MINUTES
HARBOUR HEIGHTS WATERWAY
MUNICIPAL SERVICE BENEFIT UNIT (MSBU)

ADVISORY BOARD REGULAR MEETING
WEDNESDAY, AUGUST 17, 2022

10:00 a.m. – 10:53 a.m.
East Port Environmental Campus
25550 Harborview Boulevard, Port Charlotte, Florida

Members Present:	Patrick Bautz James McBride Lee Phillips
Members Absent:	Apologies received from Jeff Good
County Staff:	Karlene McDonald, Community Liaison Zach Patchell, Projects Manager Lisa Eby, Executive Assistant
Guests:	None

Call to Order / Roll Call:
The meeting was called to order at 10:00 a.m. A roll call was taken, and a quorum was present.

Changes to the Agenda / Motion to Approve Changes:
None

Citizen Input on Agenda Items (3-Minute Limit):
None

Approval of Minutes:
The minutes from May 19, 2022, were approved as submitted.

Unfinished Business:
a. Spot Dredge Project: One bid was received over budget at $146,719; discussion followed regarding whether to move forward with the spot dredge project at this time. Ms. McDonald advised that if they were to put this project out to bid again, there would be additional engineering costs on top of dredge costs. Mr. Phillips motioned not to move forward with dredging at this time, seconded by Mr. McBride and unanimously approved.
b. FY22 Navigational Trimming: Trimming on the San Salvador Waterway was completed earlier this month; the project came in under budget at $19,450.
c. FY22 Pre-Storm Survey: Field work is scheduled for the access channels totaling $7,076. Conversation ensued regarding the benefit of conducting annual pre-storm surveys to monitor changes in the channels and potential FEMA reimbursement for storm damage.

New Business:
a. Financial Reports: The FY22 third quarter financial reports and preliminary FY23 budget were reviewed.
b. FY24 & FY25 Budgets: Discussion ensued regarding navigational trimming and future dredging. Mr. Phillips motioned to increase the annual assessment to $300 in FY24 for future dredging, seconded by Mr. McBride and unanimously approved. Mr. Phillips motioned to continue budgeting pre-storm surveys on an annual basis, seconded by Mr. McBride and unanimously approved. It was unanimously agreed to keep the navigational trimming budget

at $50,000 annually. Conversation followed regarding how to make property owners responsible to maintain vegetation growing into the canal.

Citizen Input on MSBU Items (3-Minute Limit):
None

Advisory Board Open Discussion:
Mr. Phillips commented on Advisory Board vacancies.

Meeting Schedule / Items for Next Agenda:
Future meetings are scheduled at 10:00 a.m. at the Charlotte Harbor Event Center as follows:

- November 14, 2022

Meeting adjourned at 10:53 a.m.

Submitted by: Karlene McDonald
Public Works Department

Prepared By

11-14-22
Date

CHARLOTTE COUNTY
FLORIDA

Harbour Heights Waterway
Municipal Service Benefit Unit

Advisory Board Meeting Attendance
Wednesday, August 17, 2022

Location: 25550 Harborview Boulevard, Port Charlotte, Florida
East Port Environmental Campus

INFORMATION SUPPLIED ON THIS FORM BECOMES PUBLIC RECORD

NAME (please print)	Email Address	Phone Number
Karlene McDonald	Karlene.McDonald@charlottecountyfl.gov	941.575.3627
LEE PHILLIPS	LJP9579@AOL.COM	941-766-0544
JAMES McBRIDE	Jimshelbyexpress@gmail.com	941-268-1734
Lisa Eby	on file	on file
Zach Patchell	zachpatchell@charlottecountyfl.gov	575 3609

AGENDA
HARBOUR HEIGHTS WATERWAY
MUNICIPAL SERVICE BENEFIT UNIT (MSBU)

ADVISORY BOARD REGULAR MEETING
WEDNESDAY, AUGUST 17, 2022

10:00 a.m., East Port Environmental Campus
25550 Harborview Road, Port Charlotte, Florida

BOARD MEMBERS: Patrick Bautz
Jeff Good
James McBride
Lee Phillips

COUNTY STAFF: Karlene McDonald, Community Liaison

PURPOSE: Regular Meeting

1. Call to Order / Roll Call
2. Changes to the Agenda / Motion to Approve Changes
3. Citizen Input on Agenda Items (3-Minute Limit)
4. Approval of Minutes: May 19, 2022
5. Unfinished Business
   a. Spot Dredge Project
   b. FY22 Navigational Trimming Update
   c. FY22 Pre-Storm Survey
6. New Business
   a. Financial Reports
   b. FY24 & FY25 Budgets
7. Citizen Input on MSBU items (3-Minute Limit)
8. Advisory Board Open Discussion
9. Meeting Schedule / Items for Next Agenda
10. Motion to Adjourn

