

# Village of Tequesta

345 Tequesta Drive  
Tequesta, FL 33469



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

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## TEQUESTA PUBLIC WORKS DEPARTMENT MEMORANDUM

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To: Michael R. Couzzo, Village Manager

From: Douglas M. Chambers, Director Public Works

Subject: Wagner Refrigeration and Air Conditioning

Date: October 1, 2018

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Wagner Refrigeration and Air Conditioning will be utilized for Air Conditioning services on an as needed basis for the following Locations.

Locations:

- Public Services Facility
- Parks and Recreation
- Wagner will also service the Ice Machine at the Public Services Facility on an as needed basis.

The Contractor is requiring a signature on the proposal.

Douglas M. Chambers  
Director Public Works  
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

CENTRAL AIR CONDITIONING  
COMMERCIAL REFRIGERATION

OFFICE 561-743-5759  
FAX 561-741-8645

744-4789

Cause you  like it cool...

**WAGNER'S REFRIGERATION  
& AIR CONDITIONING**

LICENSE # CAC057855

WWW.WAGNERSREFRIGERATION.COM

ICE MACHINE SPECIALISTS  
SALES · SERVICE · LEASING

17796 130TH AVENUE N  
JUPITER, FL 33478

## ICE MACHINE MAINTENANCE AGREEMENT

NAME: TEQUESTA Public Works Dept

DATE: 9-20-18

ADDRESS: 136 Bridge Rd TPO

PHONE: 561-768-0480

CONTACT: JANET

Billing Address (if different): \_\_\_\_\_

FAX: 561-768-0450

### SCOPE

Clean and sanitize ice machine water circuit as recommended by all manufacturers. Tear down water circuit, clean and sanitize evaporator ice plate(s) in place, water sump, pump motor, spray tube, hoses, water sensor, bin, bin door and gaskets.

### LENGTH OF AGREEMENT

Agreement will be automatically renewed on the anniversary date of the agreement. Agreement may be terminated by either party at any time by giving thirty (30) days written notice.

### MAINTENANCE SCHEDULE

☐ Quarterly

☒ Semi-Annually

☐ Annually

### EQUIPMENT LIST

☒ Ice Machine Units 1

First maintenance to be performed \_\_\_\_\_

### PRICE PER MAINTENANCE

\$ 225.00 Includes materials MAINTENANCE ONLY Repairs other than maintenance will be made at owners request, as needed. Billing will be on time and materials basis. Estimates provided prior to work upon request. All work guaranteed 30 day material and workmanship.

Accepting this agreement and the attached documents outlining store locations and equipment for::

CUSTOMER: \_\_\_\_\_

WAGNER'S REFRIGERATION AND AIR CONDITIONING

DATE: \_\_\_\_\_

DATE: 9-20-18

ACCEPTED BY: [Signature]

APPROVED BY: [Signature]

PRINT: [Signature]

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## COMMERCIAL MAINTENANCE AGREEMENT

NAME: Tequesta Recreation and

DATE: 9-20-18

ADDRESS: CONSTITUTION PARK

PHONE: 768-8480

399 Seabrook Rd Tequesta 33469

CONTACT: Janet

Billing Address (if different): \_\_\_\_\_

### SCOPE

Maintain existing air conditioning and/or refrigeration equipment within factory specifications. Improve operating efficiencies thus reducing electrical costs. Reduce frequency of "down time" and repair costs. Provide convenience of "Preferred Customer" status which includes prompt service response, 24 hour coverage, 7 days a week including weekends and holidays, guaranteed workmanship by a licensed and insured company.

### LENGTH OF AGREEMENT

Agreement will be automatically renewed on the anniversary date of the agreement. Agreement may be terminated by either party at any time by giving thirty (30) days written notice.

### MAINTENANCE TO BE PERFORMED

Replace air filters. Clean and treat condensate drain pan and pipe. Check systems for proper refrigerant charge. Clean and treat evaporator and condenser coils in place, as needed. Inspect electrical wiring and connections. Check fan belts, amp draws and voltage readings. Lubricate bearings and oil motors, as necessary. Check gaskets, rollers, hinges and latches, tighten as necessary. Check thermostat operation and inspect pumps.

### MAINTENANCE SCHEDULE

☒ Monthly

☐ Bi-Monthly

☐ Quarterly

☐ Semi-Annually

### EQUIPMENT LIST

☒ Air Conditioning Units 6

☐ Refrigeration Units \_\_\_\_\_

☐ Ice Machine Units \_\_\_\_\_

☐ Exhaust & Fresh Air Units \_\_\_\_\_

First maintenance to be performed ?

### PRICE PER MAINTENANCE

\$ 210.00 PLUS CLEANING & FILTER MATERIALS Repairs other than maintenance will be made at owners request, as needed. Billing will be on time and materials basis. Estimates provided prior to work upon request. All work guaranteed 30 day material and workmanship.

### Accepting this agreement:

CUSTOMER: \_\_\_\_\_

WAGNER'S REFRIGERATION AND AIR CONDITIONING

DATE: \_\_\_\_\_

DATE: 9-20-18

ACCEPTED BY: [Signature]

APPROVED BY: Kevin Wagner

CENTRAL AIR CONDITIONING  
COMMERCIAL REFRIGERATION

OFFICE 561-743-5759  
FAX 561-741-8645

744-4789



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JUPITER, FL 33478

## COMMERCIAL MAINTENANCE AGREEMENT

NAME: TEQUESTA Public Works Dept.

DATE: 9-20-18

ADDRESS: 136 Bridge Rd

PHONE: 768-0480

TEQUESTA 33469

CONTACT: JAY

Billing Address (if different): \_\_\_\_\_

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### MAINTENANCE SCHEDULE

☒ Monthly

☐ Bi-Monthly

☐ Quarterly

☐ Semi-Annually

### EQUIPMENT LIST

☒ Air Conditioning Units 2

☐ Refrigeration Units \_\_\_\_\_

☐ Ice Machine Units 1

☐ Exhaust & Fresh Air Units \_\_\_\_\_

First maintenance to be performed \_\_\_\_\_

### PRICE PER MAINTENANCE

\$ \$90.00 PLUS CLEANING & FILTER MATERIALS Repairs other than maintenance will be made at owners request, as needed. Billing will be on time and materials basis. Estimates provided prior to work upon request. All work guaranteed 30 day material and workmanship.

### Accepting this agreement:

CUSTOMER: \_\_\_\_\_

DATE: \_\_\_\_\_

ACCEPTED BY: [Signature]

WAGNER'S REFRIGERATION AND AIR CONDITIONING

DATE: 9-20-18

APPROVED BY: [Signature]

**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.**

**Palm Beach County Inspector General**

Pursuant to Article XII of the Palm Beach County Charter, the Office of the Inspector General has jurisdiction to investigate municipal matters, review and audit municipal contracts and other transactions, and make reports and recommendations to municipal governing bodies based on such audits, reviews, or investigations. All parties doing business with the Village shall fully cooperate with the inspector general in the exercise of the inspector general's functions, authority, and power. The inspector general has the power to take sworn statements, require the production of records, and to audit, monitor, investigate and inspect the activities of the Village, as well as contractors and lobbyists of the Village in order to detect, deter, prevent, and eradicate fraud, waste, mismanagement, misconduct, and abuses.