

PURCHASING POLICY EXCEPTION FORM

FROM:

DATE: 10/06/2023
DEPARTMENT: Public Works
VENDOR: West Coast Well Drilling

DEPT DIRECTOR/
MGR SIGNATURE:  DATE: 10/9/23

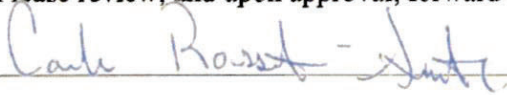
Amount of Invoice: \$2,585.00 **Invoice Date:** 10/06/2023

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

The Berkeley Manor MSBU irrigation pump failed during the last week of September. Repair was quoted at \$2,465.00 and intended to be paid with credit card due to timing of fiscal year end. During the repair, an unanticipated additional \$120.00 to replace damaged buried pipe was required, pushing the final invoice amount over the credit card purchasing threshold. Repairs were deemed necessary. A budget amendment will be submitted to realign funds to cover unanticipated costs associated with the pump repair.

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: 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): 
DATE: 10/17/23

APPROVED FOR PAYMENT:
FINANCE DIRECTOR/
ASST. FINANCE DIRECTOR  Date: _____



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: Carla Rossiter-Smith, CHIEF PROCUREMENT OFFICER

FROM: Shannan Lakis, Special Assessment Coordinator

DATE: October 6, 2023

RE: West Coast Well Drilling
Berkeley Manor Multipurpose MSBU

On September 27, 2023 during their normal monthly inspection, Nature Coast Irrigation discovered that the well pump located at the entrance of Berkeley Manor was inoperable. A quote in the amount of \$2,465.00 was received from West Coast Well Drilling. Due to fiscal year end purchasing restrictions, payment for repairs was intended to be made on a County pCard. However, while onsite a damaged buried pipe was discovered resulting in an unanticipated additional \$120.00. The final invoice total came to \$2,585.00, which exceeds the \$2,500 per purchase limit. We are requesting a purchasing policy exception as the repairs were deemed necessary. A budget amendment will be submitted to realign the funds to cover the unanticipated costs associated with the pump repair.

Cc: J. Scott Herring, Public Works Director/County Engineer
Elaine Singer, Finance Manager

WEST COAST WELL DRILLING & Pump Service, Inc.

Residential

Commercial

October 6, 2023

Nature Coast

Attn: Shannan Lakis
slakis@hernandocounty.us

Re: Berkley Manor
Entrance of US 19

INVOICE AS PER QUOTE

Installed New

1 HP Stainless Submersible Pump	\$ 1,650.00
1 HP Control Box	Included
1" Brass Check Valve	Included
12/3/g Submersible Pump Wire	Included
20 Gallon Captive Air Tank	565.00
40/60 Pressure Switch	Included

Additional Fee's

Note: Pump Stuck in Well, finally got it out
had to Replace Drop Pipe
40' @ \$ 3.00 per ft

	120.00
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Pump Hoist & Labor – Remove Defective Equipment & Install Equipment Listed Above	250.00
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Total Due \$ 2,585.00

Phone: 352-684-8290

Fax: 352-686-2004

4031 Lamson Avenue ~ Spring Hill, Florida 34608

WEST COAST WELL DRILLING & Pump Service, Inc.

Residential

Commercial

September 28, 2023

Nature Coast

Re: Berkley Manor
Entrance of US 19

QUOTE


Install New

1 HP Stainless Submersible Pump	\$ 1,650.00
1 HP Control Box	Included
1" Brass Check Valve	Included
12/3/g Submersible Pump Wire	Included
20 Gallon Captive Air Tank	565.00
40/60 Pressure Switch	Included
Pump Hoist & Labor – Remove Defective Equipment & Install Equipment Listed Above	250.00
Total	<u>\$ 2,465.00</u>

Acceptance of Proposal: the above prices, specifications, and conditions are satisfactory and hereby accepted. West Coast is authorized to do the work as specified.

Not covered: any damage due to lightning, power surges, or any over load causing wire lead shorted to ground.

PAYMENT WILL BE MADE IN FULL UPON COMPLETION.

PROPOSED BY: 
Jerry Gingerski

DATE: 9/28/2023

ACCEPTED BY: _____

DATE: _____

Phone: 352-684-8290

Fax: 352-686-2004

4031 Lamson Avenue ~ Spring Hill, Florida 34608

