

**FULTON COUNTY BOARD OF COMMISSIONERS
SPECIAL CALLED MEETING**

October 1, 2021

10:00 AM



Fulton County Government Center
TELECONFERENCE
141 Pryor Street SW
Atlanta, Georgia 30303



A G E N D A

CALL TO ORDER: Chairman Robert L. Pitts

ROLL CALL: Tonya R. Grier, Clerk to the Commission

Robert L. Pitts, Chairman (At-Large)
Liz Hausmann, Commissioner (District 1)
Bob Ellis, Commissioner (District 2)
Lee Morris, Commissioner (District 3)
Natalie Hall, Vice Chair (District 4)
Marvin S. Arrington, Jr., Commissioner (District 5)
Khadijah Abdur-Rahman, Commissioner (District 6)

SPECIAL CALLED MEETING AGENDA

21-0717 Board of Commissioners

Adoption of the October 1, 2021 Special Called Meeting Agenda.

21-0718 Board of Commissioners

Discussion with the Fulton County Mayors.

- a. Transportation Special Purpose Local Option Sales Tax (TSPLOST)
Mitch Hunter, Georgia Transportation Alliance
- b. COVID-19 Update
- c. Rental Assistance Program
- d. Registration and Elections Financial Review

ADJOURNMENT



Fulton County Board of Commissioners

Agenda Item Summary

Agenda Item No.: 21-0717

Meeting Date: 10/1/2021

Department

Choose a Department.

Requested Action *(Identify appropriate Action or Motion, purpose, cost, timeframe, etc.)*

Adoption of the October 1, 2021 Special Called Meeting Agenda.



Fulton County Board of Commissioners

Agenda Item Summary

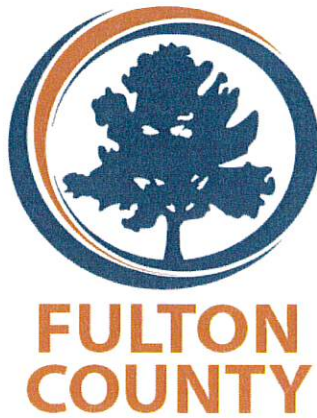
Agenda Item No.: 21-0718

Meeting Date: 10/1/2021

Requested Action *(Identify appropriate Action or Motion, purpose, cost, timeframe, etc.)*

Discussion with the Fulton County Mayors.

- a. Transportation Special Purpose Local Option Sales Tax (TSPLOST)
Mitch Hunter, Georgia Transportation Alliance
- b. COVID-19 Update
- c. Rental Assistance Program
- d. Registration and Elections Financial Review



FULTON COUNTY, GEORGIA
OFFICE OF THE COUNTY AUDITOR
Registration and Elections Financial Review
August 2, 2021

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INTRODUCTION

In accordance with the 2021 approved Audit Plan, the Office of the County Auditor performed a financial review of the Registration and Elections Department.

BACKGROUND

The Registration and Elections Department is responsible for overseeing the allocation of voting machines, managing polling locations, ensuring the accessibility, integrity and efficiency of the polling process and many other tasks to ensure elections run smoothly. The Registration and Elections Department works diligently with federal, state and other local election authorities to ensure the safety and security of the voting systems. County election officials strive to administer elections in a way that is accurate, safe, secure and accessible for all voters.

Additionally, the Registration and Elections Department is responsible for registering voters who reside within Fulton County. The Fulton County Board of Registration and Elections has jurisdiction over the Department of Registration and Elections.

OBJECTIVE

The objectives of the review were to verify that funds allocated to the department by the Board of Commissioners were used as intended. Additionally, we ensured that grant funds awarded to the department were expended in accordance with grant requirements. The adequacy of controls over the department's financial transactions were evaluated to ensure resources were used in an efficient and effective manner.

SCOPE

The scope of the audit was from January 1, 2020 through December 31, 2020; however, we extended our scope to April, 2021 to encompass the financial transactions associated with the special election held on January 5, 2021.

The Registration and Elections Department received three grants; one (1) from Southern Poverty Law Center (SPLC) and two (2) from the Center for Tech and Civic Life (CTCL) and (CTC2). The department received an extension through June 30, 2021 for the two (2) grants from the Center for Tech and Civic Life. Due to the scope of our audit being from January, 2020 through April, 2021, we were unable to review the closeout of these 2 grants. We may review expenditures related to these grants at a future date.

