

# TOWN OF PENDLETON

## 2020 APPROVED PURCHASING WORKSHEET

EMPLOYEE: Craig Walter

DATE: 1 / 24 / 20

ITEM: Service Agreement with Koester - Pump Stations

REASON FOR PURCHASE: Semi Annual Maintenance

FUND VERIFICATION: SS8120-0450 as of \_\_\_\_\_ (Date)

**Guidelines:** (Check one that applies)

- Materials: More than \$10,000 / Material & Labor: More than \$35,000  
Written specifications, Advertising & Sealed Bids
- Material: \$3,000 to \$10,000 / Material & Labor \$10,000 to \$35,000  
Attach three (3) written/fax quotations
- Material: \$500 to \$3,000 / Material & Labor \$3,000 to \$10,000  
Three (3) oral/Fax quotations:

**LIST VENDOR, MODEL, PRICE BELOW**

1. Koester Associates Inc. (See attached agreement)  
3101 Seneca Turnpike, Canastota, NY 13032
2. \_\_\_\_\_
3. \_\_\_\_\_

Material: \$0 to \$500 / Material & Labor: \$0 to \$5,000  
Alternate price quotations not required/subject to Department Head Approval

If lowest quoted price is not awarded, please detail reason: \_\_\_\_\_

**Reasons for non-solicitation:** (Check one that applies)

- Acquisition of professional services;
- emergencies;
- sole source situations;
- goods purchased from agencies for the blind or severely handicapped;
- goods purchased from correctional facilities;
- goods purchased from another governmental agency;
- goods purchased at auction;
- goods purchased under NY State Contract;
- original equipment replacement parts/service

# Signature Page

*Department Heads are to sign and date all purchasing worksheets below. For purchases conforming to the Town of Pendleton Procurement Policy which require signatures from members of the Town Board, please sign and date below also.*

## Department Head Signature

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

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

## Town Board Signatures

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

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

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

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

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

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date



KOESTER

Proposal #: 2020-2083

Date: 1-15-20

Customer: Jeff Stowell  
Location: Pendleton DPW

Phone: 716-625-8033  
E-mail: [jstowell@pendletonny.us](mailto:jstowell@pendletonny.us)

Subject: 2020 Tech Check Preventive Maintenance

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Please review the enclosed *Tech Check Service Agreement*. This service is highly recommended for extending the life of your equipment and for peace of mind. If this meets with your approval, simply sign and return. If you should have any questions or comments, please do not hesitate to contact me.

Koester Associates values your trust in our ability to provide you with continued, professional service.

Respectfully,

*Eric Koester*

Eric Koester  
Service & Retrofit Manager  
(315) 395-5804 cell  
[eric@koesterassociates.com](mailto:eric@koesterassociates.com)

Supplying Equipment, Solutions and Service for Water and Wastewater

3101 Seneca Turnpike • Canastota • NY • 13032

Phone 315.697.3800 • Fax 315.697.3888 • [koesterassociates.com](http://koesterassociates.com)

[sales@koesterassociates.com](mailto:sales@koesterassociates.com) • [service@koesterassociates.com](mailto:service@koesterassociates.com) • [parts@koesterassociates.com](mailto:parts@koesterassociates.com)



Tech Check Agreement

Number of Years	1
Cost Per Visit	\$145/hour onsite and \$85/hour travel plus parts & materials (if required)

**SERVICE OVERVIEW**

Operational Inspection, testing, training, troubleshooting, repairs and spare parts review

**Equipment**

Smith & Loveless Pump Stations:  
SN#:14-1920 Key Bank  
SN#: 14-1745 Pendale

**OUT OF SCOPE & EMERGENCY WORK:**

When out of scope work is required, a proposal will be presented. When emergency work is required, you will be invoiced in accordance with our standard rate structure.

Thank you for the opportunity to be of service.

If you wish to proceed with this proposal, please sign and return.

If you have any questions, please feel free to contact me.

Sincerely,  
**Eric Koester**  
**Service & Retrofit Manager**  
**Koester Associates, Inc.**  
**Ph: (315) 697 - 3800**  
**Fax: (315) 697 - 3888**  
**Cell: (315) 395 - 5804**  
[eric@koesterassociates.com](mailto:eric@koesterassociates.com)

**Date accepted on:** \_\_\_\_\_

**Purchaser/Name (sign):** \_\_\_\_\_

**Purchaser/Name (print):** \_\_\_\_\_

**Billing Address:** \_\_\_\_\_

**Phone:** \_\_\_\_\_

**P.O.#:** \_\_\_\_\_

**Supplying Equipment, Solutions and Service for Water and Wastewater**

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