

PURCHASING POLICY EXCEPTION FORM

FROM:

DATE: 12/05/2022
DEPARTMENT: 07201-5304617
VENDOR: Burt Process

DEPT DIRECTOR/
MGR SIGNATURE:  DATE: 12/5/22

Amount of Invoice: \$9721.20 Invoice Date: 08/04/2022

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

Landis Legg requested a change order to add two more pumps to Burt Process PO#22000732.
Then Landis said he only ordered 2 pumps on this PO and the two came in broken and needed to be sent back.
Landis told us to reverse the c/o to only 2 pumps and to pay the invoice. We reversed c/o and paid invoice and the PO is closed.
Two more pumps were received and Landis agreed to keep and pay for the 2 additional pumps.

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.

 Date: 12/8/2022

Resolution: N/A

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): 
DATE: 12-9-2022

APPROVED FOR PAYMENT:
FINANCE DIRECTOR/
ASST. FINANCE DIRECTOR



Date:

APPROVED

By Frances Pioszak at 2:00 pm, Dec 13, 2022

Marianne Rosset

From: Landis Legg
Sent: Monday, December 5, 2022 8:33 AM
To: Marianne Rosset
Subject: RE: PO 22000732 Clarification

Marianne,

We received 2 pumps that did not function (Grundfos DME375) from Bert Process. We received an RMA (August 10 RMA # 402197658). Those two pumps were returned for warranty work (**August 10**) to Bert Process and were sent to the factory for repair.

I called the sales representative many times about the return date and tracking numbers of those pumps. Unfortunately, the sales representative could not provide any tracking numbers on those pumps.

I told the vendor many times, that I could not continually keep the purchase order open if they could not give me a deliver day on these pumps. I was wrong to close out the purchase order without carrying it over to the new fiscal year and should have asked you to carry it over.

We received two pumps (October 26th) and was told that these were the repaired pumps (these were not the repaired pumps). These were the second set that was on the open purchase order). I told Kinsey that was ok to pay for two pumps (October 31). However, the pumps received were a second set of the same pump model. I just today spoke with our warehouseman the repaired pumps (December) have arrived from the and are currently in the warehouse. Staff still needs the additional set of pumps.

In the confusion I was wrong to close out the purchase order without trying to carry over to the new fiscal year. One of my errors was to ask you to close the purchase order and not carry it over. Being told that those received pumps were the returned ones, was part of what confused me from the vendor. I take the blame for the mix up with the purchase order. Please tell me how to fix this and I am very sorry for all the confusion.

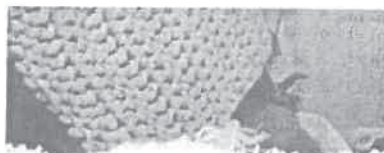
Thank you,

Landis G. Legg, Utility Plant Supervisor
Hernando County Utilities Department
Wiscon Maintenance Facility

From: Marianne Rosset <MRosset@co.hernando.fl.us>
Sent: Thursday, December 1, 2022 10:09 AM
To: Landis Legg <LandisL@co.hernando.fl.us>
Subject: FW: PO 22000732 Clarification

Good morning Landis,
Please advise with these pumps?
Thank you

Butterflies
can't see their
wings.
They can't see
how truly beautiful



INVOICE

RQH 57187



Burt Process Equipment Inc.
 PO Box 185100
 Hamden, CT, 06518 US
 Phone: 203-287-1985
 Email: AR@BurtProcess.com
 Website: www.BurtProcess.com

INVOICE	
5329419	
Invoice Date	Page
8/4/2022 11:20:05	1 of 1
ORDER NUMBER	
1451043	

Bill To:

HERNANDO COUNTY
 20 NORTH MAIN STREET RM 365
 BOARD OF COUNTY COMMISSIONERS
 BROOKSVILLE, FL 34601
 US

Ship To:

HERNANDO COUNTY UTILITIES
 15400 WISCON ROAD
 BROOKSVILLE, FL 34601
 US

Attn: Mr. LANDIS LEGG

Ordered By: Mr. LANDIS LEGG

Customer ID: 62847

PO Number	Sales Terms	Net Due Date
22000732	Net 15	8/19/2022

Order Date	Pick Ticket No	Primary Salesrep Name	Taker
4/5/2022 14:05:10	3275772	NICK SAWYER Mid-Southeastern U.S	CHRISTOPHERLIGHT

Quantities					Item ID Item Description	Pricing UOM Unit Size	Unit Price	Extended Price
Ordered	Shipped	Remaining	UOM Unit Size	Disp.				

Carrier: Ground

Tracking #: 1Z0X15F70341039378

Carrier: Ground

Tracking #: 1Z0X15F70341546981

4	2	0	EA		96529117	EA	4,721.6600	9,443.32
		1.0			Grundfos DME 375-10 AR-PP/V/G-S-21A4A4B	1.0000		

Grundfos Dosing Pump DME Series, 375LPH/10BAR, Std control w/
 alarm relay, PP head, FKM gasket, Glass valve ball material, Side
 Fitted control cube, Threaded connections (NPT), 1 ph, 120V, 60 Hz,
 USA, Canada mains plug \$9,181.00 (46.3 lbs)

