

**THE MINUTES OF THE REGULAR MEETING OF THE MAYOR AND  
CITY COUNCIL OF THE CITY OF WILLCOX, COCHISE COUNTY, AZ  
HELD ON THIS 3<sup>RD</sup> DAY OF MAY 2018**

**CALL TO ORDER** - Mayor Michael Laws called the meeting to order at 6:31 p.m.

**ROLL CALL** - City Clerk Crystal Hadfield called the roll.

**PRESENT**

Mayor Michael J. Laws  
Vice Mayor Terry Rowden  
Councilman Elwood "Woody" A. Johnson  
Councilman Gerald "Sam" Lindsey  
Councilman Robert A. Irvin  
Councilman Timothy A. Bowlby  
Councilwoman Rachel D. Garza

**STAFF**

City Attorney Ann Roberts  
Interim City Manager Crystal Hadfield  
Public Safety Director Jose Rios

**PLEDGE OF ALLEGIANCE TO THE FLAG** - Led by Mayor Laws.

**CALL TO THE PUBLIC** – None

**DECLARATION ON CONFLICT OF INTEREST** – None

**ADOPTION OF THE AGENDA**

**MOTION:** Councilmember Bowlby made a motion to adopt the agenda as presented.

**SECONDED:** Vice Mayor Rowden seconded the motion.

**MOTION CARRIED**

**APPROVE THE APRIL 19, 2018 COUNCIL MEETING MINUTES**

**MOTION:** Councilmember Irvin made a motion to approve the April 19, 2018 Council meeting minutes.

**SECONDED:** Councilmember Lindsey seconded the motion.

**MOTION CARRIED**

**3<sup>RD</sup> QUARTER FINANCIAL REPORT – CRYSTAL HADFIELD**

Crystal Hadfield gave a brief breakdown of the financials by fund for the third quarter of fiscal year 17/18. Councilmember Garza asked if the administrative fund has been adjusted for the additional compensation given to Interim City Manager Hadfield. Hadfield explained that the fund will go over slightly for this year but next year's budget has been adjusted for the additional compensation and for the severance pay. Councilmember Lindsey is happy to see that the golf course is holding its own. Hadfield agreed and said that we are bringing in more than what we would have been paying had it been subsidized.

**RESOLUTION 2018-05 – A RESOLUTION ADOPTING A NOTICE OF INTENT TO MODIFY WASTEWATER RATES**

**MOTION:** Councilmember Bowlby made a motion to approve Resolution 2018-05.

**SECONDED:** Councilmember Lindsey seconded the motion.

**DISCUSSION:** Councilmember Johnson asked if the increase is for active meter usage or connected meter usage. Hadfield explained that it is both and by looking at the spreadsheet provided it is about 1,019 meters for residential meters based on the last several months and the same goes for commercial based on the size of the meter. Johnson asked if that was accounts being billed to which Hadfield replied yes. Johnson asked if the septic sewage is part of the calculations. Hadfield replied that it isn't because we don't know if we are going to make any money on that in the first year. Johnson asked if it is based on the actual meter usage. Hadfield replied that was correct. Councilmember Lindsey asked if Hadfield had the average rate for residential customers. Hadfield said that it will be an average of \$3.24 extra monthly for residential and \$8.50 for commercial. Lindsey said that he believes everyone understands that we have to do this to receive the additional \$1.2 million in funding. Councilmember Bowlby said that we have to come up with the additional funding in the amount of \$65,000 annually and with the 8% increase on the fixed and the metered we hit right at the \$65,000 annually. Bowlby then stated that if things change, that can be reduced and we were looking at higher before. Hadfield stated that originally we were looking at about 16%; however, through calculations we were able to lower it to 8% on the fixed and 8% on the variable. Bowlby said that this is so we can show USDA that we are increasing our revenues. Mayor Laws said that we have to qualify for the loan and to answer Councilmember Johnson's question on the septage, we cannot use that in the calculations. We have to prove that we can pay it back. Hadfield said that it is just intent tonight and we have to post it for 60 days on the website and then

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have a public hearing in July and vote that night. Mayor Laws said we are still working on the \$1.2 million and it may not be that much.

**MOTION CARRIED**

**PROCLAMATION – NATIONAL POLICE OFFICER’S WEEK**

Mayor Laws read the proclamation and presented it to the Willcox Police Department. Chief Rios and Sergeant Hadfield presented awards to the Police Department. Detective Jericho Valle is the Cochise County 2018 Top Cop for Willcox. Sergeant Hadfield and Councilmember Irvin presented a Meritorious Service Medal to Officer Marsha Callahan-English for her exemplary duties. Sergeant Hadfield, Councilmember Garza, and Councilmember Bowlby presented the Combat Cross awards to Officer Nicholas Williams and Officer Jose Villa for a shooting incident that they were involved in on September 29, 2016. Chief Jose Rios, Mayor Laws, Vice Mayor Rowden, Councilmember Johnson, and Interim City Manager Hadfield presented the Combat Cross awards to Officers Chief Jose Rios, Sergeant Dale Hadfield, Sergeant David Reno, Officer Jose Villa, Officer Richard Majewski, and Officer Nicholas Williams for a shooting incident that they were involved in on February 15, 2018.

**CITY MANAGER REPORT**

- Interim City Manager Hadfield said that if you haven't been out to Keiller Park yet, you should, it looks fantastic. The trails will be done tomorrow and they were paving all day today and were paving faster than the material could be delivered. We are planning on having a ribbon cutting ceremony on the Friday before Memorial Day on the 25<sup>th</sup> at 11:30.
- At Keiller Park, three large live big oak trees have been planted to replace the trees that had to be removed because they had passed their life expectancy. They are on the top of the mounds between the baseball fields and the restrooms along the west side.
- The chip sealing project for Fremont and Soto has been pushed back a week due to a scheduling conflict with the contractor, Western Emulsions. Our City crews have already begun removing the old asphalt from Fremont.
- The new fire truck is tentatively scheduled to be here on May the 15<sup>th</sup> for Run for the Wall on the 17<sup>th</sup>.
- The first draft of the budget is almost complete. The last thing that Hadfield is waiting on is the health insurance rates. She should have that any day. It looks like we may have to change carriers. The initial rate that they came back with was 17%; we are now looking at about a 4% or 5% increase. She would like to have our first work session on the 17<sup>th</sup> of May.
- House Bill 2078 has been signed and is currently waiting for the Legislature to adjourn so that we know the effective date. This legislation lowers the candidate committee threshold from \$1,100 back to \$500. This will most likely take place before the primary so for those that have picked up a packet or are planning to pick up a packet, if you expend or receive any monies for your campaign in the combination of \$500 or more, then you will be required to fill out a Statement of Organization.
- We are getting a new camera system installed in City Hall for the protection of the building and employees. We have received the cameras and equipment; we are just waiting on the cords which will be here any day.
- The League is hosting the 2018 Annual League Conference on August 21-24 this year in Phoenix at the Phoenician. Please let me know by the 15<sup>th</sup> of this month if you will be attending so that I can book our rooms as quickly as possible to try to be in the same hotel as the conference.
- Lastly, NDBK awarded us an extra \$80,028 for work at the wastewater treatment plant and we should be receiving that soon.

