

# PURCHASING POLICY EXCEPTION FORM

**FROM:**

DATE: 8/11/23  
DEPARTMENT: Fleet Management  
VENDOR: Ocala Freightliner

DEPT DIRECTOR/  
MGR SIGNATURE: Brenda Peshel DATE: 8/11/23

**Amount of Invoice:** \$2837.94 **Invoice Date:** 8/1/23

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

Road call for repairs of #20007 (park brake switch inoperative - replace chassis module) Freightliner was at Fleet to repair a separate piece of equipment. To prevent an additional charge for a road call the mechanic diagnosed and repaired 20007. Therefore we were unable to obtain a quote.

**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.

Carle Ross - State Date: 8/14/23

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: \_\_\_\_\_

APPROVED FOR PAYMENT:  
FINANCE DIRECTOR/  
ASST. FINANCE DIRECTOR

**APPROVED**  
By Joshua Stringfellow at 8:03 am, Aug 24, 2023

Date: \_\_\_\_\_



OCALA FREIGHTLINER  
 3950 W. HIGHWAY 326  
 Ocala, FL 34482  
 P: (877) 840-0070  
 F: (352) 840-9902



BILL TO  
 HERNANDO COUNTY BOCC - 15929  
 20 NORTH MAIN STREET  
 ROOM 365  
 BROOKSVILLE FL 34601  
 P: (352) 754-4023  
 F:

REF:

DELIVER TO  
 HERNANDO COUNTY BOCC - 15929  
 20 NORTH MAIN STREET  
 ROOM 365  
 BROOKSVILLE FL 34601  
 P: (352) 754-4023  
 F:

**SERVICE ORDER: R102015081**

DATE ARRIVED	DATE INVOICE	SALES TYPE	ADVISOR	TERMS	CUSTOMER PO			
8/1/2023 8:04:58AM		SRET	RCARR	1%10				
YEAR	MAKE	MODEL	VIN	CUSTOMER UNIT #	ENGINE HOURS	IN SERVICE	Component Serial #	ODOMETER
2016	FREIGHTLINER	114SD	1FVHG3CY2GHHN3873		0			0

**Sold Operations**

**JOB #1 54**

**ELECTRICAL COMPLAINT**

COMPLAINT  
 CAUSE  
 CORRECTION

ELECTRICAL COMPLAINTPARK BRAKE SWITCH INOPERATIVE

WENT OUT TO UNIT AND CONNECTED DL8. NO ACTIVE FAULTS FOUND. NOTED WITH KEY OFF UNIT SHOWS PARK BRAKE NOT ENGAGED MESSAGE ON DASH. ALSO NOTED LOW PRESSURE SIGNAL IS NOT ACTIVE. CHECKED FOR CHASSIS MODULE FAULTS. NONE FOUND. FOUND CHASSIS MODULE IS NOT CONNECTING TO DL8. ATTEMPTED TO CONNECT MANUALLY. MANUAL CONNECTION FAILED. CHECKED FOR BLOWN FUSES TO CHASSIS MODULE. ALL FUSES GOOD. CHECKED FOR POWER TO CHASSIS MODULE. FOUND BATTERY GOOD VOLTAGE SUPPLY TO CHASSIS MODULE. INSPECTED GROUND CIRCUITS TO CHASSIS MODULE. LOAD TESTED POWER AND GROUND CIRCUITS TO CHASSIS MODULE. LOAD TESTING PASSED. CHECKED COMMUNICATION RESISTANCE. RESISTANCE IN SPEC. FOUND CHASSIS MODULE HAS FAILED CAUSING LOSS OF SIGNAL TO CHASSIS COMPONENTS. MODULE WILL NEED TO BE REPLACED AND PROGRAMMED. EST SUBMITTED

QTY	ITEM	DESCRIPTION	UNIT PRICE	EXTD PRICE
	LABOR T99	TRUCK REPAIR LABOR GUIDE		422.40
Prepay: \$0.00 Parts: \$0.00 Labor: \$422.40 Misc: \$0.00 Sublet: \$0.00				\$422.40

**JOB #2 01R**

**ROAD CALL**

COMPLAINT  
 CAUSE  
 CORRECTION

ROAD CALL

QTY	ITEM	DESCRIPTION	UNIT PRICE	EXTD PRICE
	LABOR T99	TRUCK REPAIR LABOR GUIDE		200.00
Prepay: \$0.00 Parts: \$0.00 Labor: \$200.00 Misc: \$0.00 Sublet: \$0.00				\$200.00

