

PURCHASING POLICY EXCEPTION FORM

FROM:

DATE: 10/12/23
DEPARTMENT: Fleet Management
VENDOR: Dana Safety Supply

DEPT DIRECTOR/
MGR SIGNATURE: Brenda Peschel DATE: 10/12/23

Amount of Invoice: \$5,825.19 Invoice Date: 9/28/23

The attached request for disbursement does not appear to be in compliance with County Purchasing Policy, for the following reason:

PO#23000746 for Dana Safety closed in error due to delay in delivery of vehicle.

Please forward all documentation with this form attached, and letter of explanation, to the Chief Procurement Officer.

TO: CHIEF PROCUREMENT OFFICER
Please review, and upon approval, forward to County Administration.
Carl Rosset - Jute Date: 10/13/23

Resolution: Approved.

To process this disbursement, the request must be approved by the County Administrator.

TO: COUNTY ADMINISTRATOR
Please review, and upon approval, forward to the Finance Department for processing.
APPROVED FOR PAYMENT:

COUNTY ADMINISTRATOR (or designee): [Signature]
DATE: 10/17/23

APPROVED FOR PAYMENT:
FINANCE DIRECTOR/
ASST. FINANCE DIRECTOR APPROVED
By Joshua Stringfellow at 9:21 am, Oct 20, 2023 Date: _____

DANA SAFETY SUPPLY, INC
 4809 KOGER BLVD
 GREENSBORO, NC 27407

Invoice

Telephone: 800-845-0405

Invoice No.	871977
Customer No.	HERNF

Bill To

HERNANDO FIRE RESCUE
 EMAIL INVOICE TO
 mperez@co.hernando.fl.us
 FL

Ship To

DSS TAMPA
 ATT: INSTALLS / HERNANDO FIRE CHIEF
 FL

Contact:
 Telephone:
 E-mail: mperez@co.hernando.fl.us

Contact:
 Telephone:
 E-mail:

Invoice Date	Order Date	SO Number	Ordered By	Customer PO Number	Payment Method
09/28/2023	08/18/2023	490144	Nick Brandt	VERBAL/MARIO	NET30
Warehouse	Ship Via	F.O.B.	Salesperson		
TAMP	GROUND SHIPMENT	PPAY & ADD TO INVOICE	MARTIN WELLS - TAMPA		
Order Quantity	Ship Quantity	Tax	Item Number / Description	Unit Price	Extended Price
1	1	Y	ENFWB00ELH U of M: EACH SOI, NFILB, FRNT, 8MOD, 2021-22 TAHOE, RW QSF011554 Chevrolet Tahoe (2021-22) Split Front (DRV) D12 D12 D12 D12 D12 D12 D12 D12 (PAS) R_W R_W R_W R_W R_W R_W R_W R_W Accessories: PNFLBSPLT1 DSC w/ Breakout Box (Included)	766.3100	766.31
1	1	Y	ENFWB010AL U of M: EACH SOI, NFLIB, REAR, 8MOD, 2021-22 TAHOE, RW QSF011554 Chevrolet Tahoe (2021-22) Solid Rear (DRV) D12 D12 D12 D12 D12 D12 D12 D12 (PAS) R_W R_W R_W R_W R_W R_W R_W R_W Accessories: PNFLBSPLT1 DSC w/ Breakout Box (Included)	766.3100	766.31
1	1	Y	ENGSA5200HPP U of M: EACH SOI, 500 SERIES HH 200W CNTRL, +VOICE PLBK	364.8300	364.83
2	2	Y	ETSS100J U of M: EACH SOI 100J SERIES COMPOSITE SPEAKER 100J series composite speaker w/ universal bail brkt-100 watt	138.0000	276.00
1	1	Y	ETSSVBK07 U of M: EACH	26.7600	26.76

Print Date	09/29/23
Print Time	04:12:00 AM
Page No.	1

Printed By: Supervisor

Invoice

DANA SAFETY SUPPLY, INC
 4809 KOGER BLVD
 GREENSBORO, NC 27407

Telephone: 800-845-0405

Invoice No.	871977
Customer No.	HERNF

Bill To

HERNANDO FIRE RESCUE
 EMAIL INVOICE TO
 mperez@co.hernando.fl.us
 FL

Ship To

DSS TAMPA
 ATT: INSTALLS / HERNANDO FIRE CHIEF
 FL

Contact:
 Telephone:
 E-mail: mperez@co.hernando.fl.us

Contact:
 Telephone:
 E-mail:

