



Special Services (Dec 2018)

Department BAR ASSOCIATION LAW LIBRARY
Account Number 000-000001

Work Request Number	201913655	Problem Location	N/A
Date Work Requested	11/26/2018 11:47:12 AM	Actual Labor Hours	6.00
Date Work Completed	12/7/2018 9:30:24 AM	Cost of Labor	\$280.50
Requested By	Joshua Cashdollar	Cost of Parts	\$0.00
Building	Building L1 Courthouse Annex	Other Costs	\$0.00
		Total Cost	\$280.50
Work Description			
Judicial Retirement Party			
Please have 50 chairs and 4 Six foot tables with a microphone and stand set up in the courthouse annex for December 7th. Contact Lisa Terwillinger with the Collier County Bar Association for further details of event at 252-8711. This is being paid for by Bar Association. Please contact them regarding the pricing the special service will run for the approval.			
Tradesworker Notes			
Kyle Benner: setup event			
Chris Cousins: scheduled 12/7 setup event			
Andrew Fulkroad: complete			
Richard Paquette: scheduled 12/7 setup event			

CHARGE:	EXPENDITURE ACCOUNT NO:	000-000001-646180
CREDIT:	REVENUE ACCOUNT NO:	001-122240-487400
AUTHORIZATION FOR PAYMENT BY REIMBURSING AGENCY: _____		
DATE: _____	AMOUNT APPROVED:	\$280.50



Special Services (Dec 2018)

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

Work Request Number	201913814	Problem Location	PG2 CAT Bus Transpndr
Date Work Requested	11/28/2018 6:12:28 AM	Actual Labor Hours	2.60
Date Work Completed	12/10/2018 1:50:29 PM	Cost of Labor	\$121.55
Requested By	Tatiana Merced	Cost of Parts	\$0.00
Building	Cat Transfer Station (Parking Garage #2)	Other Costs	\$1,385.00
		Total Cost	\$1,506.55

Work Description

The gate at the cat station when open is super slow/delayed. The exact gate is the PG2 CAT Bus Transpndr.

Tradesworker Notes

Enrique Iglesias: Loose strap need replace
Vendor invoice atlas cc41038

Work Request Number	201913907	Problem Location	N/A
Date Work Requested	11/29/2018 11:16:22 AM	Actual Labor Hours	1.00
Date Work Completed	12/3/2018 3:51:38 PM	Cost of Labor	\$46.75
Requested By	Yousi Cardeso	Cost of Parts	\$0.00
Building	Cat Morande Administration	Other Costs	\$72.00
		Total Cost	\$118.75

Work Description

Please create a WO for a banner for CAT events

Tradesworker Notes

Troy Pirosseno: print banner and add grommets for event
From: CardesoYousi
Sent: Monday, December 3, 2018 8:52 AM
To: DL-FMOPS
Cc: SotoCaroline
Subject: RE: Please Approve Special Service Work Request No. 201913907

I approve. Thank you,
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:	\$1,625.30



Special Services (Dec 2018)

Department DAS DOMESTIC ANIMAL SERVICES
Account Number 001-155410

Work Request Number	201913193	Problem Location	Back gate
Date Work Requested	11/14/2018 10:28:46 AM	Actual Labor Hours	0.00
Date Work Completed	12/3/2018 10:18:52 AM	Cost of Labor	\$0.00
Requested By	Ron Miller	Cost of Parts	\$0.00
Building	DAS Administration Building 1	Other Costs	\$1,320.00
		Total Cost	\$1,320.00
Work Description			
DAS back gate looks like its been hit.			
Tradesworker Notes			
Atlas Door & Gate: complete Atlas Invoice cc41031			

CHARGE:	EXPENDITURE ACCOUNT NO:	001-155410-646180
CREDIT:	REVENUE ACCOUNT NO:	001-122240-487400
AUTHORIZATION FOR PAYMENT BY REIMBURSING AGENCY: _____		
DATE: _____	AMOUNT APPROVED:	\$1,320.00



Special Services (Dec 2018)

Department EMS
Account Number 490-144610

Work Request Number	201913971	Problem Location	N/A
Date Work Requested	11/30/2018 1:27:42 PM	Actual Labor Hours	0.00
Date Work Completed	12/12/2018 1:43:05 PM	Cost of Labor	\$0.00
Requested By	James Williams	Cost of Parts	\$0.00
Building	EMS Station #10	Other Costs	\$3,280.00
		Total Cost	\$3,280.00

Work Description

2 broken over head doors

Tradesworker Notes

Vendor - Atlas invoice cc41042

Work Request Number	201914533	Problem Location	Center bay door facing Coronado Pkwy
Date Work Requested	12/9/2018 8:00:19 AM	Actual Labor Hours	0.00
Date Work Completed	12/14/2018 2:25:38 PM	Cost of Labor	\$0.00
Requested By	Geoffrey Swets	Cost of Parts	\$0.00
Building	EMS Station #70	Other Costs	\$2,110.00
		Total Cost	\$2,110.00

Work Description

Crew reporting that center bay door facing Coronado Pkwy is stuck halfway open. Crew reports that the door has come off the tracks again. Please inspect the door, hardware and the door tracks. This has happened before and would like to prevent future failures.

