



**SHELBY COUNTY GOVERNMENT**  
 160 N. Main Street, 5th Floor, Purchasing  
 MEMPHIS, TENNESSEE 38103  
 (901) 222-2250

OFFICE COPY

Purchase Order No. P040066
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Issue Date 02/11/22
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**Purchase Order**

Vendor No	Delivery Required	Terms	Ship Via	F O B	Requisition No
A3837	06/30/22	N30		DEST	R089010

Issued To **RIGHT OF WAY AGENT**  
**STEVE TACKER**  
 7829 DEERFIELD TRACE  
 MEMPHIS, TN 38133

Ship To **SHELBY COUNTY DIVISION OF PLANNING**  
**DEVELOPMENT**  
 125 N. MAIN, RM 468  
 MEMPHIS, TN 38103

EOC #: LOSB-V-1222-30408  
 Buyer: SONJA WORTHY

IF MATERIAL SAFETY DATA SHEETS ARE  
 REQUIRED ON PRODUCT(S) THAT YOU WILL BE  
 PROVIDING. PLEASE SUBMIT SAME WITH  
 PRODUCT(S) DELIVERED.

Item	Quantity	U/M	Description	Unit Price	Extended Price
1			ENCUMBRANCE OF FUNDS TO PROVIDE AN ADDITIONAL 650 HOURS OF PROFESSIONAL RIGHT-OF-WAY SERVICES FOR THE WOLF RIVER GREENWAY TRAIL PROJECT.  BID #2 RENEWAL  (\$76.00 PER HOUR) COMMODITY: 968/66 ACCOUNT DISTRIBUTION: 297-271272-8980  SLTACKER2005@BELLSOUTH.NET   I hereby certify that the goods/services on attached invoice(s) have been received and that payment is in order.  This is a ___ Partial ___ Final payment. Payment amount approved: \$ _____ Signature: _____ Date: _____	49400.00000	49400.00
<b>Total of Purchase Order</b>					<b>49400.00</b>

ORDER SUBJECT TO TERMS AND CONDITIONS ON REVERSE SIDE  
 BILLING INSTRUCTIONS: SHOW PURCHASE ORDER NUMBER  
 ON ALL INVOICES. NOTE: PAYMENTS MAY BE DELAYED UNLESS  
 BILLING INSTRUCTIONS ARE FOLLOWED EXACTLY.

SEND ORIGINAL INVOICE TO:  
 SHELBY COUNTY DIVISION OF PLANNING  
 DEVELOPMENT  
 125 N. MAIN, RM 468  
 MEMPHIS, TN 38103  
 901-576-7197

Christin L. Webb  
 \_\_\_\_\_  
 APPROVED: ADMINISTRATOR OF PURCHASING

02/11/22  
 \_\_\_\_\_  
 Date

*Christin L. Webb*  
 \_\_\_\_\_  
 Authorized Signature



# Shelby County Government

Lee Harris  
Mayor

February 11, 2022

Mr. Steve Tacker  
7829 Deerfield Trace  
Memphis, TN 38133

Re: **NOTICE TO PROCEED WITH RIGHT OF WAY SERVICES PURSUANT TO BID NO. 2**

**Project Name:** HUD Resiliency Grant – Wolf River Greenway Trail Project, Phase Nos. 06 & 07 and the Orchi Road Sidewalk Project

**Project Location:** North Hollywood St. to Jackson Ave.

**Project No. 3-NDR-07      Purchase Order No. P040066**

Dear Mr. Tacker,

Thanks for your fee quote bid submitted to provide Professional Right-of-Way Services needed for the proposed acquisitions on the above referenced project in response to Bid No. 2 on Shelby County Government's advertisement for fee quote bids published in local papers between 05/10/2020 and 05/14/2020. This is to notify you that based upon your submitted bid, Shelby County Government has selected you to provide these Professional Right-of-Way Services pursuant to Bid No. 2.