Monthly MSBU Activity Report

START DATE: 3/1/2022 **END DATE:** 5/31/2022

PW-HHWWM **Harbour Hts WW Mtc**

Project	WO Number	WO Description	Equipment Code	Equipment Description	Location	Date Worked	Labor Hours	Labor Cost	Parts Cost	Equipment Cost	Contract or Cost	Work Accomp.	UOM	Total Cost
C390705	1011047	PW-MSBU-N Harbour Heights WW Dredging c390705	PW-HHWWM	Harbour Hts WW Mtc										
					93-9357D Project Management	03/01/2022	2.00	213.58	0.00	0.00	0.00	**2.00**	LHR	213.58
						03/02/2022	0.50	53.40	0.00	0.00	0.00	**0.50**	LHR	53.40
						03/04/2022	0.50	53.40	0.00	0.00	0.00	**0.50**	LHR	53.40
						03/08/2022	1.00	106.79	0.00	0.00	0.00	**1.00**	LHR	106.79
						03/16/2022	2.50	266.98	0.00	0.00	0.00	**2.50**	LHR	266.98
						03/18/2022	1.00	106.79	0.00	0.00	0.00	**1.00**	LHR	106.79
						03/23/2022	0.50	53.40	0.00	0.00	0.00	**0.50**	LHR	53.40
						03/24/2022	1.00	106.79	0.00	0.00	0.00	**1.00**	LHR	106.79
						03/25/2022	0.50	53.40	0.00	0.00	0.00	**0.50**	LHR	53.40
						03/29/2022	1.50	160.19	0.00	0.00	0.00	**1.50**	LHR	160.19
						03/30/2022	1.00	106.79	0.00	0.00	0.00	**1.00**	LHR	106.79
						03/31/2022	2.00	213.58	0.00	0.00	0.00	**2.00**	LHR	213.58
						04/01/2022	3.00	320.37	0.00	0.00	0.00	**3.00**	LHR	320.37
						04/05/2022	2.00	213.58	0.00	0.00	0.00	**2.00**	LHR	213.58
						04/06/2022	0.00	0.00	0.00	0.00	0.00	**0.00**	LHR	0.00
						04/07/2022	1.50	160.19	0.00	0.00	0.00	**1.50**	LHR	160.19
						04/08/2022	2.00	213.58	0.00	0.00	0.00	**2.00**	LHR	213.58
						04/14/2022	0.50	53.40	0.00	0.00	0.00	**0.50**	LHR	53.40
						04/20/2022	1.00	106.79	0.00	0.00	0.00	**1.00**	LHR	106.79
						04/29/2022	0.25	26.70	0.00	0.00	0.00	**0.25**	LHR	26.70
						05/05/2022	3.00	320.37	0.00	0.00	0.00	**3.00**	LHR	320.37
						05/06/2022	4.00	427.16	0.00	0.00	0.00	**4.00**	LHR	427.16
						05/13/2022	3.00	320.37	0.00	0.00	0.00	**3.00**	LHR	320.37
						05/17/2022	2.50	266.98	0.00	0.00	0.00	**2.50**	LHR	266.98
						05/18/2022	1.50	160.19	0.00	0.00	0.00	**1.50**	LHR	160.19
						05/19/2022	2.50	266.98	0.00	0.00	0.00	**2.50**	LHR	266.98
						05/20/2022	1.50	160.19	0.00	0.00	0.00	**1.50**	LHR	160.19
						05/26/2022	1.00	106.79	0.00	0.00	0.00	**1.00**	LHR	106.79
						05/27/2022	0.50	53.40	0.00	0.00	0.00	**0.50**	LHR	53.40
					Project Management Total		**43.75**	**4,672.06**	**0.00**	**0.00**	**0.00**	**43.75**	LHR	**4,672.06**
					93-9351D Meetings	05/19/2022	2.00	213.58	0.00	0.00	0.00	**2.00**	LHR	213.58
					Meetings Total		**2.00**	**213.58**	**0.00**	**0.00**	**0.00**	**2.00**	LHR	**213.58**
					Total WO Number: 1011047		**45.75**	**4,885.64**	**0.00**	**0.00**	**0.00**	**45.75**	LHR	**4,885.64**
	1220397	PW-HHWWM Harbor Heights Waterway MSDR Annual Work Order	PW-HHWWM	Harbour Hts WW Mtc										
					10-9866 MSDR	03/09/2022	0.50	45.70	0.00	0.00	0.00	**0.50**	LHR	45.70
						03/10/2022	0.25	22.85	0.00	0.00	0.00	**0.25**	LHR	22.85
						03/14/2022	0.75	68.54	0.00	0.00	0.00	**0.75**	LHR	68.54
						03/16/2022	0.75	68.54	0.00	0.00	0.00	**0.75**	LHR	68.54
						03/29/2022	0.25	22.85	0.00	0.00	0.00	**0.25**	LHR	22.85
						03/30/2022	0.25	22.85	0.00	0.00	0.00	**0.25**	LHR	22.85

