



City of Columbia

Transfer of Funds Form

To: Finance Department

From: Department UtilitiesDivision Sewer

Item #	Amount	FROM: Fd-DpDv-Act-El-Ob-Project (Include Dept & Acct Desc.)	TO: Fd-DpDv-Act-El-Ob-Project (Include Dept & Acct Desc.)	Remarks
1	\$19,293.14	Sewer Water Treat./Misc. Cont. 55506323-504990	Sewer Water Treat./Mach. Equip. 55506323-506640	Need to Capitalize

Justification for Transfer - List By Item Number

1	Air conditioning condensing unit meets the requirements to capitalize. The unit ^{unit} has a life greater than 1 year and cost more than \$5,000. The budget and expense need to be moved.

Please route as follows:

1. Department Director

Date: 3-24-21

2. Finance Director

☒ Funds Available☐ Funds Not AvailableDate: 3/23/21

3. City Manager

☒ Approved☐ DeniedDate: 3/24/2021



Purchase Order

Fiscal Year 2021

Page: 1 of 1

Bill To

ACCOUNTS PAYABLE
CITY OF COLUMBIA
PO BOX 7236
COLUMBIA, MO 65205

THIS NUMBER MUST APPEAR ON ALL INVOICES,
PACKAGES AND SHIPPING PAPERS.

Purchase Order # **20210562 - 05**

Delivery must be made within doors of
specified destination.

Vendor

SPECIALIZED MECH SERVICES INC
801 FAY STREET STE B
COLUMBIA, MO 65201

Ship To

UTILITIES DEPT./SEWER DIV.
CITY OF COLUMBIA
4900 W. GILLESPIE BRIDGE ROAD
COLUMBIA, MO 65203

BUYER NAME		BUYER PHONE	BUYER EMAIL ADDRESS
Marcia D. Clarahan			marcia.clarahan@como.gov
DATE ORDERED	DATE REQUIRED	FREIGHT METHOD/TERMS	DEPARTMENT/LOCATION
10/30/2020			SEWER ADMINISTRATION
NOTES			

HVAC repairs, as needed

Purchase Pursuant to City of Columbia Contract 158/2015. Contract and PO expires on 12/31/2020 and no additional purchases can be made through this PO after such time.

ITEM #	DESCRIPTION/ PART #	QTY	UOM	UNIT PRICE	EXTENDED PRICE
1	HVAC Repairs, as needed	1.0	EACH	\$14,466.49	\$14,466.49
2	Trane air conditioning condensing unit	1.0	EACH	\$20,507.85	\$20,507.85

CHANGE ORDER

The vendor hereby declares understanding, agreement and certification of compliance to provide the items and/or services at the prices stated, in accordance with all requirements, Terms and Conditions stated herein and specifications contained in this Purchase Order and/or executed Agreement. The vendor further agrees that the language of this Purchase Order and/or corresponding executed Agreement shall govern in the event of a conflict.