Invoice Date	Order Date	SO Number	Ordered By	Customer PO Number	Payment Method
09/28/2023	08/18/2023	490144	Nick Brandt	VERBAL/MARIO	NET30
Warehouse	Ship Via	F.O.B.	Salesperson		
TAMP	GROUND SHIPMENT	PPAY & ADD TO INVOICE	MARTIN WELLS - TAMPA		
Order Quantity	Ship Quantity	Tax	Item Number / Description	Unit Price	Extended Price
1	1	Y	SOI 2021 TAHOE SPEAKER BRACKET ASSY FOR 2 100J SPEAKER PUVBBJ00 U of M: EACH	81.1700	81.17
4	4	Y	SOI External Breakout Box for LIN COMM EMPSCG2STS4D U of M: EACH	100.8800	403.52
2	2	Y	SOI 4" MPOWER 3 WIRE LIGHT W/STUD MOUNT R/W 2-Grill Mounted With Bracket 2-Mounted On LP Bracket	8.2300	16.46
2	2	Y	PMP2BKGBPB U of M: EACH SOI GRILLE MOUNT PLATE	153.1700	306.34
1	1	Y	ENT3B3D U of M: EACH SOI INTERSECTOR 18-LED SFC MNT,BLK HSG RED/WHITE	22.5000	22.50
1	1	Y	PMP2BKUMB5-D U of M: EACH SOS 21+ TAHOE Under Mirror Bracket Driver Side	22.5000	22.50
1	1	Y	PMP2BKUMB5-P U of M: EACH SOS 21+ TAHOE Under Mirror Bracket Passenger		

Print Date	09/29/23
Print Time	04:12:00 AM
Page No.	2

Printed By: Supervisor

Invoice

DANA SAFETY SUPPLY, INC
 4809 KOGER BLVD
 GREENSBORO, NC 27407

Telephone: 800-845-0405

Invoice No.	871977
Customer No.	HERNF

Bill To

HERNANDO FIRE RESCUE
 EMAIL INVOICE TO
 mperez@co.hernando.fl.us
 FL

Ship To

DSS TAMPA
 ATT: INSTALLS / HERNANDO FIRE CHIEF
 FL

Contact:
Telephone:
E-mail: mperez@co.hernando.fl.us

Contact:
Telephone:
E-mail:

Invoice Date	Order Date	SO Number	Ordered By	Customer PO Number	Payment Method
09/28/2023	08/18/2023	490144	Nick Brandt	VERBAL/MARIO	NET30
Warehouse	Ship Via	F.O.B.	Salesperson		
TAMP	GROUND SHIPMENT	PPAY & ADD TO INVOICE	MARTIN WELLS - TAMPA		
Order Quantity	Ship Quantity	Tax	Item Number / Description	Unit Price	Extended Price
2	2	Y	ESLRL6105D U of M: EACH SOI 61" SL RUNNING LIGHT RED/WHITE SIDE RUNNING LIGHTS - 2	256.9400	513.88
2	2	Y	PSLVBK03 U of M: EACH SOI NLINE RUNNING LIGHTS MOUNT 2021 TAHOE	19.3500	38.70
2	2	Y	EMPCG4STS4D U of M: EACH SOI MPOWER 4" 3-WIRE HD/STUD MOUNT RED/WHITE	100.8800	201.76
2	2	Y	PMP2WSSSB U of M: EACH SOI 4" MPOWER SINGLE WINDOW SHROUD-BLACK	10.2900	20.58
1	1	Y	PMP2BRK2LPV U of M: EACH SOI LICENSE PLATE BRACKET, VERTICAL MNT FOR 4" MPOWER	32.2800	32.28
1	1	Y	MMSU-1 U of M: EACH MAGNETIC MIC SINGLE UNIT CONVERSION KIT	35.2900	35.29
1	1	Y	INSTALL KIT U of M: EACH MISC INSTALLATION SUPPLIES I.E. LOOM, WIRE, HARDWARE, CONNECTORS, ETC *****	125.0000	125.00

Print Date	09/29/23
Print Time	04:12:00 AM
Page No.	3

Printed By: Supervisor

DANA SAFETY SUPPLY, INC
 4809 KOGER BLVD
 GREENSBORO, NC 27407

Invoice

Telephone: 800-845-0405

Invoice No.	871977
Customer No.	HERNF

Bill To

HERNANDO FIRE RESCUE
 EMAIL INVOICE TO
 mperez@co.hernando.fl.us
 FL

Ship To

DSS TAMPA
 ATT: INSTALLS / HERNANDO FIRE CHIEF
 FL

Contact:
Telephone:
E-mail: mperez@co.hernando.fl.us

Contact:
Telephone:
E-mail:

