



# Great Oaks Charter School - Bridgeport

## GOBPT June Finance Committee Meeting

Published on June 17, 2024 at 10:58 AM EDT

Amended on June 17, 2024 at 4:00 PM EDT

---

### Date and Time

Monday June 17, 2024 at 5:00 PM EDT

### Location

Attention: Times and Locations is subject to change.

---

### Agenda

	Purpose	Presenter	Time
<b>I. Opening Items</b>			<b>5:00 PM</b>
<b>A.</b> Record Attendance		Corey Sneed	1 m
<b>B.</b> Call the Meeting to Order		Corey Sneed	1 m
<b>C.</b> Approve last month's meeting minutes	Approve Minutes	Corey Sneed	1 m
Approve minutes for GOBPT May Finance Committee Meeting on May 8, 2024			
<b>II. Administrative / Financial Overview</b>			<b>5:03 PM</b>
<b>A.</b> Current Cash Position	FYI	Benjamin Chan	5 m
Checking/Operating account: \$ 484,812			
Food account: \$ 32,807			

		Purpose	Presenter	Time
Reserve account:	\$ 28,993			
Total:	\$ 546,612			

**III. Financial Review 5:08 PM**

<b>A.</b> Dashboard & Financials	FYI	Benjamin Chan	10 m
----------------------------------	-----	---------------	------

**IV. Additional Items 5:18 PM**

<b>A.</b> Updates	Discuss	Benjamin Chan	10 m
-------------------	---------	---------------	------

<b>B.</b> New Vendors	FYI	Benjamin Chan	5 m
-----------------------	-----	---------------	-----

Precoro for procurement system that integrates with QBO

- Integrate requisitions with purchases with delivery receipts and grant tagging
- Budget review by department prior to purchase
- \$600 per month, absorbing majority of bill.com user fees

**V. Closing Items 5:33 PM**

<b>A.</b> Adjourn Meeting	Vote	Corey Sneed	1 m
---------------------------	------	-------------	-----

---

Attention: Times and Locations are subject to change.

# Coversheet

## Approve last month's meeting minutes

**Section:** I. Opening Items  
**Item:** C. Approve last month's meeting minutes  
**Purpose:** Approve Minutes  
**Submitted by:**  
**Related Material:** Minutes for GOBPT May Finance Committee Meeting on May 8, 2024

APPROVED



## Great Oaks Charter School - Bridgeport

### Minutes

#### GOBPT May Finance Committee Meeting

---

##### **Date and Time**

Wednesday May 8, 2024 at 5:00 PM

##### **Location**

Attention: Times and Locations are subject to change.

---

##### **Committee Members Present**

Bea Bagley (remote), Bob Carlson, Corey Sneed (remote), David Zieff

##### **Committee Members Absent**

Eva Vega

##### **Guests Present**

Benjamin Chan, Farah Martin, John Scalice, Latoya Hubbard

---

#### **I. Opening Items**

##### **A. Record Attendance**

##### **B. Call the Meeting to Order**

Corey Sneed called a meeting of the Finance Committee Committee of Great Oaks Charter School - Bridgeport to order on Wednesday May 8, 2024 at 5:01 PM.

##### **C. Approve last month's meeting minutes**

Bea Bagley made a motion to approve the minutes from GOBPT April Finance Committee Meeting on 04-03-24.

David Zieff seconded the motion.

The committee **VOTED** unanimously to approve the motion.

## II. Additional Items

### A. Updates

C. Sneed asked if the school is doing Camp Jewell and the amount of the trip because it was over the approval amount. L. Hubbard states this trip is no longer happening.

- C. Sneed will deny this trip.

C. Sneed asked for NuPower updates. As a client, it should be simplified and broken down how we are billed. J. Scalice reports that one of the things we found is that we have the opportunity for shopping for a reduced rate and see if they can match it. Board discussed this issue further.

CFO, B. Chan states he is working with D. Zieff going through credit card reconciliation and procedures. We will get clarity from Justin from CSDE request regarding adding to fiscal policy.

### B. New Vendors

CT Colt is a new vendor which is for certificates and pins for MLL. This vendor was an identified and not through the RFP process because it is for this particular student group.

D. Zieff asked for a complete vendor list. C. Sneed states we should create one. B. Chan states there is now a comprehensive list of the last 2-3 years.

## III. Administrative / Financial Overview

### A. Current Cash Position

B. Chan will go over the current cash position during board meeting.

## IV. Financial Review

### A. Dashboard & Financials

B. Chan, CFO will go over dashboard and financials during board meeting.

## V. Closing Items

### A. Adjourn Meeting

There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 5:35 PM.

Respectfully Submitted,  
Corey Sneed

---

Attention: Times and Locations are subject to change.

# Coversheet

## Dashboard & Financials

**Section:** III. Financial Review  
**Item:** A. Dashboard & Financials  
**Purpose:** FYI  
**Submitted by:**  
**Related Material:** 2024-05 GO-BPT Dashboard.pdf  
GO-BPT Budget-to-Actual FY24-05.pdf  
GO-BPT FY24-05 BalanceSheet.pdf

## Great Oaks Charter School - Bridgeport Financial Dashboard May 31, 2024

<b>Cash</b>			
	<b>5/31/24</b>	<b>4/30/24</b>	<b>3/31/24</b>
Cash Balance - Chase Operating Account	721,501	1,264,220	2,179,540
Cash Burn/Month	542,719	915,320 -	1,360,362
Cash Balance to Burn Rate (months)	1.33	1.38 -	1.60
Cash Balance - Chase Food Account	19,752	9,317	26,386
Cash Balance - Chase Reserve Account	28,994	28,993	28,993
Total Cash Position:	<b>770,247</b>	<b>1,302,530</b>	<b>2,234,919</b>
Key:		Greater than 2 months in reserve	
		Between 1 and 2 months in reserve	
		Less than 1 month in reserve	

<b>Balance Sheet</b>			
	<b>5/31/24</b>	<b>4/30/24</b>	<b>3/31/24</b>
Current Ratio (current assets to current liabilities)	1.60	1.30	1.30
Debt to Assets Ratio	-	-	-

<b>Fundraising</b>			
	<b>FY 24 Target</b>	<b>Support</b>	<b>Delta</b>
Capital/Building			
Operating Support	Barr grant + \$100,000 fund raising target	266,750	186,750
			80,000

<b>Summary of Material Expense Variances</b>			
	<b>Budget</b>	<b>Actual</b>	<b>Delta</b>
Enrollment	661	661	
			+ is favorable
<b>Description</b>			
State/SpEd Funding	7,604,820	8,357,766	752,946
Title Funding	481,890	528,682	46,792
ESSER/Other Federal Funding	1,050,816	697,966	(352,850)
USDA School Lunch Program	282,804	355,123	72,319
Other Funding	299,521	292,160	(7,361)
	<b>9,719,851</b>	<b>10,231,697</b>	511,846
Personnel - Salaries	4,814,985	5,165,466	(350,481)
Personnel - Payroll Taxes	421,311	303,844	117,467
Personnel - Benefits	621,132	621,732	(600)
Professional/Contracted	460,588	661,204	(200,616)
School Ops	758,830	958,254	(199,424)
Facilities	2,368,025	2,373,132	(5,107)
Tutor NP	288,397	283,418	4,979
Sum of All Known Material Variances	<b>9,733,268</b>	<b>10,367,050</b>	<b>(633,782)</b>



**Great Oaks Charter School - Bridgeport Inc.  
Budget vs. Actuals: Budget\_FY24\_P&L - FY24 P&L  
July 2023 - May 2024**

+ Positive

	Actual	Total Budget	Over/ (-) Under
Income			
40000 REVENUES FROM STATE SOURCES			
40100 REVENUES FROM STATE SOURCES-Per Pupil Revenue	7,455,215	7,056,506	398,710
40200 REVENUES FROM STATE SOURCES-Special Education Revenue	574,925	539,917	35,008
40330 REVENUES FROM STATE SOURCES-Grants-Other State Grants	0	8,398	(8,398)
40390 REVENUES FROM STATE SOURCES-Other State Sources	327,626	0	327,626
<b>Total 40000 REVENUES FROM STATE SOURCES</b>	<b>8,357,766</b>	<b>7,604,820</b>	<b>752,946</b>
41000 REVENUES FROM FEDERAL SOURCES			
41200 REVENUES FROM FEDERAL SOURCES-Title I	444,873	421,141	23,733
41300 REVENUES FROM FEDERAL SOURCES-Title Funding - Other	83,809	60,749	23,060
41400 REVENUES FROM FEDERAL SOURCES-School Food Service (Free Lunch)	355,123	282,804	72,320
41500 REVENUES FROM FEDERAL SOURCES-Federal Grants	0	1,050,816	(1,050,816)
41600 REVENUES FROM FEDERAL SOURCES-Other Federal Sources	697,966	0	697,966
<b>Total 41000 REVENUES FROM FEDERAL SOURCES</b>	<b>1,581,771</b>	<b>1,815,510</b>	<b>(233,739)</b>
42100 LOCAL & OTHER REVENUE-Contributions and Donations	226,917	244,521	(17,604)
42110 LOCAL & OTHER REVENUE-Contributions and Donations-Foundations	4	0	4
42130 LOCAL & OTHER REVENUE-Contributions and Donations-Individuals	10,050	0	10,050
42500 LOCAL & OTHER REVENUE-Interest Income	2	0	2
42600 LOCAL & OTHER REVENUE-Food Service -Income from meals	4,331	0	4,331
42800 LOCAL & OTHER REVENUE-Other Local & Misc Revenue	29,256	0	29,256
42840 Tutor Housing Fees	14,850	55,000	(40,150)
42900 LOCAL & OTHER REVENUE-Misc Income from Survey Participation	1,750	0	1,750
Sales	5,000	0	5,000
	0	0	0
<b>Total Income</b>	<b>10,231,698</b>	<b>9,719,850</b>	<b>511,848</b>
Gross Profit	10,231,698	9,719,850	511,848
Expenses			
50000 PERSONNEL SERVICE COSTS	6,065	0	(6,065)
51000 PERSONNEL SERVICE COSTS-ADMINISTRATIVE STAFF PERSONNE			
51100 Executive Management	852,440	1,208,037	355,597
51300 Academic Leadership	581,706	433,307	(148,399)
51600 Operations Staff	592,263	807,037	214,774

