



Special Services (Nov 2018)

Department ADMINISTRATIVE SERVICES ADMIN
 Account Number 001-121110

Work Request Number	201913659	Problem Location	Break room -behind counters 9 & 10
Date Work Requested	11/26/2018 12:22:45 PM	Actual Labor Hours	1.00
Date Work Completed	11/28/2018 3:21:21 PM	Cost of Labor	\$46.75
Requested By	Lissett De La Rosa	Cost of Parts	\$0.00
Building	North Collier Government Services Center NCGSC	Other Costs	\$0.00
		Total Cost	\$46.75
<p>Work Description</p> <p>Please dispose of the items listed on the attachment. Approved by Procurement. Items are located under the counter in the break room behind Counters 9 & 10 at the NCGSC. Call X 8383 if you have any questions.</p> <p>Tradesworker Notes</p> <p>Kyle Benner: Picked up all surplus items and brought to the recycle center to be disposed</p>			

CHARGE:	EXPENDITURE ACCOUNT NO:	001-121110-646180
CREDIT:	REVENUE ACCOUNT NO:	001-122240-487400
AUTHORIZATION FOR PAYMENT BY REIMBURSING AGENCY: _____		
DATE: _____	AMOUNT APPROVED:	\$46.75



Special Services (Nov 2018)

Department CAT COLLIER AREA TRANSIT
 Account Number 426-138336-646180- 61011.1

Work Request Number	201913107	Problem Location	N/A
Date Work Requested	11/13/2018 9:46:51 AM	Actual Labor Hours	12.50
Date Work Completed	11/20/2018 11:02:36 AM	Cost of Labor	\$584.38
Requested By	Yousi Cardeso	Cost of Parts	\$0.00
Building	Cat Morande Administration	Other Costs	\$0.00
		Total Cost	\$584.38

Work Description

disposal of about 27 metal file cabinets for scrap. They are at the CAT facility on Radio Rd in the second floor of the CAT facility. Please contact me at 239-252-4995 or 239-269-3841 with any questions.

Tradesworker Notes

Kyle Benner: Removed all cabinets from 2 floor filing room and where taking to garden street scrap yard

Chris Cousins: Brought cabinets down from 2nd floor and loaded on trailer

Andrew Fulkroad: Disposed of cabinets at garden street recycling center.

Marc Hatcher: Pick up cabinets with drop trailer need to bring box truck in the morning to pick up the balance

Richard Paquette: Picked up cabinets and brought to Garden St scrap metal

Brian Haugrud: Checked out. Proximately 25 four and five door metal cabinets on the second floor of the back building. Will have to assemble a crew.

From: CardesoYousi

Sent: Tuesday, November 13, 2018 11:49 AM

To: DL-FMOPS

Cc: SotoCaroline ; DeleonOmar

Subject: RE: Please Approve Special Service Work Request No. 201913107

Please accept this email for approval of this service request. Thanks,

Yousi

CHARGE:	EXPENDITURE ACCOUNT NO:	426-138336-646180- 61011.1-646180
CREDIT:	REVENUE ACCOUNT NO:	001-122240-487400
AUTHORIZATION FOR PAYMENT BY REIMBURSING AGENCY: _____		
DATE: _____	AMOUNT APPROVED:	\$584.38



Special Services (Nov 2018)

Department DAS DOMESTIC ANIMAL SERVICES
 Account Number 001-155410

Work Request Number	201911743	Problem Location	Vehicle Gate
Date Work Requested	10/29/2018 2:28:58 PM	Actual Labor Hours	0.00
Date Work Completed	11/6/2018 7:45:52 AM	Cost of Labor	\$0.00
Requested By	Kellie Carroll	Cost of Parts	\$0.00
Building	DAS Administration Building 1	Other Costs	\$2,985.00
		Total Cost	\$2,985.00
Work Description			
Vehicle gate not working correctlychain is broken. (2nd Attempt) Work was completed 10.22.2018. Gate chain is now hanging again.			
Tradesworker Notes			
Atlas cc41000			

CHARGE:	EXPENDITURE ACCOUNT NO:	001-155410-646180
CREDIT:	REVENUE ACCOUNT NO:	001-122240-487400
AUTHORIZATION FOR PAYMENT BY REIMBURSING AGENCY: _____		
DATE: _____	AMOUNT APPROVED:	\$2,985.00



Special Services (Nov 2018)

