



Philip Thornton, Ed.D., Superintendent
Warwick Public Schools
philip.thornton@warwickschools.org

TO: Philip Thornton, Ed. D., Superintendent
FROM: Anthony Ferrucci, Exe. Director of Finance & Operations
DATE: April 24, 2020

SUBJECT: Contract Award-Maintenance HVAC Repairs at Toll Gate High School

Attached is a copy of Mr. Kevin Oliver's Direct Payment Request in support of his request to award a contract for repairing the HVAC system at Toll Gate High School.

Upon review of the document provided and acknowledging that this is a budgeted expense, I concur with the request to award a contract as follows:

<u>Company</u>	<u>Description</u>	<u>Cost</u>
TRANE U.S., Inc.	HVAC system repairs, as documented.	\$3,837.68

We are requesting that the School Committee consider awarding this contract at the next meeting scheduled for Tuesday, April 28, 2020.

At the meeting Mr. Oliver will be present to answer any questions as they may relate to this request.

Thank you.

**WARWICK PUBLIC SCHOOLS
DIRECT PAYMENT**

Type of Payment

General Funds Grants Mult. Responsibility

Requestor: Kevin Oliver Title: Facilities Maint. & Operations Manager

Date: 04/17/2020 School/Department: Warwick

Vendor Code: 29834 Original Invoice/Document #: 310687528
(Must be attached)

Vendor Name: Trane U.S. Inc.

Vendor Address: PO Box 406469
Atlanta, GA 30384-6469

Phone #: 401-854-2540 Fax #: 401-431-5257

Brief description of goods/services

Maint. Repair-HVAC

UCOA No. XX-XXXXXXXX-XXXX-XX-XXXX-XXXX-XXXX-XXXXXXXX	BALANCE	TOTAL
20-10000000-05038-321-10-2500-54322-0000-0600000		\$ 3,837.68
	Total	\$ 3,837.68

actual bal

\$2962.70

EMEF

Requ

Appr

Appr

Chief

Reasc

ions/comments:

Janice Dailey 4/17/2020

multiple responsibility transactions.

Date: _____

____ Funds ____ Back up ____ Approvals ____ Vendor ____ Invalid Code

Initials: _____ Date: _____

5/20/2015

Funds Transferred on _____ By: _____



**TRANE**Trane U.S. Inc.
3669 Pammel Creek Road
La Crosse WI 54601-7599**Service Provided By:**
Boston/Providence
Ph 401-434-3145 Fax 401-434-8537
EAST PROVIDENCE, RI**REMIT TO:**TRANE US INC.
PO BOX 406409
ATLANTA, GA 30384-6409**SOLD TO:**WARWICK SCHOOL DEPARTMENT
ATTN: ACCOUNTS PAYABLE
69 DRAPER AVE
WARWICK, RI 02889**SHIP TO/SERVICE LOCATION:**WARWICK SCHOOL DEPARTMENT
TOLL GATE HIGH SCHOOL
575 CENTERVILLE ROAD
WARWICK, RI 02889