METHODOLOGY

We conducted this audit in accordance with *Generally Accepted Government Auditing Standards* (GAGAS). Those standards require that we plan and perform the audit to obtain sufficient, appropriate evidence to provide a reasonable basis for our findings and conclusions based on our audit objectives.

To achieve our audit objectives, we performed the following audit procedures:

- Conducted interviews with key staff, to determine the established processes and procedures related to procurement and expense transactions, as well as, identify internal controls implemented;
- Performed walkthroughs to observe key processes and procedures related to the day-to-day operations;
- Reviewed the Election Budget Process;
- Reviewed the Supply & Logistics Standard Operating Procedures;
- Reviewed the Poll Worker Manual;
- Reviewed the grants process;
- Reviewed all departmental contracts/grants for calendar year 2020;
- Reviewed departmental organizational chart;
- Reviewed the 2020 proposed budget and adopted budget;
- Reviewed all emergency procurements;
- Assessed the departmental spending authority; and
- Ensured compliance with all grant funds received

We believe the evidence obtained provides a reasonable basis for our findings and conclusions based on our audit objectives. Our findings and recommendations are detailed below.

FINDINGS AND RECOMMENDATIONS

Finding 1 – Lack of Departmental Standard Operating Procedures

Standard Operating Procedures (SOPs) are developed to achieve efficiency, quality output, uniformity of performance, and compliance with regulations while reducing miscommunication. Upon requesting the departmental SOPs, we were provided with SOPs for Poll Workers, Supply & Logistics, Advance Voting, and the Budget Process; however, we were not provided with departmental SOPs that outlined routine tasks for employees. It is also important to note that SOPs must be current, complete, and effectively implemented within the department to achieve the desired impact. SOPs, at a minimum, should include the five elements reflected below:

- ✚ **Purpose** - The SOP should define the purpose of the work and clearly outline its objectives. Describe the problems the SOP will solve, who the SOP is for, and where and how it will be used.

- ✚ **Procedures** - An SOP not only defines tasks but also provides guidelines for how to complete tasks. Procedures include all of the necessary steps an employee must take in an easily understood format.
- ✚ **Scope** - The scope defines the use and applicability of the SOP.
- ✚ **Responsibilities** - The SOP should outline who performs the tasks and who to contact if problems arise. It also outlines the person in charge of its implementation, review, and updates.
- ✚ **Accountability measures** - SOPs are intended to improve accountability. Outlining the responsibilities of each person within an organization ensures accountability for assigned projects.

We noted that the aforementioned procedures submitted by the department were not complete, more specifically, the procedures were not dated and the purpose was not clearly defined. As a result, we were not able to determine the relevancy of some of the procedures submitted or if the procedures were current. It appears that management has not drafted and approved departmental standard operating procedures nor communicated these procedures to staff as management informed us that they were currently updating some of their procedures. The lack of departmental SOPs may impede the timely completion of routine tasks, decrease efficiency, and hinder quality through systemic homogenization. SOPs will also prove to be ineffective and unused if they are not current, aligned with State guidelines, and properly implemented.

Recommendation

Management needs to develop departmental SOPs to reflect changes in the operating environment and standards of practice to ensure the consistent execution of day-to-day operations and business processes. Additionally, management should ensure that everyone is informed about the departmental SOPs and understands their significance in maintaining the overall integrity of the department. Management should also ensure SOPs are complete, clearly written, and based on input from the employees who do the job.

Finding 2 – Inconsistent Procurement Procedures

The Department of Purchasing's SOPs reflect that an invoice should be provided by vendors to the County as a demand for payment of goods or services provided under the provisions of a contract (purchase order) awarded by the County. Additionally, when procuring goods and services from vendors, it is imperative to have processes and procedures in place (*Refer to the flowchart below*).



The purchase order process ensures that the buyer and supplier understand what has been agreed upon. The purchase order details exactly what has been ordered, the cost, delivery expectations, and payment terms. The journey of the purchase order from the moment it is created involves approval, dispatch, delivery of goods or services, invoicing, matching and closure. Once approved by the organization and accepted by the vendor, the purchase order becomes a legally binding document. Purchase orders provide clear instructions to the vendor and help buyers to maintain control of budgets and an accurate paper trail.

