ABCS Johnson Controls)
- Certified Building Commissioning
- Clean Room Technology
- Complete system Design and Installation Department
- Design / Build Team Utilizing CAD and BIM Technology
- Historical HVAC Renovation
- Hydronic, Gas, Steam and Process Piping Systems
- Industrial and Commercial Services
- NEBB Certified Hydronic & Air Balancing
- Manufacturing/Process Skids
- Custom Metal Fabrication
- Preventive Maintenance Program
- Sheet Metal & Duct Work Fabrication

Our Preventive Maintenance Programs include:

- Discounted labor rates and parts
- Minimize chance of business interruption
- Lower equipment operating cost
- Extend equipment operating life
- Improve comfort conditions, productivity, and reliability
- Priority emergency service in case of equipment failure
- Computerized maintenance scheduling and dispatching
- Assigned factory trained technicians
- Provide single source responsibility and “peace of mind”

MJ MECHANICAL SERVICES INC.'s maintenance agreements are designed to provide our CUSTOMER with an on-going maintenance program. This program will be initiated, scheduled, administered, monitored, and updated by MJ MECHANICAL SERVICES INC. The service activities will be directed and scheduled on a regular basis by our computerized maintenance scheduling system based on the manufacturer's recommendations and our own expertise.

With energy costs continuing to rise, and HVAC equipment consuming an average of 35% of building utilities, maintaining your HVAC system is crucial to your bottom line.

Our team looks forward to partnering with you to deliver bottom line results throughout the life of your facility.



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Preventive Maintenance Agreement for Town of Oakfield

MECHANICAL EQUIPMENT COVERED UNDER AGREEMENT

Customer: Town of Oakfield (Community & Government Center)
Address: 3219 Drake St., Oakfield, NY 14125

QTY	EQUIPMENT	MAKE	MODEL	SERIAL	RTG	LOC.	W	SP	S	F
1	Tube Heater-01	Omega 11	0914-NC	0914-NB15170201						X
1	Tube Heater-02	Gordon Ray	RTH150B	166580						X
1	Tube Heater-03	Gordon Ray	RTH150B	166579						X
1	Tube Heater-04	Gordon Ray	RTH150B	166583						X
1	Tube Heater-05	Gordon Ray	RTH150B	166578						X
1	Tube Heater-06	Vantage 11	CTH2-100	9809-013-100091						X
1	Tube Heater-07	Vantage 11	CTH2-100	9809-013-100-0022						X
1	Tube Heater-08	Vantage 11	CTH2-100	9809-013-100-0023						X
1	Tube Heater-09	Omega 11	0910.NG	0910-NB15132002						X
1	Tube Heater-10	Omega 11	0910.NG	0910-NB1532003						X
1	Branch Controller-01	Mitsubishi	CMB-P1010NU-GA	4YW02725					X	X
1	Branch Controller-02	Mitsubishi	CMB-P1013NU-GA	4XW02649					X	X
1	Condenser 1	Mitsubishi	PURY-HP72TKMU-A-H	57W00238					X	X
1	Condenser 1.2	Mitsubishi	PURY-HP72TKMU-A-H	57W00239					X	X
1	Condenser 2	Mitsubishi	PURY-HP96TKMU-A-H	57W00333					X	X
	Continued next page									



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Preventive Maintenance Agreement for Town of Oakfield