51700 Other Non Instr. Staff - Fellows	164,304	0	(164,304)
<b>Total 51000 PERSONNEL SERVICE COSTS-ADMINISTRATIVE STAFF PERSONNE</b>	<b>2,196,777</b>	<b>2,448,381</b>	<b>251,604</b>
<b>53000 PERSONNEL SERVICE COSTS-INSTRUCTIONAL PERSONNEL COSTS</b>			
53100 Gen Ed Teachers	1,758,571	1,470,762	(287,809)
53200 Specialty Teachers	293,885	308,258	14,372
53300 Specialty Teachers - MLL	48,923	0	(48,923)
53350 Substitute Teachers	45,064	0	(45,064)
53500 SpED Teacher	284,512	393,250	108,738
53520 Specialty Teachers-ESL Teacher	0	194,333	194,333
<b>Total 53000 PERSONNEL SERVICE COSTS-INSTRUCTIONAL PERSONNEL COSTS</b>	<b>2,430,956</b>	<b>2,366,603</b>	<b>(64,353)</b>
<b>53900 ADDITIONAL EARNINGS</b>			
53901 Instructional Stipend	77,084	0	(77,084)
53904 Ops Projects	5,675	0	(5,675)
<b>Total 53900 ADDITIONAL EARNINGS</b>	<b>82,759</b>	<b>0</b>	<b>(82,759)</b>
<b>55000 PERSONNEL SERVICE COSTS-NON-INSTRUCTIONAL PERSONNEL COS</b>			
55100 Climate & Culture	45,710	0	(45,710)
55500 Staff Nurse	51,859	0	(51,859)
55600 Guidance & Social Work	302,174	0	(302,174)
55700 Para professionals - SPED	55,231	0	(55,231)
<b>Total 55000 PERSONNEL SERVICE COSTS-NON-INSTRUCTIONAL PERSONNEL COS</b>	<b>454,974</b>	<b>0</b>	<b>(454,974)</b>
<b>57000 PERSONNEL SERVICE COSTS-PAYROLL TAXES AND BENEFITS</b>			
57100 Payroll Taxes	303,844	421,311	117,467
57200 Fringe / Employee Benefits	609,998	621,132	11,134
57300 Retirement / Pension	11,734	0	(11,734)
<b>Total 57000 PERSONNEL SERVICE COSTS-PAYROLL TAXES AND BENEFITS</b>	<b>925,576</b>	<b>1,042,443</b>	<b>116,867</b>
<b>Total 50000 PERSONNEL SERVICE COSTS</b>	<b>6,091,042</b>	<b>5,857,428</b>	<b>(233,615)</b>
<b>60000 CONTRACTED SERVICES</b>	<b>20</b>	<b>0</b>	<b>(20)</b>
61000 CONTRACTED SERVICES-Accounting / Audit	49,462	25,667	(23,795)
62000 CONTRACTED SERVICES-Legal	22,879	4,583	(18,295)
<b>63000 CONTRACTED SERVICES-Support Organization Fees</b>			
63005 Management Fees	82,000	82,000	0
63010 Tutor Fees	232,475	230,044	(2,431)
<b>Total 63000 CONTRACTED SERVICES-Support Organization Fees</b>	<b>314,475</b>	<b>312,044</b>	<b>(2,431)</b>
64000 CONTRACTED SERVICES-Nurse/Summer School	16,214	0	(16,214)
65000 CONTRACTED SERVICES-Food Services	21,252	0	(21,252)
66000 CONTRACTED SERVICES-Payroll Services	45,871	13,750	(32,121)

67100 CONTRACTED SERVICES-Tech Support	161,924	104,544	(57,380)
67200 CONTRACTED SERVICES-Ops Consultants	4,841	0	(4,841)
67300 CONTRACTED SERVICES-Staff Appreciation	5,867	0	(5,867)
67400 CONTRACTED SERVICES-Administrative Fees	554	0	(554)
69000 CONTRACTED SERVICES-Other Purchased / Professional	17,865	0	(17,865)
<b>Total 60000 CONTRACTED SERVICES</b>	<b>661,204</b>	<b>460,588</b>	<b>(200,635)</b>
<b>70000 SCHOOL OPERATIONS</b>			
71000 SCHOOL OPERATIONS-Board Expenses	1,809	0	(1,809)
71500 SCHOOL OPERATIONS-Classroom / Teaching Supplies &	61,984	16,500	(45,484)
72500 SCHOOL OPERATIONS-Textbooks / Workbooks	15,957	0	(15,957)
72510 SCHOOL OPERATIONS-Textbooks/Workbooks	28,546	0	(28,546)
73000 SCHOOL OPERATIONS-Tech Materials	35,567	0	(35,567)
73500 SCHOOL OPERATIONS-Equipment / Furniture	4,824	18,333	13,510
73600 SCHOOL OPERATIONS-Copier Maintenance/Lease	56,963	45,111	(11,852)
74500 SCHOOL OPERATIONS-Digital Platform/Licenses	52,600	169,483	116,882
75000 SCHOOL OPERATIONS-Student Testing & Assessment	3,420	1,833	(1,587)
75500 SCHOOL OPERATIONS-Field Trips	26,030	0	(26,030)
76000 SCHOOL OPERATIONS-Transportation (student)	12,472	22,000	9,528
76500 SCHOOL OPERATIONS-Student Services - other	2,082	0	(2,082)
77000 SCHOOL OPERATIONS-Office Expense	42,147	75,350	33,203
77100 SCHOOL OPERATIONS-Personal Protective Equipment (PPE)	10,030	0	(10,030)
77500 SCHOOL OPERATIONS-Staff & Curr Development	84,022	22,917	(61,106)
77550 Fellows - Professional Development	325	3,667	3,342
77600 SCHOOL OPERATIONS-Staff Development - Food	13,705	13,750	45
77700 Memberships/Subscriptions/Cooperatives	9,694	0	(9,694)
78000 SCHOOL OPERATIONS-Staff Recruitment	14,632	9,167	(5,466)
78500 SCHOOL OPERATIONS-Student Recruitment / Marketing	19,297	9,167	(10,130)
78600 SCHOOL OPERATIONS-Student/Staff Uniforms	10,743	9,167	(1,576)
78700 SCHOOL OPERATIONS-Student Activities	70,117	0	(70,117)
78800 Student Athletics	2,283	0	(2,283)
79000 SCHOOL OPERATIONS-School Meals / Lunch	379,357	305,720	(73,637)
79100 Travel Related - Staff	2,012	0	(2,012)
79300 SCHOOL OPERATIONS-Other School Operations	(2,364)	36,667	39,031
<b>Total 70000 SCHOOL OPERATIONS</b>	<b>958,254</b>	<b>758,830</b>	<b>(199,424)</b>
<b>80000 FACILITY OPERATION &amp; MAINTENANC</b>			
80100 FACILITY OPERATION & MAINTENANC-Rent	1,091,765	1,107,312	15,548
80160 Utilities	191,819	234,300	42,481
81000 FACILITY OPERATION & MAINTENANC-Insurance	146,367	129,286	(17,081)
82000 FACILITY OPERATION & MAINTENANC-Janitorial	305,073	280,225	(24,848)
82500 FACILITY OPERATION & MAINTENANC-Maintenance Supplies	40,000	77,000	37,000

83900 FACILITY OPERATION & MAINTENANC-Other Building Related	32,636	0	(32,636)
84000 FACILITY OPERATION & MAINTENANC-Repairs & Maintenance	113,647	94,776	(18,871)
85000 FACILITY OPERATION & MAINTENANC-Equipment / Furniture	987	0	(987)
86000 FACILITY OPERATION & MAINTENANCE-Security	86,339	88,084	1,746
86100 FACILITY OPERATION & MAINTENANC-Telephone	33,165	15,125	(18,040)
86150 FACILITY OPERATION & MAINTENANC-Internet	9,032	21,083	12,052
86200 FACILITY OPERATION & MAINTENANC-Depreciation	313,314	320,833	7,520
86255 FACILITY OPERATION & MAINTENANCE- Food Service Supplies	8,842	0	(8,842)
88000 FACILITY OPERATION & MAINTENANC-Depreciation Expense	0	0	0
<b>Total 80000 FACILITY OPERATION &amp; MAINTENANC</b>	<b>2,373,132</b>	<b>2,368,025</b>	<b>(5,106)</b>
89006 Credit Card Suspense Account	907	0	(907)
<b>90000 TUTOR EXPENSES</b>			
91500 Tutor Expenses-Rent - Tutor House	211,003	234,300	23,297
97000 Tutor Expenses-Utilities - Tutor House	67,195	49,514	(17,681)
97230 Tutor Expenses-Maintenance Expense/Supplies for Tutor House	931	4,583	3,652
97250 Tutor Expenses-Other Tutor Related	4,289	0	(4,289)
<b>Total 90000 TUTOR EXPENSES</b>	<b>283,418</b>	<b>288,397</b>	<b>4,979</b>
<b>Total Expenses</b>	<b>10,367,956</b>	<b>9,733,269</b>	<b>(634,707)</b>
Net Operating Income	(136,258)	(13,418)	(122,860)

Sunday, Jun 16, 2024 11:37:25 AM GMT-7 - Accrual Basis

## Great Oaks Charter School - Bridgeport Inc.

Balance Sheet  
As of May 31, 2024

	TOTAL
<b>ASSETS</b>	
Current Assets	
Bank Accounts	
10000 Cash And Cash Equivalents	298.19
10100 Cash And Cash Equivalents-Chase Bank Operating Account	560,776.28
10200 Chase Bank - Reserve Account	28,993.81
1072 Bill.com Money Out Clearing	69,438.73
Food Service Account	19,752.21
Reserve Acct	0.00
<b>Total Bank Accounts</b>	<b>\$679,259.22</b>
Accounts Receivable	
11000 Accounts Receivable	336,032.01
11200 Accounts Receivable - Federal Funding	27,833.67
11210 Accounts Receivable - Federal CSP	0.00
11300 Accounts Receivable - Special Education	0.03
11400 Accounts Receivable - Food Service	0.00
11500 Accounts Receivable - Grants/Contributions	0.00
11900 Accounts Receivable - Other	0.00
<b>Total Accounts Receivable</b>	<b>\$363,865.71</b>
Other Current Assets	
12150 Due from GOF	0.00
13000 Accrued Revenue	99,000.00
14000 Prepaid Expenses	0.00
12200 Prepaid Expenses-Prepaid Insurance	-10,555.19
14100 Prepaid Expenses-Prepaid Rent	0.00
14200 Prepaid Expenses	35,887.09
<b>Total 14000 Prepaid Expenses</b>	<b>25,331.90</b>
16500 Security Deposit	380,303.48
Inventory Asset-1	0.00
Uncategorized Asset	0.00
<b>Total Other Current Assets</b>	<b>\$504,635.38</b>
<b>Total Current Assets</b>	<b>\$1,547,760.31</b>
Fixed Assets	
15100 Furniture and Equipment-Classroom Furniture/Fixtures	508,245.77
15101 Furniture and Equipment-Accumulated Depreciation - Classroom Furniture/Fixtures	-458,968.89
15200 Furniture and Equipment-Office Equipment	19,586.62
15201 Furniture and Equipment-Accumulated Depreciation - Office Equipment	-26,642.78
15300 Furniture and Equipment-Computer Equipment	1,206,516.71
15301 Furniture and Equipment-Accumulated Depreciation - Computer Equipment	-1,094,738.75
15400 Furniture and Equipment-Telephone Equipment	84,686.46
15401 Furniture and Equipment-Accumulated Depreciation - Telephone Equipment	-84,686.46

