Docusign Envelope ID: 1ED8F37A-D6EE-4C7D-8271-33AD8383A02E

City of Jacksonville, Florida
Procurement Award Form (PAF)

Part 1: Form Type JPAC Award Request and Administrative Details

Goods and/or Services: Improper Purchase - Amazon

Requested Action/Authority:

Request to approve improper purchase for an Amazon purchase of $62.01 to paid by non PO check request using account 11521.185101 549006.002063.00000000.00000.0000000

Justification/Explanation:

This improper purchase occurred because a Library employee made a purchase on Amazon without having proper approval and ensuring a Purchase Order was in place prior to ordering the items. The employee has been informed that going forth no Amazon purchases should be made until there is an approved Purchase Order in place.

Legal Contract #:	N/A	Contract Date:	08/20/2024	Change Order/AMD #:	N/A	
PO/Release #:	N/a	Bid Date:	08/20/2024	Awarded Supplier:	N/A	
Licenses Verified:	N/A	Effective Date:	08/20/2024	Basis of Award:	N/A	
Federally Funded:	N/A	No. Invited:	N/A	Responses Received:	N/A	Attachments:
Solicitation:	N/A - N/A - N/A			Procurement Contract #:	N/A - N/A	
Executed By:	N/A					

PoP:Base:	N/A	Options:	N/A	Extension(s):	N/A
JSEB Rec.:	N/A	%:	N/A	Bonds Waived Pursuant To:	N/A

Fund:	11521	Center:	185101	Acct:	549006	Proj:	002063	Activity:	00000000	$	00000
Fund:		Center:		Acct:		Proj:		Activity:		$	
Fund:		Center:		Acct:		Proj:		Activity:		$	

New NTE/GMP:	$ 62.01	Contingent Amount:	$ 0	DMP/ODPO Amount:	$ 0

Using Agency/BU:	PLJX:PUBLIC_LIBRARY_BRANCHES			
Concurrence:	Signed by: E3D417DEFA88482...	Title:	LIBRARY DIRECTOR	8/20/2024
Concurrence:		Title:		
Concurrence:		Title:		
Concurrence:		Title:		

Procurement Analyst/Buyer:	Signed by: Renata Barnett 7771B2C9F56442C...	Chief of Procurement:	DocuSigned by: B19F1D517352456... 8/21/2024
Name:	Renata Barnett	Name:	Dustin L. Freeman

Part 2: JPAC Actions on Above Requests/Recommendations
All Award Actions Subject to Lawfully Appropriated Funds

Members Who Approve:	
Members Who Disapprove:	
Other Action:	

Date:

Part 3: Final Awarding Authority Action

Action:

Date:

Signature:

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PAF Instructions

Form Type: Select the type of award from the dropdown options. This form will be used for all Procurement awards (Administrative Awards and JPAC Requests).

Goods and/or Services: Enter a brief description of the types of goods and services included in the request.

Requested Action/Authority: Enter a brief description of the requested action or authority being sought. i.e.; *request permission to award to the lowest, responsive responsible bidder for ITB or award the highest ranked supplier for an RFP*.

Justification/Explanation: Enter a brief justification or explanation for the requested action. Use this box to add any additional information such as additional account strings, or other information essential for contract execution.

Legal Contract Number: Provide the existing City contract number if applicable. This will be the same number as your POA number.

Contract Date: Select the effective date for the contract using the calendar option in the form. Leave blank for contracts to become effective on the execution date.

Change Order/AMD #: Provide the applicable Change Order or Amendment number represented by this request.

Date: Enter the date of PAF submission.

Effective Date: Enter the effective date of requested authority and/or action.

Solicitation: Select the competitive procurement method used (1Cloud generated prefix), enter the 1Cloud generated numbering sequence, and 1Cloud generated fiscal year of solicitation

Basis of Award: Select from Lowest Price Technical Acceptable (LPTA), Highest Price Technical Acceptable (HPTA),

Procurement Contract #: This is your PO number. Select Type, Enter Number

PO/Release Number: Enter PO Release Number

Awarded Supplier: Enter Awarded Supplier Name

Federally Funded: Select yes or no from dropdown if Federal Funds will be used.

Responses Received: This is the number of responses received.

No Bids Received: The number of responses received that indicated supplier would not bid.

Executed By: Select whether executed by OGC or JPAC / Chief of Procurement

PoP Base: Select the Period of Performance for the initial period.

Options: Period for each renewal period i.e. one (1) two (2) year.