Department EAGLE LAKES COMMUNITY PARK ELCP
 Account Number 111-156398

Work Request Number	201913191	Problem Location	Men's restroom
Date Work Requested	11/14/2018 10:05:33 AM	Actual Labor Hours	0.75
Date Work Completed	11/14/2018 3:44:11 PM	Cost of Labor	\$35.06
Requested By	Ann Simpson	Cost of Parts	\$0.27
Building	Eagle Lakes Community Center	Other Costs	\$0.00
		Total Cost	\$35.33
Work Description			
Men's Restroom - Received a call from personnel that someone has pulled the entire soap dispenser from the wall, needs to be replaced.			
Tradesworker Notes			
Marc Hatcher: Replace soap dispenser			

CHARGE:	EXPENDITURE ACCOUNT NO:	111-156398-646180
CREDIT:	REVENUE ACCOUNT NO:	001-122240-487400
AUTHORIZATION FOR PAYMENT BY REIMBURSING AGENCY: _____		
DATE: _____	AMOUNT APPROVED:	\$35.33



Special Services (Nov 2018)

Department GMD P&R BUILDING REVIEW & PERMITTING ADMIN
 Account Number 113-138930

Work Request Number	201900130	Problem Location	West Exit Gate
Date Work Requested	10/2/2018 7:15:23 PM	Actual Labor Hours	0.00
Date Work Completed	11/6/2018 7:42:34 AM	Cost of Labor	\$0.00
Requested By	Lee Nichols	Cost of Parts	\$0.00
Building	GMD Parking Garage	Other Costs	\$890.00
		Total Cost	\$890.00
Work Description			
The West Exit Gate is stuck in the open position. Thank You.			
Tradesworker Notes			
atlas cc40955			

CHARGE:	EXPENDITURE ACCOUNT NO:	113-138930-646180
CREDIT:	REVENUE ACCOUNT NO:	001-122240-487400
AUTHORIZATION FOR PAYMENT BY REIMBURSING AGENCY: _____		
DATE: _____	AMOUNT APPROVED:	\$890.00



Special Services (Nov 2018)

Department GMD PR& COMPREHENSIVE PLANNING
 Account Number 111-138317

Work Request Number	201913154	Problem Location	GMD Warehouse by Garage
Date Work Requested	11/13/2018 8:10:48 PM	Actual Labor Hours	15.00
Date Work Completed	11/30/2018 2:28:08 PM	Cost of Labor	\$701.25
Requested By	Debrah Forester	Cost of Parts	\$0.00
Building	GMD Parking Garage	Other Costs	\$0.00
		Total Cost	\$701.25
<p>Work Description Need to pickup furniture on November 30 at 0830 in the GMD Warehouse and deliver it to the Immokalee CRA – located at 750 S. Fifth Street, Immokalee.</p> <p>Tradesworker Notes Ramon Arca: Complete Kyle Benner: scheduled 11/30 - pick up all furniture at GMD and took it to Immokalee cra Chris Cousins: scheduled 11/30, loaded truck Andrew Fulkroad: Loaded up items from GMD garage and delivered to Immokalee CRA. Marc Hatcher: scheduled 11/30, loaded truck Richard Paquette: scheduled 11/30..picked up at GMD and delivered to Immokalee Brian Haugrud: scheduled 11/30 complete From: ForesterDebrah Sent: Wednesday, November 14, 2018 10:27 AM To: DL-FMOPS Subject: RE: Please Approve Special Service Work Request No. 201913154 Yes. Approved. Thanks so much Best Regards, Debrah</p>			

CHARGE:	EXPENDITURE ACCOUNT NO:	111-138317-646180
CREDIT:	REVENUE ACCOUNT NO:	001-122240-487400
AUTHORIZATION FOR PAYMENT BY REIMBURSING AGENCY: _____		
DATE: _____	AMOUNT APPROVED:	\$701.25



Special Services (Nov 2018)

Department HEALTH DEPARTMENT
 Account Number 001-155810

Work Request Number	201912589	Problem Location	Health Dept's HR bldg
Date Work Requested	11/5/2018 2:53:37 PM	Actual Labor Hours	0.50
Date Work Completed	11/20/2018 7:59:42 AM	Cost of Labor	\$23.38
Requested By	Camilo Torres	Cost of Parts	\$0.00
Building	Health Dept Regional HR	Other Costs	\$8.00
		Total Cost	\$31.38

Work Description

Can you please make 4 duplicate keys of each (2), 8 in total for the HR building. Ill drop an envelope at John's drop box.
 Thank you
 Camilo 239-293-3000

Tradesworker Notes

John Kennedy: cut and stamp keys

Work Request Number	201912863	Problem Location	N/A
Date Work Requested	11/7/2018 2:20:40 PM	Actual Labor Hours	1.00
Date Work Completed	11/9/2018 3:45:59 PM	Cost of Labor	\$46.75
Requested By	Camilo Torres	Cost of Parts	\$0.00
Building	Building H Health	Other Costs	\$11.00
		Total Cost	\$57.75

