



Alachua County Community Support Services

Housing Programs

Stephen Weeks, Program Manager
sweeks@alachuacounty.us

June 2, 2023

MEMORANDUM

TO: Anna Prizzia, Chair, Alachua County Board of County Commissioners
VIA: Michele L. Lieberman, County Manager
VIA: Carl Smart, Deputy County Manager of Community & Strategic Initiatives
VIA: Claudia Tuck, Community Support Services Department Director
VIA: Candie Nixon, Community Support Services Department Assistant Director

FROM: Stephen Weeks, Housing Program Manager

RE: Special Pay request – SHIP vendors

We are requesting special pay for the subsequent invoices.

- 1) Vendor: **J&S Roofing with invoice number 1779**
Amount: **\$9,236.16**
Client Name: Selma Scippio File #: AC22-HR45
Client Address: 10208 SW 122nd Street, Gainesville, FL 32608
- 2) Vendor: **Duffield Home Improvement with invoice number 28942**
Amount: **\$5628.00**
Client Name: Stacy Harrison File# AC22-HR47
Client Address: 7018 SW 17th Place, Gainesville, FL 32607
- 3) Vendor: **Duffield Home Improvements with invoice number 28945**
Amount: **\$10,393.00**
Client Mary Langford File# AC2-HR50
Client Address: 1441 SE 41st Place

Alachua County Housing Staff received purchase order numbers for the above invoices but mistakenly issued Notices to Proceed to the vendors before the numbers were fully executed. The housing staff has discussed the oversight internally. In the future, Staff will confirm purchase orders before work is authorized.