PW-HHWWM

Project	WO Number	WO Description	Equipment Code	Equipment Description	Location	Date Worked	Labor Hours	Labor Cost	Parts Cost	Equipment Cost	Contract or Cost	Work Accomp.	UOM	Total Cost
						04/05/2022	0.25	22.85	0.00	0.00	0.00	**0.25**	LHR	22.85
						04/06/2022	0.25	22.85	0.00	0.00	0.00	**0.25**	LHR	22.85
						04/11/2022	0.25	22.85	0.00	0.00	0.00	**0.25**	LHR	22.85
						04/12/2022	1.00	91.39	0.00	0.00	0.00	**1.00**	LHR	91.39
						04/14/2022	0.50	45.70	0.00	0.00	0.00	**0.50**	LHR	45.70
						04/18/2022	0.50	45.70	0.00	0.00	0.00	**0.50**	LHR	45.70
						04/19/2022	0.25	22.85	0.00	0.00	0.00	**0.25**	LHR	22.85
						04/20/2022	0.25	22.85	0.00	0.00	0.00	**0.25**	LHR	22.85
						04/25/2022	0.75	68.54	0.00	0.00	0.00	**0.75**	LHR	68.54
						04/26/2022	0.25	22.85	0.00	0.00	0.00	**0.25**	LHR	22.85
						05/05/2022	1.00	91.39	0.00	0.00	0.00	**1.00**	LHR	91.39
						05/09/2022	0.75	68.54	0.00	0.00	0.00	**0.75**	LHR	68.54
						05/11/2022	0.25	22.85	0.00	0.00	0.00	**0.25**	LHR	22.85
						05/12/2022	0.50	45.70	0.00	0.00	0.00	**0.50**	LHR	45.70
						05/17/2022	0.50	45.70	0.00	0.00	0.00	**0.50**	LHR	45.70
						05/19/2022	3.25	297.02	0.00	0.00	0.00	**3.25**	LHR	297.02
						05/23/2022	0.50	45.70	0.00	0.00	0.00	**0.50**	LHR	45.70
						05/31/2022	0.50	45.70	0.00	0.00	0.00	**0.50**	LHR	45.70
					MSDR Total		**14.25**	**1,302.31**	**0.00**	**0.00**	**0.00**	**14.25**	LHR	**1,302.31**
					Total WO Number: 1220397		**14.25**	**1,302.31**	**0.00**	**0.00**	**0.00**	**14.25**	LHR	**1,302.31**
					Total MSBU: PW-HHWWM		**60.00**	**6,187.95**	**0.00**	**0.00**	**0.00**	**60.00**	LHR	**6,187.95**

Harbour Heights Waterway MSBU

Fund Financial Report

Oct. 1, 2021 - June 30, 2022

	Actual FY2021	Adopted Budget FY2022	YTD Actual FY2022	Projected FY2022
Beginning Balance	$304,736	$215,467	$331,509	$331,509
Revenues				
Assessments & Earnings	75,525	74,479	74,378	74,479
Grant & Subsidy Revenue	-	-	-	-
Loans & Borrowing	-	-	-	-
Total Revenue	$75,525	$74,479	$74,378	$74,479
Expenditures				
Contract Services	-	-	-	-
Survey	19,980	30,000	-	30,000
Navigational Trimming	9,950	50,000	-	50,000
Public Works Services	9,056	8,707	10,265	8,707
Internal Charges	360	855	855	855
Purchased Services	960	1,553	1,469	1,553
Materials and Supplies	-	-	-	-
Capital Outlay	-	-	-	-
Debt Services	-	-	-	-
Project Costs				
Harbour Heights Maint. Dredge	8,447	100,000	32,779	123,789
Total Expenditures	$48,752	$191,115	$45,368	$214,904
Reserves (Ending Fund Balance)	$331,509	$98,831	$360,519	$191,084
Reserve %	*87.2%*	*34.1%*	*88.8%*	*47.1%*