Work Description

Can you please make the following name plates for Family and Personal Health Department (we have the plates).
 The plate sizes are 2 1/4 x 10.
 Thank you
 Camilo 239-293-3000

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=====
DONNA VAN TOL, SR. LPN
IMMUNIZATION PROGRAM MANAGER
=====
COLLIER COUNTY
COMMUNITY NOOK PROJECT
=====
DEVINCI DAVIS
SUPERVISOR
=====
KETTY ARGOTE
=====
BENNY ESTRELLA
=====
  
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Tradesworker Notes

Troy Pirosseno: cut new vinyl and install on plates
 From: TorresRamirez, Camilo A
 Sent: Friday, November 9, 2018 2:12 PM
 To: DL-FMOPS
 Subject: RE: Please Approve Special Service Work Request No. 201912863

Reviewed and approved.

Respectfully,

Camilo A. Torres



Special Services (Nov 2018)

Work Request Number	201913011	Problem Location	N/A
Date Work Requested	11/9/2018 2:47:33 PM	Actual Labor Hours	0.33
Date Work Completed	11/20/2018 7:59:30 AM	Cost of Labor	\$15.43
Requested By	Camilo Torres	Cost of Parts	\$0.00
Building	Building H Health	Other Costs	\$4.00
		Total Cost	\$19.43

Work Description

Can you please make 4 copies of a key for Communicable Disease. I'm dropping the key at John's drop box.
Thank you
Camilo 239-293-3000

Tradesworker Notes

John Kennedy: cut and stamp keys

Work Request Number	201913113	Problem Location	N/A
Date Work Requested	11/13/2018 10:38:07 AM	Actual Labor Hours	0.33
Date Work Completed	11/20/2018 7:59:17 AM	Cost of Labor	\$15.43
Requested By	Camilo Torres	Cost of Parts	\$0.00
Building	Building H Health	Other Costs	\$4.00
		Total Cost	\$19.43

Work Description

Can you make 4 duplicate of a key for CDCP's office please?. Ill drop the key in a envelope in John's drop box.
Thank you
Camilo

Tradesworker Notes

John Kennedy: cut and stamp keys

CHARGE:	EXPENDITURE ACCOUNT NO:	001-155810-646180
CREDIT:	REVENUE ACCOUNT NO:	001-122240-487400
AUTHORIZATION FOR PAYMENT BY REIMBURSING AGENCY: _____		
DATE: _____	AMOUNT APPROVED:	\$127.99



Special Services (Nov 2018)

Department IT INFORMATION TECHNOLOGY ADMIN
 Account Number 505-121155

Work Request Number	201911379	Problem Location	N/A
Date Work Requested	10/23/2018 8:42:25 AM	Actual Labor Hours	3.00
Date Work Completed	11/20/2018 8:02:17 AM	Cost of Labor	\$140.25
Requested By	Paulo Martins	Cost of Parts	\$0.00
Building	Gulf Coast High School Radio Tower & Generator	Other Costs	\$0.00
		Total Cost	\$140.25
Work Description			
Install cypher door lock on radio tower site equipment building Customer has the lock, contact John Daly 253-1764			
The correct locks have been received can pick them up at Communications International, my apologies I thought he had been contacted already			
Tradesworker Notes			
John Kennedy: install KABA lock,lock provided			
Work Request Number	201911380	Problem Location	N/A
Date Work Requested	10/23/2018 8:43:24 AM	Actual Labor Hours	6.00
Date Work Completed	11/20/2018 8:02:24 AM	Cost of Labor	\$280.50
Requested By	Paulo Martins	Cost of Parts	\$0.00
Building	Bonita Springs Radio Tower Shed & Generator	Other Costs	\$0.00
		Total Cost	\$280.50
Work Description			
Install cypher door lock on radio tower site equipment building Customer has the lock, contact John Daly 253-1764			
Tradesworker Notes			
John Kennedy: install Kaba push button lock,lock provided			

CHARGE:	EXPENDITURE ACCOUNT NO:	505-121155-646180
CREDIT:	REVENUE ACCOUNT NO:	001-122240-487400
AUTHORIZATION FOR PAYMENT BY REIMBURSING AGENCY: _____		
DATE: _____	AMOUNT APPROVED:	\$420.75



Special Services (Nov 2018)

