

# District School Board of Pasco County

20430 Gator Lane • Land O' Lakes, Florida 34638 • 813/ 794-2221

Heather Fiorentino, Superintendent

[www.pasco.k12.fl.us](http://www.pasco.k12.fl.us)

Department of Purchasing  
Kendra Goodman, CPPB, Purchasing Agent  
813/ 794-2221 Fax: 813/ 794-2111  
727/ 774-2221 TDD: 813/ 794-2484  
352/ 524-2221 e-mail: [kgoodman@pasco.k12.fl.us](mailto:kgoodman@pasco.k12.fl.us)

October 6, 2009

## MEMORANDUM

TO: Honorable School Board Members

FROM: Kendra Goodman, CPPB, Purchasing Agent *KDG*

RE: Emergency Purchase Orders #00001115  
Cortez Heating and Air Conditioning, Inc.

The attached emergency purchase orders with Cortez Heating and Air Conditioning, Inc. is being forwarded for your consideration and subsequent ratification purpose. This emergency request is from Gerry Brown, Director of Maintenance & Facility Services (attached) for the emergency purchase to have the defective chiller at Wesley Chapel High School repaired.

The repair to the chiller at Wesley Chapel High School was declared an emergency as defined under Florida State Statute, 287.057(5)(a). Under the Department of Education Rule 6A-1.012(12)(e), the Board may make emergency purchases after obtaining pricing information from at least two prospective vendors in order to verify the District is receiving a fair and competitive price. After review of the competitive quotes, it was determined that Cortez Heating and Air Conditioning, Inc. was a fair and reasonable price and was in the best interest of the School Board.

Therefore, at this time, it is my recommendation that the Board ratify the action and process associated with this emergency order to Cortez Heating and Air Conditioning, Inc. in the amount of \$45,780.

Should you have any questions regarding this matter, or if I can be of further assistance, please feel free to contact me at your earliest convenience.

KDG/lmr

Attachments

Date/Time: September 30, 2009 10:50:00

**DISTRICT SCHOOL BOARD OF PASCO COUNTY  
PURCHASING DEPARTMENT  
20430 GATOR LANE LAND O' LAKES, FL 34638  
PHONE: 813.794.2221 FAX: 813.794.2111**

PURCHASE ORDER NUMBER 1115 PAGE 1 OF 1

**INVOICE IN TRIPLICATE**  
INCLUDING THIS PURCHASE ORDER NUMBER TO:  
District School Board of Pasco County  
Accounts Payable  
7227 Land O Lakes Blvd  
Land O Lakes FL 34639  
Telephone 813/794-2290

A TAXPAYER IDENTIFICATION NUMBER CERTIFICATION FORM WITH THE VENDOR'S CURRENT EMPLOYER IDENTIFICATION NUMBER OR SOCIAL SECURITY NUMBER MUST BE ON FILE WITH THE PURCHASING DEPARTMENT OR THE PAYMENT WILL NOT BE ISSUED.  
  
Reasonable cost changes may be permitted, provided they are not on a blanket purchase order, bid, quote or contracted item, but must not exceed 5% of the total order without prior approval in writing from the Purchasing Department. We reserve the right to retain any and all shipped merchandise and to deny payment for any charges that are contrary to an awarded contract of this or another governmental agency, or that are beyond the aforementioned 5%.

**VENDOR**  
CORTEZ HEATING AND AIR  
CONDITIONING INC  
PO BOX 78  
ONECO FL 34264

**SHIP TO F.O.B. DESTINATION**  
Wesley Chapel High School  
30651 Wells Road  
Wesley Chapel FL 33545

DATE PRINTED	ORDERED BY/DEPARTMENT	CLASS ITEM NO.	FEDERAL EMPLOYER ID NO.	SALES TAX EXEMPTION NO.
07/20/09	PHIL LAYCOCK, A/C CREW CHIEF	91036	59-6000792	85-8013921275C-1