Date Prepared: 7/1/2022

1127

CHARLOTTE COUNTY PUBLIC WORKS DIVISION
FY 2022/23 BUDGET
HARBOUR HEIGHTS WATERWAY MTC MAINT UNIT (NE)
FUND # 1127
PROPOSED WATERWAY UNIT WORK PROGRAM

PRELIM
6.7.22

ESTIMATED ERU's - FY22/23	Wet Lots		386.8
		COST PER ERU	TOTAL
PROJECTED FUND BALANCE - 10/1/22			$ 291,084
ESTIMATED REVENUE AT PROPOSED RATE	Wet Lots	**$ 200.00**	74,472
FUNDS AVAILABLE			365,556
GRAND TOTAL MSBU WORK PROGRAM		$ 391.41	151,399
BALANCE AFTER PROGRAM			**214,157**
OTHER CASH OUTFLOWS (TRANSFERS OUT)			-
PROJECTED FUND BALANCE - 9/30/23			**$ 214,157**
TRANSFERS AND RESERVES SUMMARY			
RESERVE FOR FUTURE CAPITAL OUTLAY			141,046
RESERVE FOR CONTINGENCY-REGULAR			36,556
RESERVE-CASH CARRIED FORWARD			36,556
TOTAL TRANSFERS AND RESERVES			**214,157**
******TOTAL CASH OUTFLOWS AND RESERVES/BALANCES******			**365,556**
Desired Minimum Fund Balance:	$25,233		
Allowable Fund Balance:	$73,111		

RATE HISTORY:	UNIT OF MEAS	COST PER UOM	PER 80' LOT
FY 2013/14	ERU	$ 400.00	$ 400.00
FY 2014/15	ERU	$ 400.00	$ 400.00
FY 2015/16	ERU	$ 200.00	$ 200.00
FY 2016/17	ERU	$ 200.00	$ 200.00
FY 2017/18	ERU	$ 200.00	$ 200.00
FY 2018/19	ERU	$ 200.00	$ 200.00
FY 2019/20	ERU	$ 200.00	$ 200.00
FY 2020/21	ERU	$ 200.00	$ 200.00
FY 2021/22	ERU	$ 200.00	$ 200.00
FY 2022/23 Proposed	ERU	$ 200.00	$ 200.00

CURRENT MAXIMUM RATE $400.00

Totals may not add due to rounding.

CHARLOTTE COUNTY PUBLIC WORKS DIVISION
FY 2022/23 BUDGET
HARBOUR HEIGHTS WATERWAY MTC MAINT UNIT (NE)
FUND # 1127
PROPOSED WATERWAY UNIT WORK PROGRAM

PRELIM 6.7.22

	PUBLIC WORKS SERVICES				TOTAL EXP
	Maintenance Services				$ 5,434
	Equipment Replacement Charges				125
	Signing & Marking Materials				-
	Road/Drainage Maintenance Materials				-
	TOTAL PUBLIC WORKS SERVICES				5,559
	OTHER DIRECT COSTS				
	Postage & Notices				-
	Central/Indirect Services Allocation				898
	Advertising - Legal				
	TOTAL OTHER DIRECT COST				898
	CONTRACT SERVICES	C/O $	NEW $		
	Landfill Fees			10-9004	-
c390705	P/S - Engineering			84-8490	27,464
c390705	C/S - Dredging			84-8486	35,931
	C/S - Survey			84-8499	30,000
	C/S - Navigational Trimming			84-8484	50,000
	TOTAL CONTRACT SERVICES				143,395
	TOTAL WORK PROGRAM				149,852
	COLLECTION FEES				1,547
	DEBT SERVICE			Principal	-
				Interest	-
	GRAND TOTAL MSBU WORK PROGRAM				$ 151,399