TYPE INVOICE

* NUMBER 310687528

DATE 11-MAR-20 PAGE 1 of 2

PURCHASE ORDER NUMBER
MA2000472

PROJECT/JOB NAME

ORIGINAL SYSTEM NUMBER

CUSTOMER ACCOUNT #
2764752

PREVIOUS #

SALES ORDER/CALL#/CONTRACT#
20-8385240**RECEIVED**
MAR 16 2020

ORDERING LOCATION

CREDIT JOB/PROJECT #

PAYMENT TERMS Due on Receipt	DUE DATE	SHIP/CLOSE DATE 11-MAR-20
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DATE	DESCRIPTION	UOM/MULT	QUANTITY	UNIT PRICE	EXTENDED AMOUNT
	RESPONDED TO EMERGENCY SERVICE CALL FOR UNIT VENTILATOR BURNED UP. PLEASE SEE ATTACHED SERVICE REPORTS FOR A COMPLETE DESCRIPTION OF THE WORK PERFORMED.				
	*REPAIR - INSTALLATION LABOR				
02/26/2020	ST Michael Barlow	HRS	5.00	200.00	1,000.00
02/27/2020	ST Michael Barlow	HRS	3.00	200.00	600.00
02/28/2020	ST Norman Paiva Jr	HRS	2.00	200.00	400.00
03/06/2020	ST Norman Paiva Jr	HRS	2.00	200.00	400.00
				Subtotal	2,400.00
	*COMPANY PARTS				
02/27/2020	TRANSFORMER; AUTO, 3A, 120V PR	EA	1.00	0.00	0.00
02/26/2020	RELAY; DPDT, 20A, 24 VAC COIL	EA	3.00	46.25	138.75
02/27/2020	FREIGHT & HANDLING	EA	1.00	50.00	50.00
03/02/2020	TRANSFORMER; AUTO, 3A, 120V PR	EA	1.00	864.93	864.93
03/06/2020	TRANSFORMER; AUTO, 3A, 120V PR	EA	-1.00	0.00	0.00
				Subtotal	1,053.68
	*OTHER				
02/26/2020	TRUCK CHARGE	EA	1.00	85.00	85.00

* PLEASE REFERENCE NUMBER WITH YOUR PAYMENT 310687528

SPECIAL INSTRUCTIONS: DIRECT INQUIRIES TO DONNA TIERNAN, 401/431-5523 OR dtiernan@trane.com

To view or pay your invoice online,
Visit www.comfortsite.com.
New users sign up at www.trane.com/invoices

SUBTOTAL	TAX	FREIGHT	TOTAL
3,837.68	0.00		3,837.68

Federal Tax ID 25-0900465

Currency: USD

4/17/2020

**TRANE**Trane U.S. Inc.
3600 Pammel Creek Road
La Crosse WI 54601-7599**Service Provided By:**Boston/Providence
Ph 401-434-3145 Fax 401-434-8537
EAST PROVIDENCE, RI**REMIT TO:**TRANE US INC.
PO BOX 406469
ATLANTA, GA 30384-6469**SOLD TO:**WARWICK SCHOOL DEPARTMENT
ATTN: ACCOUNTS PAYABLE
69 DRAPER AVE
WARWICK, RI 02889**SHIP TO/SERVICE LOCATION:**WARWICK SCHOOL DEPARTMENT
TOLL GATE HIGH SCHOOL
575 CENTERVILLE ROAD
WARWICK, RI 02889

TYPE INVOICE	
* NUMBER 310687528	
DATE 11-MAR-20	PAGE 2 of 2
PURCHASE ORDER NUMBER MA2000472	
PROJECT/JOB NAME	
ORIGINAL SYSTEM NUMBER	
CUSTOMER ACCOUNT # 2764752	
PREVIOUS #	
SALES ORDER/CALL#/CONTRACT# 20-8385240	

ORDERING LOCATION**CREDIT JOB/PROJECT #**

PAYMENT TERMS Due on Receipt		DUE DATE	SHIP/CLOSE DATE 11-MAR-20		
DATE	DESCRIPTION	UOM/MULT	QUANTITY	UNIT PRICE	EXTENDED AMOUNT
02/27/2020	TRUCK CHARGE	EA	1.00	85.00	85.00
02/28/2020	TRUCK CHARGE	EA	1.00	85.00	85.00
03/06/2020	TRUCK CHARGE	EA	1.00	85.00	85.00
03/06/2020	ENVIRONMENTAL/SAFETY CHARGE	EA	1.00	44.00	44.00
				Subtotal	384.00

* PLEASE REFERENCE NUMBER WITH YOUR PAYMENT 310687528

SPECIAL INSTRUCTIONS: DIRECT INQUIRIES TO DONNA TIERNAN, 401/431-5533 OR dtiernan@trane.com

SUBTOTAL	TAX	FREIGHT	TOTAL
3,837.68	0.00		3,837.68

To view or pay your invoice online,
Visit www.comfortsite.com.
New users sign up at www.trane.com/invoices.