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Extensions: How many extensions have we preformed after the initial base period and option periods have been completed?

JSEB Goal: Select the percentage established by JSEB.

JESB Other: Select Encouragement or Set Aside Option

Bonds Waived Pursuant to: Select authority allowing bonds to be waived.

Funding Source: Fund/Center/Account/Project/Activity, all fields are required even if zeros.

New NTE/GMP: Enter the new total not to exceed the amount. Note, this should match the contract maximum indebtedness, if applicable**.**

Contingent Amount: If your agency requests an allowance for unforeseen additional expenses, then specify the amount of your requested increase and new NTE that represents the contingency allowance. This is over and above any quote.

DMP/ODPO Amount: Enter the total Direct Materials Purchase/Owner Direct Purchase Order amount for project.

Attachments: Name any attachments included as supplemental information to the PAF.

Using Agency/BU: This should be the requesting agency/requirement owner.

Concurrence: Electronic Signature

Title: Enter the title of person electronically signing form.

**Any fields where there is no data available, or no entry is required, either leave it blank or enter N/A. Any fields where there is known data, include for informational purposes. Any changes to an original award should contain the data that is being changed and any other relevant data required for JPAC review and approval.*

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JACKSONVILLE
PUBLIC LIBRARY

Start Here. Go Anywhere.

TO: Dustin Freeman, Chief of Procurement Division

FROM: Tim Rogers, Chief Librarian/Library Director, Jacksonville Public Library

THRU: Leslie Jones, Director for Library Finance and Budget

DATE: August 20, 2024

SUBJECT: Improper Purchase – Amazon

The Jacksonville Public Library respectfully requests your office to authorize payment in the amount of $62.01 for Amazon purchase made on February 6, 2024 via a non-PO check request using account:

11521.185101.549006.002063.00000000.00000.0000000

This improper purchase occurred because a Library employee made a purchase on Amazon without having proper approval and ensuring a Purchase Order was in place prior to ordering the items. The employee has been informed that going forth no Amazon purchases should be made until there is an approved Purchase Order in place.

I apologize for any inconvenience this may have caused, and should you have questions, please give me a call at (904) 255-6080.

TR/td

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amazon business

Invoice

Invoice # **17XX-T74M-9MLG** | **February 27, 2024**

For customer support, visit www.amazon.com/contact-us.

Invoice summary

Payment due by March 28, 2024

Item subtotal before tax	$ 65.97
Shipping & handling	$ 0.00
Promos & discounts	($ 3.96)
Total before tax	$ 62.01
Tax	$ 0.00
Amount due	**$ 62.01 USD**

Account #	ASDLTFJEL8J8G
Payment terms	Net 30
Purchase date	26-Feb-2024
Purchased by	Felicity Price-Forehand
PO #	When using invoicing.

Registered business name

City of Jacksonville

Bill to

City of Jacksonville
214 N. Hogan Street
Suite 800
JACKSONVILLE, FL 32202

Ship to

Felicity Price-Forehand
303 N LAURA ST 32202
JACKSONVILLE, FL 32202-3505

Pay by

Electronic funds transfer (EFT/ACH/Wire)

Account name	Amazon Capital Services, Inc.
Bank name	Wells Fargo Bank
ACH routing # (ABA)	121000248
Bank account # (DDA)	41630120005747470
SWIFT code (wire transfer)	WFBIUS6S

Check

Amazon Capital Services
PO Box 035184
Seattle, WA 98124-5184

Include Amazon invoice number(s) in the descriptive field of your electronic funds transfer payment, or
Email ar-businessinvoicing@amazon.com to submit your remittance detail.

Invoice details

	Description	Qty	Unit price	Item subtotal before tax	Tax
1	Harloon 25 Pcs Black Event Staff Lanyards with 25 Pcs Plastic Clear Id Badge Holders with Metal Swivel Hook and 50 Pcs Backstage Pass Staff Pass Cards for Conference School Concert ASIN: B0C3VL8QV2 Sold by: WuHanManShuangKeJiFaZhanYouXianGongSi Order # 113-0277474-6555411	3	$21.99	$65.97	0.000%
2	Promotions & discounts			($3.96)	0.000%

Total before tax	$62.01
Tax	$0.00

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amazon business

Invoice

Invoice # **17XX-T74M-9MLG**

Amount due	**$62.01**

FAQs

How is tax calculated?

Visit https://www.amazon.com/gp/help/customer/display.html/ref=hp_leftv4_sib?ie=UTF8&nodeId=202036190

How are digital products and services taxed?

Visit https://www.amazon.com/gp/help/customer/display.html/ref=hp_leftv4_sib?ie=UTF8&nodeId=202074670

Order Details

PO# When using invoicing. Ordered on February 26, 2024 Order# 113-0277474-6555411

Printable Order Summary

Shipping Address

Felicity Price-Forehand
303 N LAURA ST 32202
JACKSONVILLE, FL 32202-3505
United States

Change

Payment Method

Pay by invoice

Order Summary

Item(s) Subtotal:	$65.97
Shipping & Handling:	$0.00
Buy more, save 6%:	-$3.96
Total before tax:	$62.01
Estimated tax to be collected:	$0.00
Grand Total:	**$62.01**

Requested by Felicity Price-Forehand
Order method Business

Invoices and Credit Memos

Pending invoices $ 62.01

Arriving Wednesday

Track package

Cancel items

Harloon 25 Pcs Black Event Staff Lanyards with 25 Pcs Plastic Clear Id Badge Holders with Metal Swivel Hook and 50 Pcs Backstage Pass Staff Pass Cards for Conference School Concert
Sold by: Muasung
$21.99
Condition: New

Add gift option

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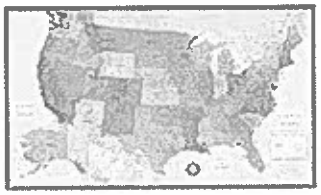
Buy it again

Recommendations for items from across our store



48x78 Huge United States, USA Classic Elite Wall Map Laminated

919

600+ viewed in past week

$41.90

FREE Delivery

Friday, Mar 1

Iheipye Military Uniform Shadow Box - Police Uniform Display Case - Jacket Display Box with...

37

200+ viewed in past week

$109.99

FREE One-Day Get it

Tomorrow, Feb 27

PartyNow Animal Stickers | 24-Pack Make Your Own Stickers for Kids | Make a Face Sticker Sheets with...

2,510

1K+ viewed in past week

$10.99 ($0.46/Count)

FREE One-Day Get it

Tomorrow, Feb 27

24x36 United States, USA US Executive Wall Map Poster Mural (24x36 LAMINATED)

2,783

700+ viewed in past week

$17.90

Get it **Mar 4 - 8**

FREE Shipping

Have an idea to help us improve? **Send feedback** ›

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Jacksonville Public Library Standard Requisition Form

Use this form for all purchases under $65,000. When completed send form and supporting documentation (quotes, Sole Source/Proprietary documentation, justification letters etc.) through your chain of command for signatures, with final delivery to JPL Finance. The signed documents can be scanned for delivery to JPL Finance. If this is a Single Source request, you must provide a written justification with written quote/proposal that a purchase can be made only from one justifiable source without competition and submitted to the Library Director for approval before submitting to Finance for processing.

Requested By: Felicity Price-Forehand Date: 2/26/2024 Phone: 904-255-6143

Requesting Division: Branch/Public Service Specify Branch/ Other: MAIN

- [x] Regular Purchase Order
- [ ] City Credit Card Purchase
- [ ] Check Request
- [ ] Single Source _____ Library Director Signature
- [ ] Request Foundation Card
- [ ] Foundation Purchase Order
- [ ] Other:

Amount: $ $62.01

Funding Source: ~~00111 185102 - Main Library & Branches~~ Board Trust

Cost not to Exceed: $ $62.01

Grant/Project Name/ Eckles Fund /002063

(P-Card Only)

Supplier Name: Amazon

Account: 549006 - Authorized Expenditures

#:

Summary of the Scope of goods/services to be provided, List each item, component or service and **attach quote, proposal or work specifications**:

The request is for 75 Event Staff Lanyards for the Jax Pop Con Event

- [x] Vendor in attached quote/estimate is Registered in 1Cloud.
- [ ] **Justification Letter Attached.** Required for Single Source purchase per Procurement Manual.

Signature Approvals: Type Name and send to appropriate person for signature.

Requestor Felicity Price-Forehand Signature Felicity Price-Forehand Date: 2/26/2024

Division Dir. Amber Holley Signature Amber Holley Date: 2/26/2024

Library Finance Leslie Jones Signature Received By L.J. Date: 2/26/2024

Reviewed Date 2/28/24

Approved By

Finance Use

Only

BOARD TRUST (PROJECT # 002063)
Project # 002063 Task # 1
Contract # 11521-366020-TRPL01
Expenditure Type: 549006
Expenditure Organization: PLPL Public Library - Libraries