Tradesworker Notes

John Happney: sent to Atlas Door

Atlas Door & Gate: complete

Work Request Number	201914688	Problem Location	EMS apparatus bay garage door
Date Work Requested	12/11/2018 12:01:09 PM	Actual Labor Hours	0.00
Date Work Completed	12/27/2018 10:16:59 AM	Cost of Labor	\$0.00
Requested By	Wayne Watson	Cost of Parts	\$0.00
Building	EMS Station #75	Other Costs	\$520.00
		Total Cost	\$520.00

Work Description

Bolts holding armature of garage door opener to door are damaged. One sheared off completely and is missing, the other one is the only thing holding the armature to the door. Could break off at any time and have door collapse.

Tradesworker Notes

Vendor - Atlas invoice cc48951

CHARGE:	EXPENDITURE ACCOUNT NO:	490-144610-646180
CREDIT:	REVENUE ACCOUNT NO:	001-122240-487400
AUTHORIZATION FOR PAYMENT BY REIMBURSING AGENCY: _____		
DATE: _____	AMOUNT APPROVED:	\$5,910.00



Special Services (Dec 2018)

Department

GMD PR& COMPREHENSIVE PLANNING

Account Number

111-138317

Work Request Number	201914411	Problem Location	N/A
Date Work Requested	12/6/2018 7:46:40 AM	Actual Labor Hours	1.50
Date Work Completed	12/10/2018 2:20:25 PM	Cost of Labor	\$70.13
Requested By	Antoine Gonzalez	Cost of Parts	\$0.00
Building	GMD Parking Garage	Other Costs	\$230.00
		Total Cost	\$300.13

Work Description

North Exit gate make noises

Tradesworker Notes

John Hapney: Needs new belts. Taking pictures and sent to operations so they can be forwarded to gate contractor for replacement.

Atlas Door & Gate: complete
Vendor - Atlas invoice cc59641

Work Request Number	201914420	Problem Location	N/A
Date Work Requested	12/6/2018 9:21:35 AM	Actual Labor Hours	0.25
Date Work Completed	12/17/2018 1:07:12 PM	Cost of Labor	\$11.69
Requested By	Jean Benoit	Cost of Parts	\$0.00
Building	GMD P&R (Development Services)	Other Costs	\$975.00
		Total Cost	\$986.69

Work Description

flag pole replace pulley and rope

Tradesworker Notes

Chris Cousins: send to us flags
US Flagpole 2018-106

Work Request Number	201915202	Problem Location	N/A
Date Work Requested	12/20/2018 1:23:30 PM	Actual Labor Hours	3.00
Date Work Completed	12/26/2018 11:00:27 AM	Cost of Labor	\$140.25
Requested By	Jean Benoit	Cost of Parts	\$0.00
Building	GMD P&R (Development Services)	Other Costs	\$0.00
		Total Cost	\$140.25

Work Description

need boot cleaners mounted outside contact Jean for more info

Tradesworker Notes

Andrew Fulkroad: Installed boot cleaners around GMD entrances as specified.

Marc Hatcher: Assist in installing scrubbers

Brian Haugrud: scheduled 12/21. Complete. Marc, Andrew, and myself installed 12 boot brushes in 5 different locations.

From: BenoitJean

Sent: Wednesday, December 26, 2018 11:04 AM

To: DL-FMOPS

Cc: BenoitJean

Subject: RE: Please Approve Special Service Work Request No. 201915202

Good morning Facilities,

Approve the following Special Service Facilities Work Request:

Facilities Service Request No.: 201915202

Thank you

RESPECTFULLY

Jean A Benoit



Special Services (Dec 2018)

CHARGE:	EXPENDITURE ACCOUNT NO:	111-138317-646180
CREDIT:	REVENUE ACCOUNT NO:	001-122240-487400
AUTHORIZATION FOR PAYMENT BY REIMBURSING AGENCY: _____		
DATE: _____	AMOUNT APPROVED:	\$1,427.07



Special Services (Dec 2018)

Department

HHVS HOUSING HUMAN & VETERANS SERVICES

Account Number

111-138759-646180

Work Request Number	201915001	Problem Location	N/A
Date Work Requested	12/17/2018 11:19:57 AM	Actual Labor Hours	0.50
Date Work Completed	12/26/2018 7:36:57 AM	Cost of Labor	\$23.38
Requested By	Heather Bilodeau	Cost of Parts	\$0.00
Building	Building H Health	Other Costs	\$3.00
		Total Cost	\$26.38

Work Description

need a poster printed by Thursday the 20th

Tradesworker Notes

Troy Pirosseno: print poster and apply it to foam board
 From: BilodeauHeather
 Sent: Monday, December 17, 2018 11:40 AM
 To: DL-FMOPS
 Subject: RE: Please Approve Special Service Work Request No. 201915001

approve

Respectfully,

Heather Bilodeau

CHARGE:	EXPENDITURE ACCOUNT NO:	111-138759-646180-646180
CREDIT:	REVENUE ACCOUNT NO:	001-122240-487400
AUTHORIZATION FOR PAYMENT BY REIMBURSING AGENCY: _____		
DATE: _____	AMOUNT APPROVED:	\$26.38



Special Services (Dec 2018)

