

PURCHASING POLICY EXCEPTION FORM

FROM:

DATE: 06/14/2023
DEPARTMENT: Public Works
VENDOR: Florida Handling Systems, Inc

DEPT DIRECTOR/
MGR SIGNATURE: [Signature] DATE: 06.16.2023

Amount of Invoice: 5,662.10 **Invoice Date:** 05/31/2023

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

The Hernando Beach HOA did not obtain County authorization prior to approving boatlift repair work in excess of the single transaction threshold limits of the vendor's purchase order. The repairs were necessary and the vendor is the only economically feasible source. There is FY23 funding available.

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.
[Signature] Date: 6/21/23

Resolution:
Approved and resolved via the department email to the MSBU.

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: 6/28/23

APPROVED FOR PAYMENT:
FINANCE DIRECTOR/
ASST. FINANCE DIRECTOR Frances Pioszak Date: [Signature]

APPROVED
By Frances Pioszak at 5:05 pm, Jun 28, 2023



INVOICE

HOIST & CRANE SERVICE

PLEASE REMIT TO

Florida Handling Systems, Inc.
PO Box 74402
Cleveland, OH 44194-0002

For ACH, please remit payment to:
Account Number: 29694654
Routing Number: 021052053

INVOICE NUMBER SRVCE118152
INVOICE DATE 5/31/2023
PO NUMBER NP
TOTAL DUE \$5,662.10

BILL TO

HERNANDO BEACH BOATLIFT
1525 EAST JEFFERSON STREET
BROOKSVILLE, FL 34601

LOCATION

HERNANDO BEACH BOATLIFT
4068 COMPANERO ENTRA DRIVE
HERNANDO BEACH, FL 34607

Description SERVICE CALL OUT THIS WEEKEND BOAT LIFT DOWN.

Service Call 230515-0005 SERVICE CALL OUT THIS WEEKEND Submit to:

| Customer Number | Order Date | Completion Date | Payment Terms | Shipping Method |
|-----------------|------------|-----------------|---------------|-----------------|
| HER006 | 5/30/2023 | 5/30/2023 | NET 30 DAYS | UPS GROUND |

Detail of Charges

| Item Number / Rate | Description | Equipment No. | Unit | Quantity | Unit Price | Line Total |
|----------------------|------------------|---------------|------|----------|------------|------------|
| MATERIAL | | | | | | |
| | FHS SCISSOR LIFT | | | 1.00 | \$255.00 | \$255.00 |
| | TRUCK CHARGE | | EACH | 1.00 | \$110.00 | \$110.00 |
| SERVICE LABOR | | | | | | |
| | CALL OUT - TECH | | HRS | 4.00 | \$165.00 | \$660.00 |
| | - TECA | | HRS | 3.00 | \$120.00 | \$360.00 |
| | - TECA | | HRS | 5.00 | \$120.00 | \$600.00 |
| | - TECA | | HRS | 3.63 | \$165.00 | \$598.95 |
| | - TECH | | HRS | 6.15 | \$120.00 | \$738.00 |
| | - TECH | | HRS | 1.85 | \$120.00 | \$222.00 |
| | - TECH | | HRS | 0.27 | \$165.00 | \$44.55 |
| | - TECA | | HRS | 8.00 | \$120.00 | \$960.00 |

The parties to this invoice agree that the appropriate jurisdiction and venue for any litigation over a dispute concerning this invoice or any work pertaining to this invoice lies in the Tenth Judicial Circuit in Polk County, Florida. The parties further agree that the prevailing party in any litigation is entitled to reasonable attorney's fees and costs.