**COMMENTS NOT FOR DISCUSSION FROM MAYOR AND COUNCIL MEMBERS**

Councilmember Johnson congratulated all of the officers. The line of duty is tough and you put your life at risk. Johnson mentioned that West Fest was a big success. We need to continue to work on keeping Willcox moving forward.

Councilmember Lindsey offered congratulations to our public service officers.

Councilmember Irvin said congratulations to all the recipients.

Councilmember Bowlby said congratulations to the police officers. Interesting things that have happened and they have come away with no loss of life. It says a lot about them and their character. A survey for economic development is out online and in paper in English and in Spanish. To take the survey, contact himself, Vice Mayor Rowden, and Heather Floyd.

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HELD ON THIS 3<sup>RD</sup> DAY OF MAY 2018**

Councilmember Garza echoed congratulations to our police dept. They have demonstrated their professionalism and their skills.

Vice Mayor Rowden echoed the other Councilmembers. She said she can't tell you how proud she is of our police force. We have one of the best police forces in Arizona. She wanted to mention the economic development survey. Rowden said to contact her if you want to do it online to get a number that is assigned. Rowden would like to see over 270 surveys responded to. You don't have to live in Willcox; you can live in surrounding areas as well to participate. Rowden is looking forward to walking on the new trail.

Mayor Laws said congratulations to the police department. Laws appreciates the long hours and dedicated service. He commends them for going into battle for us every day. Congratulations to our new trails that will be done tomorrow. Laws had a meeting with Kinder Morgan today and he met with Allen Fore and they will donate \$5,000 to the trails to help us finish. Laws took it upon himself to see NCCH, VTC, and SSVEC to inform them that we will not put weight equipment in Keiller Park. He offered them the money back that they had donated and they all turned us down and said that they did not know what we were talking about; that the money they donated was for the trails. Laws is glad to still have the \$15,000 to use towards the trails. Laws thanked Interim City Manager for a hard job; it's been a tough month. The budget is coming along. The Council has about 14 candidates to review Monday. Councilmember Lindsey wanted to remind everyone that we lost an officer in Nogales over the weekend. Lindsey said he is proud of the people that work in this area.

**ADJOURN**

**MOTION:** Councilmember Bowlby made a motion to adjourn the meeting with no further business at 7:11 p.m.

**SECONDED:** Vice Mayor Rowden seconded the motion.

**MOTION CARRIED**

**CERTIFICATION**

I hereby certify that the foregoing minutes are a true and correct copy of the minutes of the regular meeting of the City Council of the City of Willcox held on the 3<sup>rd</sup> day of May 2018. I further certify that the meeting was duly called and held, and that a quorum was present.

**Dated this 3<sup>rd</sup> day of May 2018**

\_\_\_\_\_  
City Clerk Crystal L. Hadfield

**PASSED, APPROVED AND ADOPTED** this 24<sup>th</sup> day of May 2018.

\_\_\_\_\_  
Mayor Michael J. Laws

**ATTEST:**

\_\_\_\_\_  
City Clerk Crystal L. Hadfield



**THE MINUTES OF THE SPECIAL MEETING OF THE MAYOR AND  
CITY COUNCIL OF THE CITY OF WILLCOX, COCHISE COUNTY, AZ  
HELD ON THIS 7<sup>TH</sup> DAY OF MAY 2018**

**CALL TO ORDER** - Mayor Michael Laws called the meeting to order at 6:30 p.m.

**ROLL CALL** - City Clerk Crystal Hadfield called the roll.

**PRESENT**

Mayor Michael J. Laws  
Vice Mayor Terry Rowden  
Councilman Elwood "Woody" A. Johnson  
Councilman Gerald "Sam" Lindsey  
Councilman Robert A. Irvin  
Councilman Timothy A. Bowlby  
Councilwoman Rachel D. Garza

**STAFF**

Interim City Manager Crystal Hadfield  
City Attorney Ann Roberts

**PLEDGE OF ALLEGIANCE TO THE FLAG** - Led by Mayor Laws.

**ADOPTION OF THE AGENDA**

**MOTION:** Councilmember Johnson made a motion to adopt the agenda as presented.

**SECONDED:** Councilmember Irvin seconded the motion.

**MOTION CARRIED**

**EXECUTIVE SESSION FOR DISCUSSION/CONSIDERATION REGARDING THE HIRING OF THE CITY  
MANAGER AND CONSULTATION FOR LEGAL ADVICE WITH THE ATTORNEY OF THE PUBLIC BODY**

Consideration, regarding entering into an Executive Session pursuant to A.R.S. §38-431.03(A)(1) and (A)(3), for the purpose of discussion or consideration of employment.

**MOTION:** Vice Mayor Rowden made a motion to go into Executive Session at 6:32 p.m.

**SECONDED:** Councilmember Garza seconded the motion.

**MOTION CARRIED**

**RECONVENED AT:** 7:57 p.m.

**DISCUSSION/DIRECTION ON CITY MANAGER HIRING PROCESS**

Interim City Manager Hadfield clarified that there will be a Budget Work Session on the 17<sup>th</sup> of May and a Special Council Meeting with a few agenda items on the 24<sup>th</sup> of May. Councilmember Garza asked for clarification as she will not be at the Budget Work Session on the 17<sup>th</sup>. Vice Mayor Rowden asked if she can submit new questions and asked if the timeline is concrete. Hadfield explained that it is a guideline and Council can submit new questions.

**ADJOURN**

**MOTION:** Councilmember Irvin made a motion to adjourn the meeting with no further business at 8:00 p.m.

**SECONDED:** Councilmember Johnson seconded the motion.

**MOTION CARRIED**

**CERTIFICATION**

I hereby certify that the foregoing minutes are a true and correct copy of the minutes of the special meeting of the City Council of the City of Willcox held on the 7<sup>th</sup> day of May 2018. I further certify that the meeting was duly called and held, and that a quorum was present.