Department HR HUMAN RESOURCES ADMIN
Account Number 001-121810

Work Request Number	201915079	Problem Location	N/A
Date Work Requested	12/18/2018 3:07:26 PM	Actual Labor Hours	1.50
Date Work Completed	12/19/2018 9:57:51 AM	Cost of Labor	\$70.13
Requested By	Melissa Sweeney	Cost of Parts	\$0.00
Building	Building B Human Resources	Other Costs	\$0.00
		Total Cost	\$70.13
Work Description			
to hang a LARGE whiteboard in the HR Conference room in the HR Building on the main campus.			
The white board is 8 feet long by 4 feet tall so I suspect this will be a multiple person job.			
Tradesworker Notes			
Chris Cousins: Hung board on wall			
Andrew Fulkroad: Hung board			

CHARGE:	EXPENDITURE ACCOUNT NO:	001-121810-646180
CREDIT:	REVENUE ACCOUNT NO:	001-122240-487400
AUTHORIZATION FOR PAYMENT BY REIMBURSING AGENCY: _____		
DATE: _____	AMOUNT APPROVED:	\$70.13



Special Services (Dec 2018)

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

Work Request Number	201914471	Problem Location	N/A
Date Work Requested	12/7/2018 7:54:24 AM	Actual Labor Hours	0.50
Date Work Completed	12/10/2018 2:41:58 PM	Cost of Labor	\$23.38
Requested By	Jorge Parra	Cost of Parts	\$0.00
Building	Building J1 Old Jail	Other Costs	\$0.00
		Total Cost	\$23.38

Work Description

Please address the muffin monster backing up.

Tradesworker Notes

Jorge Parra: Complete

Work Request Number	201914971	Problem Location	N/A
Date Work Requested	12/17/2018 7:57:18 AM	Actual Labor Hours	0.50
Date Work Completed	12/18/2018 7:12:48 AM	Cost of Labor	\$23.38
Requested By	Jorge Parra	Cost of Parts	\$0.00
Building	Building J1 Old Jail	Other Costs	\$0.00
		Total Cost	\$23.38

Work Description

Please address the muffin monster backing up.

Tradesworker Notes

Jorge Parra: complete

Work Request Number	201915129	Problem Location	N/A
Date Work Requested	12/19/2018 1:17:38 PM	Actual Labor Hours	0.50
Date Work Completed	12/20/2018 7:23:34 AM	Cost of Labor	\$23.38
Requested By	Jorge Parra	Cost of Parts	\$0.00
Building	Building J2 Jail Administration	Other Costs	\$0.00
		Total Cost	\$23.38

Work Description

muffin monster backed up.

Tradesworker Notes

Jorge Parra: Complete
 From: ParraJorge
 Sent: Wednesday, December 19, 2018 3:45 PM
 To: DL-FMOPS
 Cc: BrockKevin
 Subject: Re: Please Approve Special Service Work Request No. 201915129

Approve
Sent from my iPhone

CHARGE:	EXPENDITURE ACCOUNT NO:	040-623010-646180
CREDIT:	REVENUE ACCOUNT NO:	001-122240-487400
AUTHORIZATION FOR PAYMENT BY REIMBURSING AGENCY: _____		
DATE: _____	AMOUNT APPROVED:	\$70.14



Special Services (Dec 2018)

Department JUDGE SHENKO
Account Number 001-421080

Work Request Number	201914987	Problem Location	N/A
Date Work Requested	12/17/2018 9:15:23 AM	Actual Labor Hours	1.50
Date Work Completed	12/21/2018 10:46:53 AM	Cost of Labor	\$70.13
Requested By	Kerri Hixson	Cost of Parts	\$0.00
Building	Building L Courthouse	Other Costs	\$0.00
		Total Cost	\$70.13

Work Description

Please move the desks from the Senior Judge Office in Suite 302 into Suite 303. There is a special judicial request that this move occur on 12-21 after 9:00 am when his personal furniture is being removed from the space. Please confirm via email if you are able to complete the request on this day, we need to ensure the Judge has a space at which to work. Please see Kerri Hixson to ensure everything gets moved to correct spot. Thank you so much!

Tradesworker Notes

Kyle Benner: scheduled 12/21 moved desk around from office to office
 Chris Cousins: scheduled 12/21. Moved furniture as needed.
 Andrew Fulkroad: .moved desks around per Kerri's request.

CHARGE:	EXPENDITURE ACCOUNT NO:	001-421080-646180
CREDIT:	REVENUE ACCOUNT NO:	001-122240-487400
AUTHORIZATION FOR PAYMENT BY REIMBURSING AGENCY: _____		
DATE: _____	AMOUNT APPROVED:	\$70.13



Special Services (Dec 2018)

Department MARCO ISLAND LIBRARY
Account Number 001-156160

Work Request Number	201914222	Problem Location	staff parking signs
Date Work Requested	12/3/2018 1:33:13 PM	Actual Labor Hours	0.50
Date Work Completed	12/28/2018 9:24:38 AM	Cost of Labor	\$23.38
Requested By	William Wilkins	Cost of Parts	\$0.00
Building	Marco Island Library	Other Costs	\$2,750.50
		Total Cost	\$2,773.88
Work Description			
They would like to have staff parking signs made up and staked in the ground. if you talk to Brenda she will be able to tell you how many. The contact person there is Brenda thanks.			
Tradesworker Notes			
Troy Pirosseno: Called and found that they need six posts and signs installed, this will contracted out and special service charge, waiting for approval. Called and found that they need six posts and signs installed, this will contracted out and special service charge, waiting for approval.			

