

Agresso Budget Adjustment Form

Fiscal Year: 2021

Batch #: 21046

Budget Version: AM2021

**Include on Claims & Bills? Yes No (circle one)

Requestor: Jazmin Lozano

** Note: answer Yes to Claims & Bills if.....

Council Approved Date (if already went to Council):

1. Grant or donation under \$1,000 (Resolution 2451)
2. Revenue & expenses are being augmented for unexpected revenue where Council has not yet been informed such as Specialty Court, Forfeitures, etc. - **GRANT FUND ONLY** - NRS 354.598005
3. **Budget authority crosses functions (per NRS 354.598005 (5b))**

Reason for Request:

Budget adjustment transfer to program 21-1090A from 21-1090 per RBidart to cover change order on PO 100021186

Account Number	Account Description	Key Service Area	Program	Program Description	Function (code)	Function (if crosses function must include on Claims & Bills)	Fund	Budget Adj Amount + or - (Note: Increase Revenue budgets with a negative)
603242	Professional Services-Other	130765-01	21-1090	1404 City Facilities - Annual Citywide Facilities	01	General	1404	(1,839.61)
603242	Professional Services-Other	130765-10	21-1090A	Police Dept. Isolation Valve Replacement	10	Public Safety	1404	1,839.61
	No Desc.	Not Found		No Desc.	Not Found	No Desc.	Not Found	
	No Desc.	Not Found		No Desc.	Not Found	No Desc.	Not Found	
	No Desc.	Not Found		No Desc.	Not Found	No Desc.	Not Found	
	No Desc.	Not Found		No Desc.	Not Found	No Desc.	Not Found	
	No Desc.	Not Found		No Desc.	Not Found	No Desc.	Not Found	
	No Desc.	Not Found		No Desc.	Not Found	No Desc.	Not Found	
	No Desc.	Not Found		No Desc.	Not Found	No Desc.	Not Found	
NO MATCH							Total	0.00

Approved

Fund	Keyserv	eyserv(T)	Program	Program(T)	Account	Account(T)	Budget	Actual	Encum	Pre-encum	Balance
404	130765-01	Gen Gov't	21-1090	1404 City Facilities - Annual Citywide Facilities Improvements	603190	Maintenance and Repairs	0.00	449.00	0.00	0.00	-449.00
404	130765-01	Gen Gov't	21-1090	1404 City Facilities - Annual Citywide Facilities Improvements	603242	Professional Services-Other	67,579.00	2,720.00	12,515.00	0.00	52,344.00
			21-1090	1404 City Facilities - Annual Citywide Facilities Improvements			67,579.00	3,169.00	12,515.00	0.00	51,895.00
404	130765-10	Public Safe	21-1090A	Police Dept. Isolation Valve Replacement	603242	Professional Services-Other	18,921.00	20,760.61	0.00	0.00	-1,839.61
			21-1090A	Police Dept. Isolation Valve Replacement			18,921.00	20,760.61	0.00	0.00	-1,839.61
							100,000.00	23,929.61	26,015.00	0.00	50,055.39

Please for Checking"

Workflow _____
 Finance Director, Accounting Manager or Senior Accountant

ng budget inquires such as "Program Budget"

PO Amount:	\$18,921.00
Total Paid to Date:	\$0.00
Available Balance in PO:	\$18,921.00

Date: 31-Dec-20

To: City of Sparks - Rob Bidart

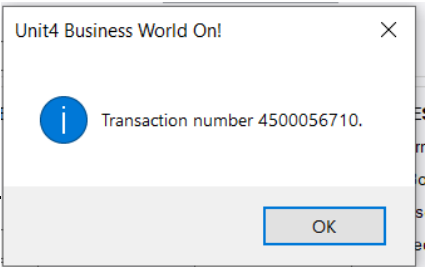
Invoice # 13582042

Vendor: EMCOR Services Nevada

Amount: \$20,760.61

Project: 21-1090 Police Department HVAC Isolation Valves Replacement Project

PO #: 100021186



After review and approval, please return to Jazmin or Derek for processing.

	YES	NO
Were items received?	X	
Hold retention? (Please indicate % if yes.)		X
OK to close PO? - IF YES SEE BELOW	X	
IS ENTIRE PROJECT COMPLETE? IF YES PLEASE GIVE DATE!	X(11/30/2020)	

Signature:  _____

Special Instructions

Give copy of check to: _____

Give check to: _____

Please bill:

City of Reno: _____

Washoe County: _____

Other: _____

Other special instructions: Need to increase the PO by \$1,839.61

(9.7% increase) for additional work requested by City Project Manager for additional

valve installations. Additional funds use Fund 1404 Program 21-1090.