Purchasing Agent

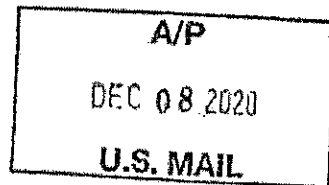
VENDOR COPY

Total Ext. Price \$34,974.34
Purchase Order Total **\$34,974.34**

TERMS AND CONDITIONS

1. **ORDER NUMBER:** The purchase order number must appear on all correspondence, invoices, shipping papers, and packages. Each purchase order must be invoiced separately.
2. **PRICES:** Prices quoted and shown on the purchase order shall be considered firm.
3. **INVOICES:** Invoices shall be mailed to the address shown on the face of the purchase order. Delay in receiving invoices, also errors and omissions on statements or invoices will be considered cause for withholding settlement without losing discount privileges.
4. **TAX EXEMPT:** Do not bill tax. The City of Columbia claims exemption from Federal and/or State excise and sales taxes.
5. **SHIPMENT:** Unless otherwise noted, all prices are F.O.B. Columbia, Missouri. Shipments sent C.O.D. without City's written consent will be at Seller's risk. Any provisions herein for delivery of goods by installment shall not be construed as making the obligations of Seller severable. City reserves the right to return overshipments at Seller's expense. Materials must be carefully protected against damage in transit. It will be inspected and returned if damaged or found inferior to reasonable standards of quality. When a delivery is rejected, the Seller shall be notified and be given the reason for the rejection.
6. **INSPECTION AND ACCEPTANCE:** No material received by the City pursuant to this purchase order shall be deemed accepted until the City has had reasonable opportunity to inspect said material. All material which is discovered to be defective or which does not conform to any warranty of the Seller herein upon initial inspection, or at any later time if the defects contained in the material were not reasonably ascertainable upon the initial inspection, may be returned at Seller's expense for full credit or replacement. Such return shall in no way affect City's discount privileges. Such right to return offered to the City arising from the City's receipt of defective goods shall not exclude any other legal, equitable or contractual remedies the City may have therefore.
7. **TIME OF DELIVERY:** The City requires that all materials ordered will be delivered when specified. Time is therefore of the essence of this purchase order. If deliveries are not made at the time agreed upon, the City reserves the right to cancel or to purchase elsewhere and hold Seller accountable for any damages sustained as a result thereof.
8. **WARRANTY:** Seller expressly warrants that all articles, materials and work covered by this order will conform to each and every specification, drawing, sample or other description which is furnished to or is adopted by City and that they will be fit and sufficient for the purpose intended, merchantable, of good material and workmanship and free from defect. Such warranty shall survive delivery and shall not be deemed waived either by reason of the City's acceptance of said materials or goods or by payment for them.
9. **PATENTS:** Seller warrants that the articles described herein and the sale or use of them will not infringe upon any U.S. or foreign patent and Seller conveys that he will at his own expense, defend every suit which may be brought against the City, or those selling or using City's product (provided Seller is promptly notified of such suit and all papers therein are delivered to Seller) for any alleged infringement of any patent by reason of the sale or use of such articles and Seller agrees that he will pay all costs, damages and profits recoverable in any such suit.
10. **CHANGES:** The City reserves the right at any time to make changes in specifications, drawings and other data incorporated in the order, methods of shipment or packing, place of delivery, and time of deliver. Any difference in price resulting from such changes shall be deemed waived unless asserted in writing within 15 days from receipt by Seller of the change. Price increases or extensions of time for delivery shall not be binding on the City unless evidence by a Change Order issued and signed by the City's authorized agent.
11. **PRINTS, DRAWINGS & QUALITY:** All drawings, prints, plans, specifications, data and other documents referred to on the face of this order are made a part hereto by reference. All goods or services furnished must conform to the documents incorporated herein and be of the quality specified or in the event no quality is specified, must be to the standards of the industry.
12. **COMPLIANCE WITH APPLICABLE LAWS:** The Seller warrants it has complied with all applicable laws, rules and ordinances of the United States, or any state, municipality or any other government authority or agency in the manufacture or sale of the items covered by this order.
13. **INDEMNIFICATION & INSURANCE:** If any such work covered by this order is to be done on the City's premises Contractor agrees to carry liability and workmen's compensation insurance satisfactory to the City and to indemnify the City against all liability, loss and damage arising out of the injuries to persons and property caused by Contractor, sub-contractor, employees or agents. Upon request, the contractor will furnish evidence of such insurance coverage.
14. **ACTS OF GOD:** Neither party shall be liable for delays or defaults in the performance of this order due to Acts of God or the public enemy, riots, fires, explosions, accidents, governmental action of any kind or any other cause of a similar character beyond its control and without fault or negligence.
15. **HAZARDOUS MATERIAL:** When material furnished is hazardous material as defined by D.O.T. regulations, the following certification must be made on the bill of lading: "this is to certify that the above named articles are properly classified, described, packaged, marked and labeled and are in proper conditions for transportation according to applicable regulations of the Department of Transportation".
16. **A.D.A.:** Seller agrees to comply with all applicable provisions of the Americans with Disabilities Act and the regulations implementing the Act, including the regulations governing employment practices.

SPECIALIZED MECHANICAL SERVICES INC
801 FAY STREET STE B
COLUMBIA, MO 65201



Invoice

Invoice #: 53156-01
Date: 12/3/2020
Ship Via:
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Bill To:

WASTEWATER TREATMENT PLANT
CITY OF COLUMBIA
P O BOX 7236
COLUMBIA, MO 65205
USA

Ship To:

WASTEWATER TREATMENT PLANT
4900 W GILLESPE BRIDGE RD
COLUMBIA, MO 65203

Description	Amount	Tx
NEW TRANE AIR CONDITIONING CONDENSING UNIT FOR THE LAB IN THE ADMINI BUILDING	\$19,293.14	
LOW AMBIENT KIT FOR CONDENSING UNIT	\$899.71	
KEVIN MCAFEE 3.5 HOURS LABOR ON 11-17-2020 @ \$90.00 PER HOUR	\$315.00	

12/16/20
Marcia

Your Order #: 53156-01
Shipping Date:
Terms: Net 30

Freight:	\$0.00
Sales Tax:	\$0.00
Total Amount:	\$20,507.85
Amount Applied:	\$0.00
Balance Due:	\$20,507.85