CHARGE:	EXPENDITURE ACCOUNT NO:	001-156160-646180
CREDIT:	REVENUE ACCOUNT NO:	001-122240-487400
AUTHORIZATION FOR PAYMENT BY REIMBURSING AGENCY: _____		
DATE: _____	AMOUNT APPROVED:	\$2,773.88



Special Services (Dec 2018)

Department PARKS & OTHER PROPERTIES
Account Number 111-156332

Work Request Number	201913374	Problem Location	Mens restroom
Date Work Requested	11/18/2018 5:18:39 PM	Actual Labor Hours	0.25
Date Work Completed	12/13/2018 7:51:16 AM	Cost of Labor	\$11.69
Requested By	Wayne Muilenburg	Cost of Parts	\$0.00
Building	Sugden Park SRP Bath House	Other Costs	\$0.00
		Total Cost	\$11.69

Work Description

There is all over the Feces all over the floor and wall

Tradesworker Notes

Ann Simpson: 3H responded.
 No invoice received as of 12/14/18 from 3H
 From: MuilenburgWayne
 Sent: Monday, November 19, 2018 8:35 AM
 To: DL-FMOPS
 Cc: SullivanJake
 Subject: Re: Please Approve Special Service Work Request No. 201913374

Approved
Sent from my iPhone

Work Request Number	201914885	Problem Location	N/A
Date Work Requested	12/14/2018 1:17:28 PM	Actual Labor Hours	5.50
Date Work Completed	12/19/2018 1:20:40 PM	Cost of Labor	\$257.13
Requested By	Steven Weisberg	Cost of Parts	\$0.00
Building	Tigertail Concessions	Other Costs	\$328.64
		Total Cost	\$585.77

Work Description

One of our cabinets is coming away from the wall

Tradesworker Notes

Marc Hatcher: Remove old cabinets and install new
 Richard Paquette: Remove old cabinets and install new
 Brian Haugrud: Cabinet was completely shot. Went to Home Depot and bought cabinets to replace it. Will do it soon as time allows.

CHARGE:	EXPENDITURE ACCOUNT NO:	111-156332-646180
CREDIT:	REVENUE ACCOUNT NO:	001-122240-487400
AUTHORIZATION FOR PAYMENT BY REIMBURSING AGENCY: _____		
DATE: _____	AMOUNT APPROVED:	\$597.46



Special Services (Dec 2018)

Department

PARKS & REC GOLDEN GATE COMMUNITY CENTER

Account Number

130-157710

Work Request Number	201914639	Problem Location	N/A
Date Work Requested	12/10/2018 12:50:21 PM	Actual Labor Hours	6.00
Date Work Completed	12/11/2018 1:43:21 PM	Cost of Labor	\$280.50
Requested By	Vickie Wilson	Cost of Parts	\$0.00
Building	Golden Gate Community Center	Other Costs	\$0.00
		Total Cost	\$280.50

Work Description

Pool tables at Wheels (Green Top and Blue Top) need to be removed and taken to surplus ASAP. Disposition is attached.

Tradesworker Notes

Chris Cousins: Picked up and disposed of tables per Richard Fry. Tables in bad shape.

Marc Hatcher: Picked up and disposed of tables

Richard Paquette: Picked up and disposed of tables

Brian Haugrud: Complete

Work Request Number	201914765	Problem Location	N/A
Date Work Requested	12/12/2018 2:15:41 PM	Actual Labor Hours	0.30
Date Work Completed	12/18/2018 7:24:24 AM	Cost of Labor	\$14.03
Requested By	Vickie Wilson	Cost of Parts	\$0.00
Building	Golden Gate Community Center	Other Costs	\$1,020.00
		Total Cost	\$1,034.03

Work Description

Lighted Street Sign needs to have new lights put inside. Simmonds Electric gave a quote 4 months ago, is this something that you follow through on or me.

Tradesworker Notes

Oscar Alonso: This job not procedures for us , need electric Contractor , I talk we Ray, thanks
We dont do signs. I had Oscar speak to ray the wheels manager because vicki wasn't in . Ray is supposed to let Vicki know that we have a new contract and the simmonds quote is no good. Harts would have to quote the job again.

CHARGE:	EXPENDITURE ACCOUNT NO:	130-157710-646180
CREDIT:	REVENUE ACCOUNT NO:	001-122240-487400
AUTHORIZATION FOR PAYMENT BY REIMBURSING AGENCY: _____		
DATE: _____	AMOUNT APPROVED:	\$1,314.53



Special Services (Dec 2018)

Department

PARKS & REC IMMOKALEE PARKS & OTHER PROPERTIES

Account Number

111-156334

Work Request Number	201913461	Problem Location	N/A
Date Work Requested	11/19/2018 12:41:50 PM	Actual Labor Hours	1.00
Date Work Completed	12/20/2018 3:44:25 PM	Cost of Labor	\$46.75
Requested By	Nellie Campbell	Cost of Parts	\$0.00
Building	Immokalee Comm Park	Other Costs	\$52.00
		Total Cost	\$98.75
Work Description			
Need keys made for new supervisor and high school. Contact is Nellie Campbell for specific direction - 252-4447			
Tradesworker Notes			
John Kennedy: cut and stamp keys			