Currency: USD

Federal Tax ID: 25-0900465

Form 41128004



Providence - Service
10 Hemingway Drive
East Providence, RI 02915

Tel: (401) 434-3145
Fax: (401) 434-8537
License:

FIELD REPORT

Location Name Toll Gate High School 575 Centerville Road WARWICK, RI 02889	Service Call 20-8385240	Date 02-26-2020
Contact/Phone: -	Technician Name Barlow, Michael	Account Manager Steve Soltz
Scope Description Unit ventilator burned up, call Jonathan on way 401-477-2237	Scope Complete? No	Call Type: T&M
		Sales Follow-up Required? No Reason: WORK NOT COMPLETE

WORK PERFORMED

Mod#/Ser#/Mfg/Tag#

Technician: Michael Barlow

Quality Task Code:

Date: 02-26-2020

Sample Taken: No

Work Activity:

Work Performed Details:

Arrived on site, checked in with Jonathan. Took apart unit ventilator that burning smell was coming from. Found burned fan relays and melted wires. Went to trane parts and picked up new relays and wire spades. Replaced relay and started unit back up. Then found bad transformer also burning up. Transformer is on order for overnight shipping. Will return to install new transformer.

Tasks Performed:

PARTS MATERIALS

Source	Qty	Part#	Description
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BAS ONLY: Was a backup copy made for the customer? No REFRIGERANT ACTIVITY: Did Refrigerant Activity occur? No

SURCHARGES

Date:

EXPENSES

Date:

LABOR

Date	Technician	Travel Time		Mobilization		Diagnostics		Work		Reg Time		Overtime		Prem Time	
		h	m	h	m	h	m	h	m	h	m	h	m	h	m
02-26-2020	Barlow, Michael	0	0	0	0	0	0	5	0	5	0	0	0	0	0
Total		0	0	0	0	0	0	5	0	5	0	0	0	0	0

Customer Name: Na

Date: 02-26-2020

Customer PO: MA2000472

Signature Available No

Technician Name: Barlow, Michael

Reason: Customer Not Available

Services described were performed as a part of the terms of this document.



Providence - Service
10 Hemingway Drive
East Providence, RI 02915

*Jon
Curt*

Tel: (401) 434-3145
Fax: (401) 434-8537
License:

FIELD REPORT

Location Name Toll Gate High School 575 Centerville Road WARWICK, RI 02889	Service Call 20-8385240	Date 02-28-2020
Contact/Phone: -	Technician Name Barlow, Michael	Account Manager Steve Soltz
Scope Description Unit ventilator burned up, call Jonathan on way 401-477-2237	Scope Complete? Yes	Call Type: T&M
		Sales Follow-up Required? No
		Reason:

WORK PERFORMED
Mod#/Ser#/Mfg/Tag#

Technician: Michael Barlow
Quality Task Code:

Date: 02-27-2020

Sample Taken: No

Work Activity:

Work Performed Details:

Arrived on site, checked in with Jonathan. Took apart unit ventilator, unwired bad transformer. Are wired new transformer, rewired relays and main power. Tested unit operation and unit has bad fan motor, customer stated he has a motor or will get a motor and replace it like they usually controls section of unit where burning smell was coming from is functional.

Tasks Performed:

PARTS MATERIALS

Source	Qty	Part#	Description

BAS ONLY: Was a backup copy made for the customer? No *REFRIGERANT ACTIVITY: Did Refrigerant Activity occur?* No

SURCHARGES

Date:

EXPENSES

Date:

LABOR

Date	Technician	Travel Time		Mobilization		Diagnostics		Work		Reg Time		Overtime		Prem Time	
		h	m	h	m	h	m	h	m	h	m	h	m	h	m
02-27-2020	Barlow, Michael	0	0	0	0	0	0	3	0	3	0	0	0	0	0
Total		0	0	0	0	0	0	3	0	3	0	0	0	0	0

Customer Name: Jonathan
Date: 02-28-2020

Customer PO: MA2000472
Signature Available No

Technician Name: Barlow, Michael
Reason: Customer Not Available

Services described were performed as a part of the terms of this document.



