



**General Services Agency
COUNTY OF TULARE
AGENDA ITEM**

BOARD OF SUPERVISORS

KUYLER CROCKER
District One
PETE VANDER POEL
District Two
AMY SHUKLIAN
District Three
EDDIE VALERO
District Four
DENNIS TOWNSEND
District Five

AGENDA DATE: November 19, 2019 - REVISED

Public Hearing Required	Yes	<input type="checkbox"/>	N/A	<input checked="" type="checkbox"/>
Scheduled Public Hearing w/Clerk	Yes	<input type="checkbox"/>	N/A	<input checked="" type="checkbox"/>
Published Notice Required	Yes	<input type="checkbox"/>	N/A	<input checked="" type="checkbox"/>
Advertised Published Notice	Yes	<input type="checkbox"/>	N/A	<input checked="" type="checkbox"/>
Meet & Confer Required	Yes	<input type="checkbox"/>	N/A	<input checked="" type="checkbox"/>
Electronic file(s) has been sent	Yes	<input checked="" type="checkbox"/>	N/A	<input type="checkbox"/>
Budget Transfer (Aud 308) attached	Yes	<input type="checkbox"/>	N/A	<input checked="" type="checkbox"/>
Personnel Resolution attached	Yes	<input type="checkbox"/>	N/A	<input checked="" type="checkbox"/>
Agreements are attached and signature line for Chairman is marked with tab(s)/flag(s)	Yes	<input type="checkbox"/>	N/A	<input checked="" type="checkbox"/>
CONTACT PERSON: Maria Benavides PHONE: 205-1124				

SUBJECT: Authorization to Pay Past Due Invoices for Fiscal Year 2018/19.

REQUEST(S):

That the Board of Supervisors:

1. Approve payment in the amount totaling \$16,820.30 for goods and services received in fiscal year 2018/19 to the following vendors:

- Central Sanitary Supply \$2,813.41
- Prudential \$793.48
- Servi-Tech \$416.33
- Grainger \$5,699.30
- Don Rose Oil \$3,192.62
- Lowe's \$55.16
- Central Valley Sweeping \$3,850.00

SUMMARY:

The County contracts with several different vendors to purchase supplies, fuel, provide necessary facility maintenance, and uniform laundry services. At the end of each fiscal year, staff requests that vendors submit all invoices for goods and services rendered in that fiscal year for payment or accrual to ensure timely and accurate payment. However, invoices totaling \$16,820.30 for goods and services rendered in fiscal year 2018/19 by Central Sanitary Supply, Prudential, Servi-Tech, Grainger, Don Rose Oil, Lowe's, and Central Valley Sweeping were received after the year closed. As such, staff was unable to encumber and accrue funds in a timely manner to process payments. The following table summarizes the outstanding amounts by vendor.

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DATE: November 19, 2019

Vendor	Amount
Central Sanitary Supply	\$2,813.41
Prudential	\$793.48
Servi-Tech	\$416.33
Grainger	\$5,699.30
Don Rose Oil	\$3,192.62
Lowe's	\$55.16
Central Valley Sweeping	\$3,850.00
Outstanding Total	\$16,820.30

An itemized list of invoices by vendor and corresponding budget line is attached as Exhibit 1 to this to this agenda.

Staff recognizes the importance of timely invoice payment and strives to ensure that all vendor invoices are accounted for at year-end. As such, the General Services Agency is requesting the Board to approve payments to the individual vendors listed above in an amount totaling \$16,820.30 for supplies and services rendered in fiscal year 2018/19.

FISCAL IMPACT/FINANCING:

The respective fiscal year 2019/20 GSA budgets, from which the outstanding invoices will be paid, have sufficient funds to cover the total cost.

GSA Division	Total
068-068, Custodial	\$2,813.41
067-067, Facilities	\$10,101.73
001-087, Museum	\$55.16
066-066, Grounds	\$3,850.00

There will be no Net County Cost to the General Fund.

LINKAGE TO THE COUNTY OF TULARE STRATEGIC BUSINESS PLAN:

The County's Strategic Business Plan includes the Economic Well-Being Initiative. The approval of the item will ensure that the County is promoting economic development while effectively managing growth.

ADMINISTRATIVE SIGN-OFF:



Brooke Sisk
General Services Agency Assistant Director

cc: County Administrative Office

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Attachment(s)

A – Outstanding Invoice list

**BEFORE THE BOARD OF SUPERVISORS
COUNTY OF TULARE, STATE OF CALIFORNIA**

IN THE MATTER OF AUTHORIZATION TO)
PAY PAST DUE INVOICES FOR) Resolution No. _____
FISCAL YEAR 2018/19)
)

UPON MOTION OF SUPERVISOR _____, SECONDED BY
SUPERVISOR _____, THE FOLLOWING WAS ADOPTED BY THE
BOARD OF SUPERVISORS, AT AN OFFICIAL MEETING HELD _____
_____, BY THE FOLLOWING VOTE:

AYES:
NOES:
ABSTAIN:
ABSENT:

ATTEST: JASON T. BRITT
COUNTY ADMINISTRATIVE OFFICER/
CLERK, BOARD OF SUPERVISORS

BY: _____
Deputy Clerk

* * * * *

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