Budget by Single MSBU

Budget Year: 2023-BUDGET
MSBU Code: Harbour Hts WW Mtc

Department: All Departments
Activity: All Activities

WO #	Activity	Work Quantity	Work UOM	ADP	Crew Days	Crew Size	Labor Days	Labor Cost	Tool Cost	Parts Cost	Lump Sum	Budget Total
Harbour Hts WW Mtc												
1717065	10-9866-MSDR	60.00	LHR	10.00	6.00	1.00	6.00	3,942.04	0.00	0.00	0.00	3,942.04
	Program 10 Totals:	**60.00**			**6.00**		**6.00**	**3,942.04**	**0.00**	**0.00**	**0.00**	**3,942.04**
1751157	84-8484-C/S Vegetation Removal	50,000.00	DOL	0.00	0.00	0.00	0.00	0.00	0.00	0.00	50,000.00	50,000.00
1717936	84-8486-Contract Dredging	35,931.00	DOL	0.00	0.00	0.00	0.00	0.00	0.00	0.00	35,931.00	35,931.00
1718039	84-8490-Professional Engineer Svcs	27,464.00	DOL	0.00	0.00	0.00	0.00	0.00	0.00	0.00	27,464.00	27,464.00
1718256	84-8499 - C/S Survey	30,000.00	DOL	0.00	0.00	1.00	0.00	0.00	0.00	0.00	30,000.00	30,000.00
	Program 84 Totals:	**143,395.00**			**0.00**		**0.00**	**0.00**	**0.00**	**0.00**	**143,395.00**	**143,395.00**
1718304	93-9357-Project Management	48.00	LHR	15.00	3.20	0.50	1.60	1,491.57	125.12	0.00	0.00	1,616.69
	Program 93 Totals:	**48.00**			**3.20**		**1.60**	**1,491.57**	**125.12**	**0.00**	**0.00**	**1,616.69**
1718525	96-9605-Stormwater Design Support	0.00	LHR	20.00	0.00	2.00	0.00	0.00	0.00	0.00	0.00	0.00
	Program 96 Totals:	**0.00**			**0.00**		**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**
	PW-HHWWM Totals:	**143,503.00**			**9.20**		**7.60**	**5,433.61**	**125.12**	**0.00**	**143,395.00**	**148,953.73**

Capital Maintenance Schedule
Public Works - MSBU/TU Dredging
2023

Project Costs (in thousands)

Project Name	2023	2024	2025	2026	2027	2028	TOTAL
Alligator Creek - Entrance Channel	399	0	0	0	0	0	399
Buena Vista WW Maint. Dredging FY23	466	0	0	0	0	0	466
Don Pedro/Knight/Palm Island Re-nourishment	622	201	121	123	0	0	1,067
Gulf Cove WW Dredging	1,785	0	0	0	0	0	1,785
Harbour Heights WW Maintenance Dredging	65	0	0	0	0	0	65
Hayward Canal Dredging	201	155	0	0	0	0	356
Manasota Key Beach Nourishment	1,206	392	191	136	0	0	1,925
Manchester WW Maintenance Dredging FY22	732	0	0	0	0	0	732
NWPC Interior Channel Dredging FY22	741	0	0	0	0	0	741
NWPC Exterior Dredging	0	102	255	0	0	0	357
Pirate Harbor Dredging FY23	468	0	0	0	0	0	468
South Gulf Cove WW Maintenance Dredging	387	1,224	0	0	0	0	1,611
Stump Pass Maintenance Dredging	2,015	31	134	4,556	0	0	6,736
Suncoast WW Maintenance Dredging	0	0	0	0	0	0	0
TOTAL	9,088	2,105	700	4,815	0	0	16,708

CHARLOTTE COUNTY BOARD OF COMMISSIONERS
QUOTE TABULATION
HARBOR HEIGHTS SAN SALVADOR NAVIGATIONAL TRIMMING
QUOTE NO. 2022000491

DUE DATE: JUNE 27, 2022

DEPT: PUBLIC WORKS

Company Names ►	Zulu Marine Services Inc.	EarthBalance Corporation		
Location ►	Savannah, GA	North Port, FL		
Description ▼				
TOTAL AMOUNT	$23,736.00	$19,450.00		
Completion Time (calendar days)	7	6		
Notice Needed Prior to Commencement (calendar days)	14	15		