SEQ	DESCRIPTION	PCSB ITEM	QTY	UNIT	UNIT PRICE	EXTENDED AMOUNT
001	REPLACEMENT OF ONE COMPRESSOR AND CHILLER CONTROLS, AS PER WRITTEN QUOTE (COPY ATTACHED) <i>Replacement of additional Compressor - as per quote</i> *** ITEM TOTAL *** *** NOTES *** NOT TO EXCEED \$24,980.00 <del>\$43,280.00</del> \$45,780.00 NOT VALID AFTER 9/30/09 11/30/09  *PASCO SCHOOL BOARD USE ONLY* <i>Overtime Rate Not to exceed</i> 348.0063.8510.0680.7400.9061  * * ACCT TOTAL * *  REQ NBR: 00000 VNDR NBR: V0000061494  DO NOT DUPLICATE ORDER FOR PRICE INCREASE/DECREASE AUTHORIZATION ONLY APPROVED BY: <i>KTS</i> DATE: <i>9-14-09</i>		1	EACH	25,780.0000	25,780.00  <del>17,500.00</del> <del>25,780.00</del>  2,500.00 <del>25,780.00</del> <del>25,780.00</del> <del>43,280.00</del>  <i>New Total \$45,780.00</i>
	DO NOT DUPLICATE ORDER FOR PRICE INCREASE/DECREASE AUTHORIZATION ONLY APPROVED BY: <i>KTS</i> DATE: <i>9-25-09</i>					

*Kendra Bradman*  
PURCHASING AGENT/S/



## District School Board of Pasco County

7227 Land O' Lakes Boulevard • Land O' Lakes, Florida 34638 • 813/794-2000

Heather Fiorentino, Superintendent

[www.pasco.k12.fl.us](http://www.pasco.k12.fl.us)

Department of Maintenance & Facility Services  
Gerry Brown, Director  
Mark A. Fox, Senior Crew Chief

727/ 774-7900

813/ 794-7900

352/ 524-7900

Fax: 813/ 794-7991

TDD: 813/ 794-2484


e-mail: [gbrown@pasco.k12.fl.us](mailto:gbrown@pasco.k12.fl.us)

MFS-002-10

### MEMORANDUM

July 20, 2009

**TO:** Kendra Goodman, Purchasing Agent  
Laurie Roberts, Buyer

**FROM:** Gerry Brown, Director of Maintenance & Facility Services   
Mark Fox, Senior Crew Chief  
Phil Laycock, Crew Chief, HVAC Department

**SUBJECT:** Emergency Purchase Order –  
Wesley Chapel High School Chiller and HVAC Controls

The maintenance and facility services department is requesting an emergency purchase order in the amount of \$25,780.00 to replace one (1) HVAC defective chiller #2/compressor #1 and chiller controls at Wesley Chapel High School. The purchase order will include parts and labor to retrofit the York chiller at this location. We are declaring this an emergency due to the fact that the chiller does not function correctly. This in turn, will result in the facility not having adequate air conditioning by the time school opens.

A requisition will need to be addressed to Cortez Commercial Systems, vendor #61494. The funding for this project (job #0207302) in the amount of \$25,780.00 will come from capital funds: 348.0063.8510.0680.7400.9061 as per the attached project scope breakdown.

Thank you for your assistance in this matter. Please feel free to contact me at extension #47900 for any questions or concerns you may have.

GB/PGL/tas

xc: Olga Swinson, Chief Finance Officer  
Bill Kleinsorge, Director of Finance  
Sam Draper, Capital Project Coordinator



## District School Board of Pasco County

7227 Land O' Lakes Boulevard • Land O' Lakes, Florida 34638 • 813/794-2000

Heather Fiorentino, Superintendent

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Department of Maintenance & Facility Services  
Gerry Brown, Director  
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e-mail: [gbrown@pasco.k12.fl.us](mailto:gbrown@pasco.k12.fl.us)

MFS-002a-10

### MEMORANDUM

September 10, 2009

**TO:** Kendra Goodman, Purchasing Agent  
Laurie Roberts, Buyer

**FROM:** Gerry Brown, Director of Maintenance & Facility Services  
Mark Fox, Senior Crew Chief  
Phil Laycock, Crew Chief, HVAC Department

**SUBJECT:** Emergency Purchase Order –  
Wesley Chapel High School – HVAC Chiller #2

The maintenance and facility services department is requesting to increase the amount of purchase order #00001115 to include an additional \$17,500.00. This request is due to the fact that an additional compressor will need to be purchased for the defective chiller #2 at Wesley Chapel High School. We are declaring this an emergency due to the fact that the chiller does not function correctly. This in turn will result in the facility not having adequate air conditioning which could possibly lead to indoor air quality issues.

Purchase order #00001115, which is addressed to Cortez Commercial Systems (vendor #61494), will need to be increased by \$17,500.00. The funding for this purchase order will come from capital funds: 348.0063.8510.0680.7400.9061. The project scope of work breakdown is as follows:

- Remove refrigerant according to EPA standards.
- Remove defective reciprocating compressor.
- Install new hanbol screw compressor.
- Re-pipe compressor unit.
- Leak check and evacuate chiller.
- Startup and operate chiller.
- Labor straight time and material included to perform scope of work.
- Includes a 3 year parts only warranty on controls and new compressor.
- Excludes any additional repairs like leaks, expansion valves, contactors, etc...

