

# Village of Tequesta

345 Tequesta Drive  
Tequesta, FL 33469



561-768-0700  
[www.tequesta.org](http://www.tequesta.org)

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## TEQUESTA WATER DISTRIBUTION/STORM WATER DEPARTMENT MEMORANDUM

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To: Michael R. Couzzo, Village Manager

From: Janet McCorkle, Water Distribution/Storm Water

Subject: First Aid Kit – Village Hall

Date: July 23, 2018

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The following agenda item references a proposal from Cintas, Inc. to set up an account to refurbish the Village Hall First Aid Kit on a set schedule.

Cintas, Inc. required signature authorization.

The cost of refurbishing will depend on the usage of the First Aid Kit and will be paid from 001-210 546.306.

Thank you.

Janet McCorkle  
Administrative Assistant  
Village of Tequesta

Vice-Mayor Frank D'Ambra  
Council Member Steve Okun

Mayor Abby Brennan  
Village Manager Michael Couzzo

Council Member Tom Paterno  
Council Member Vince Arena

Date: 6/26/2018  
PO #: \_\_\_\_\_  
Blanket PO #: \_\_\_\_\_  
# of Employees: \_\_\_\_\_

**ORDER CONFIRMATION  
NOT AN INVOICE**

**Payer Name:** Village of Tequesta

**AP Contact:** Janet McCorkle

**Payer Address:**

**City, State, ZIP**

**Email:** [jmccorkle@tequesta.org](mailto:jmccorkle@tequesta.org)

**Phone:** 561-768-0482

**Fax:**

**Bill-To Name:**

**Bill-To Address:**

**City, State, ZIP**

INTERNAL USE ONLY:		
Sold-To #:	Cintas Branch #:	291
Payer #:	Service Contract #:	
Bill To Party #:	Install Base #:	
ZREG or ZNAT:	Service Route #:	
Competitive Takeaway:	Install Route #:	
Local Sales Representative:	Caroline Robinson	
MLA Sales Representative:		
Service Representative:		

Qty	Material #	Description	Unit Price	Total
1	14129	CINTAS 4 SHELF WIDE FULL	\$0.00	\$0.00
	400	Service Charge	\$0.00	

**Invoice Delivery/Payment Terms:**

- ☐ Leave invoice on-site
- ☐ Leave invoice on-site & email
- ☒ Email invoice only
- ☐ Mail invoice to Bill To address
- ☐ Mail invoice to Payer address
- ☐ Terms: Net 30
- ☒ Other Terms: 45
- ☒ Tax Exempt? (If yes, attach form)
- ☐ Credit Card (If yes, attach form)

**Invoice List:**

- ☒ Regular  
☐ By Department  
☐ Split by Department

**Service Frequency:**

- ☒ 4 Weeks  
☒ Other 8 weeks

**Your Estimated Total \$:** \$0.00

Customer's Sign Authorized Name

**Delivery/Installation Instructions:**

**CINTAS ALSO PROVIDES:**

- Training (CPR, First Aid, and OSHA Compliance)
- Safety Glasses
- Hearing Protection
- AEDs
- Eye Wash Stations
- Gloves
- Trauma Kits

**CUSTOMER REFERRALS** (friends and associates who might benefit from our services):

Name: \_\_\_\_\_  
City: \_\_\_\_\_  
Phone: \_\_\_\_\_

Name: \_\_\_\_\_  
City: \_\_\_\_\_  
Phone: \_\_\_\_\_

GM:

**OUR PLEDGE:** To exceed your expectations by providing outstanding service, premium quality products, and unsurpassed knowledge in the pursuit of making your workplace safer, more productive, and more cost-effective.

11/25/71

Wesley B. Smith

X  
X  
X  
X  
X

TAWOOWA COW 9A-132

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 [lmcwilliams@tequesta.org](mailto:lmcwilliams@tequesta.org), OR AT 345 TEQUESTA DRIVE, TEQUESTA, FLORIDA 33469.**