

HIGHLANDS COUNTY BOARD OF COUNTY COMMISSIONERS *Purchasing Department* 600 S. Commerce Ave. Sebring, FL 33870 (863) 402-6500 Purchasing Main Line

FORMAL WRITTEN QUOTE (FWQ) REQUEST

FWQ Number: 23-005-LLK Project: Ice Machine Preventative Maintenance, Repair & Replacement Services

The Highlands County Board of County Commissioners (HCBCC, County) is seeking quotations for the following products and/or services: *Preventative maintenance, repair, and replacement services of all County-owned*

ice machines

1. GENERAL INFORMATION:

1.1	Requesting/End-User	
	Department:	County-wide (Parks & Facilities Department)
1.2	Project Manager:	Sarah Albritton, Capital Projects Manager
1.3	Submittal deadline:	4 P.M. on Tuesday, December 13, 2022
1.4	Submit via:	Upload to Highlandsfl.gov through VendorRegistry.com
		Email to purchase@highlandsfl.gov
		Submission is to be in one all-inclusive file titled "23-005
		Quoter's name" In addition the Excel form to be included
		separately labeled "23-005 Quoter's Name-Quote Form"
1.5	Contact for questions:	Lori Krinkey at <u>purchase@highlandsfl.gov</u>
		<i>or 863-402-6528</i> Prior to 4 P.M., Tuesday, December 6, 2022
1.6	Insurance requirements:	Vendors may submit a certificate of insurance (Acord form showing the Highlands County Board of County Commissioners as the certificate holder) with their response to this Request or may submit with that Response a letter from a licensed insurance agent confirming that the vendor can be insured for the amounts required by paragraph 2.11 of this Request upon award. The awarded vendor must supply a certificate of insurance (Acord form showing the Highlands County Board of County Commissioners as the additionally insured) for the work to be performed or goods to be delivered pursuant to the purchase order issued pursuant to this Request before that purchase order will be issued.

2. GENERAL TERMS AND CONDITIONS:

By submitting a response to this Request for FWQ, the vendor agrees to the following requirements, which shall be included in any purchase order issued pursuant to this Request:

- 2.1 The vendor shall hold all licenses and certifications and comply with all laws, ordinances, and regulations applicable to the work required to perform this purchase order. Any of the vendor's personnel who perform services shall be lawfully licensed and certified. Damages, penalties, and fines imposed on County or vendor resulting from vendor's failure to obtain and maintain required licenses and certifications shall be borne by vendor. All fees, permits, certifications, and licenses are the responsibility of the vendor and are included in the quoted price.
- 2.2 All reports, specifications, documents, plans, analyses, and other data and work product developed by vendor under this purchase order shall be delivered to County at any time upon its request and shall become the property of County upon payment of the agreed upon price without restrictions or limitations.
- 2.3 The vendor shall coordinate with the Requesting/User Department prior to commencing any and all work required to perform this purchase order.
- 2.4 Unless otherwise provided in this purchase order, upon satisfactory completion and delivery of all work or goods to the County pursuant to this purchase order, the County shall pay the amount of the purchase order to the vendor in accordance with Board's Prompt Payment Policy and the Local Government Prompt Payment Act, Section 218.70 et. seq., Florida Statutes. Satisfactory completion shall be determined by Project Manager.
- 2.5 If any litigation is commenced between the parties concerning the work to be performed or goods to be delivered pursuant to this purchase order or the parties' respective rights and duties under this purchase order, the prevailing party may recover reasonable attorney's fees and costs of litigation, in addition to other relief granted. Venue for any legal action shall lie in Highlands County, Florida, and any proceedings to enforce or interpret any provision of this purchase order shall be brought exclusively in a court of competent jurisdiction in Highlands County, Florida.
- 2.6 No delay or failure by either party to exercise any right, and no partial or single exercise of any right, shall constitute a waiver of that or any other right.
- 2.7 Rights and obligations shall be construed in accordance with and governed by the laws of the State of Florida.
- 2.8 Failure of the vendor to comply with the requirements of this purchase order shall constitute a breach of contract. A purchase order may be issued to the vendor that submitted the next lowest/available FWQ with the difference in price being paid by the vendor issued this purchase order.

- 2.9 The vendor shall not assign, transfer, convey, sublet or sell any portion of this purchase order or the performance thereof unless written consent is given, in advance, by the Project Manager.
- 2.10 The vendor shall be responsible for disposal of all material requiring disposal and shall show proof of disposal at an authorized landfill prior to submitting an invoice or other request for payment, if applicable.
- 2.11 Until final payment is received by the vendor from the County pursuant to this purchase order, the vendor shall maintain in force and effect the following insurance for the work to be performed or goods to be delivered pursuant to this purchase order:
 - 2.11.1 **Commercial General Liability** coverage shall provide minimum limits of liability of \$1,000,000 per occurrence Combined Single Limit for Bodily Injury and Property Damage, including coverage for:
 - * Premises/Operations * Products/Completed Operations
 - * Broad Form Contractual Liability * Independent Contractors
 - 2.11.2 **Business Auto Liability**, if applicable coverage shall provide minimum limits of liability of \$500,000 combined single limit per occurrence for bodily injury and property damage, including coverage for liability arising out of any auto, including owned, hired, and non-owned autos.
 - 2.11.3 **Workers' Compensation** coverage must meet statutory limits in compliance with the Workers' Compensation Law of Florida. This policy must include Employer Liability with a limit \$1,000,000 for each accident.
- 2.12 The vendor shall deliver a completed W-9 form to the County, within ten (10) days after the purchase order is issued, unless it has already done so.
- 2.13 The vendor shall be prepared to start providing services within the time stated in this purchase order. Failure to complete the work or deliver goods as scheduled may result in written notice to the vendor terminating its right to proceed. Should the vendor be unable to complete the services or deliver the goods within the scheduled time, the County may use the services or goods provided by another vendor. The difference in the contracted price for the services or delivery of the goods and that paid the new vendor for the services or goods shall be charged to and paid by vendor to whom this purchase order was issued by set-off against any amount owed by the County to that vendor or, if none, shall be paid by that vendor to the County within twenty (20) days after being invoiced by the County.
- 2.14 The County is a political subdivision of the State of Florida and is not subject to federal excise tax or state sales or use tax. The vendor shall not add taxes of any kind to the cost of services or goods or invoice to or collect from the County any federal excise tax or state sales or use tax.
- 2.15 If by providing services to the County pursuant to this purchase order the vendor is a contractor, as defined by Section 119.0701, Florida Statutes, the vendor shall:
 - 2.15.1 Keep and maintain public records required by the County to perform the services.

- 2.15.2 Upon request of the County's custodian of public records, provide the County with a copy of the requested records or allow the records to be inspected or copied within a reasonable time at the cost that does not exceed the cost Provided in Chapter 119, Florida Statutes, or as otherwise provided by law.
- 2.15.3 Ensure that public records that are exempt or confidential and exempt from public records disclosure requirements are not disclosed except as authorized by law for the duration of the term of this contract and following competition of this contract if vendor does not transfer the records to the County.
- 2.15.4 Upon competition of performance of services required by this purchase order, transfer to the County, at no cost, all public records in possession of vendor or keep and maintain public records required by the County to perform the services. If the vendor transfers all public records to the County upon completion of the performance of services required by this purchase order, the vendor shall destroy any duplicate public records that are exempt or confidential and exempt from public records disclosure requirements. If the vendor keeps and maintains public records upon completion of performance of services required by this purchase order, the vendor keeps and maintains public records upon completion of performance of services required by this purchase order, the vendor shall meet all applicable requirements for retaining public records. All records stored electronically must be provided to the County upon request from the County's custodian of public records, in a format that is compatible with the information technology systems of the County.

IF THE CONTRACTOR HAS QUESTIONS REGARDING THE APPLICATION OF CHAPTER 119, FLORIDA STATUTES, TO THE CONTRACTOR'S DUTY TO PROVIDE PUBLIC RECORDS RELATING TO THIS CONTRACT, CONTACT THE CUSTODIAN OF PUBLIC RECORDS AT:

Gloria Rybinski County Public Information Officer Telephone Number: 863-402-6836 E-mail Address: grybinski@highlandsfl.gov Mailing Address: 600 South Commerce Avenue Sebring, FL 33870

--remainder of page intentionally left blank--

3. SPECIFICATIONS:

- 3.1 TERM: The initial term shall be for 12 months and commencing at the Notice of Award. This Agreement may be renewed for three (3) additional one (1) year periods if agreed to by both parties. The agreement may not exceed the Formal Written Quote (FWQ) threshold of \$50,000 for the life of the agreement. Services may not be performed until scheduled and authorized by the County Department.
- 3.2 INVOICING / COMPENSATION: Contractor shall submit detailed invoices identifying the Purchase Order number, location, equipment identification, date of service and detail of service. The invoice must be submitted to the department identified on the Purchase Order. If there are any apparent defects in the work or material, County will promptly notify Contractor. Without limiting any other rights to which it may be entitled, County may require Contractor, at Contractor's expense, to correct any nonconforming workmanship.
- 3.3 AWARD: Shall be based on the Total Project Amount.

3.4. SCOPE OF WORK

- 3.4.1. **Preventive maintenance** of all County-owned ice machines shall include the purchase of water filters and air filters by the Contractor for installation. The cost of the filters shall be included in the preventative maintenance fee for each site and as described below. Services including but not limited to:
 - Clean and sanitize the water system, Bi-annual.
 - Clean and/or replace air filters, as needed (on air-cooled models).
 - Check external filter system and change cartridges, Bi-annual.
 - Check inlet water valve screens, Bi-Annual.
 - Conduct bearing and auger inspection on extruded ice makers, biannually.
 - Conduct a visual inspection of components, controls, and wiring for oil spots, loose wires, loose fasteners, corrosion, etc. Bi-annual
 - Clean the bin interior and unit exterior, quarterly. Schedule 24 hours in advance for Ice machines to be turned off.
 - Mark date of filter replacement on the filter.
 - Maintain standardized filters to the extent as possible.
 - Any internal filters not identified by the County, will not be included in the preventative maintenance cost and will be charged as additional parts.
 - **3.4.1.1.** Price for all maintenance shall be itemized by machine. See price sheet.
 - **3.4.1.2.** The County reserves the right to add and/or remove machines to this contract. Additional machines pricing will be negotiated based on the established rates of like machines.
 - 3.4.1.3. Maintenance to be scheduled with the requesting department.
 - *3.4.1.4.* Attachment A shows the Ice Machine at each location and the filter identified at that location.

3.4.2. Repairs

- **3.4.2.1.** In the event repairs are necessary, a written quote will be provided and approved prior to work being performed.
- **3.4.2.2.** The rates provided in the Formal Written Quote form are to be established as a guide (not to exceed) Hourly Rates for labor. Parts are to be at a not to exceed percentage rate over vendor cost. This cost may be further negotiated by the County, if excessive.
- *3.4.2.3.* Respond within 48 hours for non-emergency. Respond within 2 hours for emergency.
- **3.4.2.4.** Contractors are encouraged to visit the sites prior to submitting a quote.
- 3.4.3. **Replacement.** Replacement equipment must meet the County's planned standardizing of equipment.

Comparable brands and models are the only acceptable replacement ice machines. The purchase price will be based on the Vendor's documented purchase price plus the percentage indicated on the quote form. The County has the right to further negotiate any rate submitted on the quote form or request additional quotes for replacement equipment.

4 FORMS

- 4.1 Formal Written Quote Form.
- 4.2 Itemized Quote Form (Excel format titled "23-005 Quoter's Name-Quote Form")
- 4.3 Local Preference Affidavit.
- 4.4 The Local Preference Policy can be viewed on the County's website: <u>https://www.highlandsfl.gov/departments/business_services/purchasing/local_pref</u> <u>erence_policy.php</u>
- 4.5 Women/Minority Business Enterprise Certification (If applicable.)
- 4.6 Chosen vendor will be required to **provide proof of insurance** and **W-9**.
- 4.7 License, as applicable.

--remainder of page intentionally left blank--

FORMAL WRITTEN QUOTE SUBMITTED BY:

IN RESPONSE TO: FWQ 23-005-LLK

VENDOR NAME:						
ADDRESS:						
PHONE NUMBER:						
FEIN or SOCIAL SECURITY NUMBER:						
EMAIL:						
DOCL	JMENTATION INCLUDED (Check if included):					
	W-9 FORM					
	ACCORD LIABILITY INSURANCE or CONFIRMATION LETTER (See Item 2.11 of the GENERAL Terms and Conditions for the required minimum coverage)					
 LOCAL PREFERENCE AFFIDAVIT (If applicable) WOMEN/MINORITY BUSINESS ENTERPRISE CERTIFICATION (If applicable) COPY OF LICENSE (If applicable) 	LOCAL PREFERENCE AFFIDAVIT (If applicable)					
	WOMEN/MINORITY BUSINESS ENTERPRISE CERTIFICATION (If applicable)					
	COPY OF LICENSE (If applicable)					
	ITEMIZED QUOTE FORM (Excel format titled "23-005 Quoter's Name-Quote Form")					
	gnature below Quoter hereby acknowledges FWQ 23-005 Itemized Quote form I) shall be incorporated here in.					
	own on the Itemized Quote Form: Project Amount (Numerically) \$					
Total	Project Amount (written in words)					
	EBY CERTIFY THAT I HAVE READ, I UNDERSTAND, AND I AGREE TO THE IS AND CONDITIONS STATED HEREIN.					
AUTH	ORIZED REPRESENTATIVE'S SIGNATURE:					
	ORIZED REPRESENTATIVE'S NAME (Print):					
	AUTHORIZED REPRESENTATIVE'S TITLE (Print):					
This "official" forms must be completed and used in submitting your written quote. The board reserves the right to accept or reject any or all written quotes or any parts thereof.						

LOCAL PREFERENCE AFFIDAVIT OF ELIGIBILITY

THIS FORM MUST BE SIGNED AND SWORN TO IN THE PRESENCE OF A NOTARY PUBLIC OR OTHER OFFICIAL AUTHORIZED TO ADMINISTER OATHS.

1.	This sworn	statement is	submitted	to	HIGHLANDS	COUNTY	BOARD	OF	COUNTY
	COMMISSI	ONERS							

by [Print individual's name and title]

for

[Print name of Company/Individual submitting sworn statement]

Whose business address is

(If applicable) its Federal Employer Identification Number (FEIN) is

(If the entity has no FEIN, include the Social Security Number of the individual signing this Sworn statement): _____

- 2. LOCAL PREFERENCE ELIGIBILITY
 - A. Vendor/Individual has had a fixed office or distribution point located in and having a street address within Highlands County for at least twelve (12) months immediately prior to the issuance of the request for guotation, competitive bids or request for proposals by the County.
 - NO

YES

B. Vendor/Individual holds business license required by the County, and/or if applicable, the Municipalities:

YES NO

C. Vendor/Individual employs at least one full-time employee, or two part-time employees whose primary residence is in Highlands County, or, if the business has no employees, the business shall be at least fifty (50) percent owned by one or more persons whose primary residence is in Highlands County. YES NO

I UNDERSTAND THAT THE SUBMISSION OF THIS FORM TO THE PUBLIC ENTITY **IDENTIFIED IN PARAGRAPH 1 (ONE) ABOVE IS FOR THAT PUBLIC ENTITY ONLY** AND, THAT THIS FORM SHALL BE CONSIDERED PUBLIC RECORD.

[Signature and Date]

STATE OF , COUNTY OF

Subscribed and sworn before me,	the undersigned notary public on this	_ day of
, 20		

NOTARY PUBLIC

Form	W	-9
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Request for Taxpayer Identification Number and Certification

Give Form to the requester. Do not send to the IRS.

Go to www.irs.gov/FormW9 for instructions and the latest information.

	 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank. 		
	2 Business name/disregarded entity name, if different from above		
Print or type. Specific Instructions on page 3.	Check appropriate box for federal tax classification of the person whose name is entered on line 1. Ch following seven boxes. Individual/sole proprietor or C Corporation S Corporation Partnership single-member LLC	Trust/estate	4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3); Exempt payee code (if any)
Å.	Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=Partne	rship) 🏲	
Print or type. Instructions	Note: Check the appropriate box in the line above for the tax classification of the single-member or LLC if the LLC is classified as a single-member LLC that is disregarded from the owner unloss the another LLC that is not disregarded from the owner for U.S. federal tax purposes. Otherwise, a sin is disregarded from the owner should check the appropriate box for the tax classification of its own in the disregarded rise the single-member of the owner for U.S. federal tax purposes.	owner of the LLC is gle-member LLC that	Exemption from FATCA reporting code (if any)
i,	☐ Other (see instructions) ►		(Pagelies to accounts maintained existing the U.S.)
Spe	5 Address (number, street, and apt. or suite no.) See instructions.		nd address (optional)
See		590 S Commerce	Commissioners
	6 Gity, state, and ZIP code	Sebring, FL 33	
	7 List account number(s) here (optional)	•	
Pa	Taxpayer Identification Number (TIN)		
	your TIN in the appropriate box. The TIN provided must match the name given on line 1 to av		urity number
reside	ap withholding. For individuals, this is generally your social security number (SSN). However, that any social security number (SSN), However, that so is a proprietor, or disregarded entity, see the instructions for Part I, later. For other s, it is your employer identification number (EIN). If you do not have a number, see How to or		- -
TIN, I		or	
	If the account is in more than one name, see the instructions for line 1. Also see What Name	and Employer	identification number
Numt	er To Give the Requester for guidelines on whose number to enter.	· · · ·	-
Par	t II Certification		
Unde	r penalties of perjury, I certify that:		
2.lar Sec	e number shown on this form is my correct taxpayer identification number (or I am waiting for n not subject to backup withholding because: (a) I am exempt from backup withholding, or (b vice (IRS) that I am subject to backup withholding as a result of a failure to report all interest longer subject to backup withholding; and) I have not been n	otified by the Internal Revenue
3. I ar	n a U.S. citizen or other U.S. person (defined below); and		
4. The	FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reportir	ng is correct.	
Certif	ication instructions. You must cross out item 2 above if you have been notified by the IRS that y	ou are currently sub	ject to backup withholding because

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abardonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions for Part II, later.

Sign	Signature of
Here	U.S. person ►

General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

Future developments. For the latest information about developments related to Form W-9 and its instructions, such as legislation enacted after they were published, go to www.irs.gov/FormW9.

Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (TIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following.

Form 1099-INT (interest earned or paid)

Date 🕨

 Form 1099-DIV (dividends, including those from stocks or mutual funds)

Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)

 Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)

- · Form 1099-S (proceeds from real estate transactions)
- · Form 1099-K (merchant card and third party network transactions)
- Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition)
- · Form 1099-C (canceled debt)
- · Form 1099-A (acquisition or abandonment of secured property)
- Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.

If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See What is backup withholding, leter.

Cat. No. 10231X

Form W-9 (Rev. 10-2018)

ATTACHMENT A

Pictures and filters at each location

Facility Warehouse



Landfill



Parks Carpenter



Road & Bridge Office



Road & Bridge Unit #1 Avon Park



Road & Bridge - Unit 2 - 4242 George Blvd, Sebring



Road & Bridge – Unit 3 – 1815 CR621 Lake Placid



Sign Shop



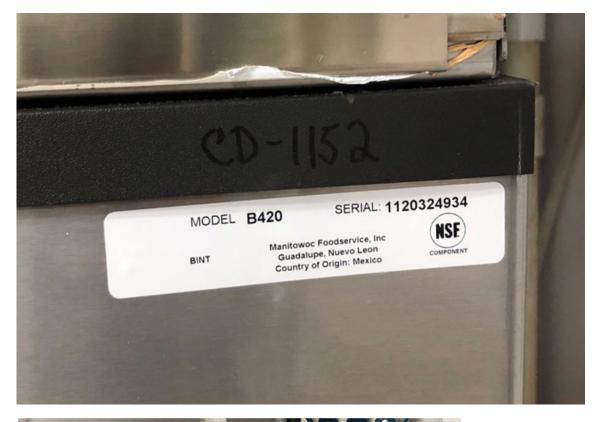
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Sport Concession

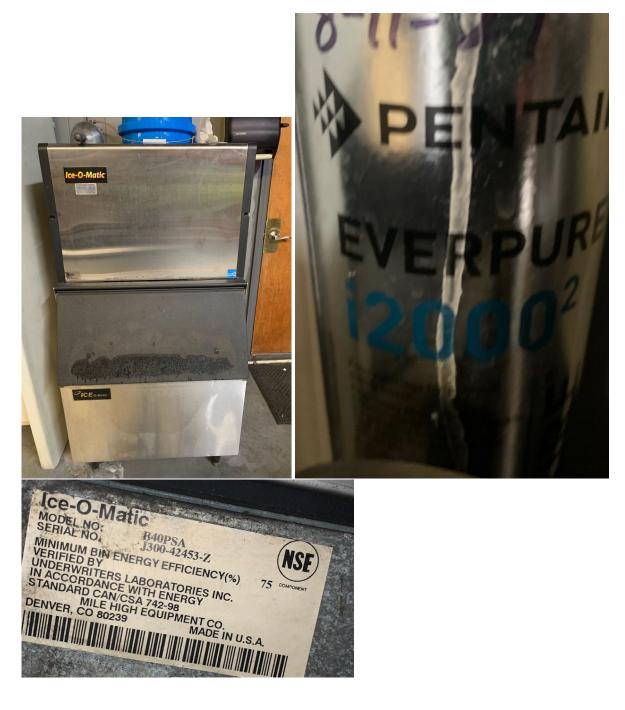


Emergency Operations Management





Fire Station # 1 Highlands Lake



Fire Station # 33 Highlands Park



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Fire Station # 36 Lake Placid



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Fire Station #29 Leisure Lakes



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Fire Station # 30 Leisure Lakes



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	Peachtree Cit	y. GA
	www.hoshizak	

Fire Station # 41 Sun 'N Lakes



Model:	KML-325MAJ G11623L
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OMPRESSOR	115V.8.4RLA OOLRA
UMP	120V 0.47RLA 50W
FAN	115V 1.0FLA 1/15HP
OTHER	115V 0.15A
MAXIMUM FUSE SIZE	15 AMPS
MAX. HACR BREAKER (USA ONLY)	15 AMPS
MAX. CIRC. BREAKER (CANADA ONLY)	15 AMPS
MINIMUM CIRCUIT AMPACITY	15 AMPS
DESIGN PRESSURE	HI-467RSI LO-250PSI
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Fire Station # 7 West Sebring





Fire Station/EMS # 10 West Sebring





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DESIGN PRESSURE	20 AMPS
REFRIGERANT	HI- 467PSI LO-230PSI
Min Contraction of the Contracti	404A 1 LB 10.50Z
265.25	
349 TH	
Zetta L	
EK-38	
MOTOR-COMPRESSOR TH	ERMALLY PROTECTED
NOT INTENDED FOR	OUTDOOR USE!
HOSHIZAKI A	MERICA, INC.
	Peachtree City, GA
h	oshizaklamerica.com
0	

Fire Station/EMS # 9 West Sebring





Public Safety Administration – 4506 Kenilworth Blvd. Fire Station # 51



Fire Station Desoto City # 19



				Constanting	
MODEL NUME	ER .	A BALLAN ISTOR	HARMAN		
CIM0530F	A4				
SERIAL NUM	BER 3393	UFR	172 60	1000	
SERIAL NUM 19091280	013335	OUI	ISE 1		
I SUPPLY VOLT	Aur	Wi	RES 2 10.0 A		
TOTAL LUAD HOL	AMPACITY III		20.0 A	Carlos Carlos	
MINIMUM CHINA	PS 17.8A IT AMPACITY 17.8A OR HACR TYPE CIRCUIT OR HACR TYPE CIRCUIT VOLTS	BREAKER	WIHP	LRA 70.0	
MIN FUSE SIZE	OR HALM VOLTS	RLNFLA 13.5		to'a	
	arrena 115	0.35	23W	100	
T FAN		1	6W		
DRI	TOTICS	0.10	1/100H		
			07 567 GR	AMS CAR	
PATER POW	VER CONSUMPTION (KW)	ECIRCUIT 20	02 301 0	man high	
REFRIGER	ANT RADAA CHAHU	rs 1			
NUMBER	OF REFRIGERANT CIRCUIT		-HI 1 -HI		
DESIGN	HESSUNLS	1.7 -LO 35 1.738 -LO 3	448-HI	war H	
1 1000	MPa	1.130 - 00		(NSF.)	
6	LISTED 361P				
	L) US				
6					
ICE I	MAKER HOUT STORAGE MEANS				
TIW	HOUT STORAGE MAN				
		in the shaming	is including		
	ARNING: This product can ex ighthalate (DEHP) which are to	movem to the state of	California		
	APPENDIX (UCTIV) WITHING	to an other rentrial	cure nature		
The second second	a cause cancer and birth dele For more information go to we	La Leometronde re-			
				0	
	MILE HIGH EQUIPME	80239 LCA	e-0-1	Aatic	
	MADE IN U.S.A.	100	Ice. Pur	e and Simple	