



CONDOMINIUM ASSOCIATION  
1519 EAST CENTRAL ROAD  
ARLINGTON HEIGHTS, ILLINOIS 60005  
(847) 228-5176 • Fax (847) 228-5190

August 1, 2013

RIVERSIDE MECHANICAL SERVICES, INC.  
712 Center Rd  
Frankfort, IL 60423 0554

RE: THE DANA POINT CONDOMINIUM  
ASSOCIATION

Dear RIVERSIDE MECHANICAL SERVICES, INC.:

Thank you for submitting your proposal for replacement thermostats for the A/C units. The Board of Directors has approved your bid based on the proposal submitted and the specifications provided. Enclosed is a copy of the fully executed contract. It is the vendor's responsibility to:

1. Obtain any necessary permits from the appropriate governmental agencies.
2. Forward a Certificate of Insurance to the Property Manager. The certificate must include the Association as the Certificate Holder. Lieberman Management Services, Inc. and all managed Associations and Cooperatives under contract must be listed as the additional insured. Worker's Compensation Insurance of at least \$500,000.00 and General Liability of at least \$1,000,000.00/\$2,000,000.00 is required.
3. Payment cannot be made until we receive a W-9 form.
4. If the invoice amount exceeds \$5,000.00, a Waiver of Lien is required.

Work cannot commence until the Certificate of Insurance and any necessary permits are received.

*In order to receive payment, you must be enrolled in the LMS Preferred Vendor Program. If you have not already been approved as a Preferred Vendor, please enroll at [www.LiebermanManagement.com](http://www.LiebermanManagement.com). Just locate the "I am a Vendor" tab to open tab "Vendor Program" and select "Complete Application". You will be able to complete the application on -line and will be required to remit a nominal processing fee of \$100. Once approved, your company name can be added to our **LMS Vendor Database**, which is used by Property Managers to select vendors.*

We look forward to working with you.

Sincerely,

LIEBERMAN MANAGEMENT SERVICES INC. as  
Agent

Lisette Ray



## Riverside Mechanical Services, Inc.

815 464 9935 phone  
773 254 7446 phone

815 464 9936 fax  
773 254 2050 fax

Email: [info@rivermech.com](mailto:info@rivermech.com)

712 Center Road, Frankfort, IL 60423  
[www.rivermech.com](http://www.rivermech.com)

July 18, 2013

Attn: Lisette Ray, Property Manager, Dana Point Condominiums  
Via Email: [lrays@lmsnet.com](mailto:lrays@lmsnet.com)

### Re: Dana Point Condominiums Proposal

Per your request, we are pleased to present the following proposal for work to be performed at Dana Point Condominiums. We will provide the labor and materials for the following scope of work on the 1605 East Core roof top unit and the 1605 West Core roof top unit:

- Remove and replace the thermostat wiring between the thermostats and the new roof top units; and
- Check for proper operation when complete.

We will provide the above services for the sum of \$439.00.

Note: This proposal may be withdrawn by us if not accepted within thirty (30) days.

Acceptance Signature: Lisette Ray, ASAGENT Date: 8/1/13

Print Name and Title: Lisette Ray, ASAGENT  
Property Manager

Acceptance of Proposal: ☒ The above prices, specification and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payment will be made as outlined above.

Terms and conditions: Net cash upon completion of contract. 2.5% per month service charge on accounts over 10 days old. It is mutually agreed that all materials and articles furnished hereunder shall remain the property of Riverside Mechanical Services, Inc. until all payments specified have been paid in full and that Riverside Mechanical Services, Inc. may regain possession thereof without notice to purchaser(s) specified herein. In the event legal action must be taken to collect the amount herein, purchaser agrees to pay attorney fees, court costs, and all other expenses that may be involved herein collected through a collection agency. Purchaser agrees to pay all collection costs.

All work must be paid in full for guarantee to be valid. Riverside Mechanical Services, Inc. warrants replacement of materials installed for a period of one year from the date of installation. Materials will be replaced one time only. This warranty does not apply to materials which are not properly maintained by customer. This guarantee does not apply to damage caused by vandalism, customer negligence, or acts of God, such as lightning.