Providence - Service
10 Hemingway Drive
East Providence, RI 02915

Tel: (401) 434-3145
Fax: (401) 434-8537
License:

FIELD REPORT

Location Name Toll Gate High School 575 Centerville Road WARWICK, RI 02889	Service Call 20-8385240 Technician Name Paiva Jr, Norman	Date 02-28-2020 Account Manager Steve Soltz
Contact/Phone: -	Scope Complete? No	Call Type: T&M
Scope Description Unit ventilator burned up, call Jonathan on way 401-477-2237		Sales Follow-up Required? No Reason: HOLD-PARTS

WORK PERFORMED

Mod#/Ser#/Mfg/Tag#

Technician: Norman Paiva Jr
Quality Task Code:

Date: 02-28-2020

Sample Taken: No

Work Activity:

Work Performed Details:

Multi tap transformer Forman is bad. Ordered new one under warranty. Will return to install.

Tasks Performed:

PARTS MATERIALS

Source	Qty	Part#	Description
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BAS ONLY: Was a backup copy made for the customer? No **REFRIGERANT ACTIVITY:** Did Refrigerant Activity occur? No

SURCHARGES

Date:

EXPENSES

Date:

LABOR

Date	Technician	Travel Time		Mobilization		Diagnostics		Work		Reg Time		Overtime		Prem Time	
		h	m	h	m	h	m	h	m	h	m	h	m	h	m
02-28-2020	Paiva Jr, Norman	0	0	0	0	0	0	2	0	2	0	0	0	0	0
Total		0	0	0	0	0	0	2	0	2	0	0	0	0	0

Customer Name: This
Date: 02-28-2020

Customer PO: MA2000472
Signature Available: No

Technician Name: Paiva Jr, Norman
Reason: Customer Not Available

CHK

Services described were performed as a part of the terms of this document.



Providence - Service
 10 Hemingway Drive
 East Providence, RI 02915

Tom Cur
 Tel: (401) 434-3145
 Fax: (401) 434-8537
 License:

FIELD REPORT

Location Name Toll Gate High School 575 Centerville Road WARWICK, RI 02889	Service Call 20-8385240 Technician Name Paiva Jr, Norman	Date 03-06-2020 Account Manager Steve Soltz
Contact/Phone: -		Call Type: T&M
Scope Description Unit ventilator burned up, call Jonathan on way 401-477-2237	Scope Complete? Yes	Sales Follow-up Required? No Reason:

WORK PERFORMED

Mod#/Ser#/Mfg/Tag#
 ...

Technician: Norman Paiva Jr
Quality Task Code: **Date:** 03-06-2020 **Sample Taken:** No

Work Activity:

Work Performed Details:
 Replaced defective multitap transformer in left side unit vent in music room.

Tasks Performed:

PARTS MATERIALS

Source	Qty	Part#	Description
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BAS ONLY: Was a backup copy made for the customer? No **REFRIGERANT ACTIVITY:** Did Refrigerant Activity occur? No

SURCHARGES

Date:

EXPENSES

Date:

LABOR

Date	Technician	Travel Time		Mobilization		Diagnostics		Work		Reg Time		Overtime		Prem Time	
		h	m	h	m	h	m	h	m	h	m	h	m	h	m
03-06-2020	Paiva Jr, Norman	0	0	0	0	0	0	2	0	2	0	0	0	0	0
Total		0	0	0	0	0	0	2	0	2	0	0	0	0	0

Customer Name: Ths **Customer PO:** MA2000472 **Technician Name:** Paiva Jr, Norman
Date: 03-06-2020 **Signature Available:** No **Reason:** Customer Not Available

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