## Great Oaks Charter School - Bridgeport Inc.

Balance Sheet  
As of May 31, 2024

	TOTAL
15500 Furniture and Equipment-Leasehold Improvements	475,813.12
15501 Furniture and Equipment-Accumulated Depreciation - Leasehold Improvements	-87,740.57
15600 Furniture and Equipment-Construction in Progress	0.00
15700 School Building	2,500,000.00
15701 Accumulated Depreciation - School Building	-680,613.39
15800 Furniture and Equipment-Software	157,116.40
15801 Furniture and Equipment-Accumulated Depreciation - Software	-130,087.93
<b>Total Fixed Assets</b>	<b>\$2,388,486.31</b>
Other Assets	
18500 ROU Asset	17,671,623.00
18501 ROU Asset - Finance	217,348.00
18600 Other Assets	0.00
18700 Security Deposits Asset	0.00
<b>Total Other Assets</b>	<b>\$17,888,971.00</b>
<b>TOTAL ASSETS</b>	<b>\$21,825,217.62</b>
<b>LIABILITIES AND EQUITY</b>	
Liabilities	
Current Liabilities	
Accounts Payable	
20000 Accounts Payable	203,762.29
<b>Total Accounts Payable</b>	<b>\$203,762.29</b>
Credit Cards	
23000 Chase- 6104	6,172.30
<b>Total Credit Cards</b>	<b>\$6,172.30</b>
Other Current Liabilities	
20100 Accrued Expenses	32,250.00
21100 Payroll Liabilities-Net Salary Due	23,689.75
21105 Retirement Contributions Payable	14,813.93
21110 Payroll Liability - FSA	3,145.33
21115 Payroll Liabilities- Other Insurance	3,173.91
21200 Payroll Liabilities-Payroll Tax Liability	-2,119.76
21300 Payroll Liabilities - Accrued Payroll	0.00
22100 Refundable Advance-CSP Grant Refundable Advance	0.00
22200 Refundable Advance-Deferred Revenue	680,140.00
22250 Deferred Rent	0.32
28000 Short Term Loans	0.00
28100 Short Term Loans-Loan from Great Oaks Foundation	-0.49
29000 Due to Great Oaks Foundation	-154.16
29010 Due to Related Party	0.00
<b>Total Other Current Liabilities</b>	<b>\$754,938.83</b>
<b>Total Current Liabilities</b>	<b>\$964,873.42</b>

## Great Oaks Charter School - Bridgeport Inc.

Balance Sheet  
As of May 31, 2024

	TOTAL
Long-Term Liabilities	
28500 ROU Liability	18,528,198.00
28501 ROU Liability- Finance	218,306.00
29100 Loan Payable to Blue Hub	0.00
29150 PPP Loan	0.00
<b>Total Long-Term Liabilities</b>	<b>\$18,746,504.00</b>
<b>Total Liabilities</b>	<b>\$19,711,377.42</b>
Equity	
30000 Opening Balance Equity	0.00
31000 Unrestricted Net Assets	3,018,229.99
Net Income	-904,389.79
<b>Total Equity</b>	<b>\$2,113,840.20</b>
<b>TOTAL LIABILITIES AND EQUITY</b>	<b>\$21,825,217.62</b>

# Coversheet

## New Vendors

**Section:** IV. Additional Items  
**Item:** B. New Vendors  
**Purpose:** FYI  
**Submitted by:**  
**Related Material:** International School Achieves Cost Control with Precoro.pdf  
Main Enterprises.pdf  
Grotsky- contractor.pdf  
Costal Mechanical.pdf





Latest Case Studies Product Updates Precoro News Integration Tips Procurement Basics



15 min read

# How the International School of Zug and Luzern Achieved Time- And Cost-Savings by Transforming Its Purchasing Process

Learn how the International School of Zug and Luzern transformed its purchasing process, gained full budget control, and significantly reduced costs.

 **Marta Holyk**  
09 Feb 2024



**Company:** International School of Zug and Luzern

**Location:** Switzerland

**Industry:** Primary and Secondary Education

**Website:** <https://www.iszl.ch/>

**Using Precoro since:** June 2022

**Users:** 305

**Client's rating of Precoro:** 9/10

**Featuring:** Business Project Lead at the International School of Zug and Luzern

## The International School of Zug and Luzern: Fostering a knowledgeable, multicultural community

The International School of Zug and Luzern (ISZL) is an independent, non-profit day school in central Switzerland. It was established in August 2008 through the successful merger of three esteemed institutions: the International School of Zug (est. 1961), the Riverside School (est. 1989), and the International School of Luzern (est. 2006).

As an authorized International Baccalaureate® (IB) World School, ISZL offers a comprehensive range of programs, including the Primary Years, Middle Years, and IB Diploma. Grade 11 and 12 students can also undertake Advanced Placement® (AP) courses and exams audited by the College Board.

With over 1,200 students from 65 different nationalities, the school embraces its multicultural community and nurtures the development of both primary and secondary languages – in fact, there are 50 first-language classes taught at the school! Furthermore, ISZL is a member of the European Sports Conference (ECS) and the Association for

Music in International Schools (AMIS), and it encourages its students to explore various sports and arts outside of academics.

The International School of Zug and Luzern strives to maintain an inclusive and inspiring environment for all students, parents, faculty, and staff. Its core motto, "Respect | Motivate | Achieve," permeates all aspects of school life and helps cultivate a strong and caring community.



Zug Campus - Source: ISZL website

## Initial purchasing process at ISZL

Before last year, when faculty and staff at the International School of Zug and Luzern wanted to buy something, they could briefly discuss it with the principal or other budget holders and then order what was needed instead of going through a formal process. Interestingly, there was still a system of getting written internal approvals, but the approvals were granted only after the purchase was made.

So, each person bought what they wanted, filled out an Excel form, and physically sent it to the approver. Consequently, later, they couldn't check what was ordered due to insufficient documentation. Thus, for many years, the school made orders without creating any purchase requisitions (PRs) or purchase orders (POs), so there was no visibility into purchases that specific departments made.

In general, the process seemed to operate backward compared to the conventional purchasing flow. The Business Project Lead also highlights that the purchasing process was "more consumer-based as opposed to business-based ordering," where people need pre-planning and official approvals.

## **Main pain points in the purchasing process of ISZL**

When the Business Project Lead joined the company, he was supposed to review their existing purchasing process and see how it could be optimized. However, as he delved into the intricacies of the manual process, he quickly realized that minor improvements would not suffice because there were significant pain points. Even though, according to the Business Project Lead, the process seemed fine to many people. "When you looked at it in detail for audit purposes, you saw that the approval process was nonexistent, a paper trail wasn't there in most cases, and who approved what and for whatever reason wasn't clear," he explained.

### **Lack of transparency**

According to the Business Project Lead, the number one pain point was the lack of transparency when people who made purchases didn't know their budget limits and ended up overspending. In addition, when

an invoice came in, the finance team wasn't sure who ordered the items, why they were needed, and whether the order was correct.

## **Loose budgeting control**

Most importantly, the Business Project Lead highlights that staff wasn't to blame for disorganized purchases; they just didn't know their budget limits, and they followed the established process everyone was used to. However, not having a real approval process and transparency for all parties involved resulted in miscommunication, overspending, and a lack of internal control over purchases.

Another significant issue was the confusion surrounding the budget codes assigned to various types of purchases. Whenever someone made a new purchase, they had to navigate through a lengthy list of 80 budget lines utilized by the school and essentially guess which one was appropriate for their purchase. Sometimes approvers weren't even familiar with which codes corresponded to their department, so they would approve purchases that fell under the wrong budget. As a result, finance teams had to spend time regularly going back to fix such mistakes.

## **Lack of paper trail for orders**

Another major issue was the lack of a paper trail which is crucial for auditing. Auditors couldn't look through the school's procurement documents and evaluate their spending because there was insufficient record keeping of purchase requests and purchase orders.

---

"Prior to implementing Precoro, the main challenges faced by leadership were centered around transparency and approval in the purchasing process. These were critical areas that caused frustration among budget holders because approvals were being sought only after



the purchases were made.

For instance, a teacher might inform the principal about the need for new desks, estimating a cost of £5,000 during a casual conversation. However, when the teacher finds suitable desks from the UK, the actual cost ends up being £7,000. And then, due to customs and shipping expenses, the total eventually comes to £11,000. When seeking approval after the fact, the principal is taken aback as he was originally informed about a much lower budget of £5,000. This recurrent situation of unexpected budget increases posed significant challenges for the school's financial management."

### **— Business Project Lead at the International School of Zug and Luzern**

---

## **No accountability for purchases**

The school also suffered from the lack of accountability in purchasing. So, for example, the finance director saw a costly purchase that wasn't needed or would cost less if it was ordered from a different vendor, so they could ask the budget holder why they approved it. Then, the budget holder, for instance, a principal or a department head, would say that the purchase was made before they could actually approve it. And the person who ordered the item would say they just followed the established process when they needed something and bought it. So there was a problem – overspending – but neither the finance team, budget holder, nor requester could be held responsible.

## **Ineffective vendor management**

One more pain point was the lack of vendor responsibilities. As the school didn't use purchase orders or negotiate agreements, it was complicated and time-consuming to sort out the situations when the wrong order was delivered. In addition, even if the leadership noticed that one department was spending too much, the lack of clarity on

specific purchases made it impossible to analyze the reasons behind excessive spending. They could not identify savings opportunities, such as exploring alternative vendors, negotiating more favorable contracts, or eliminating redundant purchases after evaluation of existing stock.

---

"The existing purchasing process had areas where money was being wasted, leading to financial leakage. Moreover, it lacked a systematic approach that would allow the school to effectively negotiate contracts with preferred vendors. The lack of data accumulation made it challenging to track the exact amount spent with each vendor. If such data were available, it would enable the school to engage in meaningful negotiations based on concrete figures and expenditures with specific vendors."

### — **Business Project Lead at the International School of Zug and Luzern**

---

Ultimately, the Business Project Lead believes these issues arose due to the absence of a dedicated procurement team and a lack of a well-defined purchasing process. When the school was small, they didn't recognize the need for a procurement team; problems became obvious and out of control as ISZL got bigger and made more orders, with staff purchasing in a number of different ways. While they had a finance team, it did not fully encompass procurement operations for what was required. The Business Project Lead realized that the school's purchasing process would need to be rehailed and would need someone to specifically manage it.



Riverside Campus - Source: ISZL website

## How the International School of Zug and Luzern envisioned the ideal purchasing process

Analyzing the challenges the school faced in its purchasing process, the Business Project Lead insisted on establishing a new approach that would include planning the budget in advance. He highlighted that it was vital for the finance team to set budgets for different departments and the school as a whole before the beginning of the school year so that approvers would be able to consider the present budget before okaying an order.

The school also wanted to tailor budgets to department needs instead of allocating the same budget amount to each department. To do so, they would need to track expenses and decide budgets based on that data.



An ideal purchasing process for the school would also require creating and approving purchase requisitions and purchase orders, utilizing receipts, storing invoices, and tracking budgets and expenses. According to the Business Project Lead, the most important change would be an established policy so that everyone would follow the same procedure.

But he quickly realized that they didn't have a tool to manage this process flow in the first place. That's why he proposed implementing a centralized system to bring everyone under alignment. However, at first, stakeholders opposed this idea.

---

"Finance and leadership teams thought it might be too technical to train everyone to use some new software; it would be too much work. We're not a big pharma or finance organization; we don't need these big tools. There was a fear of over-technicalizing and over-complicating everything, and then they thought it would be too expensive.

