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Circle-E
2951 Northern Cross Blvd. Ste 250
Fort Worth, TX 76137



INVOICE
Unpaid

Presented to:
Texoma HIDTA
6303 Commerce Dr
Suite 100
Irving, TX 75063

Customer Contact:
H: (972) 915-9502
E: christine.lunger@texomahidta.org

RECEIVED

AUG 04 2025

NAVARRO COUNTY
AUDITOR'S OFFICE

Job # 17858
Job Name Training room
Invoice # I-17858-1
Technician Roman Delapaz
Issue Date Jul 22 2025
Payment Terms Net 30
Due Date Aug 21 2025

Service Location:
6303 Commerce Dr
Suite 100
Irving, TX 75063

DESCRIPTION	QTY	PRICE
Commercial Service Call	1	\$99.00
HVAC Labor	1	\$709.50
Misc. HVAC Material	1	\$186.20
Thermostat		
Subtotal		\$994.70
Taxes		\$0.00
Total		\$994.70

2023
ops
Facilities
AB

Make Payment

Invoice Notes:

Client Request:

- Attached is a map of our current HVAC situation in our raining room (highlighted in yellow). My boss would like to see one thermostat controlling the entire area (currently serviced by three units/thermostats). To TRY to explain things: The "green" unit services the front windows in the training room and a small area inside/outside of the training room. The "blue" area services the side windows and a part of our training room breakroom and some other small areas. And the "red" is most of the room and some hallway areas outside. When we moved here a couple of years ago, metro mechanical was hired by the owner for the buildout, combining several suites. From what I understand, it would take full renovations of the ductwork in that area and the small surrounding areas. I was asked to get a professional opinion if 1) one thermostat can service the one area, if so, what would that entail, and 2) the cost of such a request (project). The bottom line is when we have 85+ in that room at times it gets very hot. At one point or another, one of the units has been down, leaving two to cool the area. Again, the goal is to get one thermostat to operate the area.

Technician Assessment:

- Arrived to site, located unit 12 that provides air for training room; only fan running

Technician Resolution:

- Installed new thermostat but unit still will not power on correctly. Found unit was not getting a 24 volt call for cooling. Need to run new wire from thermostat to unit. Will be providing quote, billing for incurred costs.

Customer Approval:

☐ I agree to the terms and conditions of this invoice, and that the goods and or services referenced have been provided to my satisfaction.

Contract Terms:

1. ****Rates and Billing:**** a. The hourly rate for labor shall be as specified in the contract. \$129 per hour for the following electrician, plumber and AC/Refrigeration. Maintenance rate is \$99 per hour. Helpers \$89 per hour. Double the rate for holidays and 1.5 times the rate for emergency services. b. All additional expenses, such as travel, accommodation, materials, and equipment costs, shall be reimbursed by the Client. Contractor shall provide supporting documentation for these expenses. c. Invoices shall be submitted by the Contractor to the Client at regular intervals as agreed upon, detailing the hours worked and expenses incurred.
2. ****Estimates:**** a. The Contractor may provide estimates for the total project cost and duration, but these are not binding. The final amount shall be based on actual time and expenses. b. Contractor does NOT perform free quotes, so in the event client declines an estimate, client will still be responsible for paying incurred costs for time spent formulating quote.
3. ****Approval and Changes:**** a. Any changes to the scope of work must be documented in writing and agreed upon by both parties before implementation. b. Changes may impact project timeline and cost, and both parties shall discuss and agree on adjustments as necessary.
4. ****Project Schedule:**** a. The Contractor shall make reasonable efforts to adhere to the agreed-upon project schedule. Delays caused by factors beyond the Contractor's control may lead to adjustments in the project timeline and costs.
5. ****Payment Terms:**** a. Client agrees to pay invoices within the payment terms listed above as agreed upon by Circle-E and client. b. Late payments may incur interest at a rate of [6%] per month.
6. ****Termination:**** a. Either party may terminate the contract with written notice if the other party breaches its obligations and fails to remedy the breach within a specified period. b. Upon termination, the Client shall pay for all services and expenses incurred up to that point.
7. ****Liability and Indemnification:**** a. The Contractor shall not be held liable for any damages arising from the use of services or products provided. Both parties shall indemnify and hold harmless each other from any claims, liabilities, and expenses arising from the Project.
8. ****Confidentiality:**** a. Both parties shall maintain the confidentiality of any proprietary or sensitive information shared during the Project.
9. ****Governing Law and Dispute Resolution:**** a. This contract shall be governed by the laws of [TX]. b. Any disputes shall be resolved through arbitration or mediation in [Tarrant County], as outlined in the contract.
10. **Invoices that are paid by credit card will incur a 3% processing fee additionally.**
11. **Jobs above \$10,000 requires 30% down to start. New customers may be required to prepay a job in its entirety.**

Did you know we do: Air Conditioning (TACLA59564C), Plumbing (M13286), Electrical (TECL19395), Pole Lights, Stainless Welding, Handy Man, Remodel and much more.