According to your bid, you will provide up to an additional 650 hours of the above described Professional Right-of-Way Services at an hourly rate of \$ 76.00 for a total fee not to exceed \$49,400.00.

On behalf of Shelby County Government, please accept this letter as your "Notice to Proceed" immediately with this Professional Right-of-Way Services assignment. Should you need additional information relevant to this assignment, please call me at 222-7715 or 508-4038. As you work this assignment and submit your invoices for payment, **please include on your invoices Project No. 2-NDR-04 and Purchase Order No. P040066 for payment processing. Also, you must submit a Progress Report with each Invoice.**

On behalf of Shelby County Government, thank you in advance for your involvement on this project!

Best Regards,

Bill Goss, Manager  
Right of Way Services  
Shelby County Government  
Roads, Bridges & Engineering Dept.

Cc: John Modzelewski  
Jared Darby  
Jason Morris

**REQUISITION TO THE ADMINISTRATOR OF PURCHASING FOR THE SHELBY COUNTY GOVERNMENT**

**21 18210**

Please Staple Attachments Here

Attachments Included

Emer. Just.

Asset Just.

Order Form

Specs.

Literature

DEPT. OPD SECTION Resilience

FED. GRANT NO. \_\_\_\_\_ % OF GRANT FUNDS \_\_\_\_\_

AUTHORIZED BY Daniel J Sanderson DATE OF REQUISITION 2-1-22 DATE NEEDED \_\_\_\_\_

FUND 297 ORG 271272 QUOTED BY \_\_\_\_\_ ON \_\_\_\_\_ DELIVERY BY \_\_\_\_\_

Buyer \_\_\_\_\_

Commodity No. \_\_\_\_\_

SB/RB No. \_\_\_\_\_

Due Date \_\_\_\_\_

TERM	22				
SB/RB	RD	99	010		
NO.					
B/C					

ITEM NO.	ACCT.	COMMODITY CODE	STOCK NO.	QUANTITY	UNIT	DESCRIPTION	P.O. NO.	PRICE	PRICE	PRICE	PRICE
✓	8980	918/166				Right of Way Agent - Steve Tackler					
						A 3837					
						Encumbrance \$ 49,400.00					
						Encumbrance of funds to provide an additional 650 hours of Professional (Lead Project)					
						Right of Way Services for the Wolf River Greenway Trail Project.					
						RD # 2 requested thru 1/21/21 * Renewal Option					
						(Please see supporting documents)					
						Vendor hours pricing via attached email dated 1/19/22					

**ON HOLD PENDING**

RECEIPT OF REQUIRED FORMS

ORDER FORMS

FIXED ASSET JUSTIFICATION

EMERGENCY JUSTIFICATION

ADDITIONAL INFORMATION

ADEQUATE DESCRIPTION

DETAILED SPECIFICATIONS

APPROVAL TO PROCESS

RETURN TO DEPT. FOR

OTHER \_\_\_\_\_

DATE: \_\_\_\_\_ BY: \_\_\_\_\_

**FOR PURCHASING DEPT. USE ONLY**

PURCHASE ORDER NOTES

001 EMERGENCY

002 CONFIRMING

003 ENCUMBRANCE

004 F.O.B. DESTINATION

005 F.O.B. SHIPPING POINT

006 SCHCC

007 OHCC

008 FIXED ASSET

AD P.O. # \_\_\_\_\_

009 PROOF

010 REPAY

011 P.O. INHOUSE

012 AUTOSFF

013 AUTO WHSE

014 CALCULATOR

WP-DOC INDICATORS

OTHER \_\_\_\_\_

PVC # \_\_\_\_\_

P.O. TOTAL \$ 49,400.00

MAIL WITH P.O.  ORDER FORM  TAX EX. CERT.

PURCHASING - White

ACKNOWLEDGMENT - Canary

DEPARTMENT - Pink

S-203 101-T