There were many conversations around improving the Excel document type systems or using Google Sheets. But Google Sheets can't do what we need if we want transparency and real control over spending."

— **Business Project Lead at the International School of Zug and Luzern**

---

## How ISZL chose the software

Initially, the Business Project Lead was searching for a solution via Google. Trying to understand what system would be the best, he contacted several other international schools and asked what they were using. It turned out that most of them were either utilizing Google Sheets or Excel, like ISZL did, or their accounting software to cover some purchasing processes.

The International School of Zug and Luzern uses Abacus accounting software. Still, it doesn't let users track the orders, set up an approval process, or store the information about who ordered what, so it's insufficient for managing purchasing for complete transparency.

The school was looking for a system that could:

- automate the purchasing process and make it simple for users;
- streamline approval workflows;
- keep track of the stock balance and register the shipments from the warehouse;
- set up separate budgets for different departments;
- track expenses.

---

"It had to be something very user-friendly. As you can imagine, 250-300 people starting to use a new system where there was none can be quite daunting: there was some apprehension as a few people admitted they weren't technically savvy. So, it needed to be something that was extremely easy to engage with."

**— Business Project Lead at the International School of Zug and Luzern**

---

Through online research, the Business Project Lead chose seven purchasing software solutions to test, including Precoro. Then, he went through their trials to see how they would work in practice. The Business Project Lead highlights that with Precoro, he instantly noticed the simplicity behind the system. After completing the trial and becoming more familiar with Precoro, he decided it would be the perfect solution for ISZL.

"What made Precoro stand out was the ease of use, visual simplicity, and amazing price, but even more impressive was the support mechanism that was offered, the pre-support, post-support, and the continued training of staff.

— **Business Project Lead at the International School of Zug and Luzern**

---

## The onboarding process

After deciding in favor of Precoro, the Business Project Lead presented the system to his leadership. He explained the benefits Precoro would bring, and this was swiftly approved. From there, the Business Project Lead prepared a plan for the implementation process, which involved a lot of communication with all the departments.

He began organizing online meetings with each department to discuss upcoming changes and also arranged live meetings. During these sessions, he walked people through the new purchasing process, provided clear explanations, and promptly addressed any questions.

The Business Project Lead acknowledges that some individuals were skeptical about implementing the new system, fearing potential delays in the ordering process and the complexity of the new procedure. Additionally, they feared their orders would get declined more often, or they would be asked to find vendors with better prices.

Thus, some people resisted the software implementation instead of embracing this opportunity for improvement. The Business Project Lead highlights that, although changes may seem daunting at first, the centralized approach is a must-have for transparency, effective budgeting, inventory management, and cost control.

Therefore, the Business Project Lead focused on planning for each department separately, starting with the primary school, which was the first one to be configured in Precoro. According to the Business Project Lead, he provided the needed information, and the team at Precoro added the users (at the beginning, there were less than 10 main users). Then, they worked together to make changes in the system so it would fit the school's purchasing workflow.

After configuring the users, the Business Project Lead had drop-in sessions with different departments in the first six months to train people on how to use the software. He says that, overall, they had a 3-month period to transition all departments from the old process to the new one.

---

"We implemented the system in departmental stages. The first and second departments that underwent training were impressed with the system's efficiency and effectiveness. As a result, other departments expressed their eagerness to be included earlier than scheduled. The enthusiasm to adopt the new system was widespread, which was fantastic.

Although approximately 10% of people initially expressed reluctance to use Precoro, the Director decided to engage with those directly by explaining the current process and showcasing the benefits offered by Precoro. After walking them through the process, they realized that using the system involved only a few simple steps instead of the complex processes they were accustomed to, and they quickly started to embrace the change."

— **Business Project Lead at the International School of Zug and Luzern**

---

## The current purchasing process

Now, all of the school's departments use Precoro to create and approve procurement documents, monitor inventory, track expenses, and manage budgets. The purchasing process starts with a requester creating a purchase requisition and sending it for approval.

The purchasing team is the first line of approval as they ensure the numbers and other information is correct. Then it goes to the budget holders, usually principals, for the next step of approvals. When a PR is approved, a requester creates a corresponding PO, which goes to the vendor.

When the items are received, receipts are created in Precoro, and corresponding invoices are registered in the system. Thus, each PO is linked to an invoice and receipt. With all of this in place, each purchase goes through all the necessary approval steps, and the related documents are stored centrally.

---

"So, initially, Precoro was to be used for physical purchases that teachers made. This is the area where we had the biggest issues due to the number of users; with Precoro, this was reduced significantly. The other major costs we had, such as business expenses, rent, and telephone, would typically go through the finance team using the Abacus accounting tool.

However, as we could attest to how well it was working, the Director and the Head of Finance said, 'This thing is working so well, let's put every single order through it. We can capture all the information, including our spending, and are able to have PO numbers for all the orders.'

So the outcome has been extremely positive. Now if anyone spends any school finances, it is captured in Precoro; that's our policy moving forward. Not only that – this works extremely well for auditing purposes. We can now provide clear and concise information for our auditors by simply running a report on any category."

## — Business Project Lead at the International School of Zug and Luzern

---

The Business Project Lead also points out that, thanks to Precoro, the school can realize cost savings. One of the ways this is achieved is by preventing overstocking, as the system provides visibility into the school's existing inventory. When a person wants to buy something, they or the approver can check that it wasn't already bought.

The Business Project Lead says it's really easy to set up budgets in Precoro, and he's waiting for the 2023-2024 school year budgets to put in the numbers for different departments. Each department will see its budget line and clearly understand how much they have left.

According to the Business Project Lead, it's also incredibly helpful that now members of different departments will be able to choose only the budget codes that are related to their specific budget. This will ensure that departments can't accidentally use money from the wrong budget and will also prevent overspending.

One more positive change that the school made was hiring a purchasing manager who now helps the Business Project Lead ensure that the purchasing process stays organized. Now, faculty and staff know who they can turn to in case they face any challenges or have questions about ordering new items. They also understand what procedure they should follow so the whole process is clearer to all stakeholders.





ISZL Outdoor Education Center - Source: ISZL website

## The school's results and conclusions

### Complete transparency

From the Business Project Lead's perspective as the creator of the purchasing department, implementing Precoro made the purchasing process completely transparent. He also notes that the need to configure the system encouraged them to formalize policy on who's approving what and for what amount because, in Precoro, they can separate approvals based on the price of an order.

### Full budget control

The Business Project Lead highlights that the new process has empowered budget holders to be more accountable for their approvals, resulting in more responsible spending decisions. For the first time, it's guaranteed that purchases will go through an appropriate approval pipeline. The finance and the leadership enjoy full control over budgets, and they can also view a breakdown of expenses, which

allows them to identify the highest spenders and engage in meaningful conversations around their spending patterns if needed.

The school can also now create budgets based on how much people actually spend instead of allocating the same sum of money every year. As a result, the Business Project Lead reports that they have successfully reduced budgets significantly compared to previous years. While the finance team had wanted to achieve this earlier, without an effective purchasing system, the school didn't have the visibility into spending to see how much the budget could be reduced without detrimental effects.

## Central storage for order-related documents

The general staff and faculty, who use Precoro on a daily basis, appreciate the convenience of having all necessary documents accessible to them in the system. With a simple process in place that includes automatic documentation, storage, and visibility, they can look back on everything they've ordered – items, their quantity, prices, dates of delivery, approval steps, and more – to make better purchasing decisions.

---

"We have received an overwhelming number of highly positive reviews from various individuals. Interestingly, there was a recent situation where two individuals who were initially skeptical about implementing Precoro now have a strong desire to take it with them as they leave the school to other organizations.

At the outset, even the finance team was hesitant about the idea of working with new software, fearing it would only complicate their processes. However, their perspective has since changed, and they are fully on board.

We have now garnered around 95% positive feedback, and this positivity isn't limited to specific departments or individuals in certain



positions—it spans across the business and within the leadership team. Everyone recognizes the immense value that Precoro brings, and they are truly appreciative of its impact on streamlining our purchasing processes."

### — Business Project Lead at the International School of Zug and Luzern

---

## Effective internal communication

When asked about his favorite Precoro feature, the Business Project Lead sang praises about the purchase requisition module, saying, "Each person can see their purchases, how much they've spent, and whether their documents have been approved. All that is clear, and it's like the system is made for the people. It may sound trivial to you now, but previous to that, calls were going around. 'Has this been purchased? Where is this? What's happening with this?'" He appreciates its simplicity and that all the required information is visible in one place.

---

"The time savings we've experienced are truly remarkable; it's difficult to fully grasp the extent of it. Previously, we used to spend so much time running around, chasing after paper documents. However, with Precoro in place, everything becomes transparent. We can easily track what has been approved and what hasn't.

If there are any questions or concerns about approvals, discussions can be held directly within the system through comments. This ensures that all information is captured, leaving no room for disputes or misunderstandings—no more situations where it's your word against theirs. It's like having a comprehensive contact management system that allows us to see and understand everything that's happening, all while effectively streamlining our purchasing process."

## — Business Project Lead at the International School of Zug and Luzern

---

### **Better communication with vendors**

According to the Business Project Lead, Precoro has also empowered the school to communicate with vendors more effectively. They see how many items are ordered from each vendor, and they might notice that, for instance, 100 people buy something from one place and they pay the regular consumer price. The school can then present this number to the vendor and negotiate a 15% discount for future purchases, realizing cost savings.

### **Regular improvements to the system**

The Business Project Lead is also very appreciative of the new releases that come out twice a month as the Precoro team continuously tries to enhance and enrich various modules of the software. As a result, the school is confident in forging a long-term partnership with Precoro, and school management is eager to experience what else Precoro has to offer.

## **Key Takeaways**

### **Before Precoro:**

- Limited visibility into purchases
- Orders with post-factum approvals
- Fixed budgets that didn't consider actual expenses
- Lack of accountability for approvers
- Lack of paper trail for audits

- No ability to analyze the expenses of each department
- Not clear how much was spent with each vendor

### With Precoro:

- A clear overview of all purchases
- Streamlined approvals for purchase requisitions and purchase orders
- Budgets based on real expenses and with clear limits
- Visible data about who approved what, when, and based on which budget
- Centralized repository of the procurement documents
- Detailed breakdown of expenses
- Ability to negotiate discounts with vendors based on order history

Case Studies



#### Marta Holyk

Content Writer at Precoro on a mission to help you explore procurement, spend management, and exciting journeys of companies in various industries on their way to the efficient procure-to-pay process.

#### YOU MIGHT ALSO LIKE



7 min read

## How a Venture Capital Fund Manages Procurement for 11 Companies

Read about a venture capital studio that implemented procurement software to manage purchases for 10 portfolio companies in addition to their own. Redbud Brands went from not knowing if a purchase order was approved to making every...



Marharyta Golobrodka  
28 Dec 2023

Case Studies



7 min read

# How Startup Electra Implemented Precoro and Grew Ever Since

Learn how the French electric vehicle charging startup built a successful procurement process with purchasing software.



