

AGENDA PLACEMENT FORM

(Submission Deadline – Monday, 5:00 PM before Regular Court Meetings)

Date: 9/11/2025
Meeting Date: 9/22/2025
Submitted By: Codey Sibley
Department: Facilities Management
Signature of Elected Official/Department Head:


Court Decision:
This section to be completed by County Judge's Office



Description:

Consider and Approve an agreement with Dallas Mechanical Group for a Three Year Chiller Preventative Maintenance Agreement at the Guinn Justice Center for \$25,952.91 (Year One \$8,355.13, Year Two \$8,647.56, Year Three \$8,950.22) and Historic Courthouse for \$12,476.99 (Year One \$4,016.77, Year Two \$4,157.36, Year Three \$4,302.86); with Authorization for County Judge to Sign

(May attach additional sheets if necessary)

Person to Present: Codey Sibley

(Presenter must be present for the item unless the item is on the Consent Agenda)

Supporting Documentation: (check one) PUBLIC CONFIDENTIAL

(PUBLIC documentation may be made available to the public prior to the Meeting)

Estimated Length of Presentation: _____ minutes

Session Requested: (check one)

Action Item Consent Workshop Executive Other _____

Check All Departments That Have Been Notified:

County Attorney IT Purchasing Auditor
 Personnel Public Works Facilities Management

Other Department/Official (list) _____

**Please List All External Persons Who Need a Copy of Signed Documents
In Your Submission Email**



PROPOSAL FOR:

Professional HVAC Maintenance Services

Proposal # 003962

TIPS#211001

**Johnson County
Guinn Justice Center**
204 S Buffalo St
Cleburne, Texas 76033

SUBMITTED BY:

Jackson Clasen
Service Sales Executive

Dallas Mechanical Group
2791 MacArthur Blvd. Suite 300
Lewisville, Texas 75067

JClasen@dallasmechanicalgroup.com
+1 972-310-1923





September 3, 2025

Codey Sibley
Johnson County
411 Marti Dr
Cleburne, Texas 76033

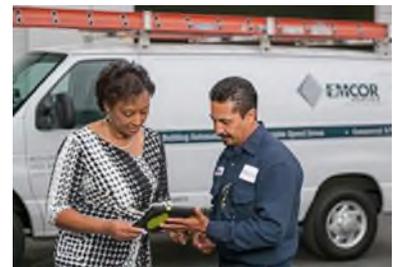
Dear Codey Sibley:



Guinn Justice Center

Dallas Mechanical Group appreciates the opportunity to provide you with our proposal for a best-in-class maintenance program customized specifically for the HVAC equipment at Johnson County. The benefits for Johnson County from a well-designed and implemented maintenance program such as the one we are offering often include:

- ◆ Reduction in unplanned down-time
- ◆ Reduction in costly emergency repairs
- ◆ Extension of equipment lives
- ◆ Improved ability to forecast repair & maintenance costs



Further, our commitment to documenting equipment condition, status, and service-work allows us to create an operational baseline, which can then be compared to historical data. Over time, if coupled with additional predictive services and more advanced analytics, we can even begin to identify and correct problems before major damage can occur. Our program is predicated on this focus and driven with this in mind.



As you review our proposal, you'll see that Section 1 provides an abbreviated summary of the services we've included in your maintenance program with Sections 2 and 3 providing pricing and terms, respectively. The Appendices provide additional details you may find useful during your review of our solution such as included equipment, included inspections, additional/enhanced services and finally, lists of typical tasks performed by technicians.



We at Dallas Mechanical Group look forward to working with you and your staff in performing this maintenance program. Should you have any questions or require additional information, please contact me.



Sincerely,
Dallas Mechanical Group

Jackson Clasen
Service Sales Executive





Section 1- Overview of PM Program

Although Appendix A provides detailed information regarding the scope (included equipment, number of inspections, additional services and tasking), benefits for customers with a **PM Program** include:

- ◆ Scheduled inspections for covered equipment based on industry standards, including major and minor inspections, filter replacements, among others.
- ◆ Documentation of work performed.
- ◆ Efficient work-order management via use of “smart” mobile devices.
- ◆ Identification of issues found during planned inspections along with any recommended additional work.

Benefits for all Agreement Customers

- 24x7x365 emergency service prioritized ahead of our non-agreement customers.
- Use of highly trained technicians that understand your equipment and are equipped with state-of-the-art tools
- Discounted labor rates on out of scope repair services
- Annual support for customer’s capital planning process
- Ongoing assurance that Dallas Mechanical Group is fully insured, committed to safety, and is in full compliance to all local, state, federal, and relevant regulatory requirements.

