

BINGHAM COUNTY COMMISSIONERS

Whitney Manwaring, Chairman

Mark R. Bair

Eric Jackson



Lindsey Dalley, Commission Clerk
501 N. Maple Room 204
Blackfoot, ID 83221
Phone (208) 782-3013
Fax (208) 785-4131

Friday, December 8, 2023

- | | | |
|-----------|------------------------------------------------------------------------------------------------------------------------------------------------|---------------|
| 8:15 a.m. | Approval of Cash Warrants, Claims, Administrative Documents & Personnel Action Forms. | {ACTION ITEM} |
| 8:15 a.m. | Discussion & Decision regarding Trane Service Agreement for inspections of the AC Compressor- Requested by Jason Marlow- Building Maintenance. | {ACTION ITEM} |
| 8:15 a.m. | Approval of Bingham County Resolution 2023-58- Destruction of Records For the Prosecutors Office. | {ACTION ITEM} |
| 1:15 p.m. | Meeting regarding land located east of 539 W 100 N, Blackfoot, ID | |

“Potato Capital”

Meeting Date: December 8, 2023
Meeting Time: 8:15 am

Bingham County

Prior Approval For Purchase

(Please provide documentation)

Idaho Code §67-28 PURCHASING BY POLITICAL SUBDIVISIONS

Date: 12/5/2023

Department: Maintenance

Submitted By: Jason Marlow

To be purchased: Trane Service Agreement

Justification: The AC compressor is a very expensive and complicated piece of the HVAC system that services the whole courthouse. It's worth the money to have regular checkups and procedures done by professionals.

Estimated Cost: \$4634

Fund(s) to be paid from: 0494-0000 Repairs/Maint-building and fixtures

Approved

Denied

Approved/Denied By:

Whitney Manwaring, Chairman

Date

Mark R. Bair, Commissioner

Date

Eric Jackson, Commissioner

Date



Trane U.S. Inc.
351 N. Mitchell, Suite 100
Boise, ID 83704
Phone: (208) 362-0916
Fax: (208) 362-7463

November 27, 2023

Jason Marlow
Bingham County Government
501 N Maple Blackfoot
Blackfoot, ID 83221-8322
(208) 716-4637

Site Address:
Bingham County Courthouse
501 N Maple St
Blackfoot, ID 83221

ATTENTION: Jason Marlow

SUBJECT: Continuation of Service Agreement **BSE6005**

Your Trane Service Agreement is scheduled for renewal on **February 1, 2024**. To assure that there will be no interruption of service and benefits to Bingham County Government your Service Agreement will be extended through **January 31, 2025**. The adjusted Service Fees for the renewal term for all sites is set forth in the following table:

Contract Year	Annual Amount USD	Payment USD	Payment Term
Year 1	\$4,634.00	\$4,634.00	Annual

The Annual Amount and Payment information set forth above **DO NOT** include applicable sales tax. Applicable sales taxes will be included upon generation of the invoice for the renewed Service Agreement. Payment of applicable sales tax is the responsibility of the Customer.

If there is any reason why this Service Agreement should not be extended through this period, please notify Trane in writing 30 days prior to the renewal date indicated above. If so notified, Trane can continue at your discretion to provide services beyond the renewal date at our standard time and material rates.

Anticipation Discount Program (ADP). A one-time 3% discount is offered for full payment of 1 year in advance of the commencement of the Service Agreement. Invoice would be issued at start of the Agreement and is due net 15 days from date of invoice. The discount would be **\$139.02 USD** if this option is selected. Tax will be calculated based upon the pre-discounted price. The ADP is for advance payment only under the terms stated in this section and is not applicable to credit card transactions. *Please check the box to select this discount option.*

SCOPE OF SERVICE

The Scope of Service for the new agreement period will remain the same as delivered in the current period.

TERMS & CONDITIONS

Terms & Conditions for the renewal period are attached.

CLARIFICATIONS

If Bingham County Government accounting procedures require a purchase order for the renewal term, please provide your purchase order number to Trane no less than 30 days prior to the renewal date.

We value your business and look forward to continuing to serve and contribute to your organization's success.

Sincerely,

Gordy Shields
Account Manager
Trane

CUSTOMER ACCEPTANCE

Authorized Representative

Printed Name

Title

Purchase Order

Acceptance Date

Trane's License Number:

The Initial Term of this Service Agreement is 1 year, beginning February 1, 2024.
Total Contract Amount: \$4,634.00 USD.