Department JAIL HOLDING CELLS (ALL JAIL LOCATIONS)
 Account Number 040-623010

Work Request Number	201912608	Problem Location	Laundry Room
Date Work Requested	11/5/2018 9:03:16 PM	Actual Labor Hours	10.00
Date Work Completed	11/6/2018 3:58:12 PM	Cost of Labor	\$467.50
Requested By	CPL Mendez	Cost of Parts	\$0.00
Building	Building J3 New Jail	Other Costs	\$0.00
		Total Cost	\$467.50
Work Description			
Drain overflowing from laundry room into the hallway.			
Tradesworker Notes			
Kevin Brock: Clear drain of debris. Southern Sanitation pumped out drain tank			

CHARGE:	EXPENDITURE ACCOUNT NO:	040-623010-646180
CREDIT:	REVENUE ACCOUNT NO:	001-122240-487400
AUTHORIZATION FOR PAYMENT BY REIMBURSING AGENCY: _____		
DATE: _____	AMOUNT APPROVED:	\$467.50



Special Services (Nov 2018)

Department MARCO ISLAND AIRPORT
 Account Number 495-192370

Work Request Number	201911889	Problem Location	N/A
Date Work Requested	10/31/2018 4:54:26 PM	Actual Labor Hours	1.50
Date Work Completed	11/20/2018 8:01:24 AM	Cost of Labor	\$70.13
Requested By	Kathryn Whitson	Cost of Parts	\$0.00
Building	Marco Island Airport Terminal	Other Costs	\$30.00
		Total Cost	\$100.13
<p>Work Description Need some door keys copied for a new employee please. Contact Kate when you are here and I can get the keys we need copies of. Thanks!</p> <p>Tradesworker Notes John Kennedy: cut and stamp keys</p>			

CHARGE:	EXPENDITURE ACCOUNT NO:	495-192370-646180
CREDIT:	REVENUE ACCOUNT NO:	001-122240-487400
AUTHORIZATION FOR PAYMENT BY REIMBURSING AGENCY: _____		
DATE: _____	AMOUNT APPROVED:	\$100.13



Special Services (Nov 2018)

Department NAPLES BRANCH
 Account Number 001-156110

Work Request Number	201911562	Problem Location	YA room
Date Work Requested	10/25/2018 2:07:19 PM	Actual Labor Hours	30.00
Date Work Completed	11/6/2018 7:45:20 AM	Cost of Labor	\$1,402.50
Requested By	William Wilkins	Cost of Parts	\$0.00
Building	Naples Regional Library/Central Library	Other Costs	\$334.84
		Total Cost	\$1,737.34

Work Description

They would like the YA room painted with two colors, SW 6378 Crisp Linen and SW 9049 Sky Fall. they would like to have the baseboards painted white. The contact person there is Carey thanks.

Tradesworker Notes

Marc Hatcher: 10/31 patched holes and prepared for paint.. 11/1 started painting..11/2 completed painting

Richard Paquette: 10/31 patched holes and prepared for paint.. 11/1 started painting..11/2 completed painting

From: WilliamsTanya

Sent: Wednesday, November 7, 2018 4:59 PM

To: DL-FMOPS

Cc: WilkinsWilliam ; HuntCarey ; CowserCatherine

Subject: RE: Please Approve Special Service Work Request No. 201911562

Good evening,

This email is to approve Special Service Work order # 201911562.

Special Service is to be charged to 129-156112-44049

Thank you,
Tanya

CHARGE:	EXPENDITURE ACCOUNT NO:	001-156110-646180
CREDIT:	REVENUE ACCOUNT NO:	001-122240-487400
AUTHORIZATION FOR PAYMENT BY REIMBURSING AGENCY: _____		
DATE: _____	AMOUNT APPROVED:	\$1,737.34



Special Services (Nov 2018)

Department PARKS & OTHER PROPERTIES
 Account Number 111-156332

Work Request Number	201911352	Problem Location	North gate, nearest Childrens Museum
Date Work Requested	10/22/2018 5:26:17 PM	Actual Labor Hours	0.50
Date Work Completed	11/6/2018 7:40:43 AM	Cost of Labor	\$23.38
Requested By	Jake Sullivan	Cost of Parts	\$0.00
Building	NCRP Roads & Lots (Site)	Other Costs	\$390.00
		Total Cost	\$413.38

Work Description

Ranger checked to see why the north electronic gate was not closing at prescribed time. The timer was off. Timer was reset to the correct time and to open at 0600, close at 2220. HOWEVER – there appears to be a short somewhere in the system. While working with the clock, just moving the timer activated the gate to close and opening it is an iffy proposition. Please check to make sure working correctly. Thanks

