

**2015-2-16**  
*attachment*

**POLICE AND FIRE PENSION FUND**

One West Adams Street, Suite 100  
Jacksonville, Florida 32202-3616

Telephone Number (904) 354-7373  
Fax Number (904) 353-8837

**M E M O R A N D U M**

**TO:** John Keane, Executive Director – Administrator  
Police and Fire Pension Fund Board of Pension Trustees

**FROM:** Troy Scherbinski

**SUBJECT:** Trane HVAC Contract Renewal

**DATE:** February 5, 2015

---

Our current service agreement with Trane will expire on May 1, 2015.

In years past, we have paid this service agreement quarterly. Upon renewal, there would be an increase of approximately \$24.38 per quarter, or \$97.50 per year.

Upon review of the proposed Continuation of Service Agreement with Trane, they are offering a one time 3% discount if paid in full for two years in advance. Based on the savings over the two year period of \$394.18, I recommend paying the full two year amount for continued service.

Please advise if this recommendation to the Board is acceptable.



WE MAKE BUILDINGS WORK BETTER FOR LIFE.™



Trane U.S. Inc.  
8929 Western Way  
JACKSONVILLE, FL 32256  
Phone: (904) 363-6088, Fax: (904) 363-1134  
Service Number: 1542R4 & 1542R4 BAS

February 04, 2015

Chuck Hayes

Police And Fire Pension Fund  
1 West Adams Street  
Suite 100  
JACKSONVILLE, FL 32202 U.S.A.

Site Address:  
Police & Fire Pension JAX  
One West Adams St  
JACKSONVILLE, FL 32207  
United States

**Attention:** Chuck Hayes

**Subject:** Continuation of Service Agreement

Your Trane Service Agreement for both your Mechanical & BAS is scheduled for renewal on 05/01/2015. To assure that there will be no interruption of service and benefits to Police & Fire Pension Fund your Service Agreement will be extended through 04/30/2014. The adjusted Service Fees for the renewal term for all sites is set forth in the following table:

Contract Year	Annual Amount USD	Payment USD	Payment Term
Year 1	6,569.50	1,642.38	Quarter
Year 2	6,569.50	1,642.38	Quarter

If there is any reason why this Service Agreement should not be extended through this period, please notify Trane in writing 30 days prior to the renewal date indicated above. If so notified, Trane can continue at your discretion to provide services beyond the renewal date at our standard time and material rates.

A one-time 3.00 % discount is offered for full payment of 2 year(s) in advance of the commencement of the Service Agreement. Invoice would be issued at start of the Agreement and is due net 15 days from date of invoice. The discount would be 197.09 USD each year if this option is selected. Tax will be calculated based upon the pre-discounted price. The discount for advance payment is not applicable to credit card transactions. Please check the box for this option.

**Scope of Service**

The Scope of Service for the new agreement period will remain the same as delivered in the current period.

**Terms & Conditions**

The Terms & Conditions shall remain unchanged from those executed in the original agreement and shall be extended for this renewal period.

**Clarifications**

If Police And Fire Pension Fund accounting procedures require a purchase order for the renewal term, please provide your purchase order number to Trane no less than 30 days prior to the renewal date.

We value your business and look forward to continuing to serve and contribute to your organization's success.

Sincerely,  
Robert Lee  
Account Manager  
Trane

**CUSTOMER ACCEPTANCE**

\_\_\_\_\_  
Authorized Representative

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Title

Acceptance Date \_\_\_\_\_

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

License Number: CMC1249843