CHARGE:	EXPENDITURE ACCOUNT NO:	111-156334-646180
CREDIT:	REVENUE ACCOUNT NO:	001-122240-487400
AUTHORIZATION FOR PAYMENT BY REIMBURSING AGENCY: _____		
DATE: _____	AMOUNT APPROVED:	\$98.75



Special Services (Dec 2018)

Department

PARKS & REC MAX HASSE COMMUNITY PARK

Account Number

111-156395

Work Request Number	201913834	Problem Location	Max Hasse Park
Date Work Requested	11/28/2018 11:52:46 AM	Actual Labor Hours	3.00
Date Work Completed	12/3/2018 3:51:38 PM	Cost of Labor	\$140.25
Requested By	Sidney Kittila	Cost of Parts	\$0.00
Building	Max Hasse Park Mhp Community Center	Other Costs	\$196.00
		Total Cost	\$336.25

Work Description

Banners Needed for Park Special Events.

(2) The size will be 65" tall x 50" wide - Christmas Carnival Dec. 6th thru 9th (See Flyer for Details)

(2) The size will be 65" tall x 50" wide.- Santa Social Dec. 14th (See Flyer for Details)

Troy I have two additional banners I need for you to make! Should it say this Friday instead of Dec.14th so I could use it again? Thanks Troy!

Tradesworker Notes

Troy Pirosseno: print four banners and hem, add grommets

CHARGE:	EXPENDITURE ACCOUNT NO:	111-156395-646180
CREDIT:	REVENUE ACCOUNT NO:	001-122240-487400
AUTHORIZATION FOR PAYMENT BY REIMBURSING AGENCY: _____		
DATE: _____	AMOUNT APPROVED:	\$336.25



Special Services (Dec 2018)

Department Parks & Recreation Maintenance
Account Number 001-156338

Work Request Number	201914450	Problem Location	The lights right outside of the front door of the building and around the building.
Date Work Requested	12/6/2018 4:13:15 PM	Actual Labor Hours	6.00
Date Work Completed	12/18/2018 3:25:03 PM	Cost of Labor	\$280.50
Requested By	Enrique Martinez	Cost of Parts	\$0.00
Building	NCRP Softball Field Concession	Other Costs	\$0.00
		Total Cost	\$280.50
Work Description			
The Exterior Lights around the Softball Building aren't working. May need light bulbs replaced.			
Tradesworker Notes			
Heliodoro Rojas: Rewire all the lighting system			

CHARGE:	EXPENDITURE ACCOUNT NO:	001-156338-646180
CREDIT:	REVENUE ACCOUNT NO:	001-122240-487400
AUTHORIZATION FOR PAYMENT BY REIMBURSING AGENCY: _____		
DATE: _____	AMOUNT APPROVED:	\$280.50



Special Services (Dec 2018)

Department PROCUREMENT SERVICES (PURCHASING)
Account Number 001-121710

Work Request Number	201913567	Problem Location	all offices
Date Work Requested	11/21/2018 2:54:41 PM	Actual Labor Hours	0.50
Date Work Completed	12/4/2018 3:32:58 PM	Cost of Labor	\$23.38
Requested By	Catherine Bigelow	Cost of Parts	\$0.00
Building	Building C2 Procurement Services	Other Costs	\$8.00
		Total Cost	\$31.38

Work Description

We need copies of keys for all offices (staff have been locked out) as well as duplicates of the front door and outside doors for access if power is out. Thank you! Cat

Tradesworker Notes

John Kennedy: cut and stamp keys

Work Request Number	201913948	Problem Location	Eastern Wall near Rear Loading Dock
Date Work Requested	11/30/2018 9:28:27 AM	Actual Labor Hours	7.50
Date Work Completed	12/6/2018 10:44:50 AM	Cost of Labor	\$350.63
Requested By	Richard Fry	Cost of Parts	\$0.00
Building	Building C2 Procurement Services	Other Costs	\$0.00
		Total Cost	\$350.63

Work Description

Construct Shelving units received from Grainger along the Eastern Wall in the Surplus Office.

Tradesworker Notes

Andrew Fulkroad: Assembled 7 shelving units for surplus.

Richard Paquette: 12/4..12/5..Assembled all shelving

CHARGE:	EXPENDITURE ACCOUNT NO:	001-121710-646180
CREDIT:	REVENUE ACCOUNT NO:	001-122240-487400
AUTHORIZATION FOR PAYMENT BY REIMBURSING AGENCY: _____		
DATE: _____	AMOUNT APPROVED:	\$382.01



Special Services (Dec 2018)

Department ROAD MAINTENANCE
Account Number 101-163620

Work Request Number	201914186	Problem Location	N/A
Date Work Requested	12/3/2018 9:03:38 AM	Actual Labor Hours	1.00
Date Work Completed	12/3/2018 9:11:16 AM	Cost of Labor	\$0.00
Requested By	Diane Lynch	Cost of Parts	\$110.71
Building	Road Maintenance Administration	Other Costs	\$0.00
		Total Cost	\$110.71
Work Description			
Please replace U.S Flag and POW flag.			
Tradesworker Notes			
Justin Fosgate: Provided Flags to Staff Memebers			

