



Alachua County *Department of Facilities Management*

Travis Parker – Director

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April 7, 2025

MEMORANDUM

To: Charles Chestnut, IV, Chair
Alachua County Board of County Commissioners

From: Travis Parker, Facilities Management Director

Subject: Special Payment Request for Jail Repairs

In accordance with the Alachua County Purchasing Manual and the F&A Departmental Processing Handbook, we respectfully request approval to process payment in the amount of \$11,260.00 under Facilities Management account code 001.19.1912.529.46.00, covering five invoices submitted by Del Sol Electric, LLC.

The invoices pertain to the replacement of wallpack light fixtures at the Alachua County Jail. We were experiencing recurring issues during generator exercises, which caused the wallpacks to fail and led to widespread outages in the exterior lighting—posing a significant safety concern. To address the issue, Del Sol Electric was called in not only to replace the fixtures but also to assist in identifying the root cause.

However, due to a clerical oversight, it appeared there was a valid procurement path through a Job Order Contract (JOC) to engage Del Sol, when in fact that was not the case.

Thank you for your consideration.