Upon reviewing purchasing documentation from the department, it was noted that purchase orders were generated after the receipt of the invoices from the vendor for approximately \$2.4 million of the \$4.4 million sample selected. Many of the purchase orders were generated to pay for late invoices as a result of inadequate budgeting. The lack of standardizing, reviewing, and maintaining effective procurement procedures impedes the provision of complete transparency and visibility. In addition, the absence of a consistent procurement process lends to disputes and misinterpretation.

Recommendation

We recommend the department adheres to consistent procurement practices to mitigate/alleviate disputes and misinterpretation.

Finding 3 – Untimely Payment of Invoices

According to Fulton County's purchase orders, invoices received for payment should be paid within thirty (30) days after receipt of a proper invoice. During our review, we noted that of the twelve (12) general fund invoices received from our sample, ten (10) or 83% were not submitted timely for payment.

During our review of the grant funds, we noted that six (6) out of fifty-one (51) or 12% of the invoices were not paid timely. Management informed us that untimely payments were due to lack of oversight as well as the complexity of the most recent elections. Failure to process timely payments may cause unnecessary late fees, hinder relationships with vendors, and create accounting and reporting issues.

Recommendation

We recommend all invoices are submitted timely to comply with purchasing standards. Furthermore, the department should implement procedures that outlines the timely receipt of goods and submission of invoices for payment.

Finding 4 – Lack of Supporting Documentation

Supporting documentation provides a record of events, activities and evidence of what has transpired. Proper documentation also provides information for researching discrepancies. We sampled invoice files for transactions that occurred during the scope of our audit and noted the department did not maintain records for professional services, including overtime, totaling \$1,965,260. This is the result of inadequate management and oversight of the contract as vendor invoices should be verified internally against the department's records. Management informed us that the verbal agreement between Fulton County and the vendor for these professional services was \$450K; however, Fulton County was billed 4 times that amount. Subsequently, the department possessed no verifiable means (i.e., timesheets) of onsite support that could be used to validate the invoices submitted for payment. Failure to maintain supporting documentation may cause overpayment of expenses, unauthorized charges, lack of County oversight, and incorrect financial reporting.

Recommendation

We recommend the department implements a system to track hourly and/or daily attendance for use by contractors and sub-contractors to record their on-site presence. This would provide the department with a verifiable means of work hours that can be used to compare to invoices for payment. In addition, we recommend the department requests detailed timesheets from the vendor to ensure all billed expenses were valid.

Finding 5 – Improper Payment of Services

Pursuant to purchasing procedures, invoices should be submitted to Fulton County Government, at the attention of the Finance Department – Accounts Payable. The invoice should include the vendor information, the invoice details, and Fulton County's department information; more specifically, the department's name and the department's representative's name. In the course of our review of financial transactions, we noted that seven invoices were billed to Atlanta Public Schools from American Facility Services, and paid by Fulton County. Management informed us that Fulton County had an arrangement with Atlanta Public Schools to provide polling sites disinfection services. However, the department was unable to provide a written copy of an agreement to verify that an arrangement was in place that obligated the County to pay for said services. The lack of an approved agreement and a proper invoice present the challenge of knowing the validity and accuracy of services provided.

Recommendation

We recommend the department adhere to the purchasing procedures and conduct supervisory reviews of all invoices prior to submitting for payment to possibly mitigate and alleviate invoicing errors and improper payment for services.

Finding 6 – Inadequate Safeguarding of Assets

Best practices in the safeguarding of assets reflect that physical restrictions on access to assets and records, along with proper training on security of assets, may avert fraud, waste and abuse. We performed an onsite audit of inventory which consisted of 260 Cradlepoint Routers at a cost of \$365 each, totaling \$94,900. We noted that fifteen (15) or 6% of the routers could not be physically located. We were informed that the routers may have been sent to the wrong department for storage; however, as of the report date, the department has not located these items. Failure to maintain proper safeguarding of assets may lead to theft, unauthorized use of County property and inaccurate record keeping and reporting.

Recommendation

We recommend the Registration and Elections Department incorporate effective and efficient safeguarding procedures and controls over assets, to include, adequate inventory and control of equipment; identifying numbers tagged on equipment and placed into inventory records and periodic review of inventory counts to ensure equipment is properly safeguarded and accounted for.