Marta Holyk  
12 Dec 2023

Case Studies

## Don't miss an article

Get the latest procurement and spend management insights in your inbox.

Work email\*

By clicking on "Subscribe", you agree to our Terms of Service and Privacy Policy.

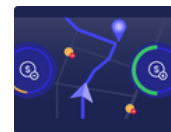
Subscribe



### FEATURED POSTS

#### The Definitive Guide to Cost Savings

31 Aug 2023



## How Remilk, a Biotech Startup, Achieved Full Budget Control from Day 1

23 Aug 2023



## Automated Invoice Processing with OCR: How It Works and Why Use It

09 Aug 2023



### AUTHORS →



#### Daryna Rodriguez

Editor, content and marketing professional with a decade of experience bringing value for the B2B segment. Get in touch!



#### Tetiana Katrych

Content Writer at Precoro. Uses her subject-matter expertise and passion for writing to create helpful, in-depth, and user-focused content.



#### Marharyta Golobrodska

Content Writer at Precoro.

### PRECORO PROCUREMENT AND SPEND MANAGEMENT BLOG

Precoro Blog is where Finance and Procurement professionals get advice, tips and news to streamline the business purchasing process.

### NAVIGATION

- Product
- Customer Stories
- About Precoro

## Contact

### SUBSCRIBE TO PRECORO UPDATES

Work email\*

By clicking on "Subscribe", you agree to our Terms of Service and Privacy Policy.

Subscribe

---

© 2024 Precoro Procurement and Spend Management Blog



PLM: 0282335-P1 | HTG: 390177-S1 | MEC: 001128

# HVAC MAINTENANCE AGREEMENT

Date: 2/12/2024

Mike Little  
Operations Manager  
Great Oaks Charter School  
375 Howard Avenue  
Bridgeport, CT 06605  
Via Email: mlittle@greatoakscharter.org

AT THE FOLLOWING LOCATION  
Great Oaks Charter School  
375 Howard Avenue  
Bridgeport, CT 06605  
(Quarterly Visits - VAV's Not Included)

## Pricing for HVAC maintenance service as outlined in the subsequent pages shall be:

Agreement Price is **\$ 21,974.00**, payable **ANNUALLY** in advance beginning on the effective date of **02/01/2024** (subject to client's acceptance date).

Please Submit This Amount with Your Signed Agreement:	\$ 21,974.00
	\$ <u>1,395.35</u> Tax
	\$ 23,369.35 Total Due

- As a valued Agreement holder, during the Effective Date of this agreement, a discounted labor rate of \$165.00 per hr. will be honored if work is approved beyond the scope included in this Agreement. This offer is contingent to (1): work performed at this location, (2): approved on a time and material billing basis (excluding quoted work) (3): all work performed on regular business hours Monday thru Friday 7:00 am thru 3:30 pm (excluding holidays) work performed on off-hours and holidays will be performed on a time and one-half basis.
- The Term of this agreement shall be 12 months from the Effective Date. If you choose to renew, the agreement price may be adjusted at that time. Adjustments will not occur without written notification.

\*Terms & Conditions contained in this agreement apply

\_\_\_\_\_  
Brian Gomes  
Service Maintenance Manager  
Main Enterprises, Inc.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Customer Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Title

\_\_\_\_\_  
Effective Date  
(For office use only)

**Fax signed copy to 203-683-1429 or email to [bgomes@mainhvac.com](mailto:bgomes@mainhvac.com)**

## Main Enterprises, Inc.

1180 Stratford Rd, Stratford, CT 06615 | 203.334.3419 | [www.MainHVAC.com](http://www.MainHVAC.com)

In all advertisements and business with the Public, Main Enterprises, Inc will hold itself out as an AA/EOE





### **EQUIPMENT INCLUDED IN THIS AGREEMENT**

(7) AAON Roof Top Units	(1) AAON ERV
(3) Mitsubishi IDU's	(3) Mitsubishi Condensing Units
(2) Lochinvar Boilers	(4) Bell & Gossett Boiler Pumps
(2) A.O. Smith Water Heaters	(2) Taco Pumps
(6) Greenheck Exhaust Fans	(1) Expansion Tank
(1) Chem Feeder	(2) ABB VFD's
(1) Vulcan Unit Heater	

### **Procedures:**

*(Lists below are generic in nature and only items applicable and necessary will be addressed)*

#### **Spring Full Maintenance:**

- Replace system air filters.
- Inspect and or replace system blower drive belts (belts replaced minimum one time during contract).
- Check and clean condensate pans and drains.
- Visual inspection of electrical connections in equipment including relays and contactors.
- Check electro/mechanical operation of mechanical cooling.
- Record operating characteristics of system, including unit volts, operating amperages, temperatures, and refrigerant pressures.
- Check conditions of indoor and outdoor coils; remove loose debris.
- Inspect thermostatic controls for proper operation.
- Perform summer/winter changeover if applicable.
- Inspect economizer operation if applicable.
- Recommend repairs required for peak performance.
- Inspect and clean coolers (if applicable).

#### **Summer Routine Maintenance:**

- Replace system air filters.
- Inspect unit blower belt, replace if necessary and adjust belt tension.
- Check system for proper heating or cooling operation.
- Check system for proper condensate drainage & clean-out condensate trap.
- Perform visual inspection on equipment.
- Cycle system into heat or cool operation from system thermostat.
- Recommend repairs required for peak performance.
- Inspect and clean coolers (if applicable).

### **Main Enterprises, Inc.**

1180 Stratford Rd, Stratford, CT 06615 | 203.334.3419 | [www.MainHVAC.com](http://www.MainHVAC.com)

In all advertisements and business with the Public, Main Enterprises, Inc will hold itself out as an AA/EOE



### **Procedures:**

*(Lists below are generic in nature and only items applicable and necessary will be addressed)*

#### **Fall Full Maintenance:**

- Replace system air filters.
- Inspect and or replace system blower drive belts (belts replaced minimum one time during contract).
- Inspect and clean heat exchangers, burners, and check gas pressures.
- Check electro/mechanical operation of system heating cycle.
- Record operating characteristics of system, including unit volts, operating amperages, temperatures, and gas pressures.
- Check and test all lock-out and safety controls.
- Inspect thermostatic controls for proper system operation.
- Perform summer/winter changeover if applicable.
- Inspect economizer operation if applicable.
- Recommend repairs required for peak performance.
- Inspect and clean coolers (if applicable).

#### **Winter Routine Maintenance:**

- Replace system air filters.
- Inspect unit blower belt, replace if necessary and adjust belt tension.
- Check system for proper heating or cooling operation.
- Check system for proper condensate drainage-clean-out condensate trap.
- Perform visual inspection on equipment.
- Perform visual inspection of heat exchangers.
- Cycle system into heat or cool operation from system thermostat.
- Recommend repairs required for peak performance.
- Inspect and clean coolers (if applicable).

*Note: Coil cleanings are not included in this proposal. Coil cleaning will be billed at T&M rates if required.*

### **Main Enterprises, Inc.**

1180 Stratford Rd, Stratford, CT 06615 | 203.334.3419 | [www.MainHVAC.com](http://www.MainHVAC.com)

In all advertisements and business with the Public, Main Enterprises, Inc will hold itself out as an AA/EOE



## **TERMS AND CONDITIONS**

- Tax-exempt customers must provide a copy of their exempt certificate.
- This agreement does not cover the cost of any repairs, all repairs will be quoted and subject to prior customer approval.
- All maintenance services are to be performed during standard (non-overtime) working hours. The customer shall allow Main Enterprises Inc. favorable admittance to perform maintenance services.
- This agreement may not be transferred without prior approval of Main Enterprises.
- All work to be completed in a workmanlike manner according to standard practices.
- Customer shall permit only the personnel of Main Enterprises Inc. and/or its designated subcontractors to make any repairs or adjustments to the listed equipment.
- Non-maintainable items such as ductwork, equipment cabinets, electrical service, are not included.
- The customer shall indemnify and hold harmless Main Enterprises and their affiliates from and against any fine, penalty, loss, cost, injury, claim, damage expense or liability that arise out of or result from the negligence of others. In no event shall Main Enterprises or their affiliates be liable for the incidental act(s) of God or weather-related damages.
- Customer must be current on all payments including services provided under Time and Material billing and or quoted work in order to be in compliance under this Agreement. Any unpaid invoices can be offset by any residual prepaid funds accrued for this Agreement.
- The amount indicated is due upon acceptance of this agreement. Prompt payment is expected. Should this payment or other unpaid invoices become delinquent, Main Enterprises Inc. reserves the right to stop all work without notice and cancel this agreement. If there are any defaults on payments, the customer agrees to pay all fees, court costs and 1.5 % per month interest on the unpaid balance not to exceed 18%.

### **Main Enterprises, Inc.**

1180 Stratford Rd, Stratford, CT 06615 | 203.334.3419 | [www.MainHVAC.com](http://www.MainHVAC.com)

In all advertisements and business with the Public, Main Enterprises, Inc will hold itself out as an AA/EOE





Harry Grotsky & Co., Inc.  
P.O. Box 880  
33 Shaws Lane  
Springfield, MA 01101

MECHANICAL BUILDING MAINTENANCE SERVICE AGREEMENT

agreement  
507

GREAT OAKS CHARTER SCHOOL

375 Howard Ave  
Bridgeport, CT 06605

proposal  
REV 1

hereinafter CUSTOMER

JOB LOCATION:

School - 375 Howard Ave  
Dorm's - 40 Cherry Street  
Bridgeport, CT 06605

SITE PHONE:  
SITE CONTACT:  
EMAIL  
PHONE  
FAX

(203) 870-8188  
Michael Little  
mlittle@gobpt.org  
(475) 319-0027

send service reports

ACCOUNTING CONTACT:  
EMAIL  
PHONE  
FAX

send service reports

The Contractor will provide the services described in the maintenance program and schedules. They are attached hereto and made a part of this Agreement in accordance with the terms and conditions set forth on the planned maintenance program page.

PLANNED MAINTENANCE PROGRAM:

CPM

BILLING FREQUENCY:

SEMI-ANNUAL

PRICING:

\*plus applicable taxes

- YEAR 1: 06/01/2024 TO 05/30/2025 \$20,460.00
- YEAR 2: 06/01/2025 TO 05/30/2026 \$21,074.00
- YEAR 3: TO

ACCEPTED:

Signature: \_\_\_\_\_  
Print Name: \_\_\_\_\_  
Title: \_\_\_\_\_  
Company: \_\_\_\_\_  
Date: \_\_\_\_\_

Signature: \_\_\_\_\_  
Print Name: \_\_\_\_\_  
Title: \_\_\_\_\_  
Date: \_\_\_\_\_  
Harry Grotsky & Co., Inc.

Signature: \_\_\_\_\_  
Print Name: \_\_\_\_\_  
Title: \_\_\_\_\_  
Date: \_\_\_\_\_  
Harry Grotsky & Co., Inc.

