

Board of County Commissioners Agenda Request

Date of Meeting: February 6, 2024
Date Submitted: January 22, 2024
To: Honorable Chairman and Members of the Board
From: Edward J. Dixon, County Administrator
Subject: Approval for the Finance Office to Process Payment for Holiday Outdoor Decor

Statement of Issue:

This agenda item seeks Board approval for the Finance Department to process payment for Holiday Outdoor Decor.

Background:

Staff is requesting Board authorization for the Finance Department to proceed with the payment of the invoice related to the Holiday Outdoor decor for Christmas decorations on the Courthouse Square.

Analysis:

None.

Fiscal Impact:

19,828.00. This amount is budgeted in line item 001-0001-54805.

Options:

1. Approve the Finance Department to process the \$19,828.00 payment from line item 001-0001-54805.
2. Do not approve.
3. Board direction.

County Administrator's Recommendation:

Option 1.

Attachments:

- Invoice

Laurel Bradley

From: Cindy Samford <cindy@gadsdenclerk.com>
Sent: Monday, January 22, 2024 9:34 AM
To: Laurel Bradley; 'Trudei Porter'
Cc: Charles Hayes; Pheshe Bennett
Subject: RE: Holiday Outdoor Decor

Good morning, Laurel:

Thank you for the update, we will look for the approval after the February 6th meeting.

Thank you,

Cindy Samford

Finance Department

Gadsden County Clerk of Court

cindy@gadsdenclerk.com

Direct Line: 850-875-7059

From: Laurel Bradley <lbradley@gadsdencountyfl.gov>
Sent: Monday, January 22, 2024 9:16 AM
To: cindy@gadsdenclerk.com; Trudei Porter <trudeip@gadsdenclerk.com>
Cc: Charles Hayes <Chayes@gadsdencountyfl.gov>; Pheshe Bennett <pbennett@gadsdencountyfl.gov>
Subject: Holiday Outdoor Decor

Good morning, Cindy. I received the pink sheet and invoice you returned regarding the Holiday Outdoor Décor on January 19, 2024. I have prepared an agenda item for it to be presented on the next Board agenda which will be February 6th. I am writing to seek clarification on the change in the approval process compared to last year and the delay in processing. Last year, the invoice for holiday outdoor decor was paid without requiring board approval. This year, however, it seems that board approval is necessary. I would appreciate some insight into the reason for this change in the approval process.

Additionally, I submitted the invoice on January 5th with the expectation of timely processing. However, the invoice was returned to me on January 18th, resulting in a delay that was longer than anticipated. I would like to understand the reasons behind this extended processing time.

I look forward to hearing from you.

Kind Regards,

Laurel Bradley

Special Projects
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Returned to: Purchasing/Laurel

Invoice Return Correction Sheet

Vendor Holiday Outdoor Decor Date Returned 01/17/24

Please make the following corrections checked below and return to Finance for processing.

- 1. Invoices are out of order
- 2. Missing signature
- 3. Incorrect vendor and/or vendor number
- 4. Notation of special or grant funding
- 5. Missing picture or proof copy
- 6. Missing charge card back-up: _____
- 7. Missing travel info: _____
- 8. Missing contract and agenda item
- 9. Need current year signed W-9
- 10. Missing proposals/bids or other supporting documentation ie. single source

11. invoice exceeds the Co. Admin's approval threshold (\$5000) Ordinance 2023-07 for public purpose. Invoice must be taken before Board for approval.

EXPENDITURE LEDGERS

ENCUMBRANCE, LIQUIDATION AND EXPENDITURES

VENDOR NAME: **Holiday Outdoor Décor**

BOCC Form *24-204*

CHECK NUMBER:

VENDOR NUMBER:

BATCH NUMBER:

TRANSACTION DATE:

1/3/2024

FUND			DEPT.				OBJECT					INVOICE DATE	INVOICE NO.	EXPENDITURE
0	0	1	0	0	0	1	5	4	8	0	5	11/30/23	INV12513	\$19,828.00
													\$19,828.00	

2024 JAN 5 PM 12:44

I certify that the information on the invoices attached is correct and that the invoices listed are in order for payment.

Department Director Signature: *Laure Bradley 1/3/24*
 Assistant County Admin. Signature: *[Signature]*

Requisition No.

