



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
10/3/2022

PO NUMBER
230015

Vendor Contact: Shanna Kaye Crawley
Vendor Email: amanda@ballardpartners.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.
 201 EAST PARK AVENUE
 5TH FLOOR
 TALLAHASSEE, FL 32301

Attn: SAVIDGE, JESSICA
Dept: ADMINISTRATIVE MANAGEMENT
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 LOBBYING SERVICES		50,000.00
		THIS BLANKET ORDER COVERS PURCHASES FOR THE PERIOD COMMENCING ON 10/1/2022, ENDING ON 9/30/2023 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 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 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.		

COMPLIANCE AND CONDUCT: All terms and conditions attached to this Purchase Order applies to this order.

The contractor shall at all times comply with all rules, regulations, and ordinances of the Town and other governmental agencies having jurisdiction. The contractor/proposer shall further take all precautions and extreme care to conduct its activities in a safe, professional, and prudent manner with respect to its agents, employees, members, visitors, and participants.

By entering into this contract, the vendor is obligated to comply with the provisions of Section 448.095, Fla. Statutes, "Employment Eligibility." This includes, but is not limited to utilization of the E-Verify System to verify the work authorization status of all newly hired employees, and requiring all subcontractors to provide an affidavit attesting that the subcontractor does not employ, contract with, or subcontract with, an alien unauthorized to work in the USA. Failure to comply will result in termination of this contract, or if a subcontractor knowingly violates the statute, the subcontractor shall be terminated immediately.

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

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


 Purchasing Manager