

MANATEE COUNTY GOVERNMENT AGENDA MEMORANDUM

SUBJECT	Authorize C.O. 1 to P1000300 for Grocery & Snack Items from Sysco Co.	TYPE AGENDA ITEM	Consent
DATE REQUESTED	January 9, 2001	DATE SUBMITTED/REVISED	December 19, 2000
REFERENCE NUMBER	No	CONSEQUENCES IF DENIED	
DEPARTMENT/DIVISION	Financial Mgmt/Purchasing	AUTHORIZED BY TITLE	Jim Seuffert, Director <i>DS for JS</i>
CONTACT PERSON TELEPHONE/EXTENSION	J. Dorta, Purch/Elliott Falcione, CCC Ext. 3045/Ext. 5913	PRESENTED BY TITLE TELEPHONE/EXTENSION	Larry White, Exec. Dir., CCC Ext. 5913

ADMINISTRATIVE APPROVAL



ACTION DESIRED

ACTION TO BE TAKEN: REPORT OF DISCUSSION, REPORT OF MOTION, OR OTHER ACTION REQUIRED

Authorization to issue Change Order 1 to P1000300 to Sysco Food Services, Ocoee, FL in the amount of \$40,000 for the purchase of grocery and snack items for resale on an as-required basis for the Manatee County Convention and Civic Center through 9/30/01, for an estimated, annual amount of \$64,500.

ENABLING/REGULATING AUTHORITY

Refer to State or Local Administrative Code(s), Manatee County Comp Plan and Development Code, ordinances, resolutions, policy, etc.

Ordinance 99-37, Purchasing Code Section 4-101(1), Source Selection

BACKGROUND DISCUSSION

- The Convention and Civic Center requires a variety of grocery, snack, beverage and alcohol items for resale for the events that it hosts.
- Continued on page 2.

COUNTY ATTORNEY REVIEW (see questions 1 and 2) "NO" or "YES" as applicable

QUESTIONS:

1) IF "NO" TO ABOVE:

A) PLEASE EXPLAIN HOW (see also following section for contract agreement, etc. etc.)

Not required. This is a pre-printed purchase order form using the County's terms and conditions.

BOARD OF COUNTY COMMISSIONERS

2) IF A CONTRACT, AGREEMENT, LEASE OR OTHER DOCUMENT WAS PREVIOUSLY APPROVED, STATE WHERE IT WAS (SEE questions 1 and 2)

3) IF "YES" TO FIRST QUESTION IN THIS SECTION:

A) HAS ENTIRE MATTER OR ONLY A PORTION, BEEN REVIEWED? IF ONLY A PORTION, WHICH PORTION?

B) HAVE ALL COMMENTS/SUGGESTIONS RAISED BY COUNTY ATTORNEY BEEN ADDRESSED/INCORPORATED? IF NOT, PLEASE EXPLAIN (A COPY OF FINAL COUNTY ATTORNEY REPORT THIS NUMBER MUST BE ATTACHED) (If comments were verbal, so indicate.)

ATTACHMENTS (list in order attached)		INSTRUCTIONS TO BOARD RECORDS	
1/ Departmental Memo		None	
COST	\$64,500 (Est'd. Annual)	SOURCE (ACCT# & NAME)	4550002700595010 (CCC Concessions, Food for Resale)
REVENUES	None	APPROX. OF REVENUE COSTS (ATTACH FINANCIAL STATEMENT)	N/A

2001/11 40 KC

- 10/20/00 P1000300 was issued in the amount of \$24,500 for grocery and snack items from Sysco Food Services for the first quarter of the new fiscal year. Change Order 1 to P1000308 is for the remainder of this fiscal year. Based on prior year's expenditures and the number of scheduled events for the first and second quarters of the current fiscal year, it is estimated that a total amount of \$64,500 will be required for purchases through 9/30/01.


MANATEE COUNTY GOVERNMENT

"To Serve With Excellence" DEC 11 AM 9:02

PURCHASING

MEMORANDUM

TO: Anita Assha, Purchasing

FROM: Larry White, Executive Director
Manatee Convention and Civic Center 

DATE: December 7, 2000

SUBJECT: SYSCO Food Services
Requisition #P1000300

A change order in the amount of \$40,000.00 to the SYSCO Food Services purchase order is requested. Due to unexpected food requirements and more events booked for the upcoming year, the invoices will definitely exceed the original amount of the purchase order.

If you have any questions, please do not hesitate to contact me at 722-3244 extension 232.

