



## Agenda Item Summary

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**File #: 23-00210**

**Agenda Date: 6/13/2023**

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**Agenda Item Name:**

**Special Pay Request for use of State Housing Initiatives Partnership (SHIP) funds**

**Presenter:**

Claudia Tuck, Community Support Services Director, (352) 231-0058  
Stephen Weeks, CSS Housing Program Manager, (352) 337-6285

**Description:**

Special Pay requests for invoices submitted for roof repairs.

**Recommended Action:**

Approve the special pay request to vendors and authorize payment to Duffield Home Improvements and J & S Roofing & Construction.

**Prior Board Motions:**

NA

**Fiscal Note:**

The three invoices will be paid from SHIP fund 242.29.2975.554.34.63 project 3212905 where there is an adequate budget to fund these payments.

- Duffield Home Improvements in the amount of \$5,628 for home repair
- Duffield Home Improvements in the amount of \$10,393 for home repair
- J & S Roofing & Construction Inc in the amount of \$9,236.16 for home repair

**Strategic Guide:**

Housing

**Background:**

The Alachua County Housing Program staff procures bids and services for home repairs and roof repairs, from vendors. A purchase order request was in process and a number was assigned; however new staff mistakenly assumed that receipt of the number meant that the purchase order was approved. Community Support Services has discussed and reviewed this oversight internally and have developed protocols to ensure staff will confirm that a purchase order is approved prior to the commencement of repairs.

This action falls under the Procurement Procedure Section 8.101 (1) Unauthorized Purchases in excess of \$3,500 which requires a special pay request and Board approval to process payment. This action falls under the Procurement Procedure Section 8.101 (1) Unauthorized purchases more than

\$3, 500 require a special pay request and Board approval to process payment.

Request that the following vendors/invoices be approved for Special Pay:

- Duffield Home Improvements in the amount of \$5,628 for home repair
- Duffield Home Improvements in the amount of \$10,393 for home repair
- J & S Roofing & Construction Inc. in the amount of \$9,236.16 for home repair