Tradesworker Notes

Gustavo Patino: Went and investigated. There seems to be a short at the clock. Please have atlas h went and investigated. There seems to be a short at the clock. Please have Atlas address. Atlas 40982

Work Request Number	201911842	Problem Location	N/A
Date Work Requested	10/31/2018 7:31:16 AM	Actual Labor Hours	3.00
Date Work Completed	11/26/2018 11:49:22 AM	Cost of Labor	\$140.25
Requested By	Ann Simpson	Cost of Parts	\$0.00
Building	Immokalee Airport Park Men's Restroom	Other Costs	\$0.00
		Total Cost	\$140.25

Work Description

Janitorial reported that, again, the tp dispensers have been broken and tp taken. Please replace the plastic tp dispensers with stainless. Hopefully this will stop the vandalism.

Tradesworker Notes

Ramon Arca: work completed

Work Request Number	201911843	Problem Location	N/A
Date Work Requested	10/31/2018 7:31:41 AM	Actual Labor Hours	2.00
Date Work Completed	11/19/2018 8:54:27 AM	Cost of Labor	\$93.50
Requested By	Ann Simpson	Cost of Parts	\$0.00
Building	Immokalee Airport Park Women's Restroom	Other Costs	\$624.10
		Total Cost	\$717.60

Work Description

Ladies restroom - Janitorial reported that, again, the tp dispensers have been broken and tp taken. Please replace the plastic tp dispensers with stainless. Hopefully this will stop the vandalism.

Tradesworker Notes

Ramon Arca: installed new metal disp

Work Request Number	201912563	Problem Location	Men's handicap stall
Date Work Requested	11/5/2018 1:40:17 PM	Actual Labor Hours	1.00
Date Work Completed	11/29/2018 3:16:50 PM	Cost of Labor	\$46.75
Requested By	Ann Simpson	Cost of Parts	\$0.00
Building	Immokalee Airport Park Men's Restroom	Other Costs	\$0.00
		Total Cost	\$46.75

Work Description

Men's restroom - handicap stall - janitorial reported that someone completely broke the soap dispenser and needs to be replaced.

Tradesworker Notes

Tony Alvarez: Done



Special Services (Nov 2018)

Work Request Number	201912997	Problem Location	N/A
Date Work Requested	11/9/2018 12:04:30 PM	Actual Labor Hours	2.00
Date Work Completed	11/14/2018 9:46:06 AM	Cost of Labor	\$93.50
Requested By	Scott Holtrey	Cost of Parts	\$0.00
Building	NCRP Sun N Fun Pool Pump #1	Other Costs	\$0.00
		Total Cost	\$93.50

Work Description

Please pick up L shape Oak desk from Sun n Fun Pump house #1 and return to surplus. Contact Scott @ 239-961-4440

Tradesworker Notes

Chris Cousins: complete

Larry Mazzone: complete

Richard Paquette: complete

Brian Haugrud: Complete

From: HoltreyScott

Sent: Friday, November 9, 2018 1:07 PM

To: DL-FMOPS

Cc: ThompsonKandy ; GarbyDerrick

Subject: Re: Please Approve Special Service Work Request No. 201912997

I approve

CHARGE:	EXPENDITURE ACCOUNT NO:	111-156332-646180
CREDIT:	REVENUE ACCOUNT NO:	001-122240-487400
AUTHORIZATION FOR PAYMENT BY REIMBURSING AGENCY: _____		
DATE: _____	AMOUNT APPROVED:	\$1,411.48



Special Services (Nov 2018)

Department PARKS & REC NCRP NORTH COLLIER REGIONAL PARK
 Account Number 001-156365

Work Request Number	201913729	Problem Location	sign shop
Date Work Requested	11/27/2018 8:28:02 AM	Actual Labor Hours	4.00
Date Work Completed	11/29/2018 3:56:16 PM	Cost of Labor	\$187.00
Requested By	Peg Ruby	Cost of Parts	\$0.00
Building	Building W Facilities Management	Other Costs	\$720.00
		Total Cost	\$907.00
Work Description			
Please make several banners for Snow Fest, as per Peg Ruby, Also Three more ten foot banners,			
Tradesworker Notes			
Troy Pirosseno: Print a total of six banners for snow feast			

CHARGE:	EXPENDITURE ACCOUNT NO:	001-156365-646180
CREDIT:	REVENUE ACCOUNT NO:	001-122240-487400
AUTHORIZATION FOR PAYMENT BY REIMBURSING AGENCY: _____		
DATE: _____	AMOUNT APPROVED:	\$907.00



Special Services (Nov 2018)

Department Parks & Recreation Maintenance
 Account Number 001-156338

Work Request Number	201911585	Problem Location	100 Vanderbilt Beach Road, Naples FL
Date Work Requested	10/25/2018 5:47:27 PM	Actual Labor Hours	0.00
Date Work Completed	11/2/2018 9:48:07 AM	Cost of Labor	\$0.00
Requested By	Wayne Muilenburg	Cost of Parts	\$15.88
Building	Vanderbilt Beach Parking Garage	Other Costs	\$100.00
		Total Cost	\$115.88

Work Description

There is a horde of honeybees swarming on the third level of the garage, near the top of the second-to-the-end stanchion from the westernmost end.