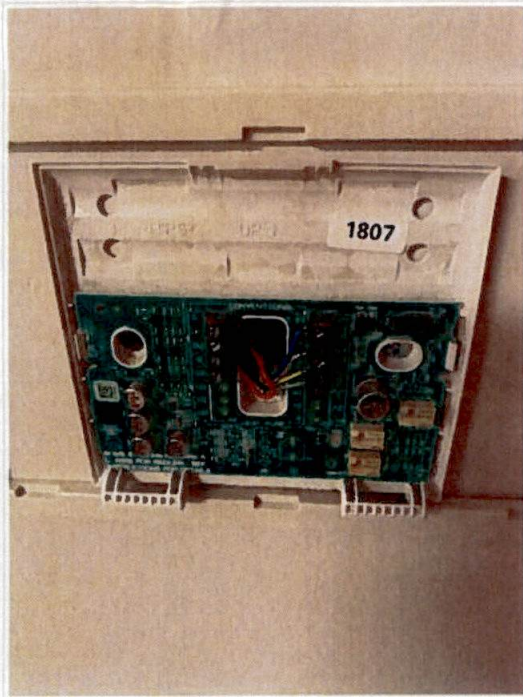


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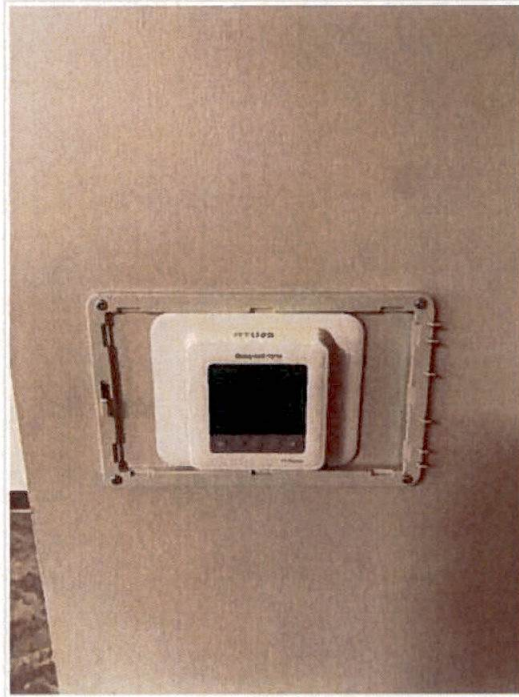


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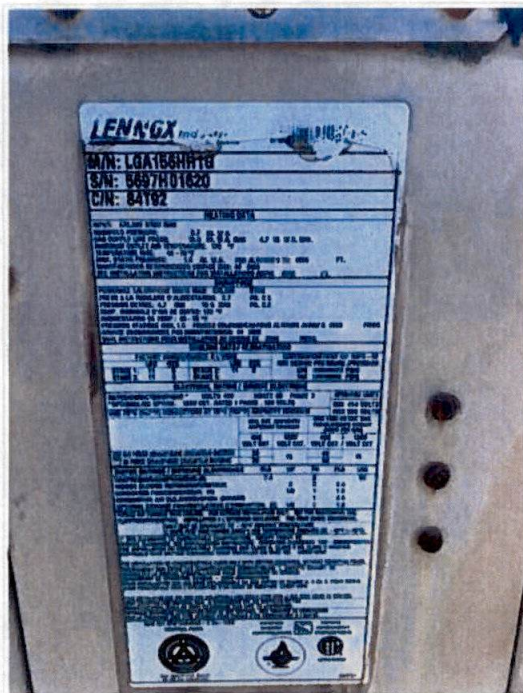


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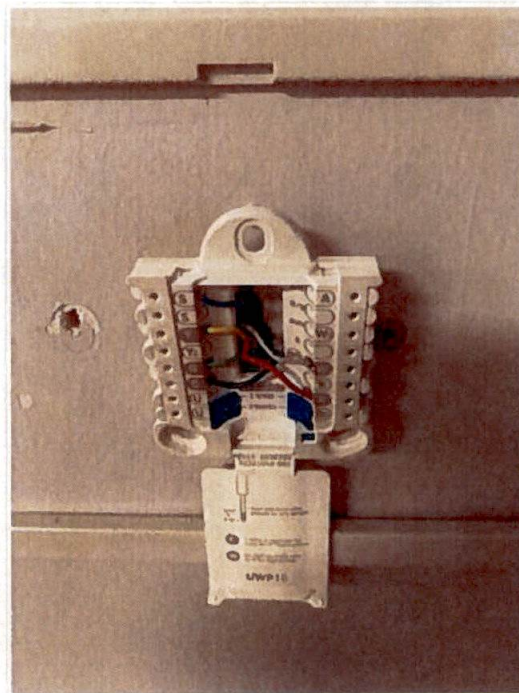


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NAVARRO COUNTY AUDITOR'S OFFICE

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Corsicana, Texas 75110
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Jessica Warren, Assistant
Kaye Martin, Assistant

INTEROFFICE MEMO

RECEIVED

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NAVARRO COUNTY
AUDITOR'S OFFICE

The attached item is being returned for the following reasons:

- ☒ Item incurred before purchase order issued
- ☐ Purchase order number is inconsistent with invoice
- ☐ Amount billed does not match the purchase order
- ☐ Vendor on purchase order does not match invoice
- ☐ Insufficient documentation to process payment
- ☐ Signature or date not present
- ☐ Budget Account Number (Line Item) is missing – Acct # _____
- ☐ Insufficient budget
- ☐ Payment Request inconsistent with County Policy
- ☐ Other _____

Please provide the additional documentation or explanation necessary to process this payment request.
This notice must remain attached to the payment request.

Additional explanation: During a training session we were having issues with the training room AC units, Company came to assess thermostat & replacement was done when the AC was out.

The Department Head or Elected or Appointed Official must sign this form confirming notification that the Navarro County Purchasing Policy was not followed on this purchase.

Donna Brown
Signature

8/1/25
Date