Invoice Date	Order Date	SO Number	Ordered By	Customer PO Number	Payment Method
09/28/2023	08/18/2023	490144	Nick Brandt	VERBAL/MARIO	NET30
Warehouse	Ship Via	F.O.B.	Salesperson		
TAMP	GROUND SHIPMENT	PPAY & ADD TO INVOICE	MARTIN WELLS - TAMPA		

Order Quantity	Ship Quantity	Tax	Item Number / Description	Unit Price	Extended Price
1	1	N	INSTALL U of M: EACH DSS INSTALLATION OF EQUIPMENT VIN #: PR415659 / Vehicle ID: Remit To: Dana Safety Supply, Inc. P.O. Box 117297 Atlanta, GA 30368-7297	1,680.0000	1,680.00

* All Return Merchandise Requires Prior Approval.
 * Return Merchandise can be subject to a 20% restocking charge.
 * Claims against this Invoice for Price and/or Quantity must be filed in writing within 30 days of invoice date.
 * A Finance Charge of 1.5% per month (18% annual rate) will be added to all invoices that are 30 days beyond the invoice date.

Print Date	09/29/23
Print Time	04:12:00 AM
Page No.	4

Total Paid	0.00
Balance Due	5,825.19
Due Date	10/28/23

Subtotal	5,700.19
Freight	125.00
Invoice Total	5,825.19

Printed By: Supervisor



**HERNANDO COUNTY
BOARD OF COUNTY COMMISSIONERS**

15470 FLIGHT PATH DR
BROOKSVILLE, FL 34604

PURCHASE ORDER-CHANGE NO. 23000746-1

PAGE NO. 1

tampa@danasafetysupply.com
20328
DANA SAFETY SUPPLY INC
3810 W OSBORNE AVE
TAMPA FL 33614

PDF

COPY

MAINTENANCE DIVISION
1525 EAST JEFFERSON STREET
BUILDING C
BROOKSVILLE FL 34601

V
E
N
D
O
R

ORDER DATE: 04/18/23		BUYER: BRENDA PESHEL		REQ. NO.: RQ230764		REQ. DATE: 09/30/23	
TERMS: NET 30 DAYS			F.O.B.: FOB DESTINATION		DESC.: EMERGENCY LIGHTING FOR SE		
ITEM#	QUANTITY	UOM	DESCRIPTION		UNIT PRICE	EXTENSION	
<p>This Purchase is a Piggy-Back off Agency Named: Bradford County, in accordance with its Contract No. BCS02019-01, The Contract Terms and Conditions apply and the Purchase Order terms and conditions (This PO) do not apply to this purchase. This Contract will expire on: July 12, 2024.</p> <p>The County Contact Person is: Brenda Peshel, Phone Number: (352) 540-6508 The Contractor Contact is: William Evans (833) 374-8265</p> <p>7/28/2023 - CHANGE ORDER NO. 1 - LB INCREASE LINE #1 BY \$300.00 TO MATCH FINAL INVOICE NEW LINE #1 TOTAL - \$14,106.27 NEW PO TOTAL - \$14,106.27 08021-5303476</p> <p>8021-5303476 1 300.00</p>							
01	14106.27	EA	EMERGENCY LIGHTING AND CONTROL DEVICES FOR HCFR VEHICLES		1.0000	14,106.27	

ITEM#	ACCOUNT	AMOUNT	PROJECT CODE	PAGE TOTAL \$	14,106.27
01	08021 5303476	14,106.27		TOTAL \$	14,106.27

PDF

COPY

SEE TERMS AND CONDITIONS ON REVERSE SIDE

APPROVED BY:

CHIEF PROCUREMENT OFFICER

Denise Flores

From: Denise Flores
Sent: Thursday, October 19, 2023 12:45 PM
To: 'Brenda Peshel'
Cc: Carla Rossiter-Smith; Shanon Aguayo; Michele Cornell
Subject: RE: PPE - Dana Safety Supply (Fleet)
Attachments: 10-18-23 DANA SAFETY SUPPLY \$5,825.19 FLEET.pdf

Hello Brenda,

Thank you very much for your response. The PO below does show only one line item so I will attach this email correspondence as additional supporting documentation for the policy exception.

