

Contract Committee Review Request
MUST BE COMPLETED IN FULL

Date: 4/15/2024

Contract/Agreement Vendor:
Name of Vendor & Contact Person

Vendor Email Address

Describe Contract (Technology, program, consultant-prof Development, etc.)

Please use Summary below to fully explain the contract purchase, any titles, and details for the Board of Education to review.

Reason/Audience to benefit

BOE Date Amount of agreement

Person Submitting Contract/Agreement for Review:

PLEASE SEND THROUGH APPROPRIATE APPROVAL ROUTING BEFORE SENDING TO BOARD CLERK

Principal &/or Director or Administrator:

Does this Contract/Agreement utilize technology? YES/NO NO
 If yes, Technology Admin:

→ Cabinet Team Member:

Funding Source:
Fund/Project OCAS Coding

Consent

Action

Summary This area must be complete with full explanation of contract

The Contract/Agreement should be received at least 2 weeks prior to a Board Meeting to ensure placement on the Agenda. The Contract Committee meets most Tuesdays at 8:00a.m. All Contracts/Agreements, regardless the amount, must be first approved by the Contract Committee and then presented to the Board of Education for approval and signature. The item will be placed on Electronic School Board for the board agenda by Janet Brown. By following this process, the liability of entering into an agreement is placed with the district rather than an individual.

CENTRAL

POWER SYSTEMS & SERVICES

10630 NW 4th Street- Yukon, OK 73099 Phone: (405) 324-2330 www.cpower.com

7/1/2024

UPS Inspection & Preventative Maintenance Agreement #: CPS-18-CRHOR23311

We would like to thank you for your expressed interest in our preventative maintenance program. You're UPS Crucial Power Products. Your UPS unit represents a significant investment and a solid maintenance program will help ensure it will be ready to perform when you need it most. We look forward to being of service you!

Central Power Systems & Services, Inc. (CPS&S) agrees to provide to ***Broken Arrow Public Schools on account # 34046*** and Customer agrees to accept and pay for the parts and services necessary for the periodic inspections and services of the equipment described in accordance with the following terms and conditions.

1. **TERM:** This agreement shall be for a term of Three (1) year. At the end of this agreement price of parts and labor will be reviewed and updated to reflect current costs. A new maintenance agreement will be submitted for customer approval. ***Customer may cancel this agreement at will per paragraph 6 herein.***
2. **PAYMENT:** Each installment will be due and payable upon receipt of the invoice by the customer, with said invoices being sent by CPS&S upon completion of each periodic inspection.
3. **INSPECTION AND PREVENTATIVE MAINTENANCE:** For the duration of this Agreement CPS&S, during normal business hours shall inspect the equipment semi-annually (2 times per year), each will include a Full Service PM (Infrared scanning & Individual Battery Jar Testing). Customer may select & approve OPTIONAL Services as offered herein. Any service covered by this Agreement that is completed outside of normal business hours per customer's request will be invoiced at 1.5 times the labor portion of the quoted price. The following services will be provided under this agreement:
4. **LIMITATION OF LIABILITY:** It is agreed, by the customer, that the agreement covers only those items as outlined above and it does not include any expense to repair damage caused by abuse, accidents, theft, acts of a third party, forces of nature, alteration of the equipment, or improper operation. ***Periodic service and maintenance should result in maximum availability of the equipment. However, CPS&S makes no warranties or guarantees as to the availability of the equipment or loss of the use of the equipment covered under this contract. CPS&S shall not be liable for any consequential, incidental, or exemplary damages, including but not limited to, loss of profits, downtime, or other damages.***
5. **INSPECTION REPORTS:** After each inspection, the customer will be furnished a written report detailing any conditions found and advising of further services required, if any, to assure operating dependability of the equipment.
6. **TERMINATION:** This agreement may be cancelled by customer at will during the agreement period with no termination fees by notifying CPS&S in writing. Customer will then still be responsible for all parts and labor completed or in process prior to the cancellation.
7. **ADDITIONAL TERMS AND CONDITIONS:** This proposal is subject to acceptance within 30 days. No changes or additions to this agreement shall be recognized unless made in writing and signed by both parties. ***Prices quoted do not include taxes which will be an additional charge as applicable by law. If customer is tax exempt, a current Certificate of Tax Exemption must be provided for our records.*** Invoicing will be done per CPS&S standard practices.

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Preventive Maintenance Procedures

Uninterruptible Power Systems & VRLA Batteries

Visual Inspection

- Check area for any safety concerns that may affect the safety of the technician and/or the customer.
- Check subassemblies, wiring harnesses, contacts, cables and other major components for burns or broken wires.
- Clean or replace all air filters.
- Check all fans for slow start and free rotation.
- Check AC input and output for proper wiring, grounding and verify to NEC code standards.
- Check input and output grounding is proper and sufficient for customer application.
- Check and record alarm logs.
- Check all circuit boards and connections for cleanliness and or possible problems.
- Check all breakers, power connections, fuses and controls for excessive heating or swelling via thermal scan and reading.
- Check AC and DC capacitors for swelling or leakage.
- Check for DC capacitor vent caps that have extruded more than 1/8".
- Check all nuts, bolts, screws and connectors for tightness and heat discoloration.

Power Checks

- Check input voltage, amperage, and frequency readings for proper levels and balance.
- Check output voltage, amperage, and frequency readings for proper levels and balance.
- Check bypass voltage and frequency for proper available power.
- With customer approval, perform operational test of the system including unit transfer and battery discharge.
- Review system performance with customer to address any questions and to schedule any repairs, depending on availability of customer.

