



PURCHASE ORDER
TOWN OF PALM BEACH
 951 OKEECHOBEE RD. STE D
 WEST PALM BEACH, FL 33401
 (561) 838-5406 Fax: (561) 835-4688

1

DATE
10/22/2019

PO NUMBER
200314

Vendor Contact: Shanna Kaye Crawley
Vendor Email: skcrawley@ballardfl.com
Vendor Phone: (850) 577-0444
Vendor Fax: (850) 577-0022

SHIP TO: TOWN MANAGERS OFFICE
 360 S COUNTY RD
 PALM BEACH, FL 33480

VENDOR: 002002
 BALLARD PARTNERS, INC.
 403 EAST PARK AVENUE
 TALLAHASSEE, FL 32301

Attn: TOSCANO, NINA
Dept: LEGISLATIVE
Phone: (561) 227-6308

FOB Point: DESTINATION
Terms: Net 30 Days

Ship Via: best
Req. Del. Date:

Qty	Unit	Description	Unit Price	Ext. Price
		BLANKET PURCHASE ORDER BLANKET (ANNUAL) PO FOR LOBBYING SERVICES. FIRM WILL BE PAID \$4,166.66 PER MONTH PLUS ANY APPROVED EXPENSES SERVICES ARE IN ACCORDANCE WITH ALL TERMS & CONDITIONS CONTAINED WITHIN BALLARD PARTNERS INC ENGAGEMENT LETTER DATED JANUARY 27, 2017 AND TOWN OF PALM BEACH TOWN COUNCIL APPROVAL RESOLUTION 013-2017. THIS BLANKET ORDER COVERS PURCHASES FOR THE PERIOD COMMENCING ON OCTOBER 1, 2019, ENDING ON SEPTEMBER 30, 2020 FOR AN ANNUAL AMOUNT NOT TO EXCEED \$50,000.00 THIS SERVES AS YOUR AUTHORIZATION TO PROVIDE GOODS OR SERVICES TO THE TOWN OF PALM BEACH'S TMO DEPARTMENT ONLY. The Town of Palm Beach will not pay for any amounts in excess of the face value of this order unless an extension is issued in written form. Individual orders will be placed on an as needed basis by authorized personnel only. It is your responsibility to ensure that the individual ordering and receiving materials is an employee of the Town		50,000.00
			SUBTOTAL	
			TAX	
			FREIGHT	
			TOTAL	

Please email electronic invoices to:
Invoices@TownofPalmBeach.com (Preferred Method)

Send Paper Invoices To:

Federal ID No. 59-6000402

The Town of Palm Beach has implemented an ACH Payment Program. To participate in this program, please complete the Authorization Form found at the following link:
<http://townofpalmbeach.com/index.aspx?NID=199>
 Please contact the Finance Department at 561-227-6333 for additional information.

VENDOR COPY

Tom Mulca
 Purchasing Manager



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Terms: Net 30 Days

Ship Via: best
Req. Del. Date:

Qty	Unit	Description	Unit Price	Ext. Price
		of Palm Beach. Positive identification shall be obtained in the form or a Town ID. *This Purchase Order number must appear on all packing slips and invoices.		
			SUBTOTAL	50,000.00
			TAX	0.00
			FREIGHT	0.00
			TOTAL	50,000.00

Please email electronic invoices to:
Invoices@TownofPalmBeach.com (Preferred Method)

Send Paper Invoices To: TOWN OF PALM BEACH-FINANCE DPT
 ACCOUNTS PAYABLE
 PO BOX 2029
 PALM BEACH, FL 33480

Federal ID No. 59-6000402

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Tom Mulya
 Purchasing Manager