**Dated this 7<sup>th</sup> day of May 2018**

\_\_\_\_\_  
City Clerk Crystal L. Hadfield

**PASSED, APPROVED AND ADOPTED** this 24<sup>th</sup> day of May 2018.

**THE MINUTES OF THE SPECIAL MEETING OF THE MAYOR AND  
CITY COUNCIL OF THE CITY OF WILLCOX, COCHISE COUNTY, AZ  
HELD ON THIS 7<sup>TH</sup> DAY OF MAY 2018**

Mayor Michael J. Laws

ATTEST:

\_\_\_\_\_  
City Clerk Crystal L. Hadfield

**THE MINUTES OF THE WORK SESSION OF THE MAYOR AND  
CITY COUNCIL OF THE CITY OF WILLCOX, COCHISE COUNTY, AZ  
HELD ON THIS 17<sup>TH</sup> DAY OF MAY 2018**

**CALL TO ORDER** - Mayor Michael Laws called the meeting to order at 5:35 p.m.

**ROLL CALL** - City Clerk Crystal Hadfield called the roll.

**PRESENT**

Mayor Michael J. Laws  
Vice Mayor Terry Rowden  
Councilman Elwood "Woody" A. Johnson  
Councilman Gerald "Sam" Lindsey  
~~Councilman Robert A. Irvin~~  
Councilman Timothy A. Bowlby  
~~Councilwoman Rachel D. Garza~~

**STAFF**

Interim City Manager Crystal Hadfield  
City Attorney Ann Roberts  
Director of Public Safety Jose Rios  
Director of Public Works Galo Galovale  
Library Director Tom Miner  
Development Services Administrator Jeff Stoddard

**ABSENT**

Councilman Robert A. Irvin - Excused  
Councilwoman Rachel D. Garza - Excused

**FY 18-19 BUDGET**

Interim City Manager Crystal Hadfield presented the first draft of the budget by fund. Hadfield and staff answered questions by Council. A second work session is tentatively scheduled for June 14, 2018.

**ADJOURN**

The meeting adjourned at 7:13 pm.

**CERTIFICATION**

I hereby certify that the foregoing minutes are a true and correct copy of the minutes of the Work Session of the City Council of the City of Willcox held on the 17<sup>th</sup> day of May 2018. I further certify that the meeting was duly called and held, and that a quorum was present.

**Dated this 17<sup>th</sup> day of May 2018**

\_\_\_\_\_  
City Clerk Crystal L. Hadfield

**PASSED, APPROVED AND ADOPTED** this 24<sup>th</sup> day of May 2018.

\_\_\_\_\_  
Mayor Michael J. Laws

**ATTEST:**

\_\_\_\_\_  
City Clerk Crystal L. Hadfield





CITY OF WILLCOX  
Council Action Form

Agenda Item: 9  
Tab Number: 4

**Meeting Date:**

May 24, 2018

**Action:**

Resolution  
 Ordinance  
 Other

**Subject:** Rex Allen

Museum's Car Show Street  
Closure

**To:** Mayor and City Council

**From:** Galovale Galovale, P.E., Public Works Director

**Discussion:** The Rex Allen Museum is sponsoring the a car show to be held on May 26<sup>th</sup> at Railroad Park. They are requesting permission to close Railroad Avenue between Stewart Street and Maley Street, including the full closure of the Stewart Street and Railroad Avenue intersection, on May 26<sup>th</sup> at 6:00 a.m. to May 26<sup>th</sup> at 5:00 p.m.

**Recommendation:** Approve street closure request for the Rex Allen Museum's Car Show.

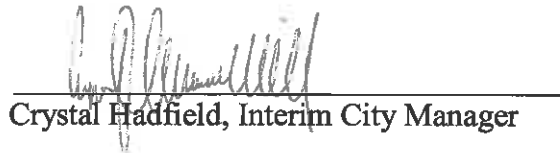
**Fiscal Impact:** \$0.00

**Submitted by:**



Galovale Galovale, Public Works Director

**Approved by:**



Crystal Hadfield, Interim City Manager



Street Closure Request Form

Michelle Mullins  
Name of Applicant

3-28-18  
Date

150 Railroad Ave Willcox AZ  
Address

520 507 2468  
Phone

Rex Allen Museum  
Event - Event Sponsor

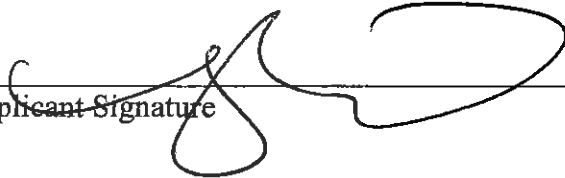
May 26<sup>th</sup> 6:00 am  
Start Date - Time

May 26<sup>th</sup> 5:00 pm  
End Date - Time

Street(s) to be closed - Beginning and ending points

Maley to Stewart on Railroad Ave

The applicant understands that a certificate of liability insurance for one million dollars (\$1,000,000) naming the City of Willcox as "additionally insured" must be supplied with this application in order for the request to be fully executed and processed. Additionally, the City of Willcox requests that all adjacent property owners be notified of the intent to close the street and be offered an opportunity to make comments. Comments may be submitted to the City Clerk prior to the Council meeting or may be stated in the public meeting.

  
Applicant Signature

3-28-18  
Date

\_\_\_\_\_  
Received By

\_\_\_\_\_  
Date

Petition to Close Railroad Avenue

May 26<sup>th</sup> - 6:00 am  
Start Date - Time

May 26<sup>th</sup> - 5:00 pm  
End Date - Time

Rex Allen Museum Car Show  
Event - Event Sponsor

Businesses' Signature

Amarillo by Morning: [Signature]

Ditzy Dames 'n Dudes: [Signature]

Flying Leap: [Signature]

Friends of Marty Robbins: Juanita Buckley

Keeling Schaefer: [Signature]

Rex Allen Museum: Phyllis Brooks

Rodney's: [Signature]

Willcox Historic Theater: Cary Clemens

Willcox Commercial Emily Alexander

**CITY OF WILLCOX, COCHISE COUNTY, ARIZONA  
Facilities Use Agreement**

This Agreement made this 2nd day of May, 2018, between Rex Allen Museum ("PARTICIPANT") and the City of Willcox through the City Public Works Department ("CITY") for the use of the City-owned facilities by a private organization.

**ARTICLE I -- TERM OF AGREEMENT**

The term of this agreement shall be May 26, 2018 through May 26 2018.

List start time and end time including set up and tear down: 6am - 5pm  
(Start time/day) to (End time/day)

Notice of termination shall be provided at least thirty (30) days prior to the effective termination date.

**ARTICLE II -- CITY-OWNED FACILITIES**

This agreement shall be for the use of Railroad Park, to be used for  
(Facility and area/s)

12 Rex Allen Museum to be used by vendor public participa  
(Type of event) Car Show (Example: public, family, friends)

PARTICIPANT wishes to use certain City-owned facilities and the CITY is willing to permit the PARTICIPANT the primary use of the facilities under the conditions indicated in this Agreement and any Exhibit attached hereto during the term of this Agreement. CITY agrees that it will perform the duties as outlined in Attachment "A". PARTICIPANT agrees it will perform the duties as outlined in Attachment(s) "B". PARTICIPANT agrees to pay the fees as listed on Attachment "C".