Finding 7 – Failure to Comply with Grant Requirements: Return of Unused Funds

On September 1, 2020 Fulton County was awarded an \$85,000 grant from the Southern Poverty Law Center (SPLC) for the sole purpose of purchasing (25) absentee ballot drop boxes and accompanying video surveillance cameras. The grant specified that any unused funds were to be returned to the SPLC by December 31, 2020. During our review, we identified that (21) ballot drop boxes were purchased on September 10, 2020 for a total cost of \$40,614. We also noted that as of the date of our review, the remaining \$44,386 had not been returned to the SPLC and the funds remain in the Registration and Election Department's budget. We were informed by management that they have been in contact with the County's Grants Division regarding the return of these funds; however, as of the report date, the funds have not been returned. Failure to return grant funds by the agreed upon deadline may lead to misuse of funds, restriction of future funding, as well as inaccurate recordkeeping and financial reporting.

Recommendation

We recommend the Registration and Elections Department implement the necessary controls to ensure compliance with grant guidelines.

Finding 8 – Failure to Comply with Grant Requirements: Obligation Not Satisfied

The SPLC grant also specifies as a grant requirement, that “the County provide a direct link to the Fulton County website, displaying the amount of absentee ballots that were returned to the Registration and Elections Board, for the 2020 general election, using the absentee ballot drop boxes. This link should also indicate how many ballots were accepted and counted.” We did not locate the information on the County’s website and the department did not provide documentation to support any public disclosure. We were informed by management that the request for this information to be placed on the County’s website was made verbally, but not in writing. Failure to adhere to agreed upon grant requirement could lead to revocation of grant funds or prohibition of future funds.

Recommendation

We recommend the Registration and Elections Department implement the necessary controls to ensure compliance with grant guidelines.

Finding 9 – Inadequate Departmental Accountability and Oversight of Financial Transactions

Departmental accountability and oversight for financial transactions should be maintained at all times. Our audit revealed that there were inadequate departmental accountability and oversight over the financial operations within the department during the scope of our audit. There were errors reflected in the departmental accounting records, invoices that preceded purchase orders, untimely payment of invoices, insufficient supporting documentation, overpayment for services, and delayed responses to our requests. Additionally, we were diverted to other departments to fulfill our request for copies of certain financial transactions. We were informed by management that many of these transactions were not handled under their purview. Lack of financial accountability and oversight leads to inadequate financial reporting that ultimately will not give a true and fair view of the departmental operations. This also increases the risk of financial mismanagement.

Recommendation

We recommend that departmental managers provide oversight over all departmental activities, but particularly those involving financial transactions as management bears primary responsibility for maintaining financial accountability and control over departmental funds. In addition, management should be intimately involved and knowledgeable of financial matters within the department to exert meaningful oversight. Lastly, we encourage management to ensure employees are properly trained and informed of policies and procedures to effectively perform their job duties and responsibilities.

Concern 1 – Misclassification of Expenditures

Review of expenditure classification should occur to ensure expenditures are classified properly upon the initiation of a payment voucher and/or purchase order. This is done at the department level when creating an electronic payment requests prior to submission to accounts payable. A sample review of payment vouchers and invoices revealed that a transaction that occurred between Fulton County and BlueCrest yielded discrepancies with the classification of the procurement. For example, the payment voucher classified the entire purchase as hardware; however, the purchase consisted of hardware, software, and licensing and should have properly been classified as such. Management did not properly classify each aspect of the expenditure. Consequently, this created a misrepresentation of actual expenditures for accounting categories that define the types of expenses that have been paid in the department.

Recommendation

We recommend the department implement procedures to ensure expenditures are classified properly when initiating payment vouchers and purchase orders. Additionally, supervisory reviews should be conducted to verify that invoice descriptions match the appropriate category prior to processing for payment.

CONCLUSION

Based on the audit performed, we identified the following nine (9) findings and one (1) concern that require the attention of management:

- Lack of Departmental Standard Operating Procedures;
- Inconsistent Procurement Procedures;
- Untimely Payment of Invoices;
- Lack of Supporting Documentation
- Improper Payment of Services
- Inadequate Safeguarding of Assets
- Return of Unused Funds
- Obligation Not Satisfied
- Inadequate Departmental Accountability and Oversight of Financial Transactions

Additionally, we noted one concern in reference to the misclassification of expenditures.