Internal Component Checks

- Check all indicators and meters for proper operation and calibration
- Check rectifier voltage and current balance for proper operation.
- Check inverter voltages and balance for proper operation.
- Check fuses on the DC capacitor deck for continuity if applicable.

External Environmental Checks

- Check ambient temperature of the UPS room.
- Check location for cleanliness and accessibility.

Due to the proprietary nature of some of the work for different UPS brands, Central Power Systems & Services hereby warrants, represents, stipulates, and agrees that they will utilize those specific OEM's certified personnel as the case may be to perform maintenance requiring proprietary codes and/or programs for those services. All other services listed in this agreement will be performed by a Central Power Systems & Services field technician.

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VRLA Battery System

- Inspect the appearance and cleanliness of all batteries, connectors, cabinet(s) or rack(s), and room(s).
- Check each battery for signs of damage to the case, cover or terminals, staining of the case, terminals or surrounding areas, excessive swelling, evidence of melting or thermal damage to the cover and terminal post-seal plus support cabinet(s) or rack(s) for signs of physical damage, corrosion, etc.
- Confirm battery cabinet(s) or rack(s) hardware integrity and tighten connections as necessary.
- Clean and retighten all terminal connectors and check for NO-OX grease or oil on all connections (when needed and/or accessible).
- Check system float voltage and current and adjust if necessary to manufacturer's specified settings.
- Measure and record DC bus ripple voltage when applicable.
- Measure and record all internal impedance readings.
- Measure and record all battery connection resistances in micro-ohms when applicable.
- Measure individual battery temperatures and check for any hot spots or readings which are out of the manufacturer's recommended temperature variance when accessible.
- Perform individual battery load testing when accessible.
- Record battery date codes, number of cells and strings.

NOT PROVIDED IN BATTERY PREVENTIVE MAINTENANCE

- Replacement or installation of batteries.
- Replacement or installation of inter-cell or inter-terminal connectors.
- OEM Software/Firmware updates

ADDITIONAL SUPPORT INCLUDED

- 4 hour on-site emergency response.
- Off hours scheduling

NOTES:

- Preventative Maintenance may require placing the Critical Load onto Maintenance Bypass to ensure electrical integrity.
- PM pricing is based on standard string configuration. Upon inspection, should the number of batteries or strings change, pricing will be adjusted accordingly.
- Corrective Maintenance, not covered by the terms of the Service Contract, will be billed at current Time & Materials rates.
- If battery is attached to a DC Plant, a CellCorder or like instrument is required to obtain cell resistance impedance or conductance.
- Scope of Work will be site specific and subject to change to accurately reflect equipment onsite.
- Maintenance performed in accordance with IEEE and OEM standards
- The OEM would be used for most repairs including cap replacement and fans.

Preventive Maintenance Procedures

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Power Distribution Unit (PDU) Maintenance

ANNUAL INSPECTION INCLUDES THE FOLLOWING:

- Perform a complete visual inspection of all internal sub-assemblies, wiring harnesses, contactors, cables, and major components
- Check for proper clearance around the unit
- Inspect all transformer, terminal block, and ground/neutral bus bar connections for tightness by IR scan.
- Inspect input and output breaker(s) for tightness by IR scan
- Verify that all cooling fans are functional and air ducts are clear
- Verify continuity and correct rating of all fuses
- Measure input and output phase-to-phase voltage
- Measure output phase-to-neutral voltage
- Verify and record kVA and kW load and capacity, per phase
- Verify grounding electrode conductor, including any isolated grounds.
- Check that the local and remote EPOs are functioning properly, if permitted
- Verify that the monitor is recording within +/- 2% of measured values
- Perform infrared temperature point-scan checks of all electrical power connections
- Clean interior and exterior of unit
- 8 hours emergency response.

NOTES:

- Preventative Maintenance and/or meter calibrations may require placing the Critical Load onto Maintenance Bypass to ensure electrical integrity or shutdown for PDU.
- Some checks are not applicable to all PDU brands / models.
- Predictive Maintenance, not covered by the terms of the Service Contract, will be billed at current Time & Materials rates.

Brown, Janet L

From: Salley, Marilyn F
Sent: Thursday, March 14, 2024 1:32 PM
To: Brown, Janet L
Subject: Central Power

See email below from Chris Stucks regarding the payment terms. Will this work??

Thank you,

Marilyn Salley

Director Secretary for Maintenance
Broken Arrow Public Schools
Office: 918-259-4530 Ext. 3700
msalley@baschools.org

From: Chris Stucks <Chris.Stucks@Cpower.com>
Sent: Thursday, March 14, 2024 12:32 PM
To: Salley, Marilyn F <msalley@baschools.org>
Subject: Re: Contracts for the Contract Committee

CAUTION: This email originated from outside of the district. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Yes ma'am. It will be net 30 days from invoice date.

Thank you,
Chris Stucks

Sent from my iPhone

On Mar 14, 2024, at 7:22 AM, Salley, Marilyn F <msalley@baschools.org> wrote:

Good Morning Chris,

See email below regarding your contract. Can you send an email over to me stating that you will accept our payment terms of net 30 days? Thank you so much!

Marilyn Salley

Director Secretary for Maintenance
Broken Arrow Public Schools
Office: 918-259-4530 Ext. 3700
msalley@baschools.org