RECEIVED
JAN 03 2024
MANAGEMENT SERVICES

SENT TO FINANCE
JAN 05 2024
MANAGEMENT SERVICES



Invoice

Invoice #: INV12513
 Date: 11/30/2023
 Terms: DUE UPON RECEIPT
 Due date: 12/01/2023
 Ref #: 00011973
 PO #:

Remit to: Holiday Outdoor Décor PO Box 4365 Bethlehem, PA 18018

Billing Address:
 GADSDEN COUNTY FL
 10 East Jefferson Street
 Quincy, FL 32351

GADSDEN COUNTY FL
 GADSDEN COUNTY COURTHOUSE
 10 East Jefferson Street
 Quincy, Florida 32351

Important Messages:

Holiday Outdoor Décor welcomes Arnett Marketing and Christmas Designers Florida! Please note new remit to address above.

<p>To pay fast, easy, & fee-free, visit: https://connect.ebizcharge.net/EbizLogin.aspx?ReturnUrl=%2fholidayoutdoordecor</p>	<p>W-9 and other information available at: https://holidayoutdoordecor.com/terms-conditions/</p>
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Questions? : Please contact your [sales rep](#), email us at ar@holidayoutdoordecor.com , or call 877-444-8888.

SHIP VIA:	TRACKING/BOL:	# OF PACKAGES
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ITEM #	DESCRIPTION	UNIT	QTY	UNIT PRICE	AMOUNT
ANNUAL LEASE	Annual Lease , Annual Lease	Each	1	\$0.00	\$0.00
LSE-TS-10-PT	Green Holiday Christmas Silhouette 3-D Pine Tree. 5' X 10' 200 C-7 lamps LED PLACE 2 PINE AND 1 DEER ON ONCE SIDE OF COURTHOUSE- LIGHTED PINES, 3-D Pine 10 86 lbs. ----LED ST640 LED- Green Holiday Christmas Silhouette 3-D Pine Tree. 5' X 10' 200 C-7 lamps LED	Each	3	\$765.00	\$2,295.00
LSE-TS-8-3DD	3-D DEER, 6' X 8', 245 C7 Lamps LED PLACE 2 DEER 1 PINE ON THE OPPOSITE SIDE OF COURTHOUSE NOT FRONT OR BACK- WANTS DECORATED ON ALL 4 SIDES, 3-D DEER, 6' X 8', 245 C7 Lamps LED	Each	3	\$841.00	\$2,523.00
LSE-GW-60-DLB-B	Double Frame Lighted Wreath with 24" Vinyl Bow, 48 C7 Bulbs LED WREATH TO RAILING OVER ENTRANCE DOORS ON ALL FOUR (4) SIDES, 5' Double Frame Wreath---LED BF313LED- Double Frame Lighted Wreath with 24" Vinyl Bow, 48 C7 Bulbs LED	Each	4	\$350.00	\$1,400.00
LSE-VM-25-PT-6FOP	POLE TRIM OPAQUE 25', 6" Garland, Fine Cut WRAP BIG WHITE PILLARS IN FRONT AND BACK ENTRANCES OF COURTHOUSE, POLE	Each	24	\$65.00	\$1,560.00

Thank you for your business! We look forward to serving you again.

	TRIM OPAQUE 6" F/C 25' -POLE TRIM OPAQUE 25', 6" Garland, Fine Cut				
LSE-B-O24-RGT	24" Red Outdura 4 Loop Bow with Gold Trim BOWS IN MIDDLE OF WHITE PILLARS, - 24" Red Outdura 4 Loop Bow with Gold Trim	Each	4	\$150.00	\$600.00
LSE-VM-25-PT- 6FOP	POLE TRIM OPAQUE 25', 6" Garland, Fine Cut WRAP 2 LIGHTPOLES IN FRONT OF COURTHOUSE, POLE -TRIM OPAQUE 6" F/C 25'	Each	2	\$125.00	\$250.00
	POLE TRIM OPAQUE 25', 6" Garland, Fine Cut				
LSE-T-18P-MC	Panel Tree 18' C7 MULTI LED TWO (2) TOTAL HEIGHT 22' PANEL TREES INCLUDES 3' TOPPER, C7 MULTI LED BULBS, Panel Tree 18' C7 MULTI LED	Each	2	\$5,600.00	\$11,200.00
				Subtotal	\$19,828.00
				Sales Tax	\$0.00
				Total	\$19,828.00
				Less Payments or Credits	0.00
				TOTAL DUE	19,828.00