

AGENDA ITEM FOR ADMINISTRATIVE MEETING

() Discussion only

(X) Action

FROM (DEPT/ DIVISION): Douglas R. Olsen
County Counsel

SUBJECT: Maintenance Payable

Background: A payable is before the Board for approval due to the amount. The payment is for repairs to the Stafford Hansell Government Center elevator.	Requested Action: Approve payable to Otis Elevator Co. in the amount of \$14,700
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ATTACHMENTS: Payable

*****For Internal Use Only*****

Checkoffs:

- () Dept. Head (copy)
- () Budget (copy)
- () Fiscal
- (X) Legal (copy)
- () (Other - List:)

To be notified of Meeting:

Needed at Meeting:

Scheduled for meeting on: December 29, 2025

Action taken:

PEID - AC	8130-01	CONFIDENTIAL FOR PPIC #
NAME	OTIS ELEVATOR CO	
ADDRESS		
ADDRESS	PO BOX 73579	
CITY, STATE, ZIP	CHICAGO, IL 60673-7579	

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PO BOX 73579

CHICAGO || 60673-7579

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12/10/2025

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12/10/2025

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\$14,700.00 PAGE TOTAL

	\$14,700.00	GRAND TOTAL
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Office Use: Pretravel Auth rec: _____	Contract Reviewed: _____	Routine: _____
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Office Use: Tax ID Reviewed: _____ Quotes: _____ Bids: _____

OTIS

11760 U.S. Hwy 1
West Tower, Suite 103
Palm Beach Gardens, FL 33408

INVOICE NO.

CUSTOMER NO.

DATE

INVOICE NO.

443916

11/12/25

SRW15522001

INVOICE

AMOUNT DUE

14,700.00

PAYMENT DUE UPON RECEIPT

MAIL PAYMENT TO: |||||

OTIS ELEVATOR COMPANY
P.O. BOX 73579

CHICAGO
606733579

IL

UMATILLA CTY CRTHSE
216 SE 4TH ST

PENDLETON
978012692

OR

ENCLOSE THIS COUPON WITH YOUR PAYMENT.
MAKE CHECK PAYABLE TO: OTIS ELEVATOR COMPANY

TO PAY YOUR INVOICES ONLINE, OR TO SET UP
RECURRING PAYMENTS, PLEASE VISIT OUR
PAYMENT PORTAL AT:
[HTTPS://OTIS.PAYINVOICEDIRECT.COM/](https://otis.payinvoicedirect.com/)

INVOICE

DETACH RETURN DOCUMENT ALONG PERFORATION

OTIS ELEVATOR COMPANY
** INVOICE CHARGES **

BUILDING REFERENCE

STAFFORD HANSELL GOVT CTR
915 SE COLUMBIA DR

CUSTOMER NO.

443916

DATE

11/12/25

INVOICE NO.

SRW15522001

HERMISTON
97838

OR

100% DOWN PAYMENT: INSTALL NEW RUPTURE VALVE AND
TEST IT PER PROPOSAL
QTE-002291535 ON CAR 1.

SUBTOTAL	14,700.00
TAX	.00
FREIGHT	.00
TOTAL AMOUNT DUE	14,700.00

ANY QUESTIONS CONCERNING THIS INVOICE, CONTACT OTIS

AT: (844-636-6847)

WE CERTIFY THAT GOODS WERE PRODUCED IN COMPLIANCE WITH ALL APPLICABLE REQUIREMENTS OF SECTIONS 6, 7 AND 12 OF THE FAIR LABOR STANDARDS ACT, AS AMENDED, AND OF REGULATIONS AND ORDERS OF THE UNITED STATES DEPARTMENT OF LABOR ISSUED UNDER SECTION 14 HEREOF. OVERDUE PAYMENTS SHALL BEAR AN INTEREST CHARGE OF THE OVERDUE AMOUNT CALCULATED FROM THE PAYMENT DUE DATE OF THE INVOICE AT THE RATE OF ONE AND ONE HALF PERCENT (1.5%) PER MONTH OR THE MAXIMUM RATE ALLOWED BY APPLICABLE LAW, WHICHEVER IS LESS. A PROCESSING FEE WILL BE APPLIED TO CREDIT CARD PAYMENTS.

Otis Service and Repair Order

10/21/2025

CUSTOMER NAME

Umatilla County Courthouse
216 SE 4TH ST
Hermiston, OR 97838

OTIS ELEVATOR COMPANY

E 510 North Foothills Dr
Spokane, WA 99207

OTIS CONTACT

Dustin Enevold
Phone: +1 (509) 991-2778
Email: Dustin.Enevold@otis.com

PROJECT LOCATION

STAFFORD HANSELL GOVT CTR
915 SE COLUMBIA DR
PENDLETON, OR 97801

PROPOSAL NUMBER

QTE-002291535

We propose to furnish the necessary material and labor on the following units:

Unit	Customer Designation
D90008	ELV 1

SCOPE OF WORK**RUPTURE VALVE**

The Rupture Valve, also referred to as an "Overspeed Valve" or "Safety Shut Off Valve," is designed to protect against an elevator traveling over standard speed in the down direction due to a supply line failure or car overload situations. The valve is mounted next to the cylinder and monitors the flow of oil between the rupture valve and the power unit. The valve is adjusted to stop the elevator in the event of a failure.

The current valve is leaking and needs replaced. Once replaced Otis will test the system with weights.

Work to be completed when a crew is in the area.

Material provided shall be installed in accordance with the ASME A17.1 Safety Code for Elevators and Escalators.

Your account representative will contact you to schedule the work. All work will be performed during regular working days and hours of the Elevator Trade unless otherwise specified above. The price quoted below does not include sales tax and is valid for 30 days from the date specified above. The work will be scheduled based on the availability of material and manpower to complete the job efficiently.

The scope proposed herein represents the entire scope that we are contracted for, if additional work is required by others to allow for completion of this work and/or for the inspection to occur, that work is not included. If additional labor and material are needed, a supplemental proposal will be sent.

PRICE

\$14,700.00

Fourteen thousand seven hundred dollars

This price is based on a **one hundred** percent **(100%) downpayment** in the amount of \$14,700.00.

PAYMENT TERMS:

- The downpayment amount is due in full prior to Otis ordering material and/or mobilizing.

This proposal, including the provisions printed on the pages following, shall be a binding contract between you, or the party identified below for whom you are authorized to contract (collectively referred to herein as "you"), and us when accepted by you through execution of this proposal by you and approved by our authorized representative; or by your authorizing us to perform work for the project and our commencing such work.

SUGGESTED BY: MICHAEL G EVANS

TITLE: Mechanic

Accepted in Duplicate

Staff & Hansell Government Center

Date:

10.24.25

Date:

Signed:

Celinda A. Timmons

Signed:

Print Name: Celinda A. Timmons

Print Name: Gavin Burns

Title: Chair, Board of Commissioners

Title: Sr Manager & GM, Spokane

Email:

Email:

Company Name: Staff & Hansell Government Center

☒ Principal, Owner or Authorized Representative of Principal or Owner

☐ Agent

(Name of Principal or Owner)



OTIS SERVICE AND REPAIR ORDER