Thank You.

LW/cy



MANATEE COUNTY PURCHASING

Mail Invoices To:
**CLERK OF THE CIRCUIT COURT
MANATEE COUNTY FINANCE DEPARTMENT
P.O. BOX 1000
BRADENTON, FL 34206-1000
SEND SEPARATE INVOICES FOR EACH SHIPMENT**

PURCHASE ORDER NO.: Page 1 of 1
PAGE: 11709/00
ORDER DATE: 10/01/00
DATE REQUIRED: 10/01/00
TERMS:
SHIP VIA: BESTWAY
F.O.B.: DESTINATION
CONFIRMED TO:

VENDOR
V899600 (407) 877-8900
SYSCO FOOD SERVICES
PO BOX 130
DEDEE, FL 32761-0130

SHIP TO
S2600
CONVENTION AND CIVIC CENTER
ONE HABEN BOULEVARD
PALMETTO, FL 34221

Requested by: Cathy Yates

ITEM	QUANTITY	U/M	DESCRIPTION	UNIT PRICE	TOTAL PRICE
***** ***** CHANGE ORDER #1 ***** THIS IS A CHANGE TO THE ORIGINAL PURCHASE ORDER. *****					
005	18,130	EA	C.O. #1, P1000300: Is issued for internal accounting purposes. This line item #5 is for grocery items (food).	1.00	18,130.00
			455-0002700-595002		18,130.00
006	3,675	EA	C.O. #1, P1000300: Beverages	1.00	3,675.00
			455-0002700-595010		3,675.00
007	1,715	EA	C.O. #1, P1000300: Operating supplies.	1.00	1,715.00
			455-0002700-593010		1,715.00
008	980	EA	C.O. #1, P1000300: Operating supplies for the Civic Center Concessions.	1.00	980.00
			455-0002700-552000		980.00

24,500.00

R009966
TASK 001260AA ANITA ASSHA CPF# (941) 749-3044

M	QTY ORD	QTY REC'D	QTY B/O	PACKING SLIP #	DATE REC'D	REC'D BY	**PAYMENT AUTHORIZED BY

[Handwritten Signature]
PURCHASING



MANATEE COUNTY PURCHASING

Mail Invoice To:
CLERK OF THE CIRCUIT COURT
MANATEE COUNTY FINANCE DEPARTMENT
P.O. BOX 1000
BRADENTON, FL 34206-1000
SEND SEPARATE INVOICES FOR EACH SHIPMENT

PURCHASE ORDER NO.: P0000056
PAGE: Page 1 of 2
ORDER DATE: 05/17/00
DATE REQUIRED: 05/01/00
TERMS:
SHIP VIA: BESTWAY
F.O.B.: DESTINATION
CONFIRMED TO:

VENDOR

V899600 (407) 877-8500
BYSO FOOD SERVICES
PO BOX 130
OCDEE, FL 32761-0130

SHIP TO

S2600
CONVENTION AND CIVIC CENTER
ONE HABEN BOULEVARD
PALMETTO, FL 34221

Requested by: Cathy Yates

ITEM	QUANTITY	U/M	DESCRIPTION	UNIT PRICE	TOTAL PRICE
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***** CHANGE ORDER #1 *****
THIS IS A CHANGE TO THE
ORIGINAL PURCHASE ORDER.

001	15,000	EA	CO 1, P0000056: Increase amt for resale in line item #1 through 9/30/00.	1.00	15,000.00
			455-0002700-595002		15,000.00
002	7,000	EA	CO 1, P0000056: Increase amt for resale in line item #2 through 9/30/00	1.00	7,000.00
			455-0002700-595010		7,000.00
003	5,500	EA	CO 1, P0000056: Increase amt for resale in line item 3 through 9/30/00	1.00	5,500.00
			455-0002700-595000		5,500.00
004	2,500	EA	CO 1, P0000056: Increase amt for resale in line item 4 through 9/30/00	1.00	2,500.00
			455-0002700-552000		2,500.00

Previous Total: \$28,000.00
Net Increase : 22,000.00
Adjusted Total: \$50,000.00

BCC authorized CO 1 for
\$22,000 5/16/00.
R008277
TASK 006749AA

30,000.00

ANITA ASSHA CFPB (941) 749-3044

QTY ORD	QTY REC'D	QTY B/O	PACKING SLIP #	DATE REC'D	REC'D BY	PAYMENT AUTHORIZED BY

PURCHASING