Tradesworker Notes

Ann Simpson: TN - #790222662 - \$100.00
Billed hourly rate as per contract.

TRULY NOLAN OF AMERICA INC: TN provided service on 10/26/18 - garage is not part of the pest control contract. Extra charge to perform service.

Work Request Number	201912680	Problem Location	N/A
Date Work Requested	11/6/2018 1:32:14 PM	Actual Labor Hours	8.00
Date Work Completed	11/26/2018 7:46:42 AM	Cost of Labor	\$374.00
Requested By	Junior Reyes	Cost of Parts	\$0.00
Building	Immokalee Sports Complex Isc	Other Costs	\$504.00
		Total Cost	\$878.00

Work Description

4 banners and 40 signs

Tradesworker Notes

Troy Pirosseno: Print forty yard signs and four banners, for Immoklee event Christmas

CHARGE:	EXPENDITURE ACCOUNT NO:	001-156338-646180
CREDIT:	REVENUE ACCOUNT NO:	001-122240-487400
AUTHORIZATION FOR PAYMENT BY REIMBURSING AGENCY: _____		
DATE: _____	AMOUNT APPROVED:	\$993.88



Special Services (Nov 2018)

Department PROPERTY APPRAISER
 Account Number 060-051010

Work Request Number	201912682	Problem Location	N/A
Date Work Requested	11/6/2018 1:48:28 PM	Actual Labor Hours	1.00
Date Work Completed	11/6/2018 2:52:27 PM	Cost of Labor	\$46.75
Requested By	Vickie Downs	Cost of Parts	\$33.00
Building	Property Appraiser	Other Costs	\$0.00
		Total Cost	\$79.75
<p>Work Description new State of Florida flag ours is sun bleached to the point you can hardly make it out</p> <p>Tradesworker Notes Chris Cousins: Replaced flag Larry Mazzone: Replaced flag</p>			

CHARGE:	EXPENDITURE ACCOUNT NO:	060-051010-646180
CREDIT:	REVENUE ACCOUNT NO:	001-122240-487400
AUTHORIZATION FOR PAYMENT BY REIMBURSING AGENCY: _____		
DATE: _____	AMOUNT APPROVED:	\$79.75



Special Services (Nov 2018)

Department SCRWTP - WATER PLANT TREATMENT
 Account Number 408-253211

Work Request Number	201913208	Problem Location	N/A
Date Work Requested	11/14/2018 1:27:43 PM	Actual Labor Hours	1.00
Date Work Completed	11/16/2018 1:10:39 PM	Cost of Labor	\$46.75
Requested By	Michael Birmingham	Cost of Parts	\$0.00
Building	SWP - City Gate - Reverse Osmosis Building	Other Costs	\$22.00
		Total Cost	\$68.75
Work Description	entrance sign		
Tradesworker Notes	Troy Pirosseno: print and laminate decal, install on site		

CHARGE:	EXPENDITURE ACCOUNT NO:	408-253211-646180
CREDIT:	REVENUE ACCOUNT NO:	001-122240-487400
AUTHORIZATION FOR PAYMENT BY REIMBURSING AGENCY: _____		
DATE: _____	AMOUNT APPROVED:	\$68.75



Special Services (Nov 2018)

Department SOLID WASTE NAPLES RECYCLING CENTER
 Account Number 470-173441

Work Request Number	201911518	Problem Location	sign shop
Date Work Requested	10/25/2018 8:01:37 AM	Actual Labor Hours	2.00
Date Work Completed	11/26/2018 7:46:42 AM	Cost of Labor	\$93.50
Requested By	Dana Alger	Cost of Parts	\$0.00
Building	Building W Facilities Management	Other Costs	\$0.00
		Total Cost	\$93.50
Work Description			
Please update banners for up coming events			
Tradesworker Notes			
Troy Pirosseno: update two banners and other need to be given design still			

CHARGE:	EXPENDITURE ACCOUNT NO:	470-173441-646180
CREDIT:	REVENUE ACCOUNT NO:	001-122240-487400
AUTHORIZATION FOR PAYMENT BY REIMBURSING AGENCY: _____		
DATE: _____	AMOUNT APPROVED:	\$93.50