CHARGE:	EXPENDITURE ACCOUNT NO:	101-163620-646180
CREDIT:	REVENUE ACCOUNT NO:	001-122240-487400
AUTHORIZATION FOR PAYMENT BY REIMBURSING AGENCY: _____		
DATE: _____	AMOUNT APPROVED:	\$110.71



Special Services (Dec 2018)

Department SCRWTP - WATER PLANT TREATMENT
Account Number 408-253211

Work Request Number	201915044	Problem Location	Main Entry Gate
Date Work Requested	12/18/2018 9:06:34 AM	Actual Labor Hours	0.00
Date Work Completed	12/27/2018 10:13:16 AM	Cost of Labor	\$0.00
Requested By	Orestes Niebla	Cost of Parts	\$0.00
Building	SWP - City Gate - Lime Process Building	Other Costs	\$2,820.00
		Total Cost	\$2,820.00
Work Description			
Main Gate, secondary gate and exit gate, photo beam are not aliened, every morning get wet and the gates remain open.			
Tradesworker Notes			
Vendor invoice Atlas cc-1128			

CHARGE:	EXPENDITURE ACCOUNT NO:	408-253211-646180
CREDIT:	REVENUE ACCOUNT NO:	001-122240-487400
AUTHORIZATION FOR PAYMENT BY REIMBURSING AGENCY: _____		
DATE: _____	AMOUNT APPROVED:	\$2,820.00



Special Services (Dec 2018)

Department SOE SUPERVISOR OF ELECTIONS
Account Number 080-511010

Work Request Number	201914802	Problem Location	In front of Admin Bldg
Date Work Requested	12/13/2018 9:58:40 AM	Actual Labor Hours	0.50
Date Work Completed	12/13/2018 10:53:05 AM	Cost of Labor	\$23.38
Requested By	Melissa Blazier	Cost of Parts	\$75.91
Building	Supervisor Of Elections Administration	Other Costs	\$0.00
		Total Cost	\$99.29
Work Description			
Our flag was never put down for GWB and its torn and needs to be replaced.			
Tradesworker Notes			
Kyle Benner: Replace flag and lower to half staff			

CHARGE:	EXPENDITURE ACCOUNT NO:	080-511010-646180
CREDIT:	REVENUE ACCOUNT NO:	001-122240-487400
AUTHORIZATION FOR PAYMENT BY REIMBURSING AGENCY: _____		
DATE: _____	AMOUNT APPROVED:	\$99.29



Special Services (Dec 2018)

Department SOLID WASTE ADMIN
Account Number 470-173410

Work Request Number	201913543	Problem Location	N/A
Date Work Requested	11/21/2018 8:18:00 AM	Actual Labor Hours	1.00
Date Work Completed	12/10/2018 9:35:18 AM	Cost of Labor	\$46.75
Requested By	robert best	Cost of Parts	\$0.00
Building	North East Recycling Drop-Off Center (NERC)	Other Costs	\$0.00
		Total Cost	\$46.75

Work Description

install ice machine

Tradesworker Notes

German Gonzalez: Inspected ice machine. Ice machine needs water lines connected. Plumbing department will need to add them to unit.
 From: BestRobert
 Sent: Monday, November 26, 2018 10:54 AM
 To: HaileyVoeger|VEN
 Subject: Re: Work order 201913543

Yes please follow up with the work Oder

Work Request Number	201914257	Problem Location	N/A
Date Work Requested	12/4/2018 7:52:34 AM	Actual Labor Hours	3.50
Date Work Completed	12/14/2018 1:31:02 PM	Cost of Labor	\$163.63
Requested By	robert best	Cost of Parts	\$0.00
Building	North East Recycling Drop-Off Center (NERC)	Other Costs	\$0.00
		Total Cost	\$163.63

Work Description

install ice machine

Tradesworker Notes

Dennis Gonzalez: Ice machine is put together and in place as well as drain line is hooked up and ran through the wall. Electrical is done as well. The only thing missing is the plumber so come and hook up the water filtration system and start up.

German Gonzalez: Duplicate work order
 From: BestRobert
 Sent: Tuesday, December 4, 2018 9:11 AM
 To: DL-FMOPS
 Subject: Re: Please Approve Special Service Work Request No. 201914257

Yes
Sent from my iPhone

Work Request Number	201914618	Problem Location	N/A
Date Work Requested	12/10/2018 10:22:16 AM	Actual Labor Hours	8.25
Date Work Completed	12/28/2018 9:27:10 AM	Cost of Labor	\$385.69
Requested By	robert best	Cost of Parts	\$286.52
Building	North East Recycling Drop-Off Center (NERC)	Other Costs	\$181.26
		Total Cost	\$853.47

Work Description

install ice machine

Tradesworker Notes

Kevin Brock: Complete

Mike Krietemeyer: Order filter system complete

German Gonzalez: INSTALLED ICE MACHINE,COMMEMNCD DRAIN LINE INSTALLATION. PLUMPERS TO TIE IN WATER LINES



Special Services (Dec 2018)

CHARGE:	EXPENDITURE ACCOUNT NO:	470-173410-646180
CREDIT:	REVENUE ACCOUNT NO:	001-122240-487400
AUTHORIZATION FOR PAYMENT BY REIMBURSING AGENCY: _____		
DATE: _____	AMOUNT APPROVED:	\$1,063.85



