

AGENDA ITEM FOR ADMINISTRATIVE MEETING

( ) Discussion only

( X ) Action

FROM (DEPT/ DIVISION): Douglas R. Olsen  
County Counsel

SUBJECT: Maintenance Payable

Background: Approval is sought for payment of repairs to the chiller at the courthouse. The matter is before the Board for approval due to the amount.	Requested Action: Approve payment to HMS Commercial Service Inc. in the amount of \$5,028.66
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ATTACHMENTS: Payable

\*\*\*\*\*For Internal Use Only\*\*\*\*\*

Checkoffs:

- ( ) Dept. Head (copy)
- ( ) Budget (copy)
- ( ) Fiscal
- ( X ) Legal (copy)
- ( ) (Other - List:)

To be notified of Meeting:  
Mark Tanner

Needed at Meeting:

\*\*\*\*\*

Scheduled for meeting on: September 8, 2021

Action taken:

Olsen 9/17

## UMATILLA COUNTY PAYMENT REQUEST

<b>PEID - AC</b>	14254-01
<b>NAME</b>	HMS COMMERCIAL SERVICE, INC.
<b>ADDRESS</b>	
	PO BOX 50245
<b>CITY, STATE, ZIP</b>	BELLEVUE, WA 98015

AUTHORIZATION-APPROVAL

<b>DEPARTMENT</b>	2100000000
	SUPPLY - HUMAN RESOURCES
<b>CFO</b>	
	DATE - APPROVAL 8/27/2021
<b>SUBMITTED</b>	
	RETURN - HOLD

AMOUNT	ACCOUNT #	DESCRIPTION	INVOICE NUMBER	INVOICE TOTAL	INVOICE DATE	FINANCE CODES
\$5,028.66	6001-53400	Repaired Chiller Piping	318614	\$5,028.66	08-18-21	

\$5,028.66 PAGE TOTAL      Office Use: Pretravel/Auth rec: \_\_\_\_\_ Contract Reviewed: \_\_\_\_\_ Routine: \_\_\_\_\_

**\$5,028.66** GRAND TOTAL      Office Use: Tax ID Reviewed: \_\_\_\_\_ Quotes: \_\_\_\_\_ Bids: \_\_\_\_\_

# Invoice

HMS COMMERCIAL SERVICE, INC.

4103 SE International Way  
Suite 300  
Milwaukie OR 97222  
503-220-0394 FAX: 503-841-6245

Account # 100499

Invoice # 318614  
Date: 8/18/2021  
Page # 1 of 2

UMATILLA COUNTY COURTHOUSE  
216 SE FOURTH STREET  
PENDLETON OR 97801

Service At:  
UMATILLA COUNTY COURTHOUSE  
216 SE FOURTH STREET  
PENDLETON OR 97801

Service Date 8/10/2021 PO # Job # 246321 Contract # Claim #

ARRIVED AT JOBSITE AND CHECKED IN WITH MARK TANNER. HAULED TOOLS UP TO PENTHOUSE MECHANICAL ROOM. RECORDED ALL NAMEPLATE DATA ON CHILLER, PUMPS, AND AIR/DIRT SEPARATOR. LOOKED AT ALL 6 UP THE AIR HANDLERS THAT THE CHILLER SERVES. ALL AIR HANDLERS HAD 3-WAY CONTROL VALVES. COULD NOT INSTALL PETE'S PLUGS ON ANY OF THE PIPING FOR THE AIR HANDLERS, NO PORTS TO INSTALL THEM ON. WAS ABLE TO GET WATER PRESSURES OFF THE CHILLER PIPING, CHILLER DELTA P WAS 8 PSID. PICKED UP PARTS TO REPLACE MAKE UP WATER VALVE. FOUND MAKE UP WATER VALVE WAS WORKING PROPERLY, SET PRESSURE TO 25#. FOUND THAT THE CHILLED WATER IS BEING SHORT CYCLED BACK TO THE CHILLER INSTEAD OF SENDING IT TO THE AIR HANDLERS. THE TACO AIR SEPARATOR WHICH ALSO ACTS AS A DECOUPLER FOR THE SYSTEM IS CAUSING THIS PROBLEM. CALLED SHANE WITH JOHNSON BURROWS FOR MORE INFO ON THE AIR SEPARATOR BUT HE IS CURRENTLY OUT OF TOWN. APPEARS AS IF THIS SYSTEM WAS IMPROPERLY ENGINEERED. TALKED WITH ERIC RANGER WITH JOHNSON BARROWS AND EXPLAINED TO HIM THE SITUATION, HE SAID THAT MOST LIKELY THE SECONDARY SIDE PUMP WAS UNDERSIZED, HE WAS GOING TO LOOK AT THE INFORMATION THAT I FOUND AND LET ME KNOW WHAT HE THINKS.