Management should continue to ensure that appropriate corrective actions are taken to strengthen the internal controls and improve the operations of the Registration and Elections Department. Management should work expeditiously to develop effective departmental operating policies and procedures in an effort to provide a clear understanding and guidelines for the department.

Please provide a written response to this audit within ten (10) business days. Be sure to address the written response to Anthony Nicks, County Auditor. The written response should be submitted through the County Manager's Office and to Joi Hargis, Audit Coordinator, in the Office of the County Auditor at joi.hargis@fultoncountyga.gov. We would like to thank management and staff for their timely cooperation and assistance during this audit. The distribution of this report is reserved for the executive management of Fulton County and the Board of Commissioners.

MEMORANDUM



TO: Anthony Nicks, County Auditor

FROM: Richard Barron, Director of Registration & Elections

RE: Audit Responses

DATE: July 28, 2021

A handwritten signature in blue ink, likely belonging to Richard Barron, the Director of Registration & Elections.

Finding 1: Lack of Departmental Standard Operating Procedures

We understand the value of standard operating procedures (SOPs). As noted in the findings, we have many SOPs from which we draw guidance. In addition, we have some manuals that we follow developed by vendors that were not included in this audit report.

The implementation of a new voting system in the midst of a pandemic followed by new legislation (SB 202), all-encompassing in nature, has required us to re-evaluate, create, update or rewrite SOPs. During the 2020 election cycle year we had frequent changes to staff and changes in duties. Some tasks became irrelevant as others changed. With six elections in eight months, followed by several months of recovery duties, it was difficult to sustain conventional tasks such as regularly updating SOP's.

The department sent out a Request for Proposal (RFP) for a Business Process Review. A vendor that responded to the RFP was chosen, but later withdrew from consideration. A second vendor has been engaged who will provide for the development, restructuring, revamping, and rewriting of our entire department's SOPs to ensure that they are written simply, concise and with purpose. They will include updated procedures, scope, responsibilities, and accountability measures. They will add to what we are doing currently.

Finding 2 - Inconsistent Procurement Procedures

Several factors affected the manner and method by which purchases were made during the 2020 -2021 election year. After the 2020 Primary election and the challenges that arose we received much needed assistance from the County Manager's Executive team. The County Manager's office assisted our department to increase efficiencies by streamlining communication between departments. One area in which we had much help was in procuring items in emergency or quick turnaround situations in the middle of a pandemic. The pandemic created many emergency procurement situations. At times, the Purchase Order was created out of step with the Purchase Requisition or invoice.

With the implementation of the new voting system by the SOS, the department was required to purchase and acquire many items to ensure the success that we achieved in 2020-21. Many items that we needed to support the new voting system or the purchase of additional equipment to supplement the inventory that the State of Georgia didn't provide in the initial purchase resulted in significant amounts of emergency purchases.

Funding, as well as procurement approvals came from outside our department. We had multiple budgets that we used to cover costs of the election. These additional funding avenues were unavailable in the past and gave us significant resources from which to draw. Our budget increased 2.5 times over the original allotment at the beginning of 2020. The additional funding sources included General Fund, election budgets, CARES monies, multiple year non-agency funds and three different grants from Center for Civic and Tech Life and the Southern Poverty Law Center, which significantly affected our ability to keep up with normal purchasing procedures staffed as we were in the Administration Division.

When purchases were initiated externally, staff had to request invoices via the vendor in order to create purchase orders. In addition, invoices were submitted to us from other departments at the behest of the County Manager's team that was assisting us, which was a practice never used before.

We understand the importance of following the outlined steps of the process. In previous years, we were diligent in these matters. We have created SOPs to follow in the future to ensure this happens. State of emergency processes and procedures have been discontinued. This will require us to follow regular county procedures. No longer will invoices precede purchase orders. Once the post-election assessment plan is completed all roles and responsibilities will again be handed back to departmental personnel.