QTY	EQUIPMENT	MAKE	MODEL	SERIAL	RTG	LOC.	W	SP	S	F
1	Condenser 2.1	Mitsubishi	PURY-HP96TKMU-A-H	57W00334					X	X
1	HRV 1	Renewaire	HE1XRT	G159009C					X	X
1	HRV 2	Renewaire	HE3XRT	G159010C					X	X
1	HRV 3	Renewaire	HE2XRT	G159058C					X	X
1	Fan Coil Unit 01	Mitsubishi	PEFY-P12NMAU-E3	51R05535					X	X
1	Fan Coil Unit 02	Mitsubishi	PEFY-P06NMAU-E3	55R01753					X	X
1	Fan Coil Unit 03	Mitsubishi	PEFY-P15NMAU-E3	55R02213					X	X
1	Fan Coil Unit 04	Mitsubishi	PEFY-P08NMAU-E3	55R02680					X	X
1	Fan Coil Unit 05	Mitsubishi	PEFY-P12NMAU-E3	51R05510					X	X
1	Fan Coil Unit -6	Mitsubishi	PEFY-P06NMAU-E3	55RP1750					X	X
1	Fan Coil Unit 07	Mitsubishi	PEFY-P18NMAU-E3	55R04047					X	X
1	Fan Coil Unit 08	Mitsubishi	PEFY-P06NMAU-E3	55R01764					X	X
1	Fan Coil Unit 09	Mitsubishi	PEFY-P06NMAU-E3	55R01766					X	X
1	Fan Coil Unit 11	Mitsubishi	PEFY-P06NMAU-E3	55R01751					X	X
1	Fan Coil Unit 12	Mitsubishi	PEFY-P08NMAU-E3	55R02677					X	X
1	Fan Coil Unit 13	Mitsubishi	PEFY-P12NMAU-E3	51R05538					X	X
1	Fan Coil Unit 14	Mitsubishi	PEFY-P06NMAU-E3	55R01869					X	X
1	Fan Coil Unit 15	Mitsubishi	PEFY-P12NMAU-E3	51R05536					X	X
	Continued next page									



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Preventive Maintenance Agreement for Town of Oakfield



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Preventive Maintenance Agreement for Town of Oakfield

FILTERS & BELTS

Customer: Town of Oakfield (Community & Government Center)
Address: 3219 Drake St., Oakfield, NY 14125

QTY	EQUIPMENT	SIZE	TYPE	W	SP	S	F
2	HRV-1	20X20X2	Standard Capacity Filters		X	X	X
6	HRV-2	20X20X2	Standard Capacity Filters		X	X	X
4	HRV-3	20X20X2	Standard Capacity Filters		X	X	X
2	FCU 19	14X25X1	Standard Capacity Filters		X	X	X
2	FCU 20	14X25X1	Standard Capacity Filters		X	X	X
2	FCU 21	14X25X1	Standard Capacity Filters		X	X	X
2	HRV-2	AX-38	V-Belt				X
2	HRV-3	AX-35	V-Belt				X



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Preventive Maintenance Agreement for Town of Oakfield

SCOPE OF SERVICES

The preventive maintenance program will include three (3) Maintenance Inspections per year.

- All equipment will be serviced in accordance with the manufacturer's specifications
- All Fan Coils will be cleaned, condensate pans washed, and all air filters changed or washed at each visit
- The Condensers will also be serviced quarterly and all electrical securities, refrigerant connections and charges verified
- The coils will be washed annually and all dirt and cottonwood removed to allow for proper air flow and efficiency
- The Heat Recovery units will be serviced each visit and will receive new pleated standard capacity air filters quarterly
- The belts will be replaced annually during the fall visit
- All Radiant Tube Heaters will be serviced prior to the heating season
- All venting and combustion will be verified and units serviced in accordance with the manufacturer's specifications.



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Preventive Maintenance Agreement for Town of Oakfield

PREVENTIVE MAINTENANCE AGREEMENT & SERVICE

MJ MECHANICAL SERVICES INC. will provide the following service maintenance on all equipment scheduled as required and applicable in our best judgment to keep the system operating properly.

PREVENTIVE MAINTENANCE: Job labor and travel labor required to clean, align, calibrate, tighten, adjust, and lubricate equipment. These activities are intended to extend the equipment's life and ensure proper operating conditions and efficiencies. Typical activities include:

- Cleaning fans, electrical contacts, burner orifices, passages and nozzles, pilots and ignitors, cooling tower baffles, basins, sumps and floats, chillers, compressor and boiler tubes, brush coil surfaces, etc.
- Aligning belt drives, drive couplings, air fins, etc.
- Testing safety controls, temperature, and pressure controls, etc.
- Tightening electrical connections, mounting bolts, pipe clamps, refrigerant piping fittings, damper sections, etc.
- Adjusting belt tension, fan drives, burner fuel/air ratios, gas pressure, set point of controls and limits, compressor cylinder unloaders, damper close off, sump floats, etc.
- Lubricating motors, fan and damper bearings, valve stems, damper linkages, etc.