Thank you for your assistance in this matter. Please feel free to contact me at extension #47900 for any questions or concerns you may have.

GB/PGL/tas

xc: Olga Swinson, Chief Finance Officer  
Bill Kleinsorge, Director of Finance  
Sam Draper, Capital Project Coordinator



# District School Board of Pasco County

7227 Land O' Lakes Boulevard • Land O' Lakes, Florida 34638 • 813/794-2000

Heather Fiorentino, Superintendent

[www.pasco.k12.fl.us](http://www.pasco.k12.fl.us)

Department of Maintenance & Facility Services  
Gerry Brown, Director  
Mark A. Fox, Senior Crew Chief

727/774-7900  
813/794-7900  
352/524-7900

Fax: 813/794-7991  
TDD: 813/794-2484  
e-mail: [gbrown@pasco.k12.fl.us](mailto:gbrown@pasco.k12.fl.us)

MFS-041-10

## MEMORANDUM

September 24, 2009

**TO:** Kendra Goodman, Purchasing Agent  
Laurie Roberts, Buyer

**FROM:** Gerry Brown, Director of Maintenance & Facility Services  
Mark Fox, Senior Crew Chief *MF*  
Phil Laycock, Crew Chief, HVAC Department

**SUBJECT:** Emergency Purchase Order ~  
Wesley Chapel High School HVAC Project

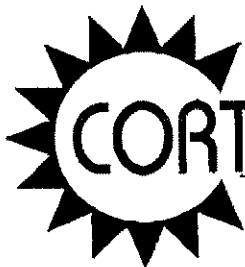
The maintenance and facility services department is requesting to add an additional amount of (not to exceed) \$2,500.00 to purchase order #00001115 for overtime fees to install the new HVAC compressor at Wesley Chapel High School. We are declaring this an emergency due to the fact that the chiller will not function correctly without this important component.

This purchase order is addressed to Cortez Commercial Systems, vendor #61494.

Thank you for your assistance in this matter. Please feel free to contact me at extension #47900 for any questions or concerns you may have.

GB/PGL/tas

*OK per  
OJG 9-25-09  
GMP*



# CORTEZ COMMERCIAL SYSTEMS

CAC039684

MAIL  
PO BOX 78  
ONECO, FL 34264

OFFICE  
5928 21<sup>st</sup> STREET EAST  
BRADENTON, FL 34203

VOICE (941) 755-5211  
FAX (941) 758-4210  
www.cortez-ac.com

July 21, 2009

District School Board of Pasco County  
11836 Treebreeze Drive  
New Port Richey, Fl 34654

**Attn: Phil Laycock**

**Subject: Replacement of one-compressor and chiller controls**

Dear Phil,

Thank you for the opportunity to quote your work. We are pleased to quote as follows:

**Project Scope of Work:**

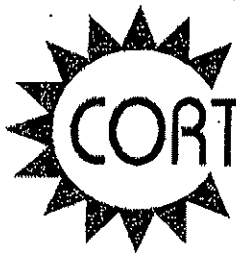
- Remove refrigerant according to EPA standards
- Remove defective reciprocating compressor
- Install new hanbel screw compressor
- Re-pipe compressor for unit
- Remove all York electronic boards and controls
- Install new controls to control new compressor, too existing compressors and condenser fans
- Leak check and evacuate chiller
- Startup and operate chiller
- Labor straight time and material included to perform scope of work
- Includes a 3 year parts only warranty on controls and new compressor

*The total Price for the above scope of work is \$25,780.00. This quotation is good for 30 days. After controls are installed on chiller, the price to change out each additional compressor for material and labor would be a not to exceed of \$17,500.00.*

Sincerely,

Dan Snider  
Cortez HVAC  
863-712-6159

See attached previous quote with list of parts. 7-23-09  
DNR



# COMMERCIAL SYSTEMS

CAC039684

MAIL  
PO BOX 78  
758-4210  
ONECO, FL 34264

OFFICE  
5928 21<sup>ST</sup> STREET EAST  
BRADENTON, FL 34203

VOICE (841) 755-5211  
FAX (941)

www.cortez-ac.com

June 2, 2009

District School Board of Pasco County  
11836 Treebreeze Drive  
New Port Richey, FL 34654