**ARTICLE III -- INDEMNIFICATION AND INSURANCE**

PARTICIPANT agrees to secure liability insurance at least sixty (60) days prior to the event to cover the term of this agreement in not less than the amount of one million dollars (\$1,000,000) which names the City as "additionally insured" and including required endorsement.

Each party agrees to be responsible for the conduct of its operations and performance of contract obligations and for any accidents or injuries to persons or property arising out of acts or omissions by its officers, agents, or employees acting in the course or scope of their participation while performing duties undertaken pursuant to this Agreement.

PARTICIPANT agrees to indemnify and hold harmless the City, its officers, employees, and agents from all losses, suits, damages, or costs of any kind, including reasonable attorney's fees, defense costs and expenses arising from the PARTICIPANT'S performance pursuant to this Agreement. The PARTICIPANT shall provide the CITY with current insurance certificates or the evidence of coverage as appropriate.

The CITY agrees to hold harmless the PARTICIPANT, its officers, employees, and agents from all losses, suits, damages, or costs of any kind, including reasonable attorney's fees, defense costs and expense arising from the CITY performance pursuant to this Agreement.

**ARTICLE IV -- MISC. PROVISIONS**

**CANCELLATION FOR CONFLICT OF INTEREST**

This Agreement may be canceled pursuant to A.R.S. § 38-511, the pertinent provisions of which are fully incorporated herein by reference.

09/07/18 @ 9:47am



**Railroad Park  
Attachment "A"**

**It is requested that the City of Willcox perform the following checked tasks:**

<input type="checkbox"/> <input type="checkbox"/> Discontinue irrigation: _____
<input type="checkbox"/> <input type="checkbox"/> Provide extra public safety: _____
<input type="checkbox"/> <input type="checkbox"/> Provide extra trash cans _____
<input type="checkbox"/> <input type="checkbox"/> Provide PA system _____
<input type="checkbox"/> <input type="checkbox"/> Close street(s): _____
<input type="checkbox"/> <input type="checkbox"/> Turn-on power: _____
<input type="checkbox"/> <input type="checkbox"/> Other: _____
_____

Unless other arrangements are made, trash cans are emptied on a daily basis only on weekdays. Additional tasks may be requested.

**Special Arrangements:**

*please, no watering on Sat*

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**Comments/Suggestions:**

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## Railroad Park Attachment "B"

**The Participant agrees to perform the following checked tasks:**

<p><b>General</b></p> <p><input type="checkbox"/> <input type="checkbox"/> Learn how to use electrical.</p> <p><input type="checkbox"/> <input type="checkbox"/> Obtain keys by 3:30 p.m. one (1) business day prior event.</p> <p><input type="checkbox"/> <input type="checkbox"/> Return keys within one (1) business day.</p> <p><b>Bathroom Facilities</b></p> <p><input type="checkbox"/> <input type="checkbox"/> Rent porta potties.</p> <p><b>Dumpster</b></p> <p><input type="checkbox"/> <input type="checkbox"/> Rent a dumpster.</p> <p><b>Street Closure</b></p> <p><input checked="" type="checkbox"/> <input type="checkbox"/> Complete paperwork and submit.</p> <p><b>Cleaning</b></p> <p><input checked="" type="checkbox"/> <input type="checkbox"/> Cleaning consists of removing all litter and placing garbage bags in dumpster. All areas should be left in the same or better condition as received.</p>
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<p><b>If Serving Alcohol</b></p> <p><input type="checkbox"/> <input type="checkbox"/> Provide \$1,000,000 in Liquor Liability Insurance naming the City of Willcox as additionally insured.</p> <p><input type="checkbox"/> <input type="checkbox"/> Provide Security approved by Willcox Police Department.</p> <p><input type="checkbox"/> <input type="checkbox"/> Obtain Special Event Liquor License. (Arizona Department of Liquor Licenses and Control - <a href="http://www.azliquor.gov">www.azliquor.gov</a>)</p> <p><input type="checkbox"/> <input type="checkbox"/> Obtain City Council approval.</p>
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<p><b>If Selling Products</b></p> <p><input type="checkbox"/> <input type="checkbox"/> Obtain City Business License(s).</p> <p><input type="checkbox"/> <input type="checkbox"/> Obtain Sales Tax License(s).</p>
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- Participant is responsible for notifying the Public Works Department about items that need special attention or repair.
- All equipment or personal items belonging to the Participant shall be removed by 12:00 a.m. the day following the event.
- Premises shall be left clean and in good repair or deposit will be surrendered. Other charges may be assessed if significant damage occurs.
- The City of Willcox reserves the right to enter and inspect the property during the event.
- Participant is responsible for establishing control of the area(s) requested for use. The City of Willcox is not responsible for loss due to acts of God or vandalism or by actions of others not affiliated with the City of Willcox.

**Contact information:**

Public Works Department ----- - 520-384-6447

Public Works Department (After hours) - 520-507-1989



**Railroad Park  
Attachment "C"**

**Rental Fees and Deposit**

	Description	Amount	Number of Days	Total	Paid	Date
<b>Total Fees</b>						
X	Reservation Deposit	\$50.00		\$50.00		
X	Cleaning and Damage Deposit	\$125.00		\$125.00		
<b>Total Deposit</b>				\$175.00		
<b>Total Fees and Deposit</b>						175.00

- The City of Willcox reserves the right to refuse reservations.
- Participant must be at least 21 years of age to reserve facilities.
- Participant may reserve one (1) day prior to the event to set up for event without additional charge for the day providing another event is not already scheduled.
- Fees and certificate of insurance must be remitted sixty (60) days prior to the scheduled use.
- Returned checks are subject to a twenty-five dollar (\$25.00) fee.

**Condition Verification**

I have inspected the condition of the facilities specified under this agreement and have found them to be in \_\_\_\_\_ Satisfactory \_\_\_\_\_ Unsatisfactory condition.

I recommend that \_\_\_\_\_ All \_\_\_\_\_ None \_\_\_\_\_ Other \_\_\_\_\_ of the deposit be returned.

\_\_\_\_\_ Damage has occurred directly related to this event.

Damages are estimated to cost \_\_\_\_\_ which must be remitted within five (5) days.