The documentation attached will need to be uploaded into OnBase. In the meantime, I will send the PPE to Josh Stringfellow for his review and approval signature.

Please upload in this order:

Page 1: Invoice

Page 2: Policy Exception Form

Page 3: PO

Can you please let me know once it's uploaded so I can process it?

Thanks!

Denise Flores

Board Accounting | Accounts Payable Auditor II

Office of Doug Chorvat Jr., Clerk of Circuit Court and Comptroller

Phone: (352)540-6330 | Email: dflores@hernandoclerk.org

20 N Main Street, Brooksville, FL 34601

[Visit our Website](#) | [Facebook](#) | [Twitter](#) | [How are we doing?](#) | [Property Fraud Alert](#)

NOTICE:

Please note: Florida has a very broad Public Records Law. Most written communications to or from the Clerk's Office are public records available to anyone upon request. Your e-mail, including your e-mail address, may therefore, be subject to public disclosure.

From: Brenda Peshel <BPeshel@co.hernando.fl.us>
Sent: Thursday, October 19, 2023 11:38 AM
To: Shanon Aguayo <SAguayo@hernandoclerk.org>
Cc: Carla Rossiter-Smith <CRossiter-Smith@co.hernando.fl.us>; Denise Flores <dflores@hernandoclerk.org>
Subject: RE: PPE - Dana Safety Supply (Fleet)

CAUTION: This email originated from outside the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Good morning,

Parts and installation. Yes, the PO was closed at the time because Shellie thought that the 2nd invoice was the final.

There was a miscommunication here, I did not make it clear that we were going to have another vehicle going to Dana Safety to get the lights installed. When I approved the change order, I thought it was the final invoice for Line 2 not to close the purchase order.

I hope this helps.

Thank you,

Brenda Peshel
Fleet Manager
Hernando County Fleet
(352)540-6508 Ext. 17611
(352)667-1351 Cell
bpeshel@co.hernando.fl.us



From: Shanon Aguayo <SAguayo@hernandoclerk.org>
Sent: Thursday, October 19, 2023 11:22 AM
To: Brenda Peshel <BPeshel@co.hernando.fl.us>
Cc: Carla Rossiter-Smith <CRossiter-Smith@co.hernando.fl.us>; Denise Flores <dflores@hernandoclerk.org>
Subject: RE: PPE - Dana Safety Supply (Fleet)

Brenda,

Isn't the Dana PO for parts, not the vehicle? We closed the PO out per what was on the PO at the time. I see you said you were planning on doing a change order wouldn't the explanation of the PPE be that a RQ wasn't placed and in process when these parts were ordered?

Shanon Aguayo
Accounts Payable | Account Payable Auditor II
Office of Doug Chorvat Jr., Clerk of Circuit Court and Comptroller
Phone: 352-540-6328 | Email: SAguayo@hernandoclerk.org
20 N Main Street, Brooksville, FL 34601

NOTICE:

Please note: Florida has a very broad Public Records Law. Most written communications to or from the Clerk's Office are public records available to anyone upon request. Your e-mail, including your e-mail address, may therefore, be subject to public disclosure.

From: Brenda Peshel <BPeshel@co.hernando.fl.us>
Sent: Thursday, October 19, 2023 10:24 AM
To: Carla Rossiter-Smith <CRossiter-Smith@co.hernando.fl.us>; Denise Flores <dflores@hernandoclerk.org>
Cc: Shanon Aguayo <SAguayo@hernandoclerk.org>
Subject: RE: PPE - Dana Safety Supply (Fleet)

CAUTION: This email originated from outside the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Absolutely!

We had received quotes for 3 different vehicles that we expected at the same time. We received the first 2 and had the trucks done. We were planning on doing a change order to keep the purchase order open and get the 3rd vehicle done, but unfortunately the 3rd vehicle did not arrive until September. The purchase order was closed after the second truck was completed. Please let me know if you have any questions.

Thank you,

Brenda Peshel
Fleet Manager
Hernando County Fleet
(352)540-6508 Ext. 17611
(352)667-1351 Cell
bpeshel@co.hernando.fl.us



From: Carla Rossiter-Smith <CRossiter-Smith@co.hernando.fl.us>
Sent: Thursday, October 19, 2023 10:08 AM
To: Denise Flores <dflores@hernandoclerk.org>
Cc: Brenda Peshel <BPeshel@co.hernando.fl.us>; Shanon Aguayo <SAguayo@hernandoclerk.org>
Subject: RE: PPE - Dana Safety Supply (Fleet)

Hi Denise,

Thank you very much for this additional analysis. Brenda, will you please reply to Denise's questions below.