Description Of Service	Quantity	Unit Price	Extended Price	Tax
LABOR	22	\$170.00	\$3,740.00	
VALVE & PLUGS	1	\$1,188.66	\$1,188.66	
TRUCK CHARGE	1	\$100.00	\$100.00	

Building Code 1  
Object Code 53400  
Remodel Dept \_\_\_\_\_  
Approved MT

Terms: Due 9/17/2021

Please pay from this Invoice

Please Detach and Return with Remittance

Check Enclosed [ ]	Method of Payment
Master Card [ ] Visa [ ]	
Acct # _____	Exp Date _____
Name on Card _____	
Signature _____	

Invoice # 318614  
Date : 8/18/2021  
Account # 100499

UMATILLA COUNTY COURTHOUSE

Remit To:  
HMS COMMERCIAL SERVICE, INC.  
P.O. BOX 50245  
Bellevue WA 98015

Amount Due \$5,028.66  
Amount Paid \_\_\_\_\_

**Invoice**

HMS COMMERCIAL SERVICE, INC.

4103 SE International Way  
Suite 300  
Milwaukie OR 97222  
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**Page # 2 of 2**

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**Balance Due \$5,028.66**

NAME <b>UMATILLA COUNTY COURTHOUSE</b>	CONTACT <b>MARK TANNER</b>
ADDRESS	PHONE #
CITY STATE ZIP	ALT#
SPECIAL INSTRUCTIONS:	PURCHASE ORDER#

**CUSTOMER SERVICE REQUEST:**  
Instructions: Take & replace PRV with you. Need to take Pete's plugs and pressure testing equipment with you

MANUF.	MANUF.	<b>*REFRIGERANT HANDLING REPORT</b>
MODEL#	MODEL#	REFRIG TYPE _____ / FACTORY CHARGE _____
SERIAL#	SERIAL#	EQUIP TYPE _____

**DESCRIPTION OF WORK COMPLETED:**  
ARRIVED AT JOBSITE AND CHECKED IN WITH MARK TANNER. HAULED TOOLS UP TO PENTHOUSE MECHANICAL ROOM. RECORDED ALL NAMEPLATE DATA ON CHILLER, PUMPS, AND AIR/DIRT SEPARATOR. LOOKED AT ALL 6 UP THE AIR HANDLERS THAT THE CHILLER SERVES. ALL AIR HANDLERS HAD 3-WAY CONTROL VALVES. COULD NOT INSTALL PETE'S PLUGS ON ANY OF THE PIPING FOR THE AIR HANDLERS, NO PORTS TO INSTALL THEM ON. WAS ABLE TO GET WATER PRESSURES OFF THE CHILLER PIPING, CHILLER DELTA P WAS 8 PSID. PICKED UP PARTS TO REPLACE MAKE UP WATER VALVE. FOUND MAKE UP WATER VALVE WAS WORKING PROPERLY, SET PRESSURE TO 25#. FOUND THAT THE CHILLED WATER IS BEING SHORT CYCLED BACK TO THE CHILLER INSTEAD OF SENDING IT TO THE AIR HANDLERS. THE TACO AIR SEPARATOR WHICH ALSO ACTS AS A DECOUPLER FOR THE SYSTEM IS CAUSING THIS PROBLEM. CALLED SHANE WITH JOHNSON BURROWS FOR MORE INFO ON THE AIR SEPARATOR BUT HE IS CURRENTLY OUT OF

VERIFY CHARGE

\*LEAK CHECK UNIT  YES  NO

ANY LEAKS FOUND  YES  NO

LBS OF R-22 USED AS TRACE GAS: \_\_\_\_\_

LEAK LOCATION(S):

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REPAIRED:  YES  NO

IF NOT WHY:

**RECOMMENDATIONS:**  CUSTOMER ONLY  FOLLOW-UP REQUIRED  SEE LOG SHEET

TOWN. APPEARS AS IF THIS SYSTEM WAS IMPROPERLY ENGINEERED. TALKED WITH ERIC RANGER WITH JOHNSON BARROWS AND EXPLAINED TO HIM THE SITUATION, HE SAID THAT MOST LIKELY THE SECONDARY SIDE PUMP WAS UNDERSIZED, HE WAS GOING TO LOOK AT THE INFORMATION THAT I FOUND AND LET ME KNOW WHAT HE THINKS.

ESTIMATED ANNUAL LEAK \_\_\_\_\_ %

**\*RECOVERY REPORT**

RECOVERY UNIT USED # \_\_\_\_\_

AMT. RECOVERED \_\_\_\_\_ #

VACUUM ACHIEVED \_\_\_\_\_ "

**MATERIALS SUPPLIED:**

DESCRIPTION	QTY	PO#

REINSTALLED  DISPOSAL

OTHER:

USED OIL DISPOSAL \_\_\_\_\_ GAL

**\*REFRIGERANT USE REPORT**

SOURCE:  NEW  RECLAIMED

**\*UNINTENTIONAL VENT REPORT**

SITUATION (SEE WORK DESCRIPTION)

PERSON IN AREA (SEE WORK DESCRIPTION)

APPROX. AMOUNT VENTED \_\_\_\_\_

	DATE	JOB HRS	TRVL HRS	1-1/2	D.T.
SUNDAY					
MONDAY	8-9-2021	8	4		
TUESDAY	8-10-2021	6	4		
WEDNESDAY					
THURSDAY					
FRIDAY					
SATURDAY					

COMPLETE  YES  NO

EXPENSE REPORT  YES  NO

SERVICE ENGINEER  
SIGNATURE: **SLADE TAYLOR**

CUSTOMER  
SIGNATURE:

DATE: **8-9-2021**