

RESOLUTION 2019-04
Fiscal Year 2019 Budget Amendment
Wednesday, June 19, 2019

WHEREAS, the Spring Lake Improvement District (hereinafter "District") was created by the Florida Legislature and codified in Chapter 1971-669, Laws of Florida, as amended by Chapter 2005-342, Laws of Florida, as amended by Chapter 2012-264, Laws of Florida, pursuant to the authority granted therein and;

WHEREAS, the Board of Supervisors, hereinafter referred to as the "Board", of the District, adopted a Budget for fiscal year 2018-2019, and;

WHEREAS, Section 10.02.06 of the District Financial Policies directs the Administrator to prepare budget amendments, and;

WHEREAS, Section 10.07.04 of the District Financial Policies for procurement was amended in Resolution 2018-15 and;

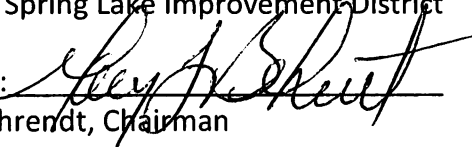
WHEREAS, District Staff has reported to the Board that the Boom Mower is no longer able to be repaired. This equipment is specialized and needed to maintain the canal drainage system.

WHEREAS, the Board wishes to waive the competitive bid process for purchase in excess of \$30,000 and accept the two written quotes to expedite the mower repair.

WHEREAS, the Board desires to move funds according to the attached Exhibit "A"

NOW THEREFORE BE IT RESOLVED BY THE BOARD OF SUPERVISORS OF THE SPRING LAKE IMPROVEMENT DISTRICT THE FOLLOWING:

1. The Fiscal Year 2019 Budget is hereby amended in accordance with Exhibit "A" attached.
2. This resolution shall become effective this 19th day of June 2019 and shall be reflected in the monthly and fiscal year end 9-30-2019 Financial Statements and Audit Report of the District.

Spring Lake Improvement District
By: 
Gary Behrendt, Chairman

Attest:

By: _____
Tim McKenna, Secretary

General Fund

From:

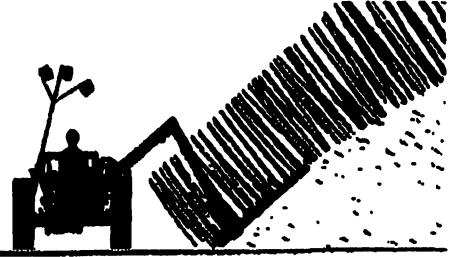
Renewal & Replacement Reserves (101800)

To:

Capital Outlay (513600)

\$53,826.00 for 28' Heavy Duty Mid-Mounted Boom Arm Mower to be installed on Challenger MT525M Tractor

MōTrim INCORPORATED



240 STEUBENVILLE AVE., CAMBRIDGE, OHIO 43725 • P.O. BOX 850 • PHONE (740) 439-2725
FAX (740) 432-2098
www.motrim.net

May 28, 2019

Mr. Scott Fields
Fields Equipment Company
3440 US 17
Zolfo Springs, FL 33890

Fax: 863-735-1195
PH: 863-735-1122

Dear Scott,

MoTrim is pleased to offer the following 28' Heavy Duty Mid-Mounted Boom Arm mower to be installed onto your Challenger MTS25M:

LMT-28A-5HB

The aforementioned price includes the following:

- Complete factory installation
- Heavy duty rear PTO driven gear pump
- Hydraulic oil reservoir including filters and dip stick
- Hinged right side cab Lexan safety panel
- Push-pull control levers
- Complete counterweight package
- Boom arm cradle
- Oil cooler
- Ball valves

The following options are being offered for your consideration: \$ 49,826.00

Joystick control in lieu of push-pull control levers is \$4,000.00 Net

LMT-28A-5HB - \$49,826.00
 Joystick Control - \$4,000.00
 \$53,826.00



Challenger

TO: **Spring Lake Improvement**

DATE: 6/7/19

ATTN: **Clay Shrum**

TERMS: Net 10 Days

This offer to sell is made subject to buyer's acceptance within ten (10) days from this date. All quoted prices are subject to change without notice and those in effect on the date of shipment shall prevail.

30' Diamond Boom Mower Kit

30 Foot Rear Cradle Boom - includes boom, mounting hardware, 4-spool valve, cable controls, transport lock, hydraulic actuator, auxillary oil cooler, pump & grill guard, Lexan safety glass, wheel weights & axle stabilizer.

50" Boom Rotary

Five-Function Proportional Joystick Control - in lieu of standard cable controls

Hydraulic Trap Door, 50" and 60" Boom Rotary Heads (This will reduce stress on the deck)

Sales Price including installation \$ 77,862.19

Accepted By: _____
Date: _____

Sales Representative:

Above Prices Are F.O.B. Jacksonville, FL
Florida State Sales Tax To Apply If Applicable
RING POWER CORPORATION

By: _____
John Duncan, AVP Challenger Division Mgr.

PROCUREMENT POLICY10.07.04

The District follows Chapter 287 of the Florida Statutes for Procurement of Personal Property and Services. This eliminates the need to amend the Policy every time the law is amended.

PURCHASING THRESHOLDS

- A. The Department Head or his/her designee must approve purchases with a value under \$500.
 - 1. No documented quotes are needed at this level; however, employee shall obtain product or service at the lowest possible price that meets desired criteria.
- B. The District Administrator and the Department Head or his/her designee must approve purchases with a value between \$500 and \$1,000.
 - 1. No documented quotes are needed at this level; however, employee shall obtain product or service at the lowest possible price that meets desired criteria.
- C. The District Manager and or Director of Operations, and District Administrator must approve purchases more than \$1,000
 - 1. Purchases shall not be split to fall below this threshold.
 - 2. For any purchase \$10,000 - \$29,999, two written quotations shall be sought before any purchase order is issued.
 - 3. Local vendors will be used except when justified that it will save the District money from using another source.
 - 4. Purchases in excess of \$30,000 must go through the competitive bid process or Request for Proposal (RFP) following the guidelines in Chapter 287 of the Florida Statutes unless specifically exempted herein and approved by the Board of Supervisor.

SOLE SOURCE

The District allows for exemption from the competitive process when a determination has been made by the District Manager or Director of Operations that there is only one source practicably available to supply a good or service.

- A. It is the responsibility of the department head to document in writing why the purchase is sole source.
- B. The vendor is the original equipment manufacturer and there are no regional distributors.
- C. The parts or equipment requested are not interchangeable with similar parts or equipment available from another manufacturer.
- D. No other equipment is available that will meet the specialized needs of the department or perform the intended function.
- E. Any item over the competitive bid threshold shall be submitted to the Board of Supervisors for approval.

PIGGYBACK CONTRACTS

Deviation FROM BID requirements or RFP/RFQ's can occur if the goods or services are available on State Contract, Florida Sheriff's Bids, Federal GSA Contract, or through other governmental entities' bids or RFP/RFQ's that are entered as a result of a competitive process within 12 months prior to the purchase

Purchase Order Procedures 10.08

Purchase Orders 10.08.01

Purchase orders are necessary to ensure that budget funds are available prior to purchasing goods or services. Purchase orders shall be obtained prior to making a purchase. Once a purchase order is created, funds are encumbered, or set aside, so that the District Administrator can keep track of remaining available funds.

- Purchase orders are required for purchases greater than \$500, with the exception of the following:
 - Contractual obligations (i.e. engineering)
 - Legal expenditures
 - Legal advertisements
 - Payroll expenditures
 - Employee benefits
 - Fuel for vehicles purchased using District purchasing card
 - Cost of Issuance related to debt issuance
 - FedEx or similar delivery services
 - Electric service
 - Reimbursements
 - Supply purchases at discount stores such as Sam's or Office Max

- The following are examples of expenditures that do not require a purchase order, but are encumbered through the yearly budget process and reviewed by the District Administrator prior to importing into the accounting software:
 - Telephone service – mobile and land lines
 - Debt Service payments

 - Monthly services including:
 - Security monitoring
 - Pest control
 - Trash disposal
 - Postage
 - Computer server maintenance
 - Tax Collector fees

RESOLUTION 2018-15
Financial Policies and Procedures
Wednesday, September 12, 2018

WHEREAS, the Spring Lake Improvement District (hereinafter “District”) was created by the Florida Legislature and codified in Chapter 1971-669, Laws of Florida, as amended by Chapter 2005-342, Laws of Florida, as amended by Chapter 2012-264, Laws of Florida, pursuant to the authority granted therein and;

WHEREAS, Chapter 2012-264 authorizes the Board of Supervisors, hereinafter referred to as the “Board”, of the Spring Lake Improvement District, hereinafter referred to as “District”, to prescribe, and establish policies and procedures for the District to revise said policies and procedures from time to time and;

WHEREAS, pursuant to said authority the “District” updated the Financial Policies and Procedures for procurement, Section 10.07.04 and;

WHEREAS, the “Board” having reviewed said document, it is upon consideration:

**RESOLVED BY THE BOARD OF SUPERVISORS OF THE SPRING
LAKE IMPROVEMENT DISTRICT, HIGHLANDS COUNTY,
FLORIDA TO ADOPT THE UPDATED FINANCIAL POLICIES
AND PROCEDURES FOR PROCUREMENT, SECTION 10.07.04.**

The attached Financial Policies “Exhibit A” will become effective this 12th day of September, 2018.

Spring Lake Improvement District

By: _____
Bill Lawens, Chairman

Attest:

By: _____
Tim McKenna, Secretary