



COMPREHENSIVE ANALYSIS
Village Manager's Office - Administration

To: Debra Telfrin, Executive Assistance
From: Michael Couzzo, Village Manager
Date: August 20, 2018

Subject: Superior Party Rental Contract # 01-17176-0

I respectfully present the following memorandum to the Village Manager.

Superior Party Rental supplied tables and tablecloths for the Village Manager's Candidates Meet & Greet on August 10, 2018.

Thank you.



SUPERIOR PARTY RENTAL Inc.
800 Capital St. Suite A. / Jupiter, FL. 33458
Voice: 561.744.24.57 * Fax: 561.747-84-98
www.superiorpartyrentals.com

RENTAL CONTRACT

Date 07/30/2018 Transaction no 01-17176-0

Page: 1 of 1

I Village of Tequesta -
 N Village Clerk's Office
 V 345 Tequesta Dr
 O FL
 I 33469
 C Maryann Grieser 561-768-0445
 E Tel.: 561-768-0440 Fax:

S Delivery - Wed or Thursday (9am-12pm)
 H Pick up - Friday (9am-4pm)
 I 345 Tequesta Dr, Teq 33469
 P Janet McCorkle PTO 7680482
 P
 E
 D

Quotation no 0-0

Customer no 7680440 Terms : 0 Days

Reservation no

Customer P.O.

Contract no 0-0

Delivery Date 08/09/2018 THURSDAY @ 4PM

Representative Isabell S.

Return Date 08/10/2018 EVEN IN THE LOBBY

Qty	Item	Type	Description	Price	Total
7	TBLRD36	R	36 IN ROUND TABLE	11.95	83.65
7	LEG42	R	HiTop option	1.00	7.00
7	L120RB	R	120" ROYAL BLUE	16.50	115.50
7	L5454W	R	54X54 WHITE	7.50	52.50
1	SETUPNI	R	Drop off ONLY /Set up NOT requested		
MUST LEAVE ITEMS AS THEY WERE DELIVERED					

Shipping Notes

C.C.F # ..

Rental 258.65
 Sales & Services 0.00
 Damage Waiver 20.77
 Shipping 65.00
 Subtotal 344.42
 7.0

GRAND TOTAL 344.42
 Deposit
 Amount due

X

M. Reid

7-30-18

PUBLIC RECORDS. In accordance with Sec. 119.0701, *Florida Statutes*, CONTRACTOR must keep and maintain this Agreement and any other records associated therewith and that are associated with the performance of the work described in the Proposal or Bid. Upon request from the Village's custodian of public records, CONTRACTOR must provide the Village with copies of requested records, or allow such records to be inspected or copied, within a reasonable time in accordance with access and cost requirements of Chapter 119, *Florida Statutes*. A CONTRACTOR who fails to provide the public records to the Village, or fails to make them available for inspection or copying, within a reasonable time may be subject to attorney's fees and costs pursuant to Sec. 119.0701, *Florida Statutes*, and other penalties under Sec. 119.10, *Florida Statutes*. Further, CONTRACTOR shall ensure that any exempt or confidential records associated with this Agreement or associated with the performance of the work described in the Proposal or Bid are not disclosed except as authorized by law for the duration of the Agreement term, and following completion of the Agreement if the CONTRACTOR does not transfer the records to the Village. Finally, upon completion of the Agreement, CONTRACTOR shall transfer, at no cost to the Village, all public records in possession of the CONTRACTOR, or keep and maintain public records required by the Village. If the CONTRACTOR transfers all public records to the Village upon completion of the Agreement, the CONTRACTOR shall destroy any duplicate public records that are exempt or confidential and exempt from public records disclosure requirements. If the CONTRACTOR keeps and maintains public records upon completion of the Agreement, the CONTRACTOR shall meet all applicable requirements for retaining public records. Records that are stored electronically must be provided to the VILLAGE, upon request from the Village's custodian of public records, in a format that is compatible with the Village's information technology systems.

IF CONTRACTOR HAS QUESTIONS REGARDING THE APPLICATION OF CHAPTER 119, FLORIDA STATUTES, TO CONTRACTOR'S DUTY TO PROVIDE PUBLIC RECORDS RELATING TO THIS AGREEMENT, PLEASE CONTACT THE VILLAGE CLERK, RECORDS CUSTODIAN FOR THE VILLAGE, AT (561) 768-0685, OR AT Imcwilliams@tequesta.org, OR AT 345 TEQUESTA DRIVE, TEQUESTA, FLORIDA 33469.