Notes: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

\_\_\_\_\_  
 City of Willcox Representative Signature

\_\_\_\_\_  
 Date



# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

05/14/2018

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

**IMPORTANT:** If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

<b>PRODUCER</b> Consolidated Agency Partners-CAPNet 1865 Plumas Street Ste.#4  Reno NV 89509	<b>CONTACT NAME:</b> Michelle Barnes <b>PHONE (A/C No, Ext):</b> (775) 800-5276 <b>E-MAIL ADDRESS:</b> Michelle.barnes@cap-1.com <b>FAX (A/C No):</b> (775) 333-0823
	<b>INSURER(S) AFFORDING COVERAGE</b> <b>INSURER A:</b> National Fire Insurance Compan <b>INSURER B:</b> <b>INSURER C:</b> <b>INSURER D:</b> <b>INSURER E:</b> <b>INSURER F:</b>

**INSURED** (520) 507-3540  
 REX ALLEN COWBOY MUSEUM  
  
 150 N Railroad Ave  
 Willcox AZ 85643

**COVERAGES**

CERTIFICATE NUMBER: Cert ID 5362

REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL SUBR INSD WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR  GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC <input type="checkbox"/> OTHER	Y	6020919373	01/18/2018	01/18/2019	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 300,000 MED EXP (Any one person) \$ 10,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000
	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> NON-OWNED AUTOS ONLY					COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
	UMBRELLA LIAB <input type="checkbox"/> OCCUR EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE  DED RETENTION \$					EACH OCCURRENCE \$ AGGREGATE \$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	N/A				PER STATUTE <input type="checkbox"/> OTH-ER <input type="checkbox"/> E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

Description of Job: REX ALLEN MUSEUM CAR SHOW MAY 26, 2018

Certificate holder is included as additional insured with regards to general liability coverages

**CERTIFICATE HOLDER****CANCELLATION**
 CITY OF WILLCOX  
 101 RAILROAD AVE  
 WILLCOX AZ 85643

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

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CITY OF WILLCOX  
Council Action Form

Agenda Item: 10  
Tab Number: 5

**Meeting Date:**

05/24/2018

**Action:**

Resolution  
 Ordinance  
 Other

**Subject:**

Emergency Purchase of  
Cooling/Heating System for  
City Hall

**To:** Mayor and City Council

**From:** Galo Galovale, Public Works Director

**Discussion:** The Cooling/Heating System for City Hall has been deemed unable to fix. Due to the health and safety of our employees, we recommend that the Resolution presented be approved. We have received four quotes from: Advanced Air out of Safford, B&D Air out of Safford, GNS Heating and Cooling out of Willcox, and Venair Heating and Air Conditioning out of Tucson. It is recommended that we go with a ductless split system with individual thermostats in the offices. Our lowest bid came from GNS Heating and Cooling out of Willcox. The City will provide 9 electrical circuits for the outdoor units and the City will build platforms for the upstairs units to sit on. The expense will come out of the General Fund Contingency line.

**Recommendation:** It is recommended that Council approve Resolution No. 2018-006 to purchase a new cooling/heating system for City Hall as an emergency expense.

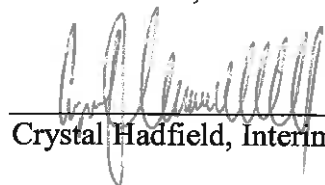
**Fiscal Impact:** \$28,801.03

**Submitted by:**



Galo Galovale, Public Works Director

**Approved by:**



Crystal Hadfield, Interim City Manager



**RESOLUTION NO. 2018-06**

**AUTHORIZING RESOLUTION BY THE MAYOR AND COUNCIL OF THE CITY OF WILLCOX, COCHISE COUNTY, ARIZONA TO APPROVE THE PURCHASE OF A COOLING/HEATING SYSTEM FOR CITY HALL AND AUTHORIZING THE MAYOR TO EXECUTE THIS RESOLUTION AND DECLARING AN EMERGENCY TO EXIST.**

**WHEREAS**, the CITY OF WILLCOX (the “CITY”), a body politic and corporate duly organized and existing as a political subdivision, municipal corporation of the State of Arizona (the “State”), is authorized by the laws of the State to purchase, acquire and lease personal property for the benefit of the CITY and its inhabitants and to enter into contract with respect thereto; and

**WHEREAS**, the CITY is empowered with the authority to appropriate money and provide for the payment of its debts and expenses and to exercise exclusive control over the streets pursuant to A.R.S. Section 9-240 et seq.; and

**WHEREAS**, the CITY is empowered with the authority to purchase, hold, lease property, real and personal, necessary or proper to carry out the purposes of the corporation, within and without its limits pursuant to A.R.S. Section 9-241 et seq.; and

**WHEREAS**, in order to acquire such equipment, the CITY desires to purchase a cooling/heating system for City Hall with GNS Heating and Cooling, the form of which has been presented to the governing body of the City of Willcox at this meeting.

**WHEREAS**, the Mayor and Council of the City of Willcox desire to have this Resolution presented at its May 24, 2018 Special Council Meeting for the purpose of approving, and authorizing the purchase of a cooling/heating system for City Hall; and

**WHEREAS**, the Mayor and Council have determined that formal action on this Resolution is in the best interest of the CITY and its citizens; and,

**WHEREAS**, it is necessary for the preservation of the peace, health, and safety of the City of Willcox, Cochise County, Arizona, that an emergency be declared to exist to assure timely execution of Agreement documents, and that this Resolution shall be effective immediately upon its passage and adoption.

**NOW, THEREFORE, BE IT RESOLVED BY THE CITY OF WILLCOX, COCHISE COUNTY, ARIZONA, AS FOLLOWS:**

**Section 1. Approval of Documents:** The form, terms and provisions of the Agreement and all other schedules and exhibits attached thereto are hereby approved in substantially the form presented at this meeting, with such insertions, omissions and changes as shall be approved by counsel for the CITY or other members of the governing body executing the same, the execution of such documents being conclusive evidence of such approval and the Mayor and City Clerk shall have the power and authority to execute and acknowledge, attest and affix the seal of the CITY, countersign and deliver the Agreement and exhibits attached thereto.

**Section 2. Other Actions Authorized:** The officers and employees of the CITY shall take all action necessary or reasonably required by the parties to the Agreement to carry out, give effect to and consummate the transactions contemplated thereby and to take all action necessary therewith in connection with the Agreement.

**Section 3. No General Liability:** Nothing contained in this Resolution, the Agreement, or any other instrument shall be construed with respect to the CITY as incurring a pecuniary liability or charge upon the general credit of the CITY or against its taxing power, nor shall any breach of any agreement contained in this Resolution, the Agreement, or any other instrument or document executed in connection therewith impose any pecuniary liability upon the CITY or any charge upon its general credit or against its taxing authority, except to the extent that the payments payable under the Agreement are special obligations of the CITY as provided in the Agreement.

**Section 4. Declaration of Emergency:** The immediate operation of the provisions of this Resolution is necessary for the preservation of the public peace, health and safety, an emergency is hereby declared to exist, and this Resolution shall be in full force and effect from and after its passage and adoption by the City of Willcox, Cochise County, Arizona.

**Section 3. Authorized Signatories:** Below are the true names, correct titles and specimen signatures of the incumbent elected and appointed officials authorized to affix their signatures by this Resolution.