Contract Specialist : Stacey Trowbridge

BOARD OF COUNTY COMMISSIONERS

Charlotte County, Florida
18500 Murdock Circle
Port Charlotte, FL

DATE	PO NUMBER
6/24/2022	2022002449

VENDOR: 000430
COASTAL ENGINEERING CONSULTANT
28421 BONITA CROSSINGS BLVD
BONITA SPRINGS, FL 34135

PHONE: (239) 643-2324 **FAX:** (239) 643-1143

FOB Point: DESTINATION
Terms: A/P Net 30 Days
Req. Del. Date:

Special Inst:

SHIP TO: ENGINEERING DIVISION
PUBLIC WORKS DEPARTMENT
410 TAYLOR STREET, UNIT 104
PUNTA GORDA, FL 33950

Req. No.: 2022001801

Contact: Patchell, Zach
Confirming? No

Sales Tax Exemption Certificate: 85-8012507862C-4
Federal Excise Tax Exemption Number: 59-77-0028K

Quantity	Unit	Description	Unit Price	Ext. Price
		RLI #22-390, Pre-Storm Bathymetric Survey		9,841.00
		Suncoast Waterway		
		Pirate Harbor Waterway		9,249.00
		Harbour Heights Waterway		7,076.00
		The Contractor agrees to furnish and deliver all materials/services as required by the Request for Letters of Interest #22-390, ,Pre-Storm Bathymetric Survey, in strict conformity with the provisions contained herein and in accordance with all related documents. The Scope of Services and Fees submitted by Contractor dated 06-08-2022, are hereby specifically made a part of this contract as if the same had been set forth at length herein. As stated in the Scope of Services submitted, the draft deliverables will be provided to the county within 30 days of the sompletion of the surveys.		
		Vendor's point of contract is Zach Patchell, Projects Managerl, and can be reached at 941-575-3609.		
		RLI #22-390, Pre-Storm Bathymetric Survey, as awarded by the Senior Division Manager - Purchasing on 6-10-22.		
		Please acknowledge receipt of this purchase order by return e-mail to Alisa.True@CharlotteCountyFl.gov		

BILL TO:

Phone: 941-743-1378
Fax: 941-743-1384

SUBTOTAL	
TAX	
FREIGHT	
TOTAL	

Project Number	Account Number	Amount	Project Number	Account Number	Amount
	E 1127.345901.539.34.0001	7,076.00			
	E 1143.345901.539.34.0001	9,249.00			
	E 1155.345901.539.34.0001	9,841.00			

All shipments, shipping papers, invoices, and correspondence must be identified with our Purchase Order Number. Overshipments will not be accepted unless authorized by Buyer prior to shipment.

Unauthorized Copy

BOARD OF COUNTY COMMISSIONERS

Charlotte County, Florida
18500 Murdock Circle
Port Charlotte, FL

DATE	PO NUMBER
6/24/2022	2022002449

VENDOR: 000430
COASTAL ENGINEERING CONSULTANT
28421 BONITA CROSSINGS BLVD
BONITA SPRINGS, FL 34135

PHONE: (239) 643-2324 **FAX:** (239) 643-1143

FOB Point: DESTINATION
Terms: A/P Net 30 Days
Req. Del. Date:

Special Inst:

SHIP TO: ENGINEERING DIVISION
PUBLIC WORKS DEPARTMENT
410 TAYLOR STREET, UNIT 104
PUNTA GORDA, FL 33950

Req. No.: 2022001801

Contact: Patchell, Zach
Confirming? No

Sales Tax Exemption Certificate: 85-8012507862C-4
Federal Excise Tax Exemption Number: 59-77-0028K

Quantity	Unit	Description	Unit Price	Ext. Price
		********** PLEASE SIGN & RETURN ********** Authorized Signature:_____ Name & Title of Above: _____ Date: _____ ********** PLEASE INCLUDE THE CONTRACT NUMBER ON ALL INVOICING AND SUBMIT TO THE PURCHASING DIVISION.		

SUBTOTAL	26,166.00
TAX	0.00
FREIGHT	0.00
TOTAL	26,166.00

BILL TO: CHARLOTTE COUNTY PURCHASING
18500 MURDOCK CIRCLE
SUITE 344
PORT CHARLOTTE, FL 33948-1094

Phone: 941-743-1378
Fax: 941-743-1384

Project Number	Account Number	Amount	Project Number	Account Number	Amount

All shipments, shipping papers, invoices, and correspondence must be identified with our Purchase Order Number. Overshipments will not be accepted unless authorized by Buyer prior to shipment.

Unauthorized Copy