Affirmative Action/Equal Opportunity Employer

413.785.1947



GRODSKY.COM

MA Master Plumber #12981 | MA Master Pipefitter #PMU-001368 | MA Master Refrigeration #000302 | CT PI #PLM.0282722 | CT ST #HTG.0404350

---

## TERMS AND CONDITIONS I

---

1. In case of any failure to perform its obligations under this Agreement, Contractor's liability is limited to repair or replacement at its option, and such repair or replacement shall be Customer's sole remedy. This warranty is conditioned upon proper operation and maintenance by Customer and shall not apply if the failure is caused or contributed to by accident, alteration, abuse or misuse, and shall not extend beyond the term of this Agreement.
2. Customer shall permit Contractor free and timely access to areas and equipment, and allow Contractor to start and stop the equipment necessary to perform required services. All planned work under this Agreement will be performed during the Contractor's normal working hours.
3. The monthly rate is conditioned upon the system(s) covered being in a maintainable condition. If the initial inspection or initial seasonal start-up indicated repairs are required, a firm quotation will be submitted for Customer's approval. Should Customer not authorize the repairs, Contractor may either remove the unacceptable system(s), component(s) or part(s) from its scope of responsibility and adjust the monthly rate accordingly or cancel this Agreement.
4. The monthly rate is subject to adjustment annually on each commencement anniversary to reflect increases in labor, material and other costs.
5. Customer shall be responsible for all taxes applicable to the services and/or materials hereunder.
6. Customer will promptly pay invoices within thirty (30) days of receipt. Should a payment become forty-five (45) days or more delinquent, Contractor may stop all work under this Agreement without notice and/or cancel this Agreement, and the entire Agreement amount shall become due and payable immediately upon demand.
7. It is agreed that the repair, replacement, and emergency service provisions apply only to the equipment and systems listed. Repair and replacement of non-maintainable portions, such as ductwork, furnace heat exchangers, shell and tube heat exchangers, all diffusers, cabinetry, inter-connecting piping, main power service and electrical distribution system, valve bodies, coils, pipe insulation, glycol, refrigerant, storage tanks, piping systems, structural supports, rigging, etc. are excluded.
8. Any alterations to, or deviation from, this Agreement involving work, cost of materials or labor will become an extra charge (fixed price amount to be negotiated or on a time-and-material basis at Contractor's rates then in effect) over the sum stated in this Agreement.
9. Contractor will not be required to move, replace or alter any part of the building structure in the performance of this Agreement.
10. This Agreement does not include responsibility for design of the system, obsolescence, safety test, removal and reinstallation of valve bodies and dampers, repair or replacement necessitated by freezing weather, electrical power failure, low voltage, burned out main or branch fuse, low water pressure, vandalism, misuse or abuse of the system(s), negligence of others (including Customer), failure of Customer to properly operate the system(s), requirements of governmental regulatory or insurance agencies, or other causes beyond control of Contractor.
11. If a trouble call is made at Customer's request and inspection indicated a condition which is not covered under this Agreement, Contractor may charge Customer at the rate then in effect for such services.
12. Customer shall permit only Contractor's personnel or agent to perform the work included in the scope of this Agreement. Should anyone other than Contractor's personnel perform such work, Contractor may, at its option, cancel this Agreement or eliminate the involved item of equipment from inclusion in this Agreement.
13. In the event Contractor must commence legal action in order to recover any amount payable under this Agreement, Customer shall pay Contractor all court costs and attorney's fees incurred by Contractor.
14. Any legal action relating to this Agreement or the breach thereof, shall be commenced within one (1) year from the date of the work.
15. Contractor shall not be liable for any delay, loss, damage or retention caused by inability of machinery, equipment or materials, delay of carriers, strikes, including those by Contractor's employees, lockouts, civil or military authority, priority regulations, insurrection or riot, action of the elements, forces of nature, or by any cause beyond its control.

16. To the fullest extent permitted by law, Customer shall indemnify and hold harmless Contractor, its agents and employees from and against all claims, damages, losses and expenses, including but not limited to attorney's fees, arising out of or resulting from the performance of work hereunder, provided that such claim, damage, loss or expense is caused in whole or in any part by an active or passive act or omission of Customer, anyone directly or indirectly employed by Customer, or anyone for whose acts Customer may be liable, regardless of whether it is caused in part by the negligence of Contractor.
17. This proposal is the proprietary property of Contractor and is provided for Customer's use only. Contractor guarantees the price stated in this Agreement for thirty (30) days from proposal date above. This proposal will become a binding Agreement only after acceptance by Customer and approval by an officer of Contractor as evidenced by their signatures. This Agreement sets forth all of the terms and conditions binding upon the parties hereto; and no person has authority to make any claim, representation, promise or condition on behalf of Contractor which is not expressed herein. This annual Agreement shall continue in effect from year to year unless either party gives written notice to the other of intention not to renew thirty (30) days prior to any anniversary date.
18. UNDER NO CIRCUMSTANCES, WHETHER ARISING IN CONTRACT, TORT (INCLUDING NEGLIGENCE), EQUITY OR OTHERWISE, WILL CONTRACTOR BE RESPONSIBLE FOR LOSS OF USE, LOSS OF PROFIT, INCREASED OPERATING OR MAINTENANCE EXPENSES, CLAIMS OR CUSTOMER'S TENANTS OR CLIENTS, OR ANY SPECIAL INDIRECT OR CONSEQUENTIAL DAMAGES.



---

## PLANNED MAINTENANCE PROGRAM

---

Planned maintenance tasking per equipment type provided herein. Harry Grodsky & Co., Inc. will provide all necessary job labor and travel labor to complete tasking provided.

**PLANNED MAINTENANCE FREQUENCY**      SEMI-ANNUALY

**BELT REPLACEMENT**

- Annual
- Semi-annual
- Recommend as needed

**CONDENSER COILS CLEANED**

- Annual
- Semi-annual
- Not included

**CONDENSATE PAN BIOCIDES TREATMENT**

- Annual
- Semi-annual
- Not included

**EVAPORATOR COILS CLEANED**

- Annual       Not included

**AIR FILTER SERVICE FREQUENCY**      SEMI-ANNUALY

**MAINTENANCE TRACKING**

**SERVICE REPORTS**

- Included       Not included

HG will provide a written service report after each visit to your facility for scheduled maintenance or repairs for your review, approval and record.

**ON-SITE LOG BOOK**

- Included       Not included

HG Field Technicians will compile a history of both scheduled and unscheduled work for each individual unit. A description of work performed will be written into an On-site Log Book kept at your facility.

**PRIORITY SERVICE**

- Included       Not included

Priority emergency service availability 24 hours a day, 365 days a year.

---

## SPECIAL SERVICES/PROVISIONS II

---

Should experience show that more or less frequent media changes are required, this program will be adjusted to meet the future needs of your equipment and application. If an investment is required to carry out additional recommended work, an addendum will be proposed.

Services outside of this Standard Quarterly Planned Maintenance will be quoted or invoiced at current T&M rates.

Included in Scope: Semi-annual filter changes, annual belt changes, annual coil cleaning, annual combustion analysis, annual neutralization (boilers)

---

### Safety Data Sheets Clause

---

Customer shall make available to Contractor's personnel all pertinent Safety Data Sheets (SDS) pursuant to OSHA's Hazard Communication Standard Regulations.

---

### Asbestos Hazard Clause

---

Contractor's obligation under this proposal and any subsequent contract does not include the identification or removal of any asbestos products or other hazardous substances. In the event such products or substances are encountered, Contractor's sole obligation will be to notify the Owner of the existence of such products and materials. Contractor shall have the right thereafter to suspend its work until such products or materials and the resultant hazards are removed. The time for completion of the work shall be extended to the extent caused by the suspension and the contract price equitably adjusted.



**EMERGENCY CONTACT INFORMATION**  
**24 \* 7 \* 365**  
**TOLL FREE: 800.843.4424**  
**LOCAL: 413.785.1203**  
**PRESS 3 FOR SERVICE**



## EQUIPMENT TO BE SERVICED

TYPE	ASSET/ LOCATION	MANUFACTURER	MODEL	S/N
CONDENSER	CU-1A/R/ROOF/APT 106	Mitsubishi	PUZ-H30NHAS	86U02589C
CONDENSER	CU-2A/R/ROOF/APT 206	Mitsubishi	PUZ-HA30NHAS	87U02609D
CONDENSER	CU-3A/R/ROOF/APT.105	Mitsubishi	PUZ-HA30NHAS	87U02624D
CONDENSER	CU-4A/R/ROOF/APT. 201	Mitsubishi	PUZ-HA30NHAS	86U02565C
CONDENSER	CU-5A/R/ROOF/LAUNDRY 51	Mitsubishi	MUZ-FH15NA	8001099 T
CONDENSER	CU-6A/R/ROOF APT. 101	Mitsubishi	PUZ-HA30NHAS	86U02597C
CONDENSER	CU-7A/R/ROOF APT. 102	Mitsubishi	PUZ-HA30NHAS	86U02568C
CONDENSER	CU-8A/R/ROOF/LL-01	Mitsubishi	PUZ-HA30NHAS	86U02580C
CONDENSER	CU-9A/R/ROOF/APT. 202	Mitsubishi	PUZ-HA30NHAS	86U02584C
CONDENSER	CU-10A/R/ROOF/APT. 103	Mitsubishi	PUZ-HA30NHAS	87U02807D
CONDENSER	CU-11A/R/ROOF/APT. 203	Mitsubishi	PUZ-HA30NHAS	86U02604C
CONDENSER	CU-12A/R/ROOF/LL-02	Mitsubishi	PUZ-HA30NHA	86U02588C
CONDENSER	CU-13A/R/ROOF/LL-03	Mitsubishi	PUZ-HA30NHAS	86U02585C
CONDENSER	CU-14A/R/ROOF/APT. 204	Mitsubishi	PUZ-HA30NH5	86U02566C
CONDENSER	CU-15A/R/ROOF/LOBBY AHU 055,155,255	Mitsubishi	MXZ-3C30NHAZ	52P00857
CONDENSER	CU-16A/R/ROOF/LL-04	Mitsubishi	PUZ-HA30NHAS	86U02608C
CONDENSER	CU-17A/R/ROOF/APT 104	Macathon	PUZ-HA30NHA5	86U02598C
CONDENSER	CU-18A/R/ROOF/APT 205	Mitsubishi	PUZ-HA30NHA5	87U02827D
CONDENSER	CU-19A/R/ROOF/LL-05	Mitsubishi	PUZ-HA30NHA5	86U02605C
AHU	AHU-1B/1ST FLR RM 106	Mitsubishi	PEAD-A30AA7	76R00658
AHU	AHU-2B/2ND FLR RM 206	Mitsubishi	PEAD-A30AA7	77R00928
AHU	AHU-3B/1ST FLR RM 105	Mitsubishi	PEAD-A30AA7	77R00908
AHU	AHU-4B/2ND FLR RM 201	Mitsubishi	PEAD A30AA7	77R00930
AHU	AHU-5B/LAUNDRY RM LL	Mitsubishi	MSZ-FH15NA	8903685T
AHU	AHU-6B/1ST FLR RM 101	Mitsubishi	PEAD-A30AA7	77R00942
AHU	AHU-7B/1ST FLR RM 102	Mitsubishi	PEAD-A30AA7	77R00907
AHU	AHU-8B/1ST FLR RM 001	Mitsubishi	PEAD-A30AA7	76R00751
AHU	AHU-9B/2ND FLR RM 202	Mitsubishi	PEAD-A30AA7	77R00912
AHU	AHU-10B/1ST FLR RM 103	Mitsubishi	PEAD-A30AA7	76R00752
AHU	AHU-11B/2ND FLR RM 203	Mitsubishi	PEAD-A30AA7	77R00922
AHU	AHU-12B/RM 002 LL	Mitsubishi	PEAD-A30AA7	81R01269
AHU	AHU-13B/RM 003 LL	Mitsubishi	PEAD-A30AA7	81R01272
AHU	AHU-14B/2ND FLR RM 204	Mitsubishi	PEAD-A30AA7	77R00933
AHU	AHU-15B/LL NEAR STAIRWELL 4	Mitsubishi	MSZ-FH09NA	8907265T
AHU	AHU-16B/RM 004 LL	Mitsubishi	PEAD-A30AA7	81R01270
AHU	AHU-17B/1ST FLR RM 104	Mitsubishi	PEAD-A30AA7	76R00745
AHU	AHU-18B/2ND FLR RM 205	Mitsubishi	PEAD-A30AA7	77R00913
AHU	AHU-19B/RM 005 LL	Mitsubishi	PEAD-A30AA7	81R01268
HW HEATER	HW-1/LL MECH RM 052	AO SMITH	BTH-150-300	1833111576951
HW HEATER	HW-2/LL MECH RM 052	AO SMITH	BTH-150-300	1839112033642