**Attn: Phil Laycock**

Subject: Replacement of one-compressor and chiller controls

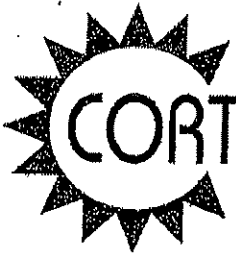
Dear Phil,

Thank you for the opportunity to quote your work. We are pleased to quote as follows:

**Project Scope of Work:**

- \*Remove refrigerant according to EPA standards
- \*Remove defective reciprocating compressor
- \*Install new hanbel screw compressor
- \*Re-pipe compressor for unit
- \*Remove all York electronic boards and controls
- \*Install new controls to control new compressor, two existing compressors and condenser fans
- \*Leak check and evacuate chiller
- \*Startup and operate chiller
- \*Labor straight time and material included to perform scope of work
- \*Includes a 3 year parts only warranty on controls and new compressor

Part #	Description	Qty
MCS-MAGNUM-PANL	MAGNUM panel mount with LCD-keypad interface	1 ea
CFG-DEV-STD	Development of configuration model for MCS	1 ea
DRAWINGS MCS	wiring diagrams	1 ea
MCS-RO8	8 relay output expansion board 115V	5 ea
MCS-SI16	16 sensor input board 115V	1 ea
MCS-T100-40	MCS temperature sensor with 40' of cable	8 ea
TI-500F-40 0-500	PSI transducer with 40' Packard cable; 1/4" SAE flare	9 ea
MCS-CT250	250 amp current sensor	3 ea
MCS-TUBE	BRASS TUBE .250 x 2.5 LONG	6 ea
MCS-EPOXY	Steel reinforced epoxy putty stick; 2oz	2 ea
MCS-PC9 DB9	9 pin male to 9 pin female null serial cable	1 ea
MCS-PHASE	Three phase voltage monitor; 190-630VAC 50-60HZ	1 ea
MODEM-MAG-115	External modem for Magnum 115V: includes MCS-485-GATEWAY	1 ea
MCS-PT1000-ADAPTER	P1000 temperature sensor to Magnum adapter STEP CONVERT #2 NC... Conversion from stepless to step 110V normally closed - RC2-170, RC2-200 thru RC2-1520	1 Kit
4403-13 3 ton	Thermal Expansion Valve for Liquid Injection	1 ea



# CORTEZ COMMERCIAL SYSTEMS

**MAIL**  
PO BOX 78  
758-4210  
ONECO, FL 34264

**OFFICE**  
5928 21<sup>ST</sup> STREET EAST  
BRADENTON, FL 34203

CAC038684  
VOICE (941) 756-6211  
FAX (941)

www.cortez-sc.com

RC2-260B-ZD6R2.6HO... 460/3/60 Part Wind, R22 VI 2.6 Horiz Check Valve  
Misc materials include copper piping, fittings, etc...

1 ea

*The total Price for the above scope of work is \$24,980.00. This quotation is good for 30 days. After controls are installed on chiller, the price to change out each additional compressor for material and labor would be a not to exceed of \$17,500.00.*

Sincerely,

Dan Snider  
Cortez HVAC  
863-712-6159

See new quoted price  
dated 7-21-09

SMR



(813) 246-5221  
24 Hours

(813) 246-5192  
Fax

# *Florida Air Services, Inc.*

5308 56th Commerce Park Blvd. • Tampa, Florida 33610

E-mail: [service@floridaairservices.com](mailto:service@floridaairservices.com)

July 20, 2009

Mr. Phil Laycock  
Crew Chief, Air Conditioning  
Maintenance & Facility Services.  
District School Board of Pasco County

Mr. Laycock,  
Florida Air Services, Inc. is pleased to submit a quote for the compressor retrofit in York chiller #2 at Wesley Chapel High School.

\*\*The work will be performed in accordance with the Project Scope of Work provided by Pasco County Schools.

We will furnish the labor and materials to;  
Recover refrigerant for disposal.  
Remove and dispose of the old compressor.  
Fabricate and install mount for new compressor.  
Install a new Hanbel screw compressor.  
Modify piping and electrical as needed.  
Replace the liquid dryers.  
Leak check chiller.  
Evacuate system and charge with new refrigerant.  
Remove all York controls.  
Install new MCS Magnum controls.  
Start and verify chiller operation.