155 E GLENDALE AVE SUITE #13
SPARKS, NV 89431
LICENSE #0073520
(C2, C-21B)

INVOICE

INVOICE #: 013582042
INVOICE DATE: 11/24/20
CUSTOMER NUMBER: CITY135

CITY OF SPARKS
431 PRATER WAY
ATTN ROBERT R. BIDART, PE
SPARKS NV 89431
ATTN: ROBERT R. BIDART, PE

RE: SERVICE PERFORMED AT
SPARKS POLICE DEPARTMENT
1701 PRATER WAY
ATTN ROBERT R. BIDART, PE
SPARKS NV 89434

CREDIT TERMS: NET 30

SITE CODE: 1701

WORK ORDER NUMBER: 5060635 **P.O. NUMBER:**
FOR SERVICES PERFORMED ON ATTACHED WORK ORDER.

SIGNED CONTRACT

QUOTED PRICE

20,760.61

Total Invoice:

20,760.61

Please remit payment to
2 Cromwell • Irvine, CA 92618
949-460-0460
Federal Tax ID. 33-0112640



WORK ORDER: 5060635

SUMMARY

IRVINE • SAN FERNANDO VALLEY/VENTURA • BAKERSFIELD • FRESNO
 SAN JOSE • PLEASANTON • HAYWARD • SACRAMENTO • SAN DIEGO

www.mesaenergy.com

BUILDING AUTOMATION • VARIABLE FREQUENCY DRIVES
 HVAC RETROFIT • SERVICE AND SYSTEMS MAINTENANCE

Customer/Site	CITY135 1701	Work Order	5060635	Contract # / Type	
Name	SPARKS POLICE DEPARTMENT	Call #	5060635	Sales Rep	FICKJ
Address	1701 PRATER WAY ATTN ROBERT R. BIDART, PE	Job			
City	SPARKS	PO Number	SIGNED CONTRACT		
State	NV	Phone	775 224 2976		
Zip	89434	Contact	ROBERT R. BIDART, PE		

Problem Description
 VALVE REPLACEMENT TO VAV'S. FREEZING LINES.

Description of Work

- 08/24/2020 - BRIAN HOLT: Tried to freeze lines but had to get and find parts to fix freeze machine and get material for freezing.
- 08/24/2020 - RODNEY MONCRIEF: Try to freeze lines try to find parts to fix freeze machine ?.
- 08/26/2020 - BRIAN HOLT: Froze 4 lines to units g-1 and g-4 and replaced the valves.
- 08/26/2020 - RODNEY MONCRIEF: Froze Fore lines Units G1 and G4? and replace valves.
- 08/27/2020 - BRIAN HOLT: Froze 2 lines to one unit the supply took 4 hours due to heat and or water movement in the lines. Once the supply froze the return took 2 hours.
- 08/27/2020 - RODNEY MONCRIEF: Froze two lines to one unit supply took 4 hours to freeze due to heat and water movement. Once the supply was done the return took 2 hours..
- 08/31/2020 - BRIAN HOLT: Froze g-3 supply and return on mains and installed valves.
- 08/31/2020 - RODNEY MONCRIEF: Freezing supply and return for G-3 VAV.
- 09/02/2020 - RODNEY MONCRIEF: Freeze lines on VAV for G6 G9?.
- 09/02/2020 - BRIAN HOLT: Froze 4 lines to vavs and installed new valves.
- 09/18/2020 - BRIAN HOLT: Froze lines to one unit.
- 09/21/2020 - RODNEY MONCRIEF: Freeze lines for VAV first floor? G11 G4.
- 09/22/2020 - RODNEY MONCRIEF: Froze? lines G-7 B-6 B-8.
- 09/23/2020 - BRIAN HOLT: Froze 3 units 6 lines and replace valves.
- 09/23/2020 - RODNEY MONCRIEF: Frozen lines for VAV B-6 B-7 B-8.
- 09/24/2020 - BRIAN HOLT: Froze 3 units 6 lines to vavs.
- 09/24/2020 - RODNEY MONCRIEF: Freeze? lines in basement?.
- 09/25/2020 - BRIAN HOLT: Froze two units today finished the basement for freezing.
- 10/05/2020 - RODNEY MONCRIEF: Froze lines 2nd floor??.
- 10/06/2020 - RODNEY MONCRIEF: Freeze lines VAV Second floor??.
- 10/09/2020 - BRIAN HOLT: Froze 2 lines and replaced valves to last vav.