REPORTING: Should system upgrades, corrective measures, or repairs be indicated during inspections, a report will be furnished to the owner with the recommendations and pricing as required. No additional work will be performed without the approval of the owner or owner's agent.

REPAIR, REPLACE AND EMERGENCY SERVICE: Job labor, travel labor, parts procurement labor (locating, ordering, expediting, and transporting) and other expenses are not included in this agreement price and will be billed at the current rates with purchaser's approval.

COMPONENTS, PARTS AND SUPPLIES: Repair and replacement parts and components are not included in this agreement's price unless specifically noted.

CHARGES & PAYMENTS: The Annual Agreement pricing is **\$5,775.00**; To be paid in advance tri-annual payments of **\$1,925.00**. Sales Tax to be added separately if applicable. This Agreement will commence on the first day of the following month if not approved prior to below effective date.

SCHEDULE		AMENDMENTS		
Spring Inspection	Cooling PM	Cost of Filters	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
Summer Inspection	Coil Cleaning	Cost Belts	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
Fall Inspection	Heating PM	Clean Condenser Coils	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
			Yes <input type="checkbox"/>	No <input type="checkbox"/>
			Yes <input type="checkbox"/>	No <input type="checkbox"/>

ADDITIONAL INFORMATION AND COMMENTS: The listed equipment will be serviced in accordance with the manufacturer's specifications.

EFFECTIVE DATE AND DURATION: This agreement shall become effective **January 1, 2026**, and shall be deemed to be automatically renewed thereafter every year unless the agreement is otherwise terminated or changed as permitted under terms and conditions.

SELLER'S ACCEPTANCE:		BILLING INFORMATION:		SERVICE LOCATION:	
MJ Mechanical Services Inc.	4550 Genesee Street	Town of Oakfield	3219 Drake St.	Town Of Oakfield-Comm. & Gov. Ctr.	3219 Drake St.
Geneseo, NY 14454	P. (716)-844-3660	Oakfield, NY 14125	Billing Email:	Oakfield, NY 14125	
F. (585) 245-8771	PO Required?	Yes	No		
BY: Sean McPhee	BY:				
SIGNATURE: <i>Sean McPhee</i>	SIGNATURE:				
TITLE: Service Manager	TITLE:				
DATE: 12/3/2025	DATE:				

TERMS & CONDITIONS

Terms & Conditions apply as follows:

1. As part of the Maintenance Agreement, the following Preferred Customer benefits shall apply for all listed equipment: Priority Service Status will be applied to all incoming service calls. Labor when billable will be \$145.00 per hour. reflecting our current Prevailing Wage Rate (hourly rates subject to change).
2. Preventative Maintenance visit will be scheduled during MJ Mechanical Services normal business hours (Mon-Fri 8:00 AM – 4:30 PM) unless otherwise specified in this agreement. Overtime will be calculated at 1.5 times the preferred rate and holiday rate 2 times. In addition, there will be a \$75.00 truck/mileage charge for “call in” service. ***NOTE: SHOULD THIS AGREEMENT BE CANCELLED PRIOR TO THE FULL EXECUTION; A BALANCE MAY BE DUE FOR ALL SERVICES RENDERED.
3. Parts when billable will be discounted up to 15% from non-agreement customer pricing.
4. Any deletion or addition of equipment may change sellers cost and may change agreement price to purchaser. If so, thirty (30) days advance notice will be given to purchaser to accept or terminate agreement.
5. Should any payment due by purchaser become thirty (30) days or more delinquent, seller may terminate this agreement by written notice and all monies owed seller by purchaser shall be immediately payable upon request. 1.5% per month shall be charged on delinquent accounts over thirty (30) days old.
6. For services not covered under this agreement and performed by MJ MECHANICAL SERVICES INC. upon purchaser's authorization, you agree to pay MJ Mechanical Services upon presentation of itemized invoices at MJ MECHANICAL SERVICES INC.'s then current labor rate, transportation, and material charges.
7. Under no circumstances, whether arising in contract, tort (including negligence), equity or otherwise, will MJ Mechanical Services, Inc. be held responsible for loss of use, loss of profit, increased operating costs or maintenance expenses, claims of customer's tenants or clients, or any special, indirect or consequential damages.
8. This agreement shall automatically renew unless notified in writing 30 days before next inspection. In addition, this agreement price structure may increase, or be terminated at any time with thirty (30) days written notice as base on an annual review. MJ Mechanical Services shall be reimbursed for the value of all services provided under the scope of this agreement.

