RQ 57178 VN 88245 PD 10/14/22 CK V520477 FY 22

PURCHASING POLICY EXCEPTION FORM

DATE: 10/4/22
DEPARTMENT: Airport
VENDOR: M&G Lawn Service, LLC
MGR SIGNATURE: Vallue Punta DATE: 10-4-2022
Amount of Invoice: 2,9 20,000 Invoice Date: 9/8/22
The attached request for disbursement does not appear to be in compliance with County Purchasing Policy, for the following reason:
The BOCC approved the contract with M&G Lawn Service, LLC in August. However, a purchase order
was never created. We did not realize that a purchase order was not created until the invoice was
received. Because it was so late in the fiscal year it was decided to pay the remaining invoices for the
with a credit card. However, this invoice was higher then anticipated and could not be paid with a p-card. A purchase order will be issued with the new fiscal year.
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.
Call Roset - State Date: 10/05/2022
Resolution: Upon BOCC approval of term contracts the procurement department emails the designated department personnel all supporting approval documentation to support the purchase order requisition. It is then the responsibility of the department to initiate the
purchase order requisition. It is understood that this was a single incident oversight by the dept. & the procurement dept. will provide training on the aforementioned practice upon request of dept. management. If repeat offenses occur the procurement dept. will initiate mandatory training for personnel designated by department management. The M& G contract No. 22-T00034, was approved by the BOCC on 6/28/2022.
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: 6667
APPROVED FOR PAYMENT: FINANCE DIRECTOR/ Frances Pioszak Ry Frances Pioszak at 3:26 pm, Oct 10, 2023

M & G Lawn Service, LLC

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P O Box 11430 Spring Hill, FL 34610 352-277-2906 mandglawnservice@gmail.com

Date	Invoice #	
9/8/2022	3419	

Bill To

Mr. Michael Ullven Senior Project Manager Dept.of Purchasing & Contracts 15470 Flight Path Drive Brooksville, FL 34604

Serviced Dates: August 1, 2022 - August 31, 2022

> Contract No.: 22-T00034/DK

Solicitatation Title: Brooksville-Tampa Bay Regional Airport Mowing

Description	Qty	Rate	Amount	
Airport Industrial Pork (Exhibit A)	4	250.00	1,000.00	
Aerial Way/Aviation Loop Drive (Exhibit B)	4	150.00	600.00	
Aerial Way (Exhibit C)	4	50.00	200.00	
Corporate Boulevard (Exhibit D)	2	200.00	400.00	
Sgt. Lea Mills Boulevard (Exhibit E)	2	200.00	400.00	
Dispense Lane/Radial Drive (Exhibit F)	2	100.00	200.00	
15800 Flight Path Drive (Exhibit G)	4	30.00	120.00	
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Total Balance Due

\$2,920.00

Thank you for allowing us to care for these properties in Hernando County!