WORK ORDER: 5060635

SUMMARY

IRVINE • SAN FERNANDO VALLEY/VENTURA • BAKERSFIELD • FRESNO
SAN JOSE • PLEASANTON • HAYWARD • SACRAMENTO • SAN DIEGO

www.mesaenergy.com

BUILDING AUTOMATION • VARIABLE FREQUENCY DRIVES
HVAC RETROFIT • SERVICE AND SYSTEMS MAINTENANCE

Labor

Date	Technician	
08/24/2020	BRIAN HOLT	Billable
08/24/2020	RODNEY MONCRIEF	Billable
08/26/2020	BRIAN HOLT	Billable
08/26/2020	RODNEY MONCRIEF	Billable
08/27/2020	BRIAN HOLT	Billable
08/27/2020	RODNEY MONCRIEF	Billable
08/31/2020	BRIAN HOLT	Billable
08/31/2020	RODNEY MONCRIEF	Billable
09/02/2020	BRIAN HOLT	Billable
09/02/2020	RODNEY MONCRIEF	Billable
09/18/2020	BRIAN HOLT	Billable
09/21/2020	RODNEY MONCRIEF	Billable
09/22/2020	RODNEY MONCRIEF	Billable
09/23/2020	BRIAN HOLT	Billable
09/23/2020	RODNEY MONCRIEF	Billable
09/24/2020	BRIAN HOLT	Billable
09/24/2020	RODNEY MONCRIEF	Billable
09/25/2020	BRIAN HOLT	Billable
10/05/2020	RODNEY MONCRIEF	Billable
10/06/2020	RODNEY MONCRIEF	Billable
10/09/2020	BRIAN HOLT	Billable

Acknowledgement of Service / Customer Signature

/ Bh /
10/09/2020 11:05:12



City of Sparks
 431 Prater Way
 P.O. Box 857
 Sparks, NV 89432-0857
 Phone: (775) 353-2273 FAX: (775) 353-2399

Purchase Order (COPY)

Tax ID#	Page	PURCHASE ORDER NUMBER MUST BE REFERENCED ON ALL PAPERWORK IN ORDER TO ENSURE PAYMENT.	Purchase Order No
886000202	1 / 1		100021186

MESA ENERGY SYSTEMS, INC. DBA EMCOR SERVICES NEVADA 155 GLENDALE AVE., STE 13 SPARKS, NV 89431	Ship To	Bill To
	Sparks City Hall Complex 431 Prater Way P.O. Box 857 Sparks, NV 89432-0857	Attn: Accounts Payable P.O. Box 857 Sparks, NV 89432-0857

Vendor No	Fax#	Payment Terms	FOB Point
312672	775-358-0183	Net 30 days	Freight on Board: Destination
Date of Order	Requestor		Buyer
October 2, 2020	Rob Bidart		Dan Marran (Purchasing Mgr)

Line	Quantity	Unit	Description	Unit Price	Extension
1	1.0	LS	1404 City Facilities - Annual Citywide Facilities Improvements NON-UTILITY CIP 21-1090 1404 City Facilities - Annual Citywide Facilities Improvements Removal of the existing gate valves at the Sparks Police Department, and for the installation of six new shut off valves.	18,921.00	18,921.00

"The General Conditions (terms and conditions) that are applicable to this Purchase Order (PO) can be found at the link below unless this PO is pursuant to a specific contract or bid which terms and conditions will govern the aforementioned General Conditions." http://cityofsparks.us/purchasing	PO Total	\$18,921.00
	Authorized Signature	

From: [Bidart, Rob](#)
To: [Lozano, Jazmin](#)
Cc: [Marran, Dan](#)
Subject: Final Pay Request for the 21-1090 PD Isolation Valve Replacement Project
Date: Thursday, December 31, 2020 1:52:25 PM
Attachments: [21-1090 PDIsolationValvesReplacement-Inv1-EMCOR-2020Dec31.pdf](#)

Jazmin and Dan:

Attached is the final pay request from EMCOR Services for the 21-1090 PD Isolation Valve Replacement Project. I need to increase the PO 100021186 by \$1,839.61 (9.7% increase) for additional valve installations requested by the Project Manager. Please close the PO.

Thanks,

Robert R. Bidart, PE
Senior Civil Engineer
Community Services Engineering
City of Sparks
rbidart@cityofsparks.us
C: (775) 224-2976