**JOB #4 54**

**ELECTRICAL COMPLAINT**

COMPLAINT  
 CAUSE

ELECTRICAL COMPLAINT \*\*

REPLACE CHASSIS MODULE AND RECHECK





**Sold Operations (Cont.)**

**CORRECTION**

REPLACED CHASSIS MODULE AND ATTEMPTED TO PROGRAM. FOUND UNIT IS STILL NOT COMMUNICATING TO CHASSIS MODULE. RECHECKED DATALINK AND POWER AND GROUND CIRCUITS TO VERIFY NO CHANGE IN CIRCUIT VOLTAGES. FOUND COMMUNICATION VOLTAGE IS NOW OUT OF SPEC. FOUND 2.4 VOLTS AND 2.6 VOLTS AT CAN HIGH AND LOW CIRCUITS AT DIAG 9 PIN CONNECTOR. FOUND CHASSIS MODULE CAN LOW CIRCUIT VOLTAGE IS OUT OF SPEC. CALL DTNA CAC FOR T/S ASSISTANCE. REMOVED D/S CAB ACCESS PANEL. REMOVED CHECKED TERMINATING RESISTOR FOR DAMAGE. NONE FOUND. CHECKED VOLTAGES AT 10 PIN CHASSIS HARNESS CONNECTOR. FOUND VOLTAGES ARE CORRECT AT 10 PIN HARNESS CONNECTOR. FOUND UNIT ALSO SHOWS SIGNS OF HARNESS FAILURE BETWEEN ENGINE AND CHASSIS HARNESS. INSPECTED HARNESS FOR DAMAGE. FOUND SIGNIFICANT HARNESS CHAFFING ON PTO SUCTION HOSE CAUSING INTERMITTENT OPEN CIRCUITS ON 10 CIRCUITS INCLUDING J1939 +/- TO CHASSIS MODULE. UNIT WILL NEED HARNESS REPAIRED TO AVOID FURTHER DOWN TIME. GOT APPROVAL FROM BRENDA TO REPAIR HARNESS. REMOVED SECURING ZIPTIES. REMOVED HARNESS AROUND PTO HOSES. REMOVED DAMAGED FABRIC TAPE FROM HARNESS. REPAIRED 10 CIRCUITS IN CHASSIS HARNESS. NEXT TO PTO SUCTION HOSES. VERIFIED REPAIR. FOUND CHASSIS MODULE NOW COMMUNICATES AS DESIGNED. REPAIRED CHASSIS HARNESS WITH NEW FABRIC TAPE. SECURED HARNESSES AND AIR LINES TO AVOID FUTURE DAMAGE. REPAIR COMPLETE.

**NOT AN INVOICE**

QTY	ITEM	DESCRIPTION	UNIT PRICE	EXTD PRICE
1	102D/A66-19809-000	MDL-CHM,FULL,V5.00,HW 2.A1	675.54	675.54
1	102D/A66-19809-000-CORE	MDL-CHM,FULL,V5.00,HW 2.A1	101.25	101.25
-1	102D/A66-19809-000-CORE	MDL-CHM,FULL,V5.00,HW 2.A1	101.25	-101.25
	LABOR T99	TRUCK REPAIR LABOR GUIDE		1,440.00

Prepay: \$0.00 Parts: \$675.54 Labor: \$1,440.00 Misc: \$0.00 Sublet: \$0.00 \$2,115.54

**Sold Operations Totals**

Prepay: \$0.00 Parts: \$675.54 Labor: \$2,062.40 Misc: \$0.00 Sublet: \$0.00 \$2,737.94

20007  
23-2859

ALL PARTS ARE NEW UNLESS THE PART NUMBER CONTAINS THE LETTER 'R' DESIGNATING IT IS A REMANUFACTURED PART. THE UNDERSIGNED ACCEPTS GOODS AND/OR SERVICES AND AGREES TO CHARGES SHOWN AND THE TERMS AND CONDITIONS OF THIS INVOICE.

ACCEPTANCE OF DELIVERY OF THE GOODS AND/OR SERVICES REFERENCED HEREIN SHALL BIND CUSTOMER OR RECIPIENT AS TO THE TERMS AND CONDITIONS SET FORTH HEREIN. PAYMENT IS DUE UPON DELIVERY AND/OR SERVICES. OPEN ACCOUNT TERMS ARE NET 10TH PROX. ANY PAST DUE ACCOUNTS WILL ACCRUE INTEREST AT 18% ANNUALLY. COST OF COLLECTIONS OF AMOUNTS OWED UNDER THIS INVOICE, INCLUDING ANY REASONABLE ATTORNEY FEES, WILL BE PURCHASER'S RESPONSIBILITY.