Special Services (Nov 2018)

Department SOUTH WATER PLANT DISTRIBUTION
 Account Number 408-253212

Work Request Number	201911663	Problem Location	Main Gate
Date Work Requested	10/27/2018 8:39:23 PM	Actual Labor Hours	4.00
Date Work Completed	11/13/2018 10:37:27 AM	Cost of Labor	\$187.00
Requested By	Charles Avakian	Cost of Parts	\$0.00
Building	Manatee Tank Cover	Other Costs	\$720.00
		Total Cost	\$907.00
<p>Work Description The main gate for the location is not working properly. G4S was able to get in the location but is unable to get out.</p> <p>Tradesworker Notes John Happney: Send to vendor.</p> <p>Enrique Iglesias: Done , the sensor wire to open the gate is damage need be replaced. This maintenance work order has now become a project. Proposals have been received and we are waiting scheduling for the service. If you have any questions, please contact James W.</p>			

CHARGE:	EXPENDITURE ACCOUNT NO:	408-253212-646180
CREDIT:	REVENUE ACCOUNT NO:	001-122240-487400
AUTHORIZATION FOR PAYMENT BY REIMBURSING AGENCY: _____		
DATE: _____	AMOUNT APPROVED:	\$907.00



Special Services (Nov 2018)

Department TAX COLLECTOR
 Account Number 070-081010

Work Request Number	201900322	Problem Location	outside
Date Work Requested	10/5/2018 9:15:18 AM	Actual Labor Hours	1.00
Date Work Completed	11/9/2018 1:52:56 PM	Cost of Labor	\$46.75
Requested By	Leila Varcoe	Cost of Parts	\$0.00
Building	Tax Collector / Driver's License Airport	Other Costs	\$490.00
		Total Cost	\$536.75

Work Description

A Home Depot truck smashed into our "Drivers License" sign and knock it sideways. Its the sign at the entrance off Airport Rd.....the one with the light at North Rd.

Monica Usher, Manager N72
(239)434-4616

Tradesworker Notes

Troy Pirosseno: Called Lykin signtek for replacement, have received quote and gave the approval sign company will submit quote, lykins signtek

From: Leila Varcoe
Sent: Friday, October 5, 2018 2:53 PM
To: DL-FMOPS
Subject: RE: Please Approve Special Service Work Request No. 201900322

Approved

Leila Varcoe

Work Request Number	201911047	Problem Location	Public Bathroom
Date Work Requested	10/17/2018 9:38:00 AM	Actual Labor Hours	0.00
Date Work Completed	11/9/2018 4:02:34 PM	Cost of Labor	\$0.00
Requested By	Leila Varcoe	Cost of Parts	\$0.00
Building	Tax Collector Green Tree	Other Costs	\$82.50
		Total Cost	\$82.50

Work Description

The public restroom is clogged and odor is horrible Site contact Nayda Avila 598-2525

Tradesworker Notes

BC PLUMBING: complete
BC Plumbing 4082

Work Request Number	201911751	Problem Location	inside
Date Work Requested	10/29/2018 4:25:19 PM	Actual Labor Hours	4.00
Date Work Completed	11/1/2018 12:05:56 PM	Cost of Labor	\$187.00
Requested By	Leila Varcoe	Cost of Parts	\$0.00
Building	North Collier Government Services Center NCGSC	Other Costs	\$0.00
		Total Cost	\$187.00

Work Description

Canyou please put in an order to install 3 money drawers for counter 9, 10 & 11, Site contact Betty Cajuste-corvil 252-4527

Tradesworker Notes

Andrew Fulkroad: Installed 2 money drawers at stations 9 and 10
From: Leila Varcoe
Sent: Tuesday, October 30, 2018 9:03 AM
To: DL-FMOPS
Subject: RE: Please Approve Special Service Work Request No. 201911751

This is approved.

Leila varcoe



Special Services (Nov 2018)

Work Request Number	201911848	Problem Location	Outside
Date Work Requested	10/31/2018 8:33:42 AM	Actual Labor Hours	2.75
Date Work Completed	11/9/2018 6:57:16 AM	Cost of Labor	\$128.56
Requested By	Leila Varcoe	Cost of Parts	\$0.00
Building	Tax Collector / Driver's License Airport	Other Costs	\$0.00
		Total Cost	\$128.56

Work Description

Install a picnic table at Airport Road DL. The link for the table to be purchased through Grainger is: <https://www.grainger.com/product/GRAINGER-APPROVED-62-D-x-96-W-Rectangle-Expanded-4HUX3>
Rob Stoneburner Spoke to Chris Cousins 252-8171

Tradesworker Notes

Kyle Benner: complete

Chris Cousins: ordered table 10/31. Received table 11/8, delivered table.