Section 2- Proposed Pricing

Our fee for this program is payable per **Quarter** in advance of work performed, for a period of **3 years** (est. contract start and end dates of **10/01/2025** and **09/30/2028**, respectively), and in accordance with the terms and conditions in Section 3 of this proposal.

Maintenance Solution	Year 1	Year 2	Year 3
<i>Planned Maintenance</i>	\$8,355.13	\$8,647.56	\$8,950.22

This proposal is Dallas Mechanical Group’s confidential information, which Dallas Mechanical Group has prepared exclusively for Customer using Dallas Mechanical Group’s confidential and proprietary information. The proposal is provided to Customer conditioned on Customer’s use only to engage with Dallas Mechanical Group concerning the subject matter of the proposal, and is not intended for Customer’s use with, or dissemination to, any other third party.



Section 3- TERMS AND CONDITIONS (Maintenance Service Agreement)

TERMS AND CONDITIONS

Johnson County reserves the right to cancel all or any part of this order if not shipped as required or as instructed.

All materials and services shall be subject to the County's approval. Unsatisfactory materials will be returned at seller's expense. No substitution will be accepted without purchasing department approval. No charge will be allowed for packing, crating, palleting or boxing.

1. No change(s) may be made to this order without written authorization of the purchasing department.
2. Materials must be properly packaged and marked with the purchase order number. Damaged materials will not be accepted.
3. Inspection of delivery will be made at the delivery point unless otherwise specified.
4. Submit all claims for payment in duplicate. Claims for partial deliveries must be so indicated.
5. All containers or reels are to remain property of Johnson County unless otherwise indicated.
6. The purchasing department may grant additional time for delivery when Johnson County is at fault or is satisfied the delay is beyond the control of the vendor. Such grant must be in writing and made part of the order.
7. Rejected material will be returned to the vendor at the vendor's risk and expense.
8. Quantities specified in the order are not to be exceeded. Any overages or duplicate orders will be returned to vendor at vendor's risk and expense.
9. It is agreed that goods delivered shall comply with all Federal, State and local laws relative thereto, and that the vendor shall defend actions or claims brought and save harmless the County from loss, cost or damage by reason of actual or alleged patent infringement and/or copyright infringement.
10. All prices must be F.O.B. delivery point. Where specific purchase is negotiated F.O.B. shipping point, the vendor is to prepay shipping charges and add to invoice.
11. In case of default of the contractor, the County may procure the articles or services from other sources and charge the contractor as liquidated damages any excess cost or damages occasioned thereby.
12. Vendor shall not sell, assign, transfer or convey this order, in whole or in part, without the prior written consent of the County.
13. Terms: Net thirty (30) days unless otherwise agreed upon by seller and the purchasing department.



Section 4- Acceptance

Customer:
Johnson County

Contractor:
Dallas Mechanical Group

By: 

By: *Jackson Clasen*

Name: *Christopher Boedeker*

Name: Jackson Clasen

Title: *County Judge*

Title: Service Sales Executive

Date: *9-22-25*

Date: September 10, 2025



APPENDIX A: Scope Details

Appendix A1: Equipment Schedule

The below table reflects the quantity of each equipment type included within the scope of this agreement along with the quantity of each unique inspection type that will be completed per contract year. NOTE: For Repair Coverage, “N” indicates that repairs are excluded (maintenance only program), whereas “L” and “F” indicates that repairs are covered for labor only, or for labor and materials, respectively. See terms for additional details.

Line	Equip. Category	Equipment Type	Equipment Designation	Size	Qty	Yr of Mfg	Qty Inspections				Repair Coverage
							[Major]	[Minor]	CC Clean	Boiler Clean	
1	Chillers	SCREW- HORIZ.- AIR CLD	<i>Aqua Force Chiller</i>	To 250 Tons	2		1	3	1	0	N
2	Pumps	Pumps			3		1	1			

Clarifications for planned maintenance (included equipment, inspections, and the like) and/ or for Repair Coverage scope of work are listed below:

- N/A

Appendix A2: Additional/ Enhanced Services

Our program includes the following additional/ enhanced services that are often omitted and/ or overlooked in other programs. NOTE: When “Program” is listed in “Applies To”, this indicates that the enhancement applies to the overall agreement or all equipment, as applicable:

Included Service Enhancements	Applies To	Fee
<i>Total Fees (Already Included in Pricing)</i>		Included

Additional Considerations

Below is a partial list of beneficial enhancements to other maintenance programs that are likely to reduce operating costs, improve function, and/ or extend equipment life- depending on the site and systems. Unless listed in the above table, these are NOT included within this agreement but may be worthy of further discussion.