DISCLAIMER OF WARRANTIES: THERE ARE NO WARRANTIES OTHER THAN ANY WARRANTIES PROVIDED BY THE MANUFACTURER ON PRODUCT SOLD, IF ANY. THE SELLER HEREBY EXPRESSLY DISCLAIMS ALL WARRANTIES EITHER EXPRESSED OR IMPLIED WARRANTY OF MERCHANTABILITY OR FITNESS FOR PURPOSE. UNDER NO CIRCUMSTANCES IS ORLANDO FREIGHTLINER LIABLE FOR CONSEQUENTIAL DAMAGE OR LOST PROFITS. ORLANDO FREIGHTLINER, INC. NEITHER ASSUMES NOR AUTHORIZES ANY OTHER PERSON TO ASSUME FOR IT ANY LIABILITY IN CONNECTION WITH THE SALE OF THIS PRODUCT.

PARTS RETURN POLICY: ALL RETURNS SUBJECT TO HANDLING CHARGE. NO RETURNS AFTER 15 DAYS. ABSOLUTELY NO RETURNS FOR ELECTRICAL OR SPECIAL ORDER ITEMS. PARTS ARE NOT RETURNABLE WITHOUT THIS INVOICE. CORES MUST BE RETURNED IN ORIGINAL PACKAGING WITHIN 30 DAYS AND ARE SUBJECT TO ADJUSTMENT IN VALUE AFTER INSPECTION.

	ESTIMATED	BILLED
LABOR		\$2,062.40
PARTS		\$675.54
MISC CHG		\$0.00
SUBLET		\$0.00
PREPAY		\$0.00
<b>SUBTOTAL</b>		<b>\$2,737.94</b>

SHOP SUPPLIES \$100.00

TAX \$0.00

**TOTAL \$2,837.94**

Pay Online

AUTHORIZED BY \_\_\_\_\_

DATE \_\_\_\_\_

Please Remit Payment to:

OCALA FREIGHTLINER  
PO BOX 547185  
ORLANDO, FL  
32854-7185

## Denise Flores

---

**From:** Denise Flores  
**Sent:** Thursday, August 24, 2023 8:19 AM  
**To:** Emily Childs  
**Subject:** RE: Update for R.O. # R102015081 for Unit # for Customer HERNANDO COUNTY BOCC

Emily,

Josh just signed off on it. I will upload everything as supporting documentation.

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](mailto: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:** Emily Childs <[echilds@hernandoclerk.org](mailto:echilds@hernandoclerk.org)>  
**Sent:** Thursday, August 24, 2023 8:09 AM  
**To:** Denise Flores <[dflores@hernandoclerk.org](mailto:dflores@hernandoclerk.org)>  
**Subject:** RE: Update for R.O. # R102015081 for Unit # for Customer HERNANDO COUNTY BOCC

Denise,

I am okay with processing this PPE along with the invoice given the circumstances surrounding the transaction being done before the quote.

It appears we still require a signature from Finance, so please make sure the PPE is filled out completely.

I appreciate you looking into this, and I apologize for the delay in responding.

Thank you,

Emily Childs  
Board Accounting | Accounts Payable Manager  
Office of Doug Chorvat Jr., Clerk of Circuit Court and Comptroller  
Phone: (352) 540-6806 | Email: [echilds@hernandoclerk.org](mailto:echilds@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:** Denise Flores <[dflores@hernandoclerk.org](mailto:dflores@hernandoclerk.org)>  
**Sent:** Wednesday, August 23, 2023 3:06 PM  
**To:** Emily Childs <[echilds@hernandoclerk.org](mailto:echilds@hernandoclerk.org)>  
**Subject:** FW: Update for R.O. # R102015081 for Unit # for Customer HERNANDO COUNTY BOCC

Hi Emily,

Have you had a chance to look at the attached and below?

Denise

---

**From:** Denise Flores  
**Sent:** Tuesday, August 22, 2023 11:44 AM  
**To:** Emily Childs <[echilds@hernandoclerk.org](mailto:echilds@hernandoclerk.org)>  
**Subject:** FW: Update for R.O. # R102015081 for Unit # for Customer HERNANDO COUNTY BOCC

Hi Emily,

The PPE attached has a "service order" and clearly states that it's not an invoice so I asked Shellie to request an actual invoice. The reply from the vendor stated that they were not able to change the document until the charge was paid. Since it was approved by Purchasing as well as County Admin, can I go ahead and use this string of emails as supporting documentation?