Special Services (Dec 2018)

Department

SOLID WASTE SCALEHOUSE OPERATIONS

Account Number

470-173435

Work Request Number	201913369	Problem Location	Outside sign by scale house
Date Work Requested	11/17/2018 9:19:24 AM	Actual Labor Hours	7.00
Date Work Completed	12/5/2018 3:21:46 PM	Cost of Labor	\$327.25
Requested By	Dayne Atkison	Cost of Parts	\$0.00
Building	Naples Landfill Scalehouse	Other Costs	\$107.60
		Total Cost	\$434.85
Work Description			
Outside sign by scale house needs to be repainted			
Tradesworker Notes			
Troy Pirosseno: Make three new scale signs and install, repaint main sign near scale house			

CHARGE:	EXPENDITURE ACCOUNT NO:	470-173435-646180
CREDIT:	REVENUE ACCOUNT NO:	001-122240-487400
AUTHORIZATION FOR PAYMENT BY REIMBURSING AGENCY: _____		
DATE: _____	AMOUNT APPROVED:	\$434.85



Special Services (Dec 2018)

Department

SOUTH WATER PLANT DISTRIBUTION

Account Number

408-253212

Work Request Number	201914490	Problem Location	N/A
Date Work Requested	12/7/2018 10:48:39 AM	Actual Labor Hours	0.25
Date Work Completed	12/11/2018 3:22:23 PM	Cost of Labor	\$11.69
Requested By	Joshua Bauer	Cost of Parts	\$0.00
Building	Mannatee Repump Station	Other Costs	\$435.00
		Total Cost	\$446.69

Work Description

need over head door check when all the way up does not stay up (will need cyber key)

-Cashdollar - This is a manual door, not electrical.

Tradesworker Notes

Ralph Bosa: work order needs to be seen by electrical supervisor first.
work order needs to be seen by electrical supervisor first. 810.

Vendor Atlas invoice cc64951

CHARGE:	EXPENDITURE ACCOUNT NO:	408-253212-646180
CREDIT:	REVENUE ACCOUNT NO:	001-122240-487400
AUTHORIZATION FOR PAYMENT BY REIMBURSING AGENCY: _____		
DATE: _____	AMOUNT APPROVED:	\$446.69



Special Services (Dec 2018)

Department TAX COLLECTOR
Account Number 070-081010

Work Request Number	201913750	Problem Location	Inside
Date Work Requested	11/27/2018 11:49:31 AM	Actual Labor Hours	2.00
Date Work Completed	12/10/2018 3:34:13 PM	Cost of Labor	\$93.50
Requested By	Leila Varcoe	Cost of Parts	\$0.00
Building	Tax Collector Green Tree	Other Costs	\$0.00
		Total Cost	\$93.50

Work Description

Please replace a light bulb above counter #7. Site Contact Nayda Avila 598-2525

Tradesworker Notes

Gustavo Patino: Went and investigated and found the fixture to be damaged. I had to replace 4 tombstones, install a new 4 lamp ballast and install 4 new lamps. I then tested. Complete, thank you. I also stayed late to make sure I got the job done.
 From: Leila Varcoe
 Sent: Tuesday, November 27, 2018 11:53 AM
 To: DL-FMOPS
 Subject: RE: Please Approve Special Service Work Request No. 201913750

This is Approved.

Leila Varcoe

Work Request Number	201913956	Problem Location	inside Bathroom
Date Work Requested	11/30/2018 10:37:40 AM	Actual Labor Hours	0.75
Date Work Completed	12/3/2018 12:16:23 PM	Cost of Labor	\$35.06
Requested By	Leila Varcoe	Cost of Parts	\$0.00
Building	Tax Collector Green Tree	Other Costs	\$0.00
		Total Cost	\$35.06

Work Description

The soap dispenser for the public bathroom is broken, can you please replace it. Thank you (TGIF) Site contact Nayda Avila 598-2525

Tradesworker Notes

Kyle Benner: Changed soap dispenser to pump style

Work Request Number	201914353	Problem Location	N/A
Date Work Requested	12/5/2018 10:03:03 AM	Actual Labor Hours	0.50
Date Work Completed	12/6/2018 10:34:50 AM	Cost of Labor	\$23.38
Requested By	Kurt Jokela	Cost of Parts	\$74.71
Building	Tax Collector / Driver's License Airport	Other Costs	\$0.00
		Total Cost	\$98.09

Work Description

replace ripped American Flag

Tradesworker Notes

Andrew Fulkroad: Replaced 5x8 American flag.



Special Services (Dec 2018)

Work Request Number	201914654	Problem Location	Inside Kitchen
Date Work Requested	12/10/2018 3:13:34 PM	Actual Labor Hours	0.00
Date Work Completed	12/28/2018 10:24:52 AM	Cost of Labor	\$0.00
Requested By	Leila Varcoe	Cost of Parts	\$0.00
Building	Tax Collector Green Tree	Other Costs	\$110.00
		Total Cost	\$110.00

Work Description

The garbage disposal at the office is not working. Sink will not drain.
 Site contact 598-2525 Mary Figga Thank you

Tradesworker Notes

Gator Drain and Plumbing: .

Work Request Number	201914901	Problem Location	tax collector
Date Work Requested	12/14/2018 4:03:07 PM	Actual Labor Hours	0.75
Date Work Completed	12/17/2018 3:52:43 PM	Cost of Labor	\$35.06
Requested By	Leila Varcoe	Cost of Parts	\$0.00
Building	Golden Gate Government Center	Other Costs	\$12.00
		Total Cost	\$47.06

Work Description

Please assist unlocking the locked cashier's drawer. Contact Leila for further details. Station #8.

Tradesworker Notes

Troy Pirosseno: remove lock and replace with new one
 From: Leila Varcoe
 Sent: Monday, December 17, 2018 8:23 AM
 To: DL-FMOPS
 Subject: RE: Please Approve Special Service Work Request No. 201914901

This is approved
 Leila Varcoe

Work Request Number	201914986	Problem Location	N/A
Date Work Requested	12/17/2018 9:05:58 AM	Actual Labor Hours	1.50
Date Work Completed	12/18/2018 6:42:14 AM	Cost of Labor	\$70.13
Requested By	Leila Varcoe	Cost of Parts	\$0.00
Building	Tax Collector Green Tree	Other Costs	\$0.00
		Total Cost	\$70.13

Work Description

water leaking the IT room from a/c

Tradesworker Notes

Dennis Gonzalez: Mini split had the drain clogged and condensate water over Floated the pan. Cleaned drainline and tests byputting awhile gallon of water to make sure it was draining ad it was. Cleaned the wall and the floor as best as I able to.
 From: Leila Varcoe
 Sent: Monday, December 17, 2018 9:15 AM
 To: DL-FMOPS
 Subject: RE: Please Approve Special Service Work Request No. 201914986

This is approved.
 Leila Varcoe

CHARGE:	EXPENDITURE ACCOUNT NO:	070-081010-646180
CREDIT:	REVENUE ACCOUNT NO:	001-122240-487400
AUTHORIZATION FOR PAYMENT BY REIMBURSING AGENCY: _____		
DATE: _____	AMOUNT APPROVED:	\$453.84



Special Services (Dec 2018)

Department

TECHNICAL SUPPORT LOGISTICS OPERATIONS

Account Number

408-210131

Work Request Number	201912866	Problem Location	N/A
Date Work Requested	11/7/2018 2:32:25 PM	Actual Labor Hours	10.00
Date Work Completed	12/5/2018 3:17:38 PM	Cost of Labor	\$467.50
Requested By	Jeff Dunham	Cost of Parts	\$6.58
Building	Building H Health	Other Costs	\$2,700.80
		Total Cost	\$3,174.88

Work Description

Install Conference Room scheduler iPads for Conference Room B and C.

Tradesworker Notes

Lee Rhoades: When with Bruce from IT and showed it to him where the CAT6 goes back to.
 Installed IPAD.
 From: DunhamJeffrey
 Sent: Monday, November 26, 2018 11:51 AM
 To: DL-FMOPS
 Subject: RE: Please Approve Special Service Work Request No. 201912866

Approved. Thanks.

From: DL-FMOPS
 Sent: Monday, November 26, 2018 11:46 AM
 To: DunhamJeffrey
 Subject: Please Approve Special Service Work Request No. 201912866

Please reply to this email to Approve the following Special Service Facilities Work Request:
 Facilities Service Request No.: 201912866

Status: Assigned
 Submitted By: Olga Grie
 Requestor: Jeff Dunham
 Phone: 252-7456
 Priority: Routine
 Primary Trade: Low Voltage
 Problem Type: General Maintenance

Description: Install Conference Room scheduler iPads for Conference Room B and C.

Location:
 Building: 04-28 - Building H Health: 3339 Tamiami Trail E
 Problem Location:
 Floor: 03
 Room: 320

CHARGE:	EXPENDITURE ACCOUNT NO:	408-210131-646180
CREDIT:	REVENUE ACCOUNT NO:	001-122240-487400
AUTHORIZATION FOR PAYMENT BY REIMBURSING AGENCY: _____		
DATE: _____	AMOUNT APPROVED:	\$3,174.88



Special Services (Dec 2018)

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

Work Request Number	201914827	Problem Location	N/A
Date Work Requested	12/13/2018 2:48:10 PM	Actual Labor Hours	1.50
Date Work Completed	12/18/2018 9:57:11 AM	Cost of Labor	\$70.13
Requested By	Tina Moon	Cost of Parts	\$0.00
Building	Tourism (County Manager)	Other Costs	\$0.00
		Total Cost	\$70.13
Work Description			
Rearrange furniture in the office			
Tradesworker Notes			
Kyle Benner: scheduled 12/18 moved desk and furniture around to staffs suggested areas			
Chris Cousins: scheduled 12/18, moved furniture as needed			
Andrew Fulkroad: Rearranged office per claudias request			

CHARGE:	EXPENDITURE ACCOUNT NO:	194-101540-646180
CREDIT:	REVENUE ACCOUNT NO:	001-122240-487400
AUTHORIZATION FOR PAYMENT BY REIMBURSING AGENCY: _____		
DATE: _____	AMOUNT APPROVED:	\$70.13



Special Services (Dec 2018)

Grand Total:	\$25,280.65
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