PREVENTIVE MAINTENANCE & SERVICE AGREEMENT

PRESENTED TO:



Town of Oakfield

HVAC EQUIPMENT LOCATED AT:

Town of Oakfield – Community & Government Center
3219 Drake Street, Oakfield, NY 14125
Domestic Hot Water Heater

PRESENTED BY:

Sean McPhee
Service Manager
MJ Mechanical Services Inc.
A Comfort Systems Company

December 3, 2025

**MJ MECHANICAL
SERVICES, INC.** **COMFORT
SYSTEMS USA**

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Table of Contents

INTRODUCTION.....	3
MECHANICAL EQUIPMENT COVERED UNDER AGREEMENT.....	4
SCOPE OF SERVICES COVERED UNDER AGREEMENT	5
PREVENTIVE MAINTENANCE & SERVICE AGREEMENT	6
TERMS & CONDITIONS.....	7



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- Clean Room Technology
- Complete system Design and Installation Department
- Design / Build Team Utilizing CAD and BIM Technology
- Historical HVAC Renovation
- Hydronic, Gas, Steam and Process Piping Systems
- Industrial and Commercial Services
- NEBB Certified Hydronic & Air Balancing
- Manufacturing/Process Skids
- Custom Metal Fabrication
- Preventive Maintenance Program
- Sheet Metal & Duct Work Fabrication

Our Preventive Maintenance Programs include:

- Discounted labor rates and parts
- Minimize chance of business interruption
- Lower equipment operating cost
- Extend equipment operating life
- Improve comfort conditions, productivity, and reliability
- Priority emergency service in case of equipment failure
- Computerized maintenance scheduling and dispatching
- Assigned factory trained technicians
- Provide single source responsibility and “peace of mind”

MJ MECHANICAL SERVICES INC.'s maintenance agreements are designed to provide our CUSTOMER with an on-going maintenance program. This program will be initiated, scheduled, administered, monitored, and updated by MJ MECHANICAL SERVICES INC. The service activities will be directed and scheduled on a regular basis by our computerized maintenance scheduling system based on the manufacturer's recommendations and our own expertise.

With energy costs continuing to rise, and HVAC equipment consuming an average of 35% of building utilities, maintaining your HVAC system is crucial to your bottom line.

Our team looks forward to partnering with you to deliver bottom line results throughout the life of your facility.



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Preventive Maintenance Agreement for Town of Oakfield Domestic Water Heater

MECHANICAL EQUIPMENT COVERED UNDER AGREEMENT

Customer: Town of Oakfield (Community & Government Center)
Address: 3219 Drake St., Oakfield, NY 14125



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Preventive Maintenance Agreement for Town of Oakfield Domestic Water Heater

SCOPE OF SERVICES

The preventive maintenance program will include One (1) Annual Maintenance Inspection per year.

- De-scale bottom of tank to prevent excessive buildup.
- Disassemble unit to inspect fireside and clean as required.
- Clean and inspect burner.
- Check all equipment safety devices.
- Check all electrical connections, motors.
- Visually inspect the heat exchanger.
- Check operation and condition of powered anode rods.
- Check condition of unpowered anode rods and recommend replacement as necessary.
- Replace flame sensor and ignitor.
- Start & Check the equipment for correct operation.
- Check and set combustion.
- Verify all aspects of the listed equipment are working correctly.
- All gaskets and chemicals to complete scope are included.



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Preventive Maintenance Agreement for Town of Oakfield Domestic Water Heater

PREVENTIVE MAINTENANCE AGREEMENT & SERVICE

MJ MECHANICAL SERVICES INC. will provide the following service maintenance on all equipment scheduled as required and applicable in our best judgment to keep the system operating properly.