AHU	AHU-15C/1ST FLR STAIRWELL #4	Mitsubishi	MSZ-FH09NA	8907241 T
AHU	AHU-15D/2ND FLR STAIRWELL #4	Mitsubishi	MSZ-FH09NA	8907952 T
AHU	AF-5B/MECH RM 52 LL SERVES FITNESS RM	Heil	END4X37L17A1	X182919775
CONDENSER	CU-AF-5A/ROOF	Heil	HSA636GKA100	E183421673
ERV	ERV-4/ROOF/SERVES CAFETERIA	AAON	RN-020-3-0-EA09-389	201901-BNGP74597
ERV	ERV-9/ROOF/SERVES APARTMENTS	AAON	RN-006-8-0-0000-000	201901-ANBF00432
PACKAGE UNIT	RTU-1/ROOF/SERVES SCHOOL 1ST FLR NORTH	AAON	RN-020-3-0-EA09-349	201901-BNGP74598
PACKAGE UNIT	RTU-2/ROOF/SERVES SCHOOL 2ND FLR NORTH	AAON	RN-025-3-0-EA09-349	201901-BNGR74599
PACKAGE UNIT	RTU-3/ROOF/SERVES 3RD FLR NORTH	AAON	RN-025-3-0-EA09-349	201901-BNGR74600
PACKAGE UNIT	RTU-5/ROOF/SERVES SCHOOL 1ST FLR SOUTH	AAON	RN-020-3-0-EA09-349	201901-BNGP74601
PACKAGE UNIT	RTU-6/ROOF SERVES SCHOOL 2ND FLR SOUTH	AAON	RN-030-3-0-EA09-349	201901-BNGT74602
PACKAGE UNIT	RTU-7-ROOF/SERVES SCHOOL 3RD FLR NORTH	AAON	RN-025-3-0-EA09-349	201901-BNGR74603
PACKAGE UNIT	RTU-8/ROOF/SERVES SCHOOL 2ND FLR NORTH	AAON	RN-020-3-0-EA09-349	201901-BNGP74604
CONDENSER	CU-6A/ROOF	Heil	HCA760GKB101	E174502588
CONDENSER	CU-7A/ROOF	Heil	HSA624GKA100	E183420382
RESIDENTIAL SPLIT	AHU-7B/STORAGE ROOM 304	Heil	END4X30L17A1	X183796071
RESIDENTIAL SPLIT	AHU-6B/DANCE STUDIO	Heil	END4X61L24A1	X181554611
BOILER	BLR-1/BOILER RM	LOCHINVAR	FBN1251	1842-112254009
BOILER	BLR-2/BOILER RM	LOCHINVAR	FBN1251	1842-112254013
PRIMARY PUMP	P-1/BOILER ROOM/SERVES BLR-1	BELL & GOSSET	ECOCIRC XL 20-140	20180222
PRIMARY PUMP	P-2/BOILER ROOM/SERVES BLR-2	BELL & GOSSET	ECOCIRC XL 20-140	20180529
HW HEATER	HW-1/BOILER ROOM	Smith	BTH-150-300	1839112033645
HW HEATER	HW-2/BOILER ROOM	Smith	BTH-150-300	1829111200528
SECONDARY PUMP	P-3/BOILER RM	BELL & GOSSET	E1510 SSF 8.875	C270988-01181
SECONDARY PUMP	P-4/BOILER RM	BELL & GOSSET	E1510 SSFW 8.875	C270988-02181
CONDENSER	CU-ODU-B/LOWER ROOF SERVES IT ROOM	Mitsubishi	PUY-A12NKA7	85U09569C
CONDENSER	CU-ODU-C/ROOF/SERVES IT ROOM	Mitsubishi	PUY-A36NKA7	89U09649D
CONDENSER	CU-ODU-SVE/ROOF/SERVES SVE & RADON SYSTEMS	Mitsubishi	PUZ-A12NKA7	8XU03763A
AHU	AHU-IDU-SVE/UP ROOF/DD BEHIND RTU8 SERVES SVE/R/ Mitsubishi	Mitsubishi	PKA-A12HA7	82A13471A
AHU	AHU-IDU-C/2ND FLR IT ROOM 209	Mitsubishi	PKA-A36KA7	8XM03469
AHU	AHU-IDU-B/ST FLR IT RM 134A	Mitsubishi	PKA-A12HA7	62A02402B

71 units



Mike Little  
Great Oaks Charter School  
315 Howard Avenue  
Bridgeport, CT 06605

**QUARTERLY HVAC  
PREVENTIVE  
MAINTENANCE PROGRAM**

**MAY 29, 2024**

BY:  
DAVID BESTERFIELD

**COASTAL MECHANICAL SERVICES, INC.**



**PREVENTIVE MAINTENANCE AGREEMENT FOR MECHANICAL SYSTEMS**

Great Oaks Charter School  
 315 Howard Avenue  
 40 Cherry Street - DORMS  
 Bridgeport, CT 06605

Proposal Date: May 29, 2024  
 Page: 1 of 6  
 Agreement Number: PM \_\_\_\_\_

Mike Little

Coastal Mechanical Services Inc., hereinafter **CMSI** agrees to provide the services described in the maintenance program and services specified below, which are attached hereto and made part of this Agreement, in accordance with the terms and conditions set forth on the following pages.

**Mechanical System Located at: 315 Howard Avenue and 40 Cherry Street - DORMS in Bridgeport, CT**

**PREVENTATIVE MAINTENANCE PROGRAM – 2024**

The agreement price is **\$18,000.00** per year, payable Quarterly (4x per year) at **\$4,500.00** in advance, beginning on the effective date of: **June 1, 2024.**

This agreement shall remain in effect for a period of 12 Months, commencing on **June 1, 2024** and ending on **May 31, 2025.**

Systems and services maintained under this Agreement:

- |   |                               |                                     |
|---|-------------------------------|-------------------------------------|
| <input type="checkbox"/> Temperature Control Systems    | Energy Management             | <input type="checkbox"/>            |
| <input checked="" type="checkbox"/> HVAC Systems        | Air Filter Service (4x)       | <input checked="" type="checkbox"/> |
| <input type="checkbox"/> Computer Environmental Systems | Water Treatment Service       | <input type="checkbox"/>            |
| <input type="checkbox"/> Refrigeration Systems          | Special Services / Provisions | <input type="checkbox"/>            |
| <input type="checkbox"/> System Operations Management   | Variable Frequency Drives     | <input type="checkbox"/>            |

Coastal Mechanical Services, Inc. guarantees the price quoted in this Maintenance Agreement for thirty (30) days from the proposal date. This proposal becomes binding after acceptance by Customer and approval by an officer of **CMSI**. This proposal is the proprietary property of **CMSI** and is provided for customer’s use only.

**COASTAL MECHANICAL SERVICES, INC.**

**GREAT OAKS CHARTER SCHOOL**

By: \_\_\_\_\_

Sign: \_\_\_\_\_

Title: \_\_\_\_\_

Name: Mike Little

By: \_\_\_\_\_

Title: \_\_\_\_\_

David Besterfield

Title: President Coastal Mechanical services Inc.

Date: \_\_\_\_\_



## **INSPECTION AND PREVENTIVE MAINTENANCE PROGRAM**

---

Coastal Mechanical Services, Inc. Inspection and Preventive Maintenance Program is designed for our customers to best insure the proper and efficient operation of their heating, ventilating, and air conditioning systems. This comprehensive program is completely administered by Coastal Mechanical Services Inc. The maintenance tasks and service activities are scheduled by our maintenance scheduling system and it is based upon our own expertise as a long term mechanical services contractor, the recommendations of equipment manufacturers, system design and application. Following each service call, a detailed service report is presented to our customer and his representative for review and approval.

### **INSPECTION AND PREVENTIVE MAINTENANCE**

Inspections of equipment and systems are pre-scheduled and will be performed regularly throughout the agreement period. Inspections include the testing of the system components to determine equipment status. Needed repairs of deficiencies that are uncovered during the course of inspections are noted and handled in accordance with prompt repair procedures.

Preventive Maintenance will be performed professionally and in a thorough manner. The preventive maintenance tasks are planned and scheduled by Coastal maintenance scheduling system. The intended result of CMSI's preventive maintenance is to increase equipment reliability, life expectancies while maintaining energy and operating efficiencies.

As applicable to the equipment and systems listed on the list of equipment page herein, listed below are typical preventive maintenance tasks.

- ↪ **CONTROL CALIBRATION and ADJUSTMENT** - of pneumatic temperature controls, refrigeration controls, pressure controls, operating controls and safety controls.
- ↪ **TESTING - CHECKING** - operating refrigerant pressures; voltages and amperages; belts and belt tension; drive couplings; proper control sequencing; electrical connections; rotation; contactors; and starters. Checks on the overall operating performance of heating & cooling systems.
- ↪ **CLEANING INCLUDED IN CONTRACT** - Condensate drains, cooling tower basins and cooling tower nozzles.
- ↪ **CLEANING EXTRA TO CONTRACT:** VAV box filter changes, condenser coils, chilled water coils, evaporator coils, condenser coils and chiller tubes, etc.
- ↪ **LUBRICATION MAINTENANCE** - oiling and / or greasing of motor and fan bearings, changing oil; renewing oil filters, oiling damper linkages and bearings, etc.
- ↪ **ADJUSTING and FINE-TUNING** - of superheat settings; capacity control modules; belt tension; oil burners; gas burners; starter transfer timers, compressor cylinder unloaders; etc.