Denise

---

**From:** Michele Cornell <[mcornell@co.hernando.fl.us](mailto:mcornell@co.hernando.fl.us)>  
**Sent:** Monday, August 21, 2023 1:49 PM  
**To:** Denise Flores <[dflores@hernandoclerk.org](mailto:dflores@hernandoclerk.org)>  
**Subject:** FW: Update for R.O. # R102015081 for Unit # for Customer HERNANDO COUNTY BOCC

**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.

Denise,

Please see below from Frieghtliner. What do I do now?

Thanks,  
Shellie

---

**From:** Ocala Uptime Pro <[ocalauptime@orlandofreightliner.com](mailto:ocalauptime@orlandofreightliner.com)>  
**Sent:** Monday, August 21, 2023 12:52 PM  
**To:** Michele Cornell <[mcornell@co.hernando.fl.us](mailto:mcornell@co.hernando.fl.us)>  
**Subject:** RE: Update for R.O. # R102015081 for Unit # for Customer HERNANDO COUNTY BOCC

**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.

I apologize there's no way for me to change it . like I stated in the other email it will not say its a invoice until the bill is paid .

You may now also reply using [Service Tracker](#) on [DTNA Portal](#)

---

**From:** [mcornell@co.hernando.fl.us](mailto:mcornell@co.hernando.fl.us)  
**Sent:** 8/21/2023 12:48:47 PM  
**To:** [ocalauptime@orlandofreightliner.com](mailto:ocalauptime@orlandofreightliner.com);  
**Subject:** RE: Update for R.O. # R102015081 for Unit # for Customer HERNANDO COUNTY BOCC

Our finance department will not pay it the way it is since it clearly states not an invoice.

---

**From:** Ocala Uptime Pro <[ocalauptime@orlandofreightliner.com](mailto:ocalauptime@orlandofreightliner.com)>  
**Sent:** Monday, August 21, 2023 11:56 AM  
**To:** Michele Cornell <[mcornell@co.hernando.fl.us](mailto:mcornell@co.hernando.fl.us)>  
**Subject:** FW: Update for R.O. # R102015081 for Unit # for Customer HERNANDO COUNTY BOCC

**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 it will not show as a invoice until it has been paid . once you pay it will say invoice

You may now also reply using [Service Tracker](#) on [DTNA Portal](#)

---

**From:** [mcornell@co.hernando.fl.us](mailto:mcornell@co.hernando.fl.us)

**Sent:** 8/21/2023 11:26:40 AM

**To:** [ocalauptime@orlandofreightliner.com](mailto:ocalauptime@orlandofreightliner.com);

**Subject:** FW: Update for R.O. # R102015081 for Unit # for Customer HERNANDO COUNTY BOCC

Good morning,

Our finance department will not process the attached service order payment since it says "not an invoice". Can you please provide us with an actual invoice so we can get this paid? Thank you in advance for your help.

Shellie Cornell  
Finance Coordinator  
Hernando County Fleet Management  
1525 E Jefferson St  
Brooksville FL 34601  
(352)754-4951 ext. 17602

---

**From:** Mario Perez <[mperez@co.hernando.fl.us](mailto:mperez@co.hernando.fl.us)>

**Sent:** Friday, August 11, 2023 11:17 AM

**To:** Michele Cornell <[mcornell@co.hernando.fl.us](mailto:mcornell@co.hernando.fl.us)>

**Subject:** FW: Update for R.O. # R102015081 for Unit # for Customer HERNANDO COUNTY BOCC

Unit # 20007

W.O. 2023-2859

---

**From:** Ocala Uptime Pro <[ocalauptime@orlandofreightliner.com](mailto:ocalauptime@orlandofreightliner.com)>

**Sent:** Friday, August 11, 2023 9:28 AM

**To:** Brenda Peshel <[BPeshel@co.hernando.fl.us](mailto:BPeshel@co.hernando.fl.us)>; Mario Perez <[mperez@co.hernando.fl.us](mailto:mperez@co.hernando.fl.us)>

**Cc:** Ocala Freightliner Service Dept. <[ocl-serv@orlandofreightliner.com](mailto:ocl-serv@orlandofreightliner.com)>

**Subject:** Update for R.O. # R102015081 for Unit # for Customer HERNANDO COUNTY BOCC

**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,

Attached is a copy of the invoice with a pay online link in the lower left corner if you wanted to pay with card for this one as well. Or you can issue a PO for your charge account.

Appreciate the help getting these closed out today.

Thank you,

Ocala Freightliner Service Department  
3950 W Highway 326

Ocala FL 34482

P: (352) 840-0070

F: (352) 854-6277

Email: [ocl-serv@orlandofreightliner.com](mailto:ocl-serv@orlandofreightliner.com)

You may now also reply using [Service Tracker](#) on [DTNA Portal](#)