We are adding a Financial Systems Manager to our staff, as well. This will help us with our significantly larger budgets and demands upon department personnel. It will help us follow all established guidelines and procedures.
(See supporting documentation)

Finding 3 - Untimely Payment of Invoices

As was stated in the response above, unprecedented circumstances and events of 2020-21 created scenarios in which it became difficult to follow Purchasing procedures as we were given invoices from other departments and other parties were involved with these transactions. At times it was more difficult to properly track certain purchase orders, and on a number of occasions, we were given invoices by vendors and other departments that were beyond the standard county required timeframes. Through the sure volume of transactions, Dominion Voting Systems, our main equipment vendor had oversight issues of their own, which resulted in untimely invoices.

Moving forward we will add the Financial Systems Manager which will allow us to maintain additional controls have someone focus on day to day processes and procedures associated with maintaining the budget and financial transactions.

(See supporting documentation)

Finding 4 - Lack of Supporting Documentation

Amidst the November 2020 election our department experienced a Covid-19 outbreak, affecting 26 warehouse employees in less than one week. Our warehouse staff is vital to preparing, testing, securing and delivering equipment for early voting and Election Day. In addition, warehouse staff prepares, packs and delivers supplies to precincts for early voting and on Election Day. Within a week we lost nearly 50% of our staff. The management staff was stricken with Covid-19. This required Fulton County to contract with Dominion Voting Systems (DVS) to provide technicians to replace our staff in order to complete Logic & Accuracy testing, a legally mandated procedure, and to prepare supplies. We relied on Dominion Voting Systems to track their staff.

An emergency PO was issued in order to hire DVS. The PO was issued for \$450,000. No communication from Dominion indicated that they had exceeded the PO amount, which was ultimately paid for with the help of CTCL grant funding.

We know we have to follow different protocols to track vendor staff, if the need arises, as we do with other staffing agency vendors, such as Corporate Temps, Happy Faces and Halo Innovations. DVS is a voting systems vendor rather than a staffing agency. Normal tracking protocols need to be applied to any vendor with whom we contract, even if it is in an emergency heretofore to track, monitor and approve time for all supplemental staff from vendors.

Finding 5 - Improper Payment:

During the 2020 Election cycle Atlanta Public Schools requested their COVID-19 cleaning contractors be paid directly by Fulton County. APS stated that by waiting for reimbursement from Fulton County to pay their vendors would interfere with their budget. APS provided a list of their contracted vendors, and the vendors were provided Fulton County vendor registration instructions. Please see attached email correspondences. Atlanta Public Schools will forward a letter summarizing the request and procedure.

(See supporting documentation)

Finding 6 - Inadequate Safeguarding of Assets

Upon discovery of the misplaced routers, staff have been delayed in searching for the misplaced items. We have few personnel in the warehouse and an upsurge in open records requests and discovery items for litigation that have overwhelmed our department with unexpected workloads that take significant time and manpower. The items in question were used during early voting. We believe we know where these items are located. Staff has requested that KnowInk, the Poll Pad vendor, to track the routers.

We purchased a new inventory tracking system with grant funds. Training commences next week. The system is installed. It is a highly functional inventory system that will allow for every asset to be tracked, logged, and accounted. It will improve chain of custody and allow us to move into the 21st century in how we track inventory.

Finding 7 - Failure to return unused grant funds

We received and managed grant funds for the first time in 2020-21. Staff worked through a learning curve as we made our first attempt to properly execute grant guidelines. At the closing of the Southern Poverty Law Center (SPLC) grant our department notified the Grants division to inquire how to issue the refund to SPLC. We received a response and staff believed the next steps were to be taken by the Grants division. When we followed up, responses and explanations were delayed due to turnover within the Grants division. In recent inquiries we discovered that the grantor had to be listed as a vendor before issuing a refund. Within that time SPLC has registered as a vendor, and we have created a payment voucher and submitted to Accounts Payable.

Finding 8 - Failure to report grant requirements on website

The SPLC grant had a requirement that requested us to provide absentee ballot return information through the drop boxes to be posted on our web site. This was an oversight during the 2020 election cycle.

We will have the County Attorney review all grants in the future to alert us to any requirements. All future requirements to post information on the departmental website will be submitted in writing to all appropriate parties.