**PLEASE REFER TO THE ATTACHED EXHIBITS FOR SITE-SPECIFIC  
PREVENTATIVE MAINTENANCE CHECKLISTS**





## **INSPECTION AND PREVENTIVE MAINTENANCE PROGRAM**

---

### **REPAIRS AND REPLACEMENTS**

Replacement parts to repair failed, worn, or doubtful **equipment\* are not included** under this Maintenance Program. All overtime charges will be invoiced in addition for work performed before or after, holidays & weekends. All failed or worn components will be invoiced in addition to this agreement

### **Our present labor rates are:**

\$140.00 / hour Straight Time  
 \$210.00 / hour Overtime  
 \$280.00 / hour Double Time

\*\*\*

**Preferred labor rates are:**                      **\$115.00 / Straight Time**  
    **\$172.50 / hour Overtime**  
    **\$230.00 / hour Double Time**

Straight time rates apply to the hours of 8:00AM through 4:30PM, Monday through Friday, excluding holidays.

### **MANAGEMENT SUPPORT**

In order to provide smooth transition, CMSI will provide top quality management, experienced in implementation of similar service programs. As part of this agreement we will provide on-site technical support for supervision and back up. Performance reviews will be held each calendar year. During each review, representatives from Coastal Mechanical and **Great Oaks Charter School** will meet and discuss any questions or concerns. At these meetings, we will assure that all concerns are addressed and that you are satisfied that our performance is at least what we have contracted for.

### **EMERGENCY SERVICE**

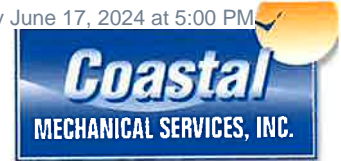
Emergency service will be provided during normal working hours at time and materials rate. (Monday - Friday, 8:00am to 4:30pm) For service before and after hours and weekends you will be invoiced at our standard over-time rates. For emergency service please dial our main service line (203) 953-3732

### **LEVEL OF EFFORT**

Under this agreement, we will provide the necessary labor to complete tasks per manufactures suggested recommendations, to ensure the proper level of maintenance service for your HVAC System.

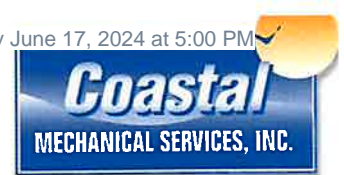
### **ENGINEERING SUPPORT SERVICES**

We will review the performance of your system and make recommendations to decrease operating costs and/or improve system reliability where possible. Under this agreement energy efficient technical recommendations will be provided on system upgrades, building automation, and other system and component efficiency improvements by our qualified service team.



**LIST OF EQUIPMENT**  
**GREAT OAKS - 375 Howard Ave, Bridgeport, CT**

Unit#	Qty of Units	Description	Make	Model/Serial #'s	Tonnage	Location
ERV-04	1	ERV	AAON	RN-020 3-00EA09-289	20	ROOF
ERV-09	1	ERV	AAON	RN-006-8-0-000-000	6	ROOF
RTU-01	1	PACKAGED UNIT	AAON	RN-020-3-0-EA09-349	20	ROOF
RTU-02	1	PACKAGED UNIT	AAON	RN-025-3-0-EA09-349	25	ROOF
RTU-03	1	PACKAGED UNIT	AAON	RN-025-3-0-EA09-349	25	ROOF
RTU-05	1	PACKAGED UNIT	AAON	RN-020-3-0-WE09-349 S: 2019201-BNG74501	20	ROOF
RTU-06	1	PACKAGED UNIT	AAON	RN-030-3-0-EA09-349 S: 201901-BNG174602	30	ROOF
RTU-07	1	PACKAGED UNIT	AAON	RN-025-3-0-EA09-349	25	ROOF
RTU-08	1	PACKAGED UNIT	AAON	RN-020-3-0-EA09-349	20	ROOF
CU-07		CONDENSING UNIT	HEIL	RESIDENTIAL SLIT S: CU-07	3	ROOF
CU-06		CONDENSING UNIT	HEIL	RESIDENTIAL SPLIT S: CU-08	3	ROOF
AHU-07	1	RESIDENTIAL SPLIT	HEIL	X183796071	3	DANCE STUDIO STORAGE AREA
AHU-05	1	RESIDENTIAL SPLIT	HEIL	END4X61L24A1 S: X181554611	3	DANCE STUDIO STORAGE AREA
BLR-01	1	BOILER	LOCHINVAR	FBN1251 S: 1842-11254009		BOILER ROOM
BLR-02	1	BOILER	LOCHINVAR	FBN1251 S: 1842-11254009		BOILER ROOM
PMP-01		HW PUMP	B&G			BOILER ROOM
PMP-02		HW PUMP	B&G			BOILER ROOM



Unit#	Qty of Units	Description	Make	Model/Serial #'s	Tonnage	Location
2		WATER HEATERS	SMITH			BOILER ROOM

**LIST OF EQUIPMENT  
GREAT OAKS - 40 CHERRY STREET - DORMS**

Unit#	Qty of Units	Description	Make	Model/Serial #'s	Tonnage	Location
	17	AUH	MITSUBISHI	NMN		ROOMS
	1	AUH	MITSUBISHI	NMN		LAUNDRY ROOM
	3	AUH	MITSUBISHI	NMN		LOBBY
	19	CU	MITSUBISHI	VARIOUS		
	1	ERV	AAON			
	2	HW HEATERS	AO SMITH			
		CONDENSING UNIT	MITSUBISHI	ODU-A		APT 106
		CONDENSING UNIT	MITSUBISHI	ODU-A		APT 206
		CONDENSING UNIT	MITSUBISHI	ODU-A		APT 105
		CONDENSING UNIT	MITSUBISHI	ODU-A		APT 201
		CONDENSING UNIT	MITSUBISHI	ODU-2		LAUNDRY 51
		CONDENSING UNIT	MITSUBISHI	ODU-A		APT 101
		CONDENSING UNIT	MITSUBISHI	ODU-A		APT 102
		CONDENSING UNIT	MITSUBISHI	ODU-A		LL-01
		CONDENSING UNIT	MITSUBISHI	ODU-A		APT 202

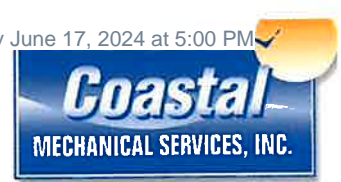




Unit#	Qty of Units	Description	Make	Model/Serial #'s	Tonnage	Location
		CONDENSING UNIT	mitsubishi	ODU-A		APT 103
		CONDENSING UNIT	mitsubishi	ODU-A		APT 203
		CONDENSING UNIT	mitsubishi	ODU-A		LL-02
		CONDENSING UNIT	mitsubishi	ODU-A		LL-03
		CONDENSING UNIT	mitsubishi	ODU-A		APT 204
		CONDENSING UNIT	mitsubishi	ODU-1		LOBBY - AHU - 055, 155, 255
		CONDENSING UNIT	mitsubishi	ODU-A		LL-04
		CONDENSING UNIT	mitsubishi	ODU-A		APT 104
		CONDENSING UNIT	mitsubishi	ODU-A		APT 205
		CONDENSING UNIT	mitsubishi	ODU-A		LL-05
		BTH-150-300	AO SMITH	1833111576951		
		BTH-150-300	AO SMITH	18391112033642		
		ERV-2	AAON	RN-006-8-0-000 S: 201901-ANBF00432		

**PLEASE REFER TO THE ATTACHED EXHIBITS FOR PREVENTATIVE MAINTENANCE CHECKLISTS**

\*The above is applicable to the equipment and systems listed on the list of equipment page 5 herein.



## Terms and Conditions:

1. Planned and / or routine maintenance services provided under this agreement will be performed during normal working hours.
2. The guarantees and services provided under the scope of this agreement are conditioned upon customer properly operating and maintaining systems / equipment. Customer will do so in according to industry accepted practices and in consideration of CMSI's recommendations.
3. Customer will provide and permit reasonable means of access to all covered equipment. CMSI will be allowed to start and stop equipment as necessary to perform its services.
4. The quoted annual rate is based upon the system(s) listed to be in a maintainable condition. If repairs are found necessary after the initial inspection or initial seasonal startup inspection a quotation will be submitted for approval. Should customer decline to authorize the repairs to be performed, CMSI may eliminate those items from its scope of responsibility and adjust the agreement price accordingly.
5. The agreement shall be in effect from year to year unless either party gives written notice of its intent not to renew thirty (30) days prior to the agreement anniversary date.
6. The agreement price may be adjusted on each anniversary date with increase up to 3% of the total contract price.
7. Customer agrees to pay invoices within thirty (30) days of receipt. CMSI reserves the right to cancel this and / or stop work under this agreement without notice, should payment become forty-five (45) days or more delinquent.
8. It is agreed that the repair, replacement, and emergency service provisions apply only to the equipment and systems listed. Repair and replacement of nonmaintainable portions, such as duct work, furnace heat exchangers, shell and tube heat exchangers, all diffusers, cabinetry, inter-connecting piping, main power service and electrical distribution system, valve bodies, coils, pipe insulation glycol, storage tanks, piping systems, structural supports, etc. are excluded.
9. This Agreement applies to the functional components and parts of mechanical systems as typified in the scope of work of this Agreement.
10. At its prevailing rates or at negotiated lump sum prices, CMSI will perform work not covered by this Agreement. This shall include responding to abnormal conditions for systems(s) and equipment not covered by this Agreement. Repairs or replacements necessitated by reason of customer negligence or misuse are not included.
11. In the unlikely event of failure to perform its obligations, CMSI's liability is limited to repair or replacement at its option, and such shall be customer's sole remedy. Under no circumstances will the contractor be responsible for loss of use, loss of profits, increased operating or maintenance expense, claims of customer's tenants or clients, or any special, indirect or consequential damages.
12. The Agreement does not include responsibility for system design deficiencies, such as, but not limited to poor air distribution, water flow imbalances, etc. It does not include responsibility for system, equipment and component obsolescence, electrical failures, unserviceable equipment, and operating the system(s).
13. CMSI will not be liable for delays or failure to obligate due to fire, flood, strike, lockout, freezing, and unavailability of material, riot, acts of God, or any cause beyond reasonable control.
14. Work necessitated by present or future requirements by government or insurance laws and / or requests is not included.
15. Only CMSI's personnel or agent are authorized to perform the work included in the scope of this Agreement. CMSI may, at its option, cancel this Agreement should non-authorized individuals perform such work.
16. In the event either party must commence a legal action in order to enforce any rights under this contract, the successful party shall be entitled to all court costs and reasonable attorney's fees as determined by the court for prosecuting and defending the claim, as the case may be.
17. In addition to the prices quoted, customer shall be responsible for all taxes applicable to the services and / or material provided here under.
18. The customer acknowledges that employees assigned by Coastal Mechanical Services, Inc. (CMSI) to perform services pursuant to this Agreement represent a valuable asset to CMSI. The customer agrees that during the term of this Agreement, or renewal thereof, it shall not offer to employ or accept for employment, any such employee of CMSI. without the prior written consent of CMSI. In the event this Agreement is terminated by customer for any reason at any time, other than default, customer agrees that it shall not offer to employee or accept for employment, any such employee of CMSI for a period of four (4) months following termination of this Agreement.