**PASSED AND ADOPTED BY MAYOR AND COUNCIL OF THE CITY OF WILLCOX, COCHISE COUNTY, ARIZONA this 24th day of May 2018.**

**APPROVED/EXECUTED:**

---

MAYOR, MICHAEL J. LAWS

**ATTEST:**     **This Resolution shall be effective immediately upon its approval and adoption. This Resolution was passed, adopted and approved on May 24, 2018.**

\_\_\_\_\_  
City Clerk, Crystal L. Hadfield

**APPROVED AS TO FORM:**

\_\_\_\_\_  
City Attorney, Ann P. Roberts, Esq.

**RESOLUTION NO. 2018-06**







2250 W. Highway 70 Thatcher, AZ 85552  
 (928) 428 7425  
 www.AdvancedAir.com

Proposed by: Jordan Bawden  
 (928) 428 7425  
 jordan@advancedair.com

Proposed for: City of Willcox  
 City Hall  
 101 S Railroad Ave  
 Willcox, AZ 85643  
 (520) 766 4203  
 chadfield@willcoxcity.org



**Net Investment:**  
**\$9,947**

- Trane 4TXM6542A1050B
- Trane 4MXW8518A10N0C
- Trane 4MXW8512A10N0C
- Trane 4MXW8512A10N0C

**Special Inclusions:**

- Trane Line Set 50'
- Trane Mini-Split Remote
- Condenser Pad Small Includes Leveling, tamping, and installing
- Electrical circuit from main panel Up to 50'
- Line Set Cover
- Condensate Pump 115 Volt w/ up to 50' of pex pipe

Very Efficient  
 Environmentally friendly  
 Limited warranty with registration  
 1 Year Full Guarantee  
 5 Year Functional Parts  
 5 Year Compressor



**Net Investment:**  
**\$11,093**

- Trane 4TXM6542A1050B
- Trane 4MXW8512A10N0C
- Trane 4MXW8512A10N0C
- Trane 4MXW8512A10N0C

**Special Inclusions:**

- Trane Line Set 50'
- Trane Mini-Split Remote
- Condenser Pad Small Includes Leveling, tamping, and installing
- Electrical circuit from main panel Up to 50'
- Line Set Cover
- Condensate Pump 115 Volt w/ up to 50' of pex pipe

Very Efficient  
 Environmentally friendly  
 Limited warranty with registration  
 1 Year Full Guarantee  
 5 Year Functional Parts  
 5 Year Compressor



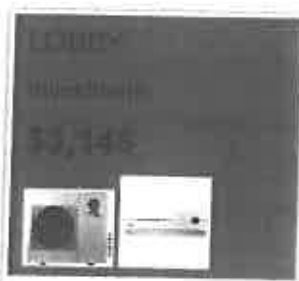
**Net Investment:**  
**\$10,983**

- Trane 4TXM6542A1050B
- Trane 4MXW8518A10N0C
- Trane 4MXW8512A10N0C
- Trane 4MXW8524A10N0C

**Special Inclusions:**

- Trane Line Set 50'
- Trane Line Set 35'
- Condenser Pad Small Includes Leveling, tamping, and installing
- Electrical circuit from main panel Up to 50'
- Trane Mini-Split Remote
- Line Set Cover
- Trane Line Set 25'

Very Efficient  
 Environmentally friendly  
 Limited warranty with registration  
 1 Year Full Guarantee  
 5 Year Functional Parts  
 5 Year Compressor



**Net Investment:**  
**\$3,146**

- Trane 4TXK1618A10N0A
- Trane 16 SEER Mini-Split 18K ODU H/P 208/230/1 Phase
- 5 Year Compressor 5 Year Parts 1 Year Labor

- Trane 4MXW1618A10N0A
- Trane 16 SEER Mini-Split 18K IDU H/P 208/230/1 Phase
- 5 Year Parts 1 Year Labor

**Special Inclusions:**

- Condenser Pad Small Includes Leveling, tamping, and installing
- Trane Mini-Split Remote
- Trane Line Set 25'
- Line Set Cover
- Electrical circuit from main panel up to 25'

Very Efficient  
 Environmentally friendly  
 Limited warranty with registration  
 1 Year Full Guarantee  
 5 Year Functional Parts  
 5 Year Compressor

## Included Services:

- Additional 9k Head

- Misc. Material/Supplies

- Quality workmanship backed by a 100% money back first year Guarantee backed completely by Trane & Advanced Air Systems.

- Additional 12k head

1

### Choose your Payment Option

Cash

Check

2

### Select Quality Level

Multi Head Mini Split System  
(Upstairs Conf Room & N  
Office)

Multi Head Mini Split System  
(Upstairs offices)

Multi Head Mini Split System  
(Downstairs Offices)

Lobby

3

### Read Terms and Conditions

Thank you for allowing us to provide you with this Proposal. We greatly appreciate the opportunity and strive to earn your business.

1. To read more about Advanced Air Systems - [CLICK HERE!](#)

2. To apply for Wells Fargo Financing - [CLICK HERE!](#)

**\*\*For optimum energy efficiency Advanced Air Systems, Energy Star and Department of Energy recommends a Cooling Set Point of 78 degrees and a Heating Set Point of 72 for heating.\*\*** We do NOT recommend setting the Cooling Set Point below 74 degrees or the Heating Set Point above 76 degrees. If set above/below those Set Point limits damage can occur to equipment and building as well as increased utility bills and wear & tear on the Comfort equipment. If you have special design requirements and need to operate outside the normal temperature limits of please ask your Comfort Specialist for more details.

**TERMS & CONDITIONS OF AGREEMENT** Proposal is good for 30 days. All material is guaranteed to be as specified. All work to be completed in a professional manner according to standard practices and local codes. Any alteration or deviation from above specifications including extra costs will be executed only upon written orders and will become an extra charge over and above the proposal. All agreements contingent upon delays beyond our control. If account is placed in collections purchaser agrees to pay all costs of collection, including attorney's fee. Any items or equipment not paid in full is said to be property of Advanced Air Systems and it is agreed the equipment will be collected or removed from property by Advanced Air Systems or their designator. Warranty shown is with equipment registration, if equipment is not registered then standard will apply.