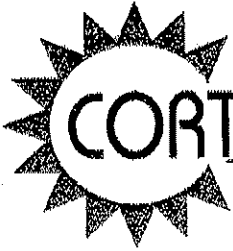
The cost would be;	
Labor	\$8160.00
Compressor and controls	\$44324.96
Refrigerant (150lb)	\$1875.00
Materials	\$1000.00
	-----
Total	\$55359.96

\*\*Florida Air Services, Inc. will provide a 90 day warranty on workmanship.

\*\*Note, not included are; permits, fees, drawings or any work not included in the project scope as provided.

Please contact our office with any questions.

Regards,  
  
Terry Brewer  
Service Coordinator

**COMMERCIAL SYSTEMS**

CAC039884

MAIL  
PO BOX 78  
ONECO, FL 34264

OFFICE  
5928 21<sup>ST</sup> STREET EAST  
BRADENTON, FL 34203

VOICE (941) 756-5211  
FAX (941) 756-4210  
www.cortez-ac.com

September 9, 2009

District School Board of Pasco County  
11836 Treebreeze Drive  
New Port Richey, FL 34654

**Attn: Phil Laycock**

**Subject:** Replacement of one-compressor only

Dear Phil,

Thank you for the opportunity to quote your work. We are pleased to quote as follows:

**Project Scope of Work:**

- Remove refrigerant according to EPA standards
- Remove defective reciprocating compressor
- Install new hanbel screw compressor
- Re-pipe compressor for unit
- Leak check and evacuate chiller
- Startup and operate chiller
- Labor straight time and material included to perform scope of work
- Includes a 3 year parts only warranty on controls and new compressor
- Excludes any additional repairs like leaks, expansion valves, contactors, etc...

*The total Price for the above scope of work is \$17,500.00. This quotation is good for 30 days.*

Sincerely,

Dan Snider  
Cortez HVAC  
863-712-6159

(813) 246-5221  
24 Hours

(813) 246-5192  
Fax

# Florida Air Services, Inc.

5308 56th Commerce Park Blvd. • Tampa, Florida 33610

E-mail: service@floridaairservices.com

*Quote for 2nd  
compressor*

September 10, 2009

Mr. Phil Laycock  
Crew Chief, Air Conditioning  
Maintenance & Facility Services  
District School Board of Pasco County

Mr. Laycock,  
Florida Air Services, Inc. is pleased to submit a quote to retrofit the compressor in York  
chiller #2 at Wesley Chapel H.S.

- We will furnish the labor and materials to;
- Recover the system refrigerant for disposal.
- Remove and dispose of the old compressor.
- Fabricate and install the mounts for new Hanbel compressor.
- Install the new compressor.
- Modify the piping and primary electrical as needed.
- Replace the liquid dryers.
- Leak check compressor and piping.
- Evacuate the system and charge with new refrigerant.
- Start and verify operation.

**\*\*Note;**  
Any modifications needed to the chiller control system for the new compressor would  
require and extra to this quote.

**\*\* Florida Air Services, Inc. will provide a 90 day warranty on workmanship.**

(813) 246-5221  
24 Hours

(813) 246-5192  
Fax

# Florida Air Services, Inc.

5308 56th Commerce Park Blvd. • Tampa, Florida 33610

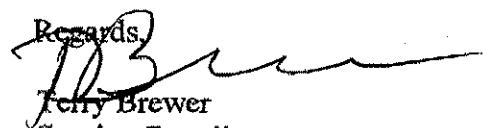
E-mail: [service@floridaairservices.com](mailto:service@floridaairservices.com)

The cost would be;

Labor	\$3400.00
Compressor and freight	\$22,889.75
Recovery, welding, vacuum, disposal	\$185.00
Refrigerant (150lbs)	\$1650.00
Materials	\$1000.00
	-----
Total	\$29124.75

Please contact our office with any questions.

Regards,



Jerry Brewer  
Service Coordinator



COMMERCIAL SYSTEMS

MAIL  
PO BOX 78  
ONECO, FL 34264

OFFICE  
6528 21<sup>ST</sup> STREET EAST  
BRADENTON, FL 34203

September 24, 2009

ATTN: Phil Laycock  
District School Board of Pasco County

Subject: Overtime for Compressor install

Dear Phil,

We are pleased to quote the following scope of work for your facility.

**Scope of Work:**

- Provide overtime differential for compressor installation at Wesley Chapel

*The price to perform the following scope of work is a NTE (not to exceed) of \$2,500.00. This quotation is good for 30 days. Standard terms and conditions apply.*

Sincerely,

Dan Snider  
Service Manager  
863-712-6159