



Alachua County Public Works Department

MEMORANDUM

TO: Chair, Alachua County Board of County Commissioners

VIA: Brian Kauffman, P.E., Assistant Public Works Director **BCK**

FROM: Donald Clifton, Road Superintendent

DATE: 11/05/2024

RE: Unites Rent-All Special Pay Request

The Public Works Road & Bridge (R&B) Division requests Board approval to pay United Rent-All a total of \$8,820.11 (Invoice #8022 & 8075) for the rental of a mini skid steer, which was utilized for various operational tasks within the division. The total amount of these invoices exceeds the original Purchase Order (PO Balance = \$2,385.05) by \$6,435.06 due to an oversight in billing.

United Rent-All did not issue monthly invoices during the rental period, instead providing a single invoice upon the equipment's return. Had monthly billing occurred, the additional expenses would have been identified earlier, allowing for proper procedures to be followed and the PO adjusted accordingly. Consequently, we are requesting Board approval for this additional expense.

If you require any additional information, please feel free to contact me. Thank you for your consideration of this request.

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