TRANE



HVAC EQUIPMENT COVERAGE

Bingham County Courthouse

The following "Covered Equipment" will be serviced at Bingham County Courthouse:

Equipment	Qty	Manufacturer	Model Number	Serial Number	Asset Tag
RTWD Series R(TM) 70-250 Ton Water-Cooled Chiller	1	Trane	RTWD100F2F	U16E05142	

Service Description

- Water Cooled Rotary Seasonal Start Up (Service 1)
- Water Cooled Rotary Annual Inspection (Service 2)
- Water Cooled Rotary Quarterly Inspection (Service 3)

Quantity Per Term

- 1
- 1
- 2



CUSTOMER SERVICE FLOWS

The following Customer Service Flows provide additional service description detail for Covered Equipment. Note: There may be differences per the agreement in the work being performed between sites and the equipment on those sites. This section clarifies differences in the work being performed between sites and the equipment on those sites:

Service 1: Water Cooled Rotary Seasonal Start Up

Description

- Customer Notification of Unit Maintenance
- Initial Site Inspection
- Review Diagnostics
- Lock Out Tag Out (Standard)
- Fill Cooling Tower
- Fill Condenser
- Fill Evaporator
- Electrical Inspection
- Meg Motor at Motor Terminals
- Compressor And Oil Separator Heater Check
- High Pressure Leak Check (Standard)
- Remove Lock Out Tag Out and Restore Power
- Pre-Start Chiller Check-RTW, RTU
- Start-Up RTWD
- TechView/KestrelView Connection
- Run Service Report From TechView
- Techview/Kestrel View Disconnection

Service 2: Water Cooled Rotary Annual Inspection

Description

- Customer Notification
- Initial Site Inspection
- Review Diagnostics
- Lock Out Tag Out (Standard)
- Electrical Inspection - Control Panel
- Compressor Starter Inspection (Wye-Delta Closed Transition) Series R Air Cooled
- Meg Compressor Motor
- Flow/Differential Mechanical Switch Check
- Low Temperature Sensor Calibration
- Control Panel Calibration Check
- Oil Level Check (Screw Machines) Per Circuit
- Oil Analysis Per Circuit
- Rotary Oil Filter Change
- Leak Test Inspection (Positive Pressure)
- Condenser Tube Inspection - Removing Head
- Condenser Tube Brushing Including Head Removal
- Condenser Tube Brushing (Head Previously Removed)
- Pre-Start Chiller Check
- Start Chiller
- Compressor And Oil Separator Heater Check
- Compressor Check (HeliRotor Compressors)
- TechView/KestrelView Connection
- Run Service Report From TechView
- Techview/Kestrel View Disconnection

**BINGHAM COUNTY
RESOLUTION 2023-58**

**RESOLUTION REGARDING THE DESTRUCTION OF RECORDS
FOR THE PROSECUTORS OFFICE**

WHEREAS the Bingham County Prosecutors Office has requested permission to destroy certain records; and

WHEREAS the Idaho Code §31-871 empowers the Board of County Commissioners with the responsibility for classifying records for purposes of retention and destruction; and

WHEREAS the Prosecutors Office has represented that all records for which destruction is sought pertain to documents listed as follows:

PROSECUTORS OFFICE

Misdemeanor paper files for cases 2014, 2015 and 2016 records are considered semi-permanent and exist in electronic form.

Felony paper files for cases 2007, 2008, 2009, 2010 records are considered semi-permanent and exist in electronic form.

Civil paper files 2005, 2006, 2007 and 2008 records are considered semi-permanent and exist in electronic form

WHEREAS none of the records for which destruction is requested are those required to be kept by the County permanently and indefinitely pursuant to I.C. §31-709;

THEREFORE, it is hereby resolved that: The Prosecutors Office files are hereby classified as "temporary," as defined in I.C. §31-871(1)(d). Furthermore, such records may now be destroyed.

Dated this ____ day of November 2023.

BINGHAM COUNTY COMMISSION

Whitney Manwaring, Chairman

Mark R. Bair, Commissioner

Eric Jackson, Commissioner

ATTEST:

Pamela W. Eckhardt
Bingham County Clerk