Trane Mini Split System • Date Created: 04-30-2018



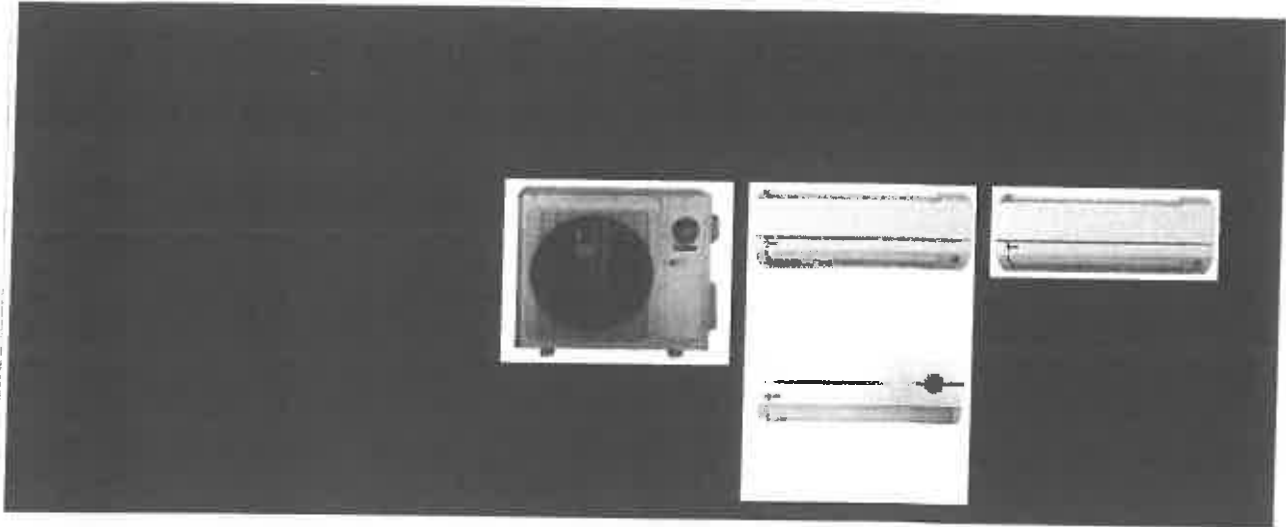
2250 W. Highway 70 Thatcher, AZ 85552  
 (928) 428 7425  
 www.AdvancedAir.com

Proposed by: Jordan Bawden  
 (928) 428 7425

jordan@advancedair.com

Proposed for: City of Willcox

City Hall  
 101 S Railroad Ave  
 Willcox, AZ 85643  
 (520) 766 4203  
 chadfield@willcoxcity.org



**Net Investment. \$9,590**

<b>Trane 4TXM6542A1050B</b>	<b>Trane</b>	<b>Trane</b>	<b>Trane</b>
	4MXW8518A10N0C	4MXW8512A10N0C	4MXW8524A10N0C

**Special Inclusions:**

- Trane Line Set 50'
- Trane Line Set 35'
- Condenser Pad Small Includes:
- Leveling, tamping, and installing
- Electrical circuit from main panel -
- Up to 50'
- Trane Mini-Split Remote
- Line Set Cover

- Very Efficient
- Environmentally friendly
- Limited warranty with registration
- 1 Year Full Guarantee
- 5 Year Functional Parts
- 5 Year Compressor

## Included Services

- Misc. Material/Supplies

- Quality workmanship backed by a 100% money back first year Guarantee backed completely backed by Trane & Advanced Air Systems.

1

Choose your Payment Option

Cash

Check

2

Select Quality Level

Multi Head Mini Split System  
(Downstairs, North End)

3

Read Terms and Conditions

Thank you for allowing us to provide you with this Proposal. We greatly appreciate the opportunity and strive to earn your business.

1. To read more about Advanced Air Systems - [CLICK HERE!](#)
2. To apply for Wells Fargo Financing - [CLICK HERE!](#)

**\*\*For optimum energy efficiency Advanced Air Systems, Energy Star and Department of Energy recommends a Cooling Set Point of 78 degrees and a Heating Set Point of 72 for heating.\*\* We do NOT recommend setting the Cooling Set Point below 74 degrees or the Heating Set Point above 76 degrees. If set above/below those Set Point limits damage can occur to equipment and building as well as increased utility bills and wear & tear on the Comfort equipment. If you have special design requirements and need to operate outside the normal temperature limits of please ask your Comfort Specialist for more details.**

**TERMS & CONDITIONS OF AGREEMENT** Proposal is good for 30 days. All material is guaranteed to be as specified. All work to be completed in a professional manner according to standard practices and local codes. Any alteration or deviation from above specifications including extra costs will be executed only upon written orders and will become an extra charge over and above the proposal. All agreements contingent upon delays beyond our control. If account is placed in collections purchaser agrees to pay all costs of collection, including attorney's fee. Any items or equipment not paid in full is said to be property of Advanced Air Systems and it is agreed the equipment will be collected or removed from property by Advanced Air Systems or their designator. Warranty shown is with equipment registration, if equipment is not registered then standard will apply.

Trane Mini Split System • Date Created: 04-30-2018

4

Approve Your Proposal



723 South 8<sup>th</sup> Ave. Safford  
Phone: 928-428-2550  
Fax: 928-348-9007

DATE: May 16, 2018

TO: City of Willcox  
RE: Mini splits for 101 S. Railroad Ave  
FROM: Nick

Proposal to furnish and install the following list of Lennox mini splits. All include complete refrigerant piping, drains, controls and electric. Complete start up and test.

- 2- 2 Ton single zones for open office area and stair area.
- 1- 1.5 Ton single zone for lobby.
- 1- 1.5 Ton 2 zone bottom floor back 2 offices.
- 1- 2 Ton 2 zone for upstairs front office and conference room.
- 1- 3 Ton 3 zone for the other 3 upstairs offices.

Total with tax: \$42,624.00

TERMS: BALANCE DUE UPON JOB COMPLETION.  
PROPOSAL GOOD FOR THIRTY (30) DAYS.  
I HAVE THE AUTHORITY TO ORDER THE ABOVE DESCRIBED WORK. IT IS AGREED THAT THE SELLER WILL RETAIN TITLE TO ANY EQUIPMENT OR MATERIAL FURNISHED UNTIL FULL AND COMPLETE PAYMENT IS MADE, THE SELLER SHALL BE HELD HARMLESS FOR DAMAGES RESULTING FROM THE REMOVAL THEREOF. IF THIS INVOICE IS NOT PAID WITHIN 30 DAYS, I AGREE TO PAY 1 1/2% PER MONTH (18% ANNUAL RATE). IF THIS ACCOUNT IS PLACED FOR COLLECTIONS, I AGREE TO PAY SELLER'S ATTORNEY'S FEES AND ANY COURT COSTS.  
TO APPROVE, PLEASE SIGN AND RETURN.

\_\_\_\_\_  
Authorized Signature(s)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Purchase Order Number



PO Box 387 Willcox, AZ  
Phone: 520-507-5617

DATE: 5-17-2018  
TO: Crystal Hadfeild  
FROM: Guy Nolan Owner, GNS Heating & Cooling  
RE: City Hall Mitsubishi Ductless Splits

Will install 9 new ductless split system for the city hall to service all offices/rooms that are needing heating or cooling. The city will provide 9 electrical circuits for outdoor units, and a platform for the upstairs units to sit on. Will install all condensate lines, refrigerant lines, communicating lines, and programmable thermostats for all systems.