Finding 9 - Inadequate Departmental Accountability and Oversight of Financial Transactions

Circumstances that required assistance from the County Manager's office in the areas of procurement, staffing (due to Covid-19 losses,) and budgeting (emergency purchases from various funds, CARES Act funds, etc.) created various situations where tasks were being handled and processed from parties other than our own internal staff. This created irregularities within our scope and ability to manage or oversee certain processes and procedures.

The Business Process Review will address every finding and concern, and develop and rewrite SOP's to prevent future oversight, establish and reaffirm personnel's responsibilities, which will in turn increase accountability throughout the department.



FACILITIES SERVICES
1631 LAFRANCE STREET
ATLANTA, GA 30307

Robert C. Palmer
Director – Facilities M&O
(404) 802-3738
FAX (404) 802-3897
rcpalmer@atlanta.k12.ga.us

July 31, 2021

Nadine Williams.
Elections Chief, Fulton County, GA
Department of Registration & Elections

Re: American Facilities Services

Chief Williams:

American Facilities Services provides contract cleaning service for Atlanta Public Schools, including schools used as polling sites by Fulton County Elections. AFS invoices Fulton County directly for the services they provide for cleaning polling stations within the schools.

Please feel free to contact me if you have any questions regarding this letter. Thank-you for your continued support and assistance in this matter.

McCloud, Brenda

From: Corbitt, Jessica
Sent: Thursday, November 19, 2020 7:01 PM
To: McCloud, Brenda
Cc: Barron, Richard L.; Sears, Eileen
Subject: Advertising Invoices - Outfront Media
Attachments: OPEN OUTSTANDING INVOICE DUE.pdf; PO OutFront Media 9-16-20.pdf

Please find attached the PO and invoice for Outfront Media who provided Out of Home & digital advertising. Most of the info below is completed for submission to AP. I have highlighted the info I do not have. Please let me know if you need assistance tracking these down.

- VENDOR CODE VS0000072120
- Receiver # MMDDYY-XXXX (receiver number) {Don't have}
- Funding Line **100-265-2700-1342**
- PO 265 20OUTFRONT916C-MH
- Contractual agreement: {I do not have the signed contract}

Thank you.



Jessica A. Corbitt-Dominguez
 Director, Department of External Affairs
 Fulton County Government
 404-612-8303 (office)
 404-713-5990 (cell)
 Connect with Fulton County:
[Website](#) | [Facebook](#) | [Twitter](#) | [Instagram](#) | [FGTV](#) | [#OneFulton E-News](#)

McCloud, Brenda

From: McCloud, Brenda
Sent: Wednesday, January 20, 2021 9:31 AM
To: Husserl, James
Cc: Stewart, Hugh (Hugh.Stewart@fultoncountyga.gov); Kendall, Renee; James, Alesia
Subject: REJECTED FOR RESUBMISSION - OUTFRONT MEDIA - PVX BEM120198
Attachments: REJECT budget line not found PVX BEM120198 - OUTFRONT MEDIA RK.PDF

Importance: High

Good Morning,

The attached invoice for OutFront Media was who Jessica used for the November Election.

The invoice for \$107,000 was submitted to A/P the first of December using funding line 100-265-2700-1342, but was not paid and has now been rejected.

I will use the funds from the CTCL grant.



Brenda E McCloud

Administrative Manager – R&E
Fulton County Government | Department of Registration & Elections
130 Peachtree Street, SW | Suite 2186 | Atlanta GA 30303
404-612-7099 (office)

Connect with Fulton County:

[Website](#) | [Facebook](#) | [Twitter](#) | [Instagram](#) | [FGTV](#) | [#OneFulton E-News](#)

From: Accounts.Payable
Sent: Tuesday, January 19, 2021 5:29 PM
To: McCloud, Brenda <Brenda.McCloud@fultoncountyga.gov>; Jenkins, Breana <Breana.Jenkins@fultoncountyga.gov>
Cc: Kendall, Renee <Renee.Kendall@fultoncountyga.gov>; James, Alesia <Alesia.James@fultoncountyga.gov>; Hawkins, Lisa <Lisa.Hawkins@fultoncountyga.gov>
Subject: REJECTED FOR RESUBMISSION - OUTFRONT MEDIA - PVX BEM120198
Importance: High

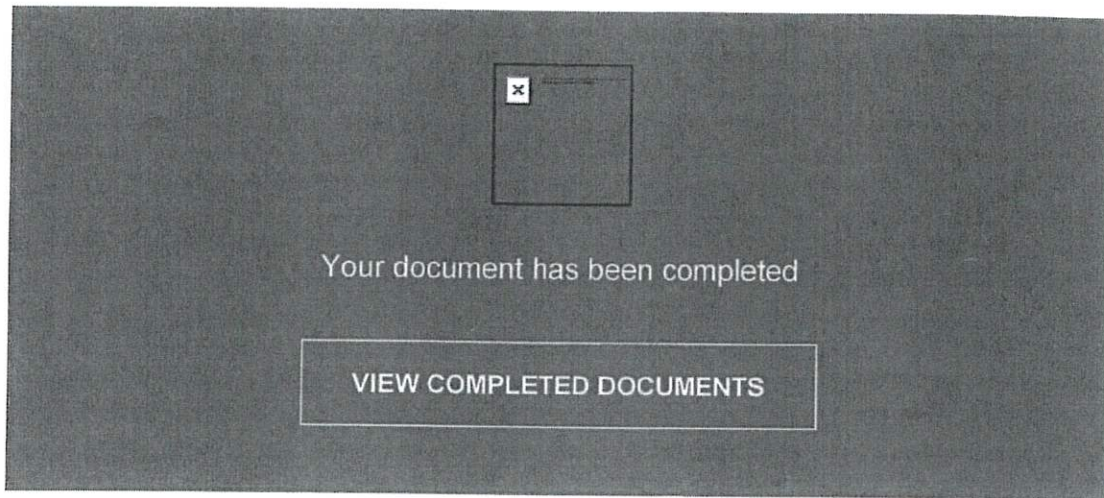
Greetings,

The attached item/items is being rejected for resubmission to accounts.payable@fultoncountyga.gov.

The budget line has not been established for 2021.


McCloud, Brenda

From: DocuSign NA3 System <dse_NA3@docusign.net> on behalf of Mark Hawks via DocuSign <dse_NA3@docusign.net>
Sent: Wednesday, March 3, 2021 2:28 PM
To: McCloud, Brenda
Subject: Completed: Please DocuSign: HALO - AMENDMENT NO. 2.docx.pdf, PO HALO re-establish Amend 2.pdf
Attachments: PO HALO re-establish Amend 2.pdf; HALO - AMENDMENT NO. 2.docx.pdf



Mark Hawks
mark.hawks@fultoncountyga.gov

All parties have completed Please DocuSign: HALO - AMENDMENT NO. 2.docx.pdf, PO HALO re-establish Amend 2.pdf.

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A7E5B1B49C4C43DFB96EB58B5CBE0E333

FULTON COUNTY
PURCHASING DEPARTMENT
 130 Peachtree St. SW Suite 1168
 Atlanta, GA 30303-3459
 Phone # (404) 612-5800

PURCHASE ORDER

Page 1 of 2

Invoices must be forwarded to:

Fulton County Registration and Elections
 130 Peachtree St S. W.
 Suite 2186
 Atlanta, GA 30303

To:

HALO INNOVATION PARTNERS LLC
 986 Faith Ave SE

 Atlanta, GA 30316
Contact: Kendall Flagg

Purchase Order Number:

PO 265 21HALOAMEND20303C-

Purchase Order Date:

03/03/21

Delivery Date:
Ship To Address:

Registration And Elections
 130 Peachtree Street S.W.
 Suite 2186
 Atlanta, GA 30303

F.O.B.:

Vendor No.: VS0000075197

Special Instructions:

BOC#ELECTIONS

Line	Commodity Code / Description	Quantity	Unit(s)	Unit Price	Total Amount
1	96162 Personnel Services (Not Employment) Poll Tech Support for the U.S. Senate Runoff and Early Voting. A Po was not established for Amendment 2.	0.00		\$ 0.00	\$154,836.00
DEVIATION FROM PRICES STATED IS NOT PERMITTED WITHOUT A SIGNED CORRECTED PURCHASE ORDER					
NOTE: NOT VALID ORDER WITHOUT ACCEPTANCE OF TERMS AND CONDITIONS ON LAST PAGE.					
Purchasing Agent		Refer Question To:			Purchase Order Total
SIGNATURE DocuSigned by: <i>Pelicia Strong-Whitaker</i> