



# AIR CONDITIONING & REFRIGERATION INC.

Sales • Service • Maintenance • Installation • Electrical

P.O. Box 27070, GMF, Guam 96921 • Tel: (671) 649-8120/21 • Fax: (671) 649-5737

Email: INFO@JRNGU.COM



RELAX, IT'S RHEEM

SO-19845

## SERVICE ORDER

DATE: 03.07.23

LOCATION: AGANA GOVERNOR'S OFFICE

AREA: ROOF PROTECT OFFICE

TIME: \_\_\_\_\_

WORK ORDER #: \_\_\_\_\_

### 01 EXISTING UNIT

Unit Type: SPLIT-DUCTED Indoor

Brand: HEMA Model#: \_\_\_\_\_

Capacity: 3 TONS Serial#: \_\_\_\_\_

Outdoor

Model#: M0VA-3UCN1-M13L

Serial#: 340AD409101031201

DD15

### 02 ☐ NEW INSTALLATION

Unit Type: \_\_\_\_\_ Indoor

Brand: \_\_\_\_\_ Model#: \_\_\_\_\_

Capacity: \_\_\_\_\_ Serial#: \_\_\_\_\_

Outdoor

Model#: \_\_\_\_\_

Serial#: \_\_\_\_\_

### 03 ☒ REPAIR LEAK IN THE FILTER DRYER. (REPLACE WITH NEW ONE)

### 04 ☐ PREVENTIVE MAINTENANCE

- ☐ Flush condenser coils, blower and frame
- ☐ Check condensing fan motor/blower operation
- ☐ Vacuum drain lines, ensure flowing condensate fluid
- ☐ Lubricate shaft/motor bearings, as necessary
- ☐ Verify refrigerant lines are properly insulated
- ☐ Refrigerant pressure (Liquid Line): \_\_\_\_\_
- ☐ Refrigerant pressure (Suction Line): \_\_\_\_\_
- ☐ Check communication wiring, tighten loose connections
- ☐ Check disconnect switch and fuse if worn out
- ☐ Thermostat setting: \_\_\_\_\_ (72°F / 22°C)
- ☐ Check condition of condensing coils
- ☐ Check filter drier, sight glass, solenoid valve
- ☐ Check belt: alignment, tension, condition

- ☐ Flush evaporator coils, blower and frame
- ☐ Check evaporator fan motor/blower operation
- ☐ Clean air filters, replace as needed (size: \_\_\_\_\_)
- ☐ Check Capacitor, Relay and Contactor
- ☐ Clean area around equipment
- ☐ Voltage reading: L1 \_\_\_\_\_; L2 \_\_\_\_\_; L3 \_\_\_\_\_
- ☐ Ampere reading: L1 \_\_\_\_\_; L2 \_\_\_\_\_; L3 \_\_\_\_\_
- ☐ Check operation of voltage monitor (if applicable)
- ☐ Verify equipment if properly secured, tied down
- ☐ Check for unusual noise/vibration
- ☐ Clean Return/Supply/Fresh air diffusers
- ☐ Check compressor oil level
- ☐ Check refrigerant leaks, valve connections

NOTES: \_\_\_\_\_

### 05 ☐ ASSESSMENT / RECOMMENDATION

### 06 MATERIALS USED:

ITEM	DESCRIPTION/PARTS	QUANTITY	UNIT COST	TOTAL AMOUNT
1	FILTER DRYER	1		
2	FREON	4 LBS		
3	SILVER ROD	1		
4	OXYGEN ACETYLENE	1		

### 07 LABOR

Technician/Helper

ARUEL G.

JAVEN A.

No. of Hrs

### 08 ACCEPTED / NOTED BY:

AUTHORIZED REPRESENTATIVE

Print Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

03/21/2023



**PURCHASE ORDER**  
**GENERAL SERVICES AGENCY**  
**DEPARTMENT OF ADMINISTRATION**  
**GOVERNMENT OF GUAM**

148 Route 1  
South Marine Corps Drive  
Piti, Guam 96915

**TRAN CODE**

THIS PURCHASE ORDER NUMBER

**No. P236A01291**

MUST APPEAR ON ALL INVOICES  
PACKING SLIPS, PACKAGES, B/L,  
CORRESPONDENCE ETC.

FOB	* AIR FREIGHT TEL CONTACT	SHIP VIA	DATE 11/23/2022	JOB ORDER NO. 020023001230	OBJCL 230
PREPAID SHOW SHIPPING CHARGES AS SEPARATE ITEM ON INVOICE					

<b>V E N D O R</b>	<b>TO:</b> JRN AIR CONDITIONING & REFRIGERATION, INC. PO BOX 27070 BARRIGADA, GU 96921 Telephone: 671 649-8120 Fax: 671 649-5737 Email: INFO@JRNGU.COM	<b>VENDOR</b> J0083162	<b>S H I P T O</b>	<b>CONSIGNEE, DESTINATION &amp; MARKING</b> GOVERNORS OFFICE P.O. BOX 2950 HAGATNA, GU 96932-0000  EXECUTIVE DIRECTION	
	<b>AUTHORITY</b> 3112.1	<b>** INVITATION NO.</b>		<b>** CONTRACT NO.</b>	<b>TIME FOR DELIVERY</b> SEE BELOW

ITEM	ARTICLES OF SERVICES	QTY.	UNIT	UNIT PRICE	AMOUNT	DOCUMENT NUMBER	FAC
	BLANKET PURCHASE AGREEMENT FOR REPAIR AND MAINTENANCE OF A/C UNITS AT R J BORDALLO GOVERNORS COMPLEX, 513 WEST MARINE CORPS DRIVE, HAGATNA GUAM TO INCLUDE PARTS AND SERVICES FOR THE FOLLOWING UNITS: 3-TON, 5-TON, 10-TON 9-BTU, 18-BTU, 24-BTU, 36-BTU. TO BE DRAWN ON AN AS NEEDED BASIS COMMENCING UPON RECEIPT OF PURCHASE ORDER AND EXPIRING ON SEPTEMBER 30, 2023 OR UPON EXHAUSTION OF FUNDS WHICHEVER OCCURS FIRST.  POC: ROMMEL OBISPO 475-1164 NOTE: THE GOVERNMENT OF GUAM WILL NOT BE RESPONSIBLE FOR 'UNAUTHORIZED' PURCHASES OR SERVICES. Note: Amounts due this Purchase Order may be off set for monies due the of Guam inclusive of but not limited to taxes, fees, and returned checks other damages, penalties, and Attorney's fees, after failure to pay To be coordinated between the agency and vendor THE CHIEF PROCUREMENT OFFICER WILL CONDUCT PERIODICALLY REVIEW TO DETERMINE COMPLIANCE WITH THE GUAM PROCUREMENT LAWS.				1000.00	Q230200033	

**SPECIAL INSTRUCTIONS TO VENDOR:**

- B.** SEND CERTIFIED ORIGINAL AND THREE (3) COPIES OF INVOICE TO DIVISION OF ACCOUNTS, DEPARTMENT OF ADMINISTRATION; GOVERNMENT OF GUAM, P.O. BOX 7420 TAMUNING, GUAM 96931.  
**C.** PAYMENT IN THIRTY (30) DAYS UPON RECEIPT OF MERCHANDISE IN GUAM IN GOOD CONDITION.  
**D.** \*\* THIS ORDER IS SUBJECT TO THE SPECIAL PROVISIONS, AND BID GENERAL TERMS AND CONDITIONS SPECIFIED ON THIS BID.  
**E.** \* ON ALL AIR SHIPMENTS HAVE AIR FREIGHT COMPANY CALL THIS NUMBER UPON ARRIVAL OF GOODS IN GUAM.

XXXXXXXXXXXX

↑ **TOTAL** ↑

**A. DO NOT FILL THIS ORDER IF YOUR TOTAL COST EXCEEDS THIS TOTAL**

← INSERT CHANGES AND RETURN THIS ORDER FOR AMENDMENT

CONTRACTOR: PLEASE SUPPLY PROMPTLY THE ABOVE ARTICLES OF SERVICES. ALL CORRESPONDENCE PERTAINING TO THIS ORDER INCLUDING INVOICES, SHIPPING DOCUMENTS AND PACKAGES MUST BEAR THE PURCHASE ORDER NUMBER SHOWN ABOVE. SEE PURCHASE ORDER TERMS AND CONDITIONS.

ADVANCED PAYMENT AUTHORIZATION  
PAYMENT ENCLOSED ☐

SIGNATURE:

*Claudia S. Acfalle*

Claudia S. Acfalle Chief Procurement Officer

NAME

TITLE

PAGE 1 OF 4

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**PURCHASE ORDER**  
GENERAL SERVICES AGENCY  
DEPARTMENT OF ADMINISTRATION  
GOVERNMENT OF GUAM

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	<b>AUTHORITY</b> 3112.1	<b>** INVITATION NO.</b>		<b>** CONTRACT NO.</b>	<b>TIME FOR DELIVERY</b> SEE BELOW

ITM	ARTICLES OF SERVICES	QTY.	UNIT	UNIT PRICE	AMOUNT	DOCUMENT NUMBER	FAC
	VENIDO TORRES 473-1125 ** NOTHING FOLLOWS **						
<p>NOTE: THE GOVERNMENT OF GUAM WILL NOT BE RESPONSIBLE FOR 'UNAUTHORIZED' PURCHASES OR SERVICES. Note: Amounts due this Purchase Order may be off set for monies due the Government plus for accordingly. of Guam inclusive of but not limited to taxes, fees, and returned checks other damages, penalties, and Attorney's fees, after failure to pay To be coordinated between the agency and vendor THE CHIEF PROCUREMENT OFFICER WILL CONDUCT PERIODICALLY REVIEW TO DETERMINE COMPLIANCE WITH THE GUAM PROCUREMENT LAWS.</p>							

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E. \* ON ALL AIR SHIPMENTS HAVE AIR FREIGHT COMPANY CALL THIS NUMBER UPON ARRIVAL OF GOODS IN GUAM.

1000.00

↑ **TOTAL** ↑

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IF YOUR TOTAL COST  
EXCEEDS THIS TOTAL**

← INSERT CHANGES AND RETURN  
THIS ORDER FOR AMENDMENT.

CONTRACTOR: PLEASE SUPPLY PROMPTLY THE ABOVE ARTICLES OF  
SERVICES. ALL CORRESPONDENCE PERTAINING TO THIS ORDER  
INCLUDING INVOICES, SHIPPING DOCUMENTS AND PACKAGES  
MUST BEAR THE PURCHASE ORDER NUMBER SHOWN ABOVE.  
SEE PURCHASE ORDER TERMS AND CONDITIONS.

ADVANCED PAYMENT  
AUTHORIZATION  
PAYMENT  
ENCLOSED ☐

SIGNATURE:

*C. Acfalle*

Claudia F. Acfalle Chief Procurement Officer

NAME

TITLE

PAGE 2 OF 4

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**PURCHASE ORDER**  
**GENERAL SERVICES AGENCY**  
**DEPARTMENT OF ADMINISTRATION**  
**GOVERNMENT OF GUAM**

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FOB	* AIR FREIGHT TEL. CONTACT	SHIP VIA:	DATE 11/23/2022	JOB ORDER NO. 020023001230	OBJCL 230
PREPAID: SHOW SHIPPING CHARGES AS SEPARATE ITEM ON INVOICE					

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	<b>AUTHORITY</b> 3112.1	<b>** INVITATION NO.</b>		<b>** CONTRACT NO.</b>	<b>TIME FOR DELIVERY</b> SEE BELOW

ITEM	ARTICLES OF SERVICES	QTY.	UNIT	UNIT PRICE	AMOUNT	DOCUMENT NUMBER	FAC
	THIS ORDER IS SUBJECT TO THE FOLLOWING TERMS AND CONDITIONS:						
1.	Acknowledgment copy of this order must be signed and returned advising approximate or definite shipping date.						
2.	No variation in any of the terms, conditions, deliveries, prices, quantity, quality, or specification on this order, irrespective of the wording of the seller's acceptance, will be effective without buyer's written consent.						
3.	Packing list must accompany each shipment, showing our order number, description and part/serial number for each item.						
4.	Shipments must be identified as "PARTIAL" or "COMPLETE".						
5.	Material is subject to buyer's inspection and approval within a reasonable time after delivery; if specifications are not met, material shall be returned at seller's expense.						
6.	In connection with any prompt payment discount offered, time will be computed from date of delivery and acceptance at destination, or from the date the correct invoice or voucher is received in the office specified by the Government of Guam, if the latter is later than date of delivery and acceptance. Payment is deemed to be made, for the purpose of earning discount, on the date of the mailing of the check.						
7.	Overshipments, unless specifically authorized, will not be accepted.						
8.	In connection with bid awards and contracts, this purchase order shall be governed by the Special Provisions and Bid General Terms and Conditions as specified.						

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<b>CONTRACTOR: PLEASE SUPPLY PROMPTLY THE ABOVE ARTICLES OF SERVICES. ALL CORRESPONDENCE PERTAINING TO THIS ORDER INCLUDING INVOICES, SHIPPING DOCUMENTS AND PACKAGES MUST BEAR THE PURCHASE ORDER NUMBER SHOWN ABOVE. SEE PURCHASE ORDER TERMS AND CONDITIONS.</b>		<b>ADVANCED PAYMENT AUTHORIZATION</b> PAYMENT ENCLOSED <input type="checkbox"/>		
PAGE 3 OF 4				

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DEPARTMENT OF ADMINISTRATION  
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FOB	AIR FREIGHT TEL CONTACT	SHIP VIA	DATE 11/23/2022	JOB ORDER NO 020023001230	OBJCL 230
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PREPAID SHIPMENT SHIPPING CHARGES AS SEPARATE ITEM ON INVOICE

<b>VENDOR</b>	<b>TO:</b> JRM AIR CONDITIONING & REFRIGERATION, INC. PO BOX 27070 BARRIGADA, GU 96921 Telephone: 671 649-8120 Fax: 671 649-5737 Email: INFO@JRNGU.COM	<b>VENDOR</b> J0083162	<b>SHIP TO</b> GOVERNORS OFFICE P.O. BOX 2950 HAGATNA, GU 96932-0000  EXECUTIVE DIRECTION		
	<b>CONSIGNEE, DESTINATION &amp; MARKING</b>				
AUTHORITY 3112.1	** INVITATION NO.	** CONTRACT NO.	TIME FOR DELIVERY SEE BELOW	EXPIRING	DISCOUNT TERMS:

ITEM	ARTICLES OF SERVICES	QTY.	UNIT	UNIT PRICE	AMOUNT	DOCUMENT NUMBER	FAC
	* * * * * * VENDOR ACKNOWLEDGMENT * * * * * * * RETURN TO SUPPLY MANAGEMENT DIVISION * * * * * * * DATE OF RECEIPT OF THIS ORDER 30 NOV. '22 * * * * * * * SIGNATURE  * * * * * * * NAME/TITLE LYNN BALATBAT / ADMIN. OFFICER * * * * * * * * * * * * RECEIVING REPORT COPY * * * * * * * I CERTIFY THE ABOVE ARTICLES AND/OR SERVICES HAVE/HAS BEEN * * RECEIVED AND/OR RENDERED AND THE SAME HAS BEEN INSPECTED * * AND ACCEPTED EXCEPT AS OTHERWISE NOTED HEREIN. * * * * * * * DATE RECEIVED: _____ SIGNATURE: _____ * * * * * *						

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CONTRACTOR: PLEASE SUPPLY PROMPTLY THE ABOVE ARTICLES OF SERVICES. ALL CORRESPONDENCE PERTAINING TO THIS ORDER INCLUDING INVOICES, SHIPPING DOCUMENTS AND PACKAGES MUST BEAR THE PURCHASE ORDER NUMBER SHOWN ABOVE. SEE PURCHASE ORDER TERMS AND CONDITIONS.		ADVANCED PAYMENT AUTHORIZATION PAYMENT <input type="checkbox"/> ENCLOSED		

**E-MAILED**  
NOV 23 2022

REQUISITION

REQUISITION #: Q230200033

APPROPRIATION: 5100A230200GA001230

TO: **PROCUREMENT FACILITIES MGMT.DIVISION ADMINISTRATOR**

ENCUMBERED DATE

SUBMITTED BY:

Torres, Venido S. - Governors Office  
AUTHORIZED DEPARTMENT REPRESENTATIVE

SIGNATURE

DATE

NOV 21 2022

DEPARTMENT/DIVISION: OFFICE OF THE GOVERNOR

REQUEST DATE: 11/21/2022

ITEM NO.	DESCRIPTION OF ITEM	UOM	QTY	UNIT PRICE	AMOUNT
1	BLANKET PURCHASE AGREEMENT FOR REPAIR AND MAINTENANCE OF A/C UNITS AT R J BORDALLO GOVERNORS COMPLEX, 513 WEST MARINE CORPS DRIVE, HAGATNA GUAM TO INCLUDE PARTS AND SERVICES FOR THE FOLLOWING UNITS: 3-TON, 5-TON, 10-TON 9-BTU, 18-BTU, 24-BTU, 36-BTU. TO BE DRAWN ON AN AS NEEDED BASIS COMMENCING UPON RECEIPT OF PURCHASE ORDER AND EXPIRING ON 9/30/2023 OR UPON EXHAUSTION OF FUNDS WHICHEVER OCCURS FIRST. * POC: ROMMEL OBISPO 475-1164	LOT	1	3000.00	3000.00

TOTAL =====>

3000.00

JUSTIFICATION:

SUGGESTED VENDORS: 1) J & B MODERN TECH 2) AGBAYANI CONSTRUCTION CO  
3) JRN A/C & REFRIGERATION

\*\* PRINT NAME & SIGN

RECEIVED BY  
(CERTIFYING OFFICER)

NOV 21 2022

DATE

( ) APPROVAL

( ) DISAPPROVAL

APPROVING AUTHORITY (DIRECTOR)

## REQUISITION

**REQUISITION #: Q230200033**

**APPROPRIATION: 5100A230200GA001230**

**TO: PROCUREMENT FACILITIES MGMT.DIVISION ADMINISTRATOR**

ENCUMBERED DATE

SUBMITTED BY:

Torres, Venido S. - Governors Offic

AUTHORIZED DEPARTMENT REPRESENTATIVE

SIGNATURE

DATE \_\_\_\_\_

DEPARTMENT/DIVISION: OFFICE OF THE GOVERNOR

REQUEST DATE: 11/21/2022

ITEM NO.	DESCRIPTION OF ITEM	UOM	QTY	UNIT PRICE	AMOUNT
	VENIDO TORRES 473-1125 *****NOTHING FOLLOWS*****				

**TOTAL** ==>=====>

3000.00

**JUSTIFICATION:**

SUGGESTED VENDORS: 1) J & B MODERN TECH 2) AGBAYANI CONSTRUCTION CO

### 3) JRN A/C & REFRIGERATION

\*\* PRINT NAME & SIGN

( ) APPROVAL

( ) DISAPPROVAL

RECEIVED BY  
(CERTIFYING OFFICER)

DATE \_\_\_\_\_

APPROVING AUTHORITY (DIRECTOR)