Will perform startups on all units and insure the equipment is running with-in factory spec.

All Equipment comes with a 10-year parts 12 compressor warranty. 1-year Labor warranty from GNS Heating and Cooling.



Total Investment: \$30,241.08  
City of Willcox Discount: -\$1440.05  
New Total: \$28,801.03

TERMS: GNS WILL BILL FOR HALF DOWN UPON ACCEPTANCE OF THIS PROPOSAL. REMAINDER BALANCE DUE UPON JOB COMPLETION. IF THIS ACCOUNT IS PLACED FOR COLLECTIONS, PURCHASER AGREES TO PAY ALL COSTS OF COLLECTION, INCLUDING ATTORNEY'S FEES.

AUTHORIZED SIGNATURE(S)

DATE

Licensed – Bonded – Insured  
ROC 285088





**VENAIR**

**Heating & Air Conditioning**

RESIDENTIAL - COMMERCIAL

4418 S. Khe Sanh Ln.

Tucson, AZ 85735

Tucson: (520) 336-0284

AZ ROC-294528 azvenair@gmail.com

# Contract

CUSTOMER NAME:	CITY OF WILLCOX CITY HALL		
ADDRESS:	101 S RAILROAD AVE		
CITY:	WILLCOX	STATE:	AZ
ZIP CODE:	85643		
HOME PHONE:		WORK PHONE:	(520) 766-4203
CELL PHONE:			
CHAOFIELD@WILLCOX.CITY.ORG			

DATE: 05-17-2018

VENAIR HEATING & AIR CONDITIONING OFFERS EQUIPMENT, MATERIALS, INSTALLATION PARTS AND LABOR AS SPECIFIED IN THIS CONTRACT. THE BUYER AGREES TO THE TERMS AND CONDITIONS OF THIS CONTRACT AND WILL RECEIVE THE WORK AS DESCRIBED BELOW STARTING ON THE DATE OF:

ADDRESS OF INSTALLATION: 101 S. RAILROAD AVE WILLCOX AZ

<input type="checkbox"/> FULL SYSTEM <input type="checkbox"/> REPLACEMENT <input type="checkbox"/> CONVERSION <input type="checkbox"/> ROOFTOP UNIT <input type="checkbox"/> MOBILE HOME	SERIAL # _____ MODEL # _____	<input checked="" type="checkbox"/> TRANE <input type="checkbox"/> CARRIER <input type="checkbox"/> YORK <input type="checkbox"/> BRYANT <input type="checkbox"/> PAYNE	AMANA GOODMAN DAY & NIGHT OTHER	LENNOX TON SEERS																
<input type="checkbox"/> PACKAGE SYSTEM <input type="checkbox"/> HEAT PUMP <input type="checkbox"/> HOUSE DIMENSIONS <input type="checkbox"/> FLAT ROOF <input type="checkbox"/> COLOR OF SHINGLES <input type="checkbox"/> ROOF CURB <input type="checkbox"/> ELBOW STAND ROOF JACK <input type="checkbox"/> PLENUM BOX <input type="checkbox"/> ALL DUCT WORK <input type="checkbox"/> RETURN BOX, RETURN GRILL AND FILTER <input type="checkbox"/> DIGITAL THERMOSTAT <input type="checkbox"/> NEW WIRING <input type="checkbox"/> DISCONNECT BOX <input checked="" type="checkbox"/> BREAKER <input checked="" type="checkbox"/> CONDENSATION LINE <input checked="" type="checkbox"/> MECHANICAL LABOR <input type="checkbox"/> CRANE SERVICES	<input type="checkbox"/> SPLIT SYSTEM <input type="checkbox"/> GAS X = <input type="checkbox"/> DRYWALL <input type="checkbox"/> INSULATION <input type="checkbox"/> METAL <input type="checkbox"/> FLEX	<input checked="" type="checkbox"/> ELECTRICAL LABOR <input type="checkbox"/> EXPOSED DUCT SYSTEM <input type="checkbox"/> ADDITIONAL DUCT <input type="checkbox"/> ADDITIONAL RETURN <input checked="" type="checkbox"/> INSTALLATION CLEAN UP <input type="checkbox"/> ROOF SEALANT (IN THE AREA OF NEW EQUIPMENT) <input type="checkbox"/> REMOVE THE OLD EQUIPMENT <input type="checkbox"/> REMOVE THE COOLER <input type="checkbox"/> REMOVE THE HEATER <input type="checkbox"/> ROOF SEALANT (IN THE AREA OF PREVIOUS EQUIPMENT) <input checked="" type="checkbox"/> EQUIPMENT DIRECTION <input type="checkbox"/> SUB PANEL OR ELECTRIC BOX	<table border="1"> <tr><th>WARRANTY</th><td>10</td><td>5</td><td>1</td></tr> <tr><td>COMPRESSOR</td><td></td><td>✓</td><td></td></tr> <tr><td>PARTS</td><td></td><td>✓</td><td></td></tr> <tr><td>LABOR</td><td></td><td></td><td>✓</td></tr> </table>		WARRANTY	10	5	1	COMPRESSOR		✓		PARTS		✓		LABOR			✓
WARRANTY	10	5	1																	
COMPRESSOR		✓																		
PARTS		✓																		
LABOR			✓																	

**Recommendations:** In order to keep the warranties of your new HVAC, preventive maintenance is required at least once a year, this is recommended to lower the electricity cost and to continue to have the unit in its best performance, the disposal filter must be change once a month.

### Additional Instruction

TRANE 22 SEERS  
SYSTEM MULTI SPLIT AHRI RATED  
EFFICIENCY HEAT PUMP OUTDOOR UNITS  
AHRI # 9045934 MODEL 4TX42236A1

SUB-TOTAL	27,000 <sup>02</sup>
Tax	2,187 <sup>02</sup>
Gran Total	29,187 <sup>02</sup>
Down payment	
Balance	

**Terms & Conditions:** Our warranties doesn't cover any natural causes like hail damage, or any other natural causes, that may affect the unit performance, also if you have any problem with the unit and you hired other contractor company or someone different from VENAIR HEATING & AC affecting or doing reparations to the unit, or other electrical connections like (Electric box, sub panel or others). Please call immediately to schedule a service visit if you have any problem with the Unit.

For customers the have been financial by VENAIR HEATING & AC be advice if you fail to make your payments for your unit VENAIR HEATING & AC has the Right to Recover the Unit, and you will be responsible for any other charges.

Cancellation Policy: Customer has 24 hours to cancel, if customer cancel after the 24 hours a \$350 fee its due the contractor

Buyer

Date

05-17-2018

VENAIR HEATING & AIR CONDITIONING

