



## **Memorandum**

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**TO:** NMFR Joint Finance & Personnel Committee Members

**FROM:** Deputy Chief Steve DeLeeuw

**DATE:** August 9, 2012

**RE:** Purchase Order #94

During our June 24, 2012 meeting, we reviewed purchase order #94 in the amount of \$6,090.54. This was to order various lengths of fire hose. Our Committee along with both Common Councils approved this purchase order. I started the process of ordering hose after approvals were obtained and it was brought to my attention that I attached an incorrect copy of the purchase order. I had inadvertently printed off a copy of the 2006 purchase order versus the 2012 purchase order.

In an email to all Finance & Personnel Committee members, it was felt we could continue with purchasing the fire hose and we would bring the error to your attention, along with both Common Council's. I'm attaching a copy of both purchase orders for your review. We wanted to make everyone aware of the situation. As directed by Committee members, I have ordered the various lengths of fire hose that is needed for our Department.

I apologize for the mix-up and error.

SD/tt

Attachment





City of Neenah  
 211 Walnut Street  
 P.O. Box 426  
 Neenah, WI 54957-0426

Billing Information  
 Phone: 920-886-6146  
 Fax: 920-886-6150  
 E-Mail: NHandevdt@ci.neenah.wi.us

# Purchase Order

P.O. Number:	Date:
06 - 94	05/05/2006

**Bill To:**  
 City of Neenah  
 Attn: Fire  
 211 Walnut Street  
 Neenah, WI 54956

**Ship To:**  
 Fire Station 32  
 Attn: Fire  
 125 E. Columbian Avenue  
 Neenah, WI 54956

**Vendor:**  
 0021574  
 Fire Apparatus & Equipment Inc  
 P O Box 297  
 Appleton, WI 549120297

<b>Ordered By</b> Steven DeLeeuw	<b>Department</b> Fire	<b>Telephone #</b> (920) 886-6200	<b>Tax Exempt #</b> 0000377026	<b>Federal EIN</b> 39-6005543
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Operating Budget     
  Capital Project     
  Capital Equipment/Outlay

(Press the F9 key at anytime to update the total calculations below)

QTY	DESCRIPTION	ACCOUNT #	UNIT COST	TOTAL
3.00	100 FOOT 5 INCH KEY PRO FLOW HOSE	180-2381-712-8133	\$534.00	\$1,602.00
4.00	100 FOOT 1 3/4 KEY LITE HOSE YELLOW	180-2381-712-8133	\$173.00	\$692.00
5.00	100 FOOT 1 3/4 KEY LITE HOSE BLUE	180-2381-712-8133	\$173.00	\$865.00
11.00	50 FOOT 1 3/4 KEY LITE HOSE BLUE	180-2381-712-8133	\$95.00	\$1,045.00
4.00	50 FOOT 1 3/4 KEY LITE HOSE ORANGE	180-2381-712-8133	\$95.00	\$380.00
8.00	50 FOOT 1 3/4 KEY LITE HOSE TAN	180-2381-712-8133	\$95.00	\$760.00
4.00	75 FOOT 1 3/4 KEY LITE HOSE TAN	180-2381-712-8133	\$134.00	\$536.00
2.00	9 FOOT 2 1/2 KUCHEK PVC SUCTIONHOSE	180-2381-712-8133	\$105.25	\$210.50

**\*\*Please Note:** You must now enter Freight as a line item above with an account number!

Special Instructions: AS PER BUDGET

SUBTOTAL	\$6,090.50
TAX	EXEMPT
TOTAL	\$6,090.50

Department Head Approval  
 Purchase(s) Approved   
 Purchase(s) Denied  
 Comments:

Finance Director Approval



RE: Purchase Order #94 - Various Lengths of Hoses

Al E Auxier to: Todd Stevenson

08/01/2012 07:06 AM

"cklein@ci.menasha.wi.us", "jahles@kcc.com",  
Cc: "mlangdon@ci.menasha.wi.us", "SDeLeeuw@nmfire.org",  
"sramos@ci.neenah.wi.us", "ssevenich@ci.menasha.wi.us",

We will move forward with presenting the correct purchase order amount through committee and the council. Thanks for your advice.

Al Auxier  
Fire Chief  
Neenah-Menasha Fire Rescue  
aauxier@nmfire.org  
(920)886-6203, office  
(920)209-9509, cell

From: Todd Stevenson <stevensont@sadoff.com>

:

To: "TTheisen@nmfire.org" <TTheisen@nmfire.org>, "jahles@kcc.com" <jahles@kcc.com>, "sramos@ci.neenah.wi.us" <sramos@ci.neenah.wi.us>, "ssevenich@ci.menasha.wi.us" <ssevenich@ci.menasha.wi.us>, "cklein@ci.menasha.wi.us" <cklein@ci.menasha.wi.us>, "mlangdon@ci.menasha.wi.us" <mlangdon@ci.menasha.wi.us>

Cc: "AAuxier@nmfire.org" <AAuxier@nmfire.org>, "SDeLeeuw@nmfire.org" <SDeLeeuw@nmfire.org>

Date: 07/31/2012 10:48 AM

Subject:

Subject: RE: Purchase Order #94 - Various Lengths of Hoses

bjc

cc:

I'm ok proceeding with payment, assuming no one else has an issue with it. I would ask that a copy of this email be presented at the next Committee meeting and the Committee make a formal acknowledgment of the actual amount paid. The actual amount should be read into the record at the Council level, for a couple of reasons. 1) to recognize the Council's responsibilities and authority and 2) to protect staff.