SERVICE LABOR

| | | | | | | | | |
|-------------------------|-------------------|-------|-----|------|----------|-------------|------------|------------|
| - TECA | | | HRS | 2.00 | \$165.00 | \$330.00 | | |
| - TECH | | | HRS | 6.53 | \$120.00 | \$783.60 | | |
| <hr/> | | | | | | Subtotal | \$5,662.10 | |
| RENTAL EQUIPMENT \$0.00 | MATERIAL \$365.00 | LABOR | | | | Total Tax | \$0.00 | |
| \$5,297.10 | | | | | | Amount Paid | \$0.00 | |
| SUBCONTRACTOR \$0.00 | OTHER \$0.00 | | | | | <hr/> | Total | \$5,662.10 |

AT FHS, WE VALUE YOUR BUSINESS

FLORIDA HANDLING SYSTEMS, 2651 STATE ROAD 60 WEST, BARTOW, FL, 33830
 Phone (800) 664-3380 Fax (863) 534-1170

The parties to this invoice agree that the appropriate jurisdiction and venue for any litigation over a dispute concerning this invoice or any work pertaining to this invoice lies in the Tenth Judicial Circuit in Polk County, Florida. The parties further agree that the prevailing party in any litigation is entitled to reasonable attorney's fees and costs.



DEPARTMENT OF PUBLIC WORKS

AQUATIC SERVICES • ENGINEERING • ROADS/BRIDGE MAINTENANCE • STORMWATER MANAGEMENT • TRAFFIC • WATERWAYS MAINTENANCE

1525 EAST JEFFERSON STREET • BROOKSVILLE, FLORIDA 34601
P 352.754.4060 • F 352.754.4423 • W www.HernandoCounty.us

MEMORANDUM

TO: Toni Brady, CHIEF PROCUREMENT OFFICER

FROM: Shannan Lakis, Special Assessment Coordinator

DATE: June 14, 2023

RE: Florida Handling Systems, Inc.
Hernando Beach Boatlift MSBU

Hernando Beach Boatlift MSBU has an open blanket purchase order for repair and maintenance of the boatlift system by vendor Florida Handling Systems (FHS). FHS designed and manufactured the original equipment specifically for Hernando Beach and continues to service the boatlift quarterly. Historically, they are the only vendor that provides a quote for service, making them the only economically feasible source.

On May 16, 2023, it was discovered that the hoist and trolley system for the Hernando Beach Boatlift had been damaged and rendered inoperable. Due to the limited time restriction in getting the boatlift usable by boaters for Memorial Day weekend, FHS performed the necessary repairs. However, the repair invoice total came to \$5,662.10, which exceeds the \$2,500 per purchase limit of the existing PO terms and conditions. We are requesting a purchasing policy exception as the repairs were deemed necessary and there is FY23 funding available.

Cc: D. Todd Crosby, Interim Public Works Director/County Engineer
Elaine Singer, Finance Manager



DEPARTMENT OF PUBLIC WORKS

AQUATIC SERVICES • ENGINEERING • ROADS/BRIDGE MAINTENANCE • STORMWATER MANAGEMENT • TRAFFIC • WATERWAYS MAINTENANCE

1525 EAST JEFFERSON STREET • BROOKSVILLE, FLORIDA 34601
P 352.754.4060 • F 352.754.4423 • W www.HernandoCounty.us

June 14, 2023

Gladys Moore
Hernando Beach Boatlift MSBU
4049 Hermosa Blvd
Hernando Beach, FL 34607-3414

I am in receipt of the Florida Handling Systems (FHS) invoice # SRVCE118152 dated 5/31/2023 in the amount of \$5,662.10 for repairs to the hoist and trolley system.

The terms of the existing purchase order contract with Florida Handling Systems (FHS) for services on the Hernando Beach boatlift limits each single service transaction amount to not exceed \$2,500.00. Due to the system estimated repair cost exceeding the \$2,500 single purchase threshold, the MSBU is required to obtain prior authorization from the County before any work may be performed.

However, the Hernando Beach HOA instructed FHS to complete the repair work prior to any quotes being provided to our office. This does not follow the County's established purchasing policies and will require policy exception approval by our office (Dept of Public Works) to the Board of County Commissioners.

If you have any questions or concerns, you can contact me at (352) 754-4060.

Sincerely,

Shannan Lakis
Special Assessments Coordinator