Carla Rossiter-Smith, MSM PMP
Chief Procurement Officer
Crossiter-smith@co.hernando.fl.us
Office: (352) 540-6544
Cell: (352) 667-4272

From: Denise Flores <dflores@hernandoclerk.org>
Sent: Thursday, October 19, 2023 9:26 AM
To: Carla Rossiter-Smith <CRossiter-Smith@co.hernando.fl.us>
Cc: Brenda Peshel <BPeshel@co.hernando.fl.us>; Shanon Aguayo <SAguayo@hernandoclerk.org>
Subject: PPE - Dana Safety Supply (Fleet)

Hello Carla,

When a PPE comes through and notes a PO number associated with the invoice, I attach a copy of the actual PO for additional supporting documentation. In this case, the reason for the non-compliance with the County's Purchasing Policy notes, "*PO#23000746 for Dana Safety closed in error due to delay in delivery of vehicle.*" There were two invoices that were processed against this PO. The second being invoice #859470 for \$7,007.80, processed on 8/25/23 as the final pay.

The order date for the parts on the invoice attached is 8/18/23. A change order was done on 7/28/23 to increase the PO by \$300.00 in order to match the final invoice and close out the PO. This is part of our audit process and the reason appears to be inconsistent with the purchase order. How did the delay of a vehicle delivery effect this PO for the invoice attached dated 9/28/23 since parts came in on the initial two invoices paid and closed it out? Was there going to be an additional change order done to keep this PO open?



**HERNANDO COUNTY
BOARD OF COUNTY COMMISSIONERS**
15470 FLIGHT PATH DR
BROOKSVILLE, FL 34604

PURCHASE ORDER-CHANGE NO. 23000746-1

PAGE NO. 1

VENDOR
tampa@danasafety.com
20328
DANA SAFETY SUPPLY INC
3810 W OSBORNE AVE
TAMPA FL 33614

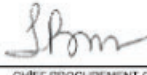
PDF COPY

STATE FLEET MAINTENANCE DIVISION
1525 EAST JEFFERSON STREET
BUILDING C
BROOKSVILLE FL 34601

ORDER DATE: 04/18/23	BUYER: BRENDA PESHEL	REQ. NO.: RQ230764	REQ. DATE: 09/30/23		
TERMS: NET 30 DAYS	F.O.B.: FOB DESTINATION	DESC.: EMERGENCY LIGHTING FOR SE			
ITEM#	QUANTITY	UOM	DESCRIPTION	UNIT PRICE	EXTENSION
<p>This Purchase is a Piggy-Back off Agency Named: Bradford County, in accordance with its Contract No. BCSO2019-01, The Contract Terms and Conditions apply and the Purchase Order terms and conditions (This PO) do not apply to this purchase. This Contract will expire on: July 12, 2024.</p> <p>The County Contact Person is: Brenda Peshel, Phone Number: (352) 540-6508 The Contractor Contact is: William Evans (833) 374-8265</p> <p>7/28/2023 - CHANGE ORDER NO. 1 - IF</p> <p>INCREASE LINE #1 BY \$300.00 TO MATCH FINAL INVOICE</p> <p>NEW LINE #1 TOTAL - \$14,106.27 NEW PO TOTAL - \$14,106.27 08021-5303476</p> <p>8021-5303476 1 300.00</p>					
01	14106.27	EA	EMERGENCY LIGHTING AND CONTROL DEVICES FOR HCFR VEHICLES	1.0000	14,106.27

ITEM#	ACCOUNT	AMOUNT	PROJECT CODE	PAGE TOTAL \$	14,106.27
01	08021 5303476	14,106.27		TOTAL \$	14,106.27

PDF COPY

****SEE TERMS AND CONDITIONS ON REVERSE SIDE** APPROVED BY:** 
CHIEF PROCUREMENT OFFICER

Thanks,

Denise Flores
Board Accounting | Accounts Payable Auditor II
Office of Doug Chorvat Jr., Clerk of Circuit Court and Comptroller
Phone: (352)540-6330 | Email: dflores@hernandoclerk.org
20 N Main Street, Brooksville, FL 34601
[Visit our Website](#) | [Facebook](#) | [Twitter](#) | [How are we doing?](#) | [Property Fraud Alert](#)