Todd M. Stevenson  
Purchasing Manager  
stevensont@sadoff.com

Sadoff Iron & Metal  
240 W. Arndt St.  
Fond du Lac, WI 54936-1138

Fond du Lac, WI 54936-1138  
T 920-906-5645  
F 920-924-6926  
[www.sadoff.com](http://www.sadoff.com)

-----Original Message-----

From: TTheisen@nmfire.org [<mailto:TTheisen@nmfire.org>]  
Sent: Tuesday, July 31, 2012 9:32 AM  
To: jahles@kcc.com; sramos@ci.neenah.wi.us; Todd Stevenson;  
ssevenich@ci.menasha.wi.us; cklein@ci.menasha.wi.us; mlangdon@ci.menasha.wi.us  
Cc: AAuxier@nmfire.org; SDeLeeuw@nmfire.org  
Subject: Purchase Order #94 - Various Lengths of Hoses

Gentlemen - on June 26, 2012 our F&P Committee approved and recommended both Common Council's approve Purchase Order #94 for the total of \$6,090.50. This was then forwarded to both Common Council's and approved by them. Today Steve was submitting the purchase order and we caught that there was a typo. The purchase order should have been \$6,900.30 not \$6,090.50, which is a difference of \$809.80. Director Easker recommended that we send out an email to all of you to explain what happened and if there are any objections with moving forward and paying this invoice or do you want us to re-submit it to Finance & Personnel and both Council's. Can you please advise as soon as possible? Thank you and we apologize for the error.

Tara Theisen  
Office Manager  
Telephone: (920) 886-6200  
Fax: (920) 886-6208

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**RE: Purchase Order #94 - Various Lengths of Hoses**

Shiloh Ramos to: Ahles, John

08/01/2012 12:19 AM

Todd Stevenson, "TTheisen@nmfire.org",  
Cc: "ssevenich@ci.menasha.wi.us", "cklein@ci.menasha.wi.us",  
"mlangdon@ci.menasha.wi.us", "AAuxier@nmfire.org",

I agree with the plan as below. I do agree that it should be presented at both the committee and council level to ensure full transparency.

Thanks,  
Shiloh

-----"Ahles, John" <jahles@kcc.com> wrote: -----

To: Todd Stevenson <stevensont@sadoff.com>, "TTheisen@nmfire.org" <TTheisen@nmfire.org>, "sramos@ci.neenah.wi.us" <sramos@ci.neenah.wi.us>, "ssevenich@ci.menasha.wi.us" <ssevenich@ci.menasha.wi.us>, "cklein@ci.menasha.wi.us" <cklein@ci.menasha.wi.us>, "mlangdon@ci.menasha.wi.us" <mlangdon@ci.menasha.wi.us>  
From: "Ahles, John" <jahles@kcc.com>  
Date: 07/31/2012 11:19AM  
cc: "AAuxier@nmfire.org" <AAuxier@nmfire.org>, "SDeLeeuw@nmfire.org" <SDeLeeuw@nmfire.org>  
Subject: RE: Purchase Order #94 - Various Lengths of Hoses

I agree with Todd. Seems like the best solution at this time.

Thanks  
John Ahles  
Buyer  
KC South  
(920)-721-5362  
Fax: (920)-225-4549  
jahles@kcc.com

"Never interrupt someone doing something you said couldn't be done."  
Amelia Earhart

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Sent: Tuesday, July 31, 2012 10:48 AM  
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Todd M. Stevenson  
Purchasing Manager  
stevensont@sadoff.com



**RE: Purchase Order #94 - Various Lengths of Hoses**  
Ahles, John, Todd Stevenson, Tara Theisen,  
Chris Klein to: sramos@ci.neenah.wi.us, Stan Sevenich, Mark  
Langdon  
Cc: Al Auxier, Steve DeLeeuw

07/31/2012 04:10 PM

I agree as well. Make sure it is included on the next agenda.

Thanks.

Chris Klein  
District 1 Alderman  
730 Keyes St.  
920-740-7641

---

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Sent: Tuesday, July 31, 2012 11:19 AM  
To: Todd Stevenson; Tara Theisen; sramos@ci.neenah.wi.us; Stan Sevenich; Chris Klein; Mark Langdon  
Cc: Al Auxier; Steve DeLeeuw  
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Purchasing Manager  
stevensont@sadoff.com



**RE: Purchase Order #94 - Various Lengths of Hoses**  
Mark Langdon to: Tara Theisen

07/31/2012 01:02 PM

Yes, I am ok with the price also.

Alderman Mark Langdon  
District 4 Menasha

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Tara Theisen  
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Telephone: (920) 886-6200  
Fax: (920) 886-6208

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