



SHELBY COUNTY GOVERNMENT

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

Purchase Order No.
P040069

Issue Date
02/11/22

Purchase Order

Vendor No.	Delivery Required	Terms	Ship Via	F O B	Requisition No.
A6364	06/30/22	N30		DEST	R089031

Issued **WELCH REALTY, LLC**
 To 6000, POLAR AVENUE, STE 250
 MEMPHIS, TN 38119

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

EOC #: EOC-VS-0423-30855
 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 BIG CREEK WETLAND & RECREATION PROJECT. (\$75.00 PER HOUR)	24375.00000	24375.00
2			COMMODITY: 968/66 ACCOUNT DISTRIBUTION: 297-271271-7012 SAME AS ABOVE BID #1 RENEWAL COMMODITY: 968/66 ACCOUNT DISTRIBUTION: 297-271271-8981	24375.00000	24375.00
<p>I hereby certify that the goods/services on attached invoice(s) have been received and that payment is in order.</p> <p>This is a <input type="checkbox"/> Partial <input type="checkbox"/> Final payment.</p> <p>Payment amount approved: \$ _____</p> <p>Signature: _____</p> <p>Date: _____</p>					
Total of Purchase Order					48750.00

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

Please Staple Attachments Here

Attachments Included

- Emer. Just.
- Asset Just.
- Order Form
- Specs.
- Literature

REQUISITION TO THE ADMINISTRATOR OF PURCHASING FOR THE SHELBY COUNTY GOVERNMENT

21 18211

DEPT. OPD SECTION Resilience

Buyer _____

Commodity No. _____

SB/RB No. _____

Due Date _____

FED. GRANT NO. _____ % OF GRANT FUNDS _____

AUTHORIZED BY Domen J. [Signature] DATE OF REQUISITION 2-1-22 DATE NEEDED _____

FUND 297 ORG _____ QUOTED BY _____ ON _____ DELIVERY BY _____

TERMS & DISCOUNT

22

RO89031

B/C

ITEM NO.	ACCT.	COMMODITY CODE	STOCK NO.	QUANTITY	UNIT	DESCRIPTION	P. O. NO.	PRICE	PRICE	PRICE	PRICE
	<u>7012</u>	<u>968</u>	<u>161</u>			<u>Welch Realty, LLC</u>					
	<u>8981</u>	<u>968</u>	<u>166</u>			<u>A.6364</u>					
						<u>Encumbrance - \$48,750.00 - \$24,375.00 for each account</u>					
						<u>Encumbrance of funds to provide on additional 650 hours of Professional Right-of-Way Services for the Big Creek Wetland & Riparian Project</u>					
						<u>Renewal</u>					
						<u>(Please see supporting documents)</u>					
						<u>Vendor handles pricing</u>					
						<u>attached email dated</u>					

FOR PURCHASING DEPT. USE ONLY

<p>ON HOLD PENDING</p> <p>RECEIPT OF REQUIRED FORMS</p> <ul style="list-style-type: none"> <input type="checkbox"/> ORDER FORMS <input type="checkbox"/> FIXED ASSET JUSTIFICATION <input type="checkbox"/> EMERGENCY JUSTIFICATION 		<p>ADDITIONAL INFORMATION</p> <ul style="list-style-type: none"> <input type="checkbox"/> ADEQUATE DESCRIPTION <input type="checkbox"/> DETAILED SPECIFICATIONS <input type="checkbox"/> APPROVAL TO PROCESS 		<p>PURCHASE ORDER NOTES</p> <ul style="list-style-type: none"> <input type="checkbox"/> 001 EMERGENCY <input type="checkbox"/> 002 CONFIRMING <input type="checkbox"/> 003 ENCUMBRANCE <input type="checkbox"/> 004 F. O. B. DESTINATION <input type="checkbox"/> 005 F. O. B. SHIPPING POINT <input type="checkbox"/> 006 SCHCC <input type="checkbox"/> 007 OHCC <input type="checkbox"/> 008 FIXED ASSET <input type="checkbox"/> AD P. O. # _____ 				<p>P. O. TOTAL</p> <p><u>48,750.00</u></p>			
<p>RETURN TO DEPT. FOR</p> <ul style="list-style-type: none"> <input type="checkbox"/> DEPT. ACCT. NO. <input type="checkbox"/> AUTHORIZED SIGNATURE <input type="checkbox"/> REQUISITION VOIDED <input type="checkbox"/> PAY BY WARRANT REQUEST 		<p>OTHER _____</p> <p>DATE: _____ BY: _____</p>		<p>MAIL WITH P. O. <input type="checkbox"/> ORDER FORM <input type="checkbox"/> TAX EX. CERT.</p> <p>PURCHASING - White ACKNOWLEDGMENT - Canary DEPARTMENT - Pink</p> <p>S-203101-T</p>							



Shelby County Government

Lee Harris
Mayor

February 11, 2022

Ms. Dawn Kinard
6000 Poplar Ave., Ste. 250
Memphis, TN 38119

Re: **NOTICE TO PROCEED WITH RIGHT OF WAY SERVICES PURSUANT TO BID NO. 1**
Project Name: HUD Resiliency Grant – Big Creek Wetland & Recreation Area Project, Phases 01,02&03
Project Location: U.S. Highway 51 N. to Sledge Rd.
Project No. 4-NDR-01 **Purchase Order No.** P040069

Dear Ms. Kinard,

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. 1 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. 1.

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 \$ 75.00 for a total fee not to exceed \$48,750.00.

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. P040069 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