

June 20, 2000

Financial Affairs
Richard H. Hinds, Chief Financial Officer

SUBJECT: APPROVAL OF PAYMENTS

The Board is requested to approve payment of outstanding invoices as follows:

(1)

FOOD FANTASIES, INC., D.B.A. FROZEN TREATS

The Board is requested to approve payment of outstanding invoices to Food Fantasies, Inc., d.b.a. Frozen Treats, in the amount of \$364,000.96, for the purchase of frozen desserts (low fat ice cream, ice cream, etc.). These products are used for a la carte sales and the Food Service Program of the Department of Food and Nutrition. Food Fantasies, Inc., exceeded its authorized purchase order amount, by shipping products at the verbal request of the Department of Food and Nutrition. A requisition was generated on December 7, 1999, to supplement the vendor's purchase order, but was incorrectly electronically routed for approval. The pending requisition remained unapproved until it was routed to the appropriate administrator for final approval, and completed on May 8, 2000. The Department of Food and Nutrition has been requested to periodically review the computerized report listing pending requisitions, to prevent such an incident from recurring. Moreover, the department has been reminded that vendors are not authorized to ship products that will exceed its purchase order amount, inasmuch as supplements to purchase orders must have prior approval. The vendor has been advised not to ship products that will exceed the purchase order amount authorized by the Bureau of Procurement and Materials Management.

REVISE

(2)

PASTRY EXPRESS, INC.

The Board is requested to approve payment of outstanding invoices to Pastry Express, Inc., in the amount of \$18,384.61, for the purchase of Cuban bread and pastries. These products are used for a la carte sales and the Food Service Program of the Department of Food and Nutrition.

**REVISED
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Pastry Express exceeded its authorized purchase order amount, by shipping products at the verbal request of the Department of Food and Nutrition. The Department of Food and Nutrition has been requested to periodically review the computerized report listing purchase order expenditures, to prevent such an incident from recurring. Moreover, the department has been reminded that vendors are not authorized to ship products that will exceed its purchase order amount, inasmuch as supplements to purchase orders must have prior approval. The vendor has been advised not to ship products that will exceed the purchase order amount authorized by the Bureau of Procurement and Materials Management.

(3)

VELDA FARMS, INC.

The Board is requested to approve payment of outstanding invoices to Velda Farms, Inc., in the amount of \$553,815.74, for the purchase of dairy products. These products are used for the Food Service Program of the Department of Food and Nutrition. Velda Farms exceeded its authorized purchase order amount, by shipping products at the verbal request of the Department of Food and Nutrition. The Department of Food and Nutrition has been requested to periodically review the computerized report listing purchase order expenditures, to prevent such an incident from recurring. Moreover, the department has been reminded that vendors are not authorized to ship products that will exceed its purchase order amount, inasmuch as supplements to purchase orders must have prior approval. The vendor has been advised not to ship products that will exceed the purchase order amount authorized by the Bureau of Procurement and Materials Management.

(4)

The Board is requested to approve payment of outstanding invoices to J.H. Manucy, Inc., Biscayne Engineering Company, Inc., and Weidener Surveying and Mapping P.A., in the amounts of \$29,046.85, \$24,977.46 and \$7,006.63, respectively, for a total of \$61,030.94. These payments are for land surveying services to The School Board of Miami-Dade County, Florida. The contract was misinterpreted by the Office of Facilities Planning and Construction. The users interpreted contractual services as a not to exceed amount of \$209,601 for each survey firm, rather than limited to the combined three survey firms. Work was assigned and performed by the vendors beyond Board approved contractual limits. The department has been reminded that vendors are not to perform services without the issuance of a purchase order, to prevent such incidents from recurring.

ADDED

RECOMMENDED: That The School Board of Miami-Dade County, Florida, **APPROVE** payment to the following vendors:

1. Food Fantasies, Inc., d.b.a. Frozen Treats, Inc., in the amount of \$364,000.96, for the purchase of frozen desserts (low fat ice cream, ice cream, etc.) for the Food Service Program of the Department of Food and Nutrition.
2. Pastry Express, Inc., in the amount of \$18,384.61, for the purchase of Cuban bread and pastries, for the Food Service Program of the Department of Food and Nutrition.
3. Velda Farms, Inc., in the amount of \$553,815.74, for the purchase of dairy products, for the Food Service Program of the Department of Food and Nutrition.
4. J.H. Manucy, Inc., in the amount of \$29,046.85, Biscayne Engineering Company, Inc., in the amount of \$24,977.46, and Weidener Surveying and Mapping P.A., in the amount of \$7,006.63, for land surveying services, for the Office of Facilities Planning and Construction.

ADDED

RHH/lja