PREVENTIVE MAINTENANCE: Job labor and travel labor required to clean, align, calibrate, tighten, adjust, and lubricate equipment. These activities are intended to extend the equipment's life and ensure proper operating conditions and efficiencies. Typical activities include:

- Cleaning fans, electrical contacts, burner orifices, passages and nozzles, pilots and ignitors, cooling tower baffles, basins, sumps and floats, chillers, compressor and boiler tubes, brush coil surfaces, etc.
- Aligning belt drives, drive couplings, air fins, etc.
- Testing safety controls, temperature, and pressure controls, etc.
- Tightening electrical connections, mounting bolts, pipe clamps, refrigerant piping fittings, damper sections, etc.
- Adjusting belt tension, fan drives, burner fuel/air ratios, gas pressure, set point of controls and limits, compressor cylinder unloaders, damper close off, sump floats, etc.
- Lubricating motors, fan and damper bearings, valve stems, damper linkages, etc.

REPORTING: Should system upgrades, corrective measures, or repairs be indicated during inspections, a report will be furnished to the owner with the recommendations and pricing as required. No additional work will be performed without the approval of the owner or owner's agent.

REPAIR, REPLACE AND EMERGENCY SERVICE: Job labor, travel labor, parts procurement labor (locating, ordering, expediting, and transporting) and other expenses are not included in this agreement price and will be billed at the current rates with purchaser's approval.

COMPONENTS, PARTS AND SUPPLIES: Repair and replacement parts and components are not included in this agreement's price unless specifically noted.

CHARGES & PAYMENTS: The Annual Agreement pricing is **\$1,800.00**; To be paid in advance annual payments of **\$1,800.00**. Sales Tax to be added separately if applicable. This Agreement will commence on the first day of the following month if not approved prior to below effective date.

SCHEDULE		AMENDMENTS		
Winter Inspection	Annual PM	Chemicals Included	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
		Gaskets Included	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
		Flame Sensor Included	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
		Ignitor Included	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
		Combustion Test	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>

ADDITIONAL INFORMATION AND COMMENTS: The listed equipment will be serviced in accordance with the manufacturer's specifications.

EFFECTIVE DATE AND DURATION: This agreement shall become effective **January 1, 2026**, and shall be deemed to be automatically renewed thereafter every year unless the agreement is otherwise terminated or changed as permitted under terms and conditions.

SELLER'S ACCEPTANCE:		BILLING INFORMATION:		SERVICE LOCATION:	
MJ Mechanical Services Inc.	4550 Genesee Street	Town of Oakfield	3219 Drake St.	Town Of Oakfield-Comm. & Gov. Ctr.	3219 Drake St.
Geneseo, NY 14454	P. (716)-844-3660	Oakfield, NY 14125	Billing Email:	Oakfield, NY 14125	
F. (585) 245-8771	PO Required?	Yes	No		
BY: Sean McPhee	BY:				
SIGNATURE: <i>Sean McPhee</i>		SIGNATURE:			
TITLE: Service Manager	TITLE:				
DATE: 12/3/2025	DATE:				



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Preventive Maintenance Agreement for Town of Oakfield Domestic Water Heater

TERMS & CONDITIONS

Terms & Conditions apply as follows:

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6. For services not covered under this agreement and performed by MJ MECHANICAL SERVICES INC. upon purchaser's authorization, you agree to pay MJ Mechanical Services upon presentation of itemized invoices at MJ MECHANICAL SERVICES INC.'s then current labor rate, transportation, and material charges.
7. Under no circumstances, whether arising in contract, tort (including negligence), equity or otherwise, will MJ Mechanical Services, Inc. be held responsible for loss of use, loss of profit, increased operating costs or maintenance expenses, claims of customer's tenants or clients, or any special, indirect or consequential damages.
8. This agreement shall automatically renew unless notified in writing 30 days before next inspection. In addition, this agreement price structure may increase, or be terminated at any time with thirty (30) days written notice as base on an annual review. MJ Mechanical Services shall be reimbursed for the value of all services provided under the scope of this agreement.