- | | | |
|---|---|---|
| <ul style="list-style-type: none"> • Vibration Testing/ Analysis • IR Imaging/ Digital Thermography • Refrigerant Testing & Management • Additional Visits • Additional Coil Cleanings | <ul style="list-style-type: none"> • Energy Benchmarking & Assessments • HVAC Schedule Compliance • HVAC Set-point Optimization • Building Controls Maintenance | <ul style="list-style-type: none"> • Retrofit/ Replacement Planning • Advanced Asset Management • Lighting Retrofits • PE Validation (Energy Star) • Video documentation of work performed |
|---|---|---|

Appendix A3- Tasking Details

This Section provides additional details related to the inspections for equipment listed in Appendix A1, including lists of typical tasks that technicians may perform. NOTE: Actual tasks performed by technicians for any listed equipment type may vary slightly, depending on equipment specifics (presence/ absence of features or accessories), customer application, and/ or requirement from specific manufacturers. In addition, please note that:



- ◆ As part of maintenance services, technicians will verify that equipment was either left operating properly (or capable of sufficient operation) and when this is not true, will provide a recommended next-step.
- ◆ All service visits will include documentation of work performed via a written narrative from the technician.
- ◆ Unless stated otherwise within this proposal, traditional media filters for major HVAC equipment will be replaced quarterly with new filters of equivalent media and performance. As requirements for “final”, high-efficiency (typically MERV-14 or higher, including HEPA), or other specialty filters vary by application and duty, that work will be addressed as additional work unless otherwise specified in this proposal.

Task List	Description
<p>Chillers (Major PM)- Spring or Start-up</p>	<p>The following is a list of typical requirements for MINOR PM completed sometime during the “Summer” months. These should not be viewed as a checklist since the variations in different compressors, configurations, available technologies, applications, etc. are so significant that the tasking for any specific chiller will vary, as well.</p> <p>Part 1- While unit is De-energized</p> <p>* (If AIR-COOLED), clean condenser coils by applying chemical solution to the exterior followed by rinsing with clean water from the interior side of the coil</p> <p>Part 2- While unit is Energized</p> <ul style="list-style-type: none"> * Visually check for leaks (liquids, gases) and refig. contamination * Start machine, check controls, and calibrate as needed * Check starter operation, voltage and current * Establish proper chilled water and condenser water flows * Check operation of the vane positioner * Check refrigerant and oil levels * Check purge operation * Check for any vibrations or unusual noises
<p>Chillers (Minor PM)- Fall or Shutdown</p>	<p>The following is a list of typical requirements for MINOR PM completed sometime during the “Fall” months. These should not be viewed as a checklist since the variations in different compressors, configurations, available technologies, applications, etc. are so significant that the tasking for any specific chiller will vary, as well.</p> <p>Part 1- While unit is De-energized</p> <p>* (If SEASONAL OPERATION- only intended for operation during the “summer” months), shut down chiller AFTER completing the ENERGIZED tasks, and take appropriate measures to lay-up machine</p> <p>Part 2- While unit is Energized</p> <ul style="list-style-type: none"> * Visually check for leaks (liquids, gases) and refig. contamination * Verify proper system performance by analyzing temperatures and pressures * Verify proper oil return system operation * Check for any vibrations or unusual noises
<p>Chillers (Minor PM)- Summer</p>	<p>The following is a list of typical requirements for MINOR PM completed sometime during the “Summer” months. These should not be viewed as a checklist since the variations in different compressors, configurations, available technologies, applications, etc. are so significant that the tasking for any specific chiller will vary, as well.</p>



	<p>Part 1- While unit is De-energized</p> <ul style="list-style-type: none"> * N/A (Chiller to remain in operation) <p>Part 2- While unit is Energized</p> <ul style="list-style-type: none"> * Visually check for leaks (liquids, gases) and refig. contamination * Verify proper system performance by analyzing temperatures and pressures * Verify proper oil return system operation * Take oil sample and complete analysis * Check for any vibrations or unusual noises
<p>Chillers (Minor PM)- Winter</p>	<p>The following is a list of typical requirements for MINOR PM completed sometime during the “Winter” months. These should not be viewed as a checklist since the variations in different compressors, configurations, available technologies, applications, etc. are so significant that the tasking for any specific chiller will vary, as well.</p> <p>Part 1- While unit is De-energized</p> <ul style="list-style-type: none"> * Inspect refrigerant relief valve * Replace oil filter and gasket (If applicable) * (If WATER-COOLED), clean condenser tubes (see separate tasking) <p>Part 2- While unit is Energized</p> <ul style="list-style-type: none"> * Visually check for leaks (liquids, gases) and refig. contamination * Verify proper system performance by analyzing temperatures and pressures * Verify proper oil return system operation * Check purge operation * Check for any vibrations or unusual noises



PROPOSAL FOR:

Professional HVAC Maintenance Services

Proposal # 003963

TIPS#211001

Johnson County Johnson County Historic Courthouse

2 N Main St
Cleburne, Texas 76033

SUBMITTED BY:

Jackson Clasen

Service Sales Executive

Dallas Mechanical Group
2791 MacArthur Blvd. Suite 300
Lewisville, Texas 75067

JClasen@dallasmechanicalgroup.com
+1 972-310-1923



September 3, 2025

Codey Sibley
Johnson County
411 Marti Dr
Cleburne, Texas 76033

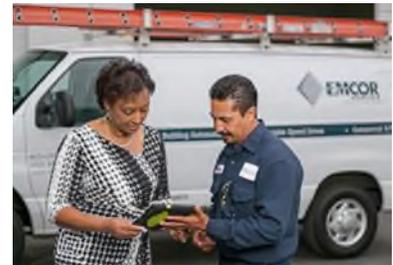
Dear Codey:



Johnson County Historic Courthouse

Dallas Mechanical Group appreciates the opportunity to provide you with our proposal for a best-in-class maintenance program customized specifically for the HVAC equipment at Johnson County. The benefits for Johnson County from a well-designed and implemented maintenance program such as the one we are offering often include:

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Further, our commitment to documenting equipment condition, status, and service-work allows us to create an operational baseline, which can then be compared to historical data. Over time, if coupled with additional predictive services and more advanced analytics, we can even begin to identify and correct problems before major damage can occur. Our program is predicated on this focus and driven with this in mind.



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We at Dallas Mechanical Group look forward to working with you and your staff in performing this maintenance program. Should you have any questions or require additional information, please contact me.



Sincerely,
Dallas Mechanical Group

Jackson Clasen
Service Sales Executive





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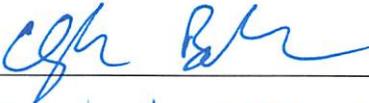
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Section 4- Acceptance

Customer:
Johnson County

Contractor:
Dallas Mechanical Group

By: 

By: *Jackson Clasen*

Name: *Christopher Boedeker*

Name: Jackson Clasen

Title: *County Judge*

Title: Service Sales Executive

Date: *9-22-25*

Date: September 10, 2025



APPENDIX A: Scope Details

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Line	Equip. Category	Equipment Type	Equipment Designation	Size	Qty	Yr of Mfg	Qty Inspections				Repair Coverage
							[Major]	[Minor]	CC Clean	Boiler Clean	
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Clarifications for planned maintenance (included equipment, inspections, and the like) and/ or for Repair Coverage scope of work are listed below:

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Included Service Enhancements	Applies To	Fee
<i>Total Fees (Already Included in Pricing)</i>		Included

Additional Considerations

Below is a partial list of beneficial enhancements to other maintenance programs that are likely to reduce operating costs, improve function, and/ or extend equipment life- depending on the site and systems. Unless listed in the above table, these are NOT included within this agreement but may be worthy of further discussion.

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<p>Chillers (Minor PM)- Summer</p>	<p>The following is a list of typical requirements for MINOR PM completed sometime during the “Summer” months. These should not be viewed as a checklist since the variations in different compressors, configurations, available technologies, applications, etc. are so significant that the tasking for any specific chiller will vary, as well.</p>



	<p>Part 1- While unit is De-energized</p> <ul style="list-style-type: none"> * N/A (Chiller to remain in operation) <p>Part 2- While unit is Energized</p> <ul style="list-style-type: none"> * Visually check for leaks (liquids, gases) and refig. contamination * Verify proper system performance by analyzing temperatures and pressures * Verify proper oil return system operation * Take oil sample and complete analysis * Check for any vibrations or unusual noises
<p>Chillers (Minor PM)- Winter</p>	<p>The following is a list of typical requirements for MINOR PM completed sometime during the “Winter” months. These should not be viewed as a checklist since the variations in different compressors, configurations, available technologies, applications, etc. are so significant that the tasking for any specific chiller will vary, as well.</p> <p>Part 1- While unit is De-energized</p> <ul style="list-style-type: none"> * Inspect refrigerant relief valve * Replace oil filter and gasket (If applicable) * (If WATER-COOLED), clean condenser tubes (see separate tasking) <p>Part 2- While unit is Energized</p> <ul style="list-style-type: none"> * Visually check for leaks (liquids, gases) and refig. contamination * Verify proper system performance by analyzing temperatures and pressures * Verify proper oil return system operation * Check purge operation * Check for any vibrations or unusual noises