Total Lines: 1

SUB-TOTAL:	9,443.32
TAX:	0.00
FREIGHT:	277.88
AMOUNT DUE:	9,721.20

U.S. Dollars

*** REPRINT ***



**HERNANDO COUNTY
BOARD OF COUNTY COMMISSIONERS**

15470 FLIGHT PATH DR
BROOKSVILLE, FL 34604

PURCHASE ORDER-CHANGE NO. 22000732-2

PAGE NO. 1

customerservice@burtprocess.com

65284 FAX: 203-288-7851

BURT PROCESS EQUIPMENT INC

PO BOX 185100

HAMDEN CT 06514

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WASTEWATER OPERATIONS
15400 WISCON ROAD
BROOKSVILLE FL 34601

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ORDER DATE: 04/04/22		BUYER: SFELICIANO		REQ. NO.: RQ220832		REQ. DATE: 09/30/22							
TERMS: NET 30 DAYS			F.O.B.: FOB DESTINATION		DESC.: ASAP GRUNDOS DME 375 DOSI								
ITEM#	QUANTITY	UOM	DESCRIPTION		UNIT PRICE	EXTENSION							
<p>This Purchase is in accordance with vendor named: Burt process Equip, County Project/Vendor Quote No.1448915, Dated: 3/29/22. The Purchase Order Terms and Conditions (T&C) upon County Quote Form shall apply (same represented upon the Purchase Order) any conflicting language between the T&C of the County quote form and the County PO, the PO T&C shall prevail. The County Contact Person is: Sam Feliciano, Phone Number: (352) 540-6852 The Contractor Contact is: Les Spector, Phone Number: (203) 508-1230</p> <p>04/25/2022 Change Order 1 JF This Purchase is in accordance with vendor named: Burt Process Equip, County Project/Vendor Quote#1448915, Dated 03/29/2022. We need to add 2 Grundfos DME 375-10AR PV/V/G-S-21A44A4B 99 GPH Pump Series = \$4721.66 each for a total to line#1 = \$9,443.32. Line #2 is added Freight = \$277.88. Total addition to this PO = \$9,721.20. New PO Total will be \$19,442.40</p> <table border="0" style="margin-left: 200px;"> <tr> <td>7201-5304617</td> <td>1</td> <td>9443.32</td> </tr> <tr> <td>7201-5304617</td> <td>2</td> <td>277.88</td> </tr> </table>								7201-5304617	1	9443.32	7201-5304617	2	277.88
7201-5304617	1	9443.32											
7201-5304617	2	277.88											

ITEM#	ACCOUNT	AMOUNT	PROJECT CODE	PAGE TOTAL \$
				TOTAL \$

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SEE TERMS AND CONDITIONS ON REVERSE SIDE

APPROVED BY:

CHIEF PROCUREMENT OFFICER



**HERNANDO COUNTY
BOARD OF COUNTY COMMISSIONERS**

15470 FLIGHT PATH DR
BROOKSVILLE, FL 34604

PURCHASE ORDER-CHANGE NO. 22000732-2

PAGE NO. 2

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65284 FAX: 203-288-7851
BURT PROCESS EQUIPMENT INC
PO BOX 185100
HAMDEN CT 06514

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WASTEWATER OPERATIONS
15400 WISCON ROAD
BROOKSVILLE FL 34601

ORDER DATE: 04/04/22		BUYER: SFELICIANO		REQ. NO.: RQ220832	REQ. DATE: 09/30/22
TERMS: NET 30 DAYS		F.O.B.: FOB DESTINATION		DESC.: ASAP GRUNDOS DME 375 DOSI	
ITEM#	QUANTITY	UOM	DESCRIPTION	UNIT PRICE	EXTENSION
<p>10-6-22 - Change Order 1 - GML - We need to delete the 2 Grundfos DME Pumps = -\$4721.66 each. (No longer Needed) Please deduct from Line #1 = -\$9,443.32. (07201-5304617) Please deduct from Line #2 Freight = -\$277.88. (07201-5304617) Total deduction for this PO = -\$9,721.20. New PO Total = \$ 9,721.20</p>					
01	2.00	EA	GRUNDFOS DME 375-10 AR-PP/V/G-S-21A4AB, DOSING PUMP DME SERIES, 375LPH/10BAR, STD CONTROL W/ALARM RELAY, PP HEAD, FKM GASKET, GLASS VALVE BALL MATERIAL.	4721.6600	9,443.32
02	1.00	EA	FREIGHT	277.8800	277.88

ITEM#	ACCOUNT	AMOUNT	PROJECT CODE	PAGE TOTAL \$	9,721.20
01	07201 5304617	9,443.32		TOTAL \$	9,721.20
02	07201 5304617	277.88			

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CHIEF PROCUREMENT OFFICER



**HERNANDO COUNTY
BOARD OF COUNTY COMMISSIONERS**

15470 FLIGHT PATH DR
BROOKSVILLE, FL 34604

PURCHASE ORDER-CHANGE NO. 22000732-2
CHANGE DATE: 10/06/22

PAGE NO. 1

customerservice@burtprocess.com

65284 FAX: 203-288-7851

BURT PROCESS EQUIPMENT INC

PO BOX 185100

HAMDEN CT 06514

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COPY
WASTEWATER OPERATIONS
15400 WISCON ROAD
BROOKSVILLE FL 34601

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ORDER DATE: 04/04/22		BUYER: SFELICIANO		REQ. NO.: RQ220832	REQ. DATE: 03/30/22
TERMS: NET 30 DAYS		F.O.B.: FOB DESTINATION		DESC.: CHANGE ORDER - 2	
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02	-1.00	EA	FREIGHT	.0000	-277.88

ITEM#	ACCOUNT	AMOUNT	PROJECT CODE	PAGE TOTAL \$	-9,721.20
01	07201 5304617	-9,443.32		TOTAL \$	-9,721.20
02	07201 5304617	-277.88			

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