Andrew Fulkroad: Assembled picnic table behind the building.

Brian Haugrud: Complete. Dropped off on east side of building.

From: Leila Varcoe

Sent: Wednesday, October 31, 2018 1:46 PM

To: DL-FMOPS

Subject: RE: Please Approve Special Service Work Request No. 201911848

This is approved.

Leila Varcoe

Work Request Number	201911849	Problem Location	outside
Date Work Requested	10/31/2018 8:35:44 AM	Actual Labor Hours	4.00
Date Work Completed	11/2/2018 12:25:03 PM	Cost of Labor	\$187.00
Requested By	Leila Varcoe	Cost of Parts	\$0.00
Building	Tax Collector / Driver's License Airport	Other Costs	\$6.28
		Total Cost	\$193.28

Work Description

2 concrete pavers (size 2' x 2' -the pavers that we used for the temporary entrance during the remodel) to be installed near the ashtray behind the building Site Contact Rob Stoneburner 252-8171

Tradesworker Notes

Kyle Benner: Layed 20 pavers in the back of the building where stuff suggested for a break area

Work Request Number	201912661	Problem Location	Inside public Restroom
Date Work Requested	11/6/2018 11:13:40 AM	Actual Labor Hours	1.00
Date Work Completed	11/8/2018 9:54:45 AM	Cost of Labor	\$46.75
Requested By	Leila Varcoe	Cost of Parts	\$0.00
Building	Tax Collector Green Tree	Other Costs	\$0.00
		Total Cost	\$46.75

Work Description

Site contact Nayda Avila

There is a leak by the public bathroom (hallway). The leak is coming from the roof.

Tradesworker Notes

Kyle Benner: Spoke with staff on this issue it's a roof leak and that they will need to call the maintenance / landlord for this building to deal with this issue

Andrew Fulkroad: Checked leak. The leak is coming from the roof and will need to be addressed by the building landlord.



Special Services (Nov 2018)

Work Request Number	201912905	Problem Location	outside
Date Work Requested	11/8/2018 11:16:24 AM	Actual Labor Hours	1.50
Date Work Completed	11/9/2018 10:40:24 AM	Cost of Labor	\$70.13
Requested By	Leila Varcoe	Cost of Parts	\$0.00
Building	Marco Island Tax Collector	Other Costs	\$0.00
		Total Cost	\$70.13

Work Description

I would like to have a flag poll holder installed outside the front door of our building as soon as possible. Before our grand reopening.

Site Contact
Sarah Clayton
Office: (239)394-6986

Tradesworker Notes

Brian Haugrud: scheduled 11/9 complete. Put up new 3x5 American flag and holder. Complete
From: Leila Varcoe
Sent: Friday, November 9, 2018 10:46 AM
To: DL-FMOPS
Subject: RE: Please Approve Special Service Work Request No. 201912905

This is approved.

Leila Varcoe
Executive Assistant

CHARGE:	EXPENDITURE ACCOUNT NO:	070-081010-646180
CREDIT:	REVENUE ACCOUNT NO:	001-122240-487400
AUTHORIZATION FOR PAYMENT BY REIMBURSING AGENCY: _____		
DATE: _____	AMOUNT APPROVED:	\$1,244.97



Special Services (Nov 2018)

Department TOURISM TDC ADV AND PROM B
 Account Number 194-101540

Work Request Number	201912174	Problem Location	Jeffery John's Office
Date Work Requested	11/2/2018 11:14:44 AM	Actual Labor Hours	0.50
Date Work Completed	11/6/2018 9:42:54 AM	Cost of Labor	\$23.38
Requested By	Tina Moon	Cost of Parts	\$0.00
Building	Tourism (County Manager)	Other Costs	\$0.00
		Total Cost	\$23.38
Work Description			
Remove drawer out of a desk to install a stand up desk at Jeffery John's Office in Tourism			
Tradesworker Notes			
Kyle Benner: Removed drawer and relocated stand up desk			

CHARGE:	EXPENDITURE ACCOUNT NO:	194-101540-646180
CREDIT:	REVENUE ACCOUNT NO:	001-122240-487400
AUTHORIZATION FOR PAYMENT BY REIMBURSING AGENCY: _____		
DATE: _____	AMOUNT APPROVED:	\$23.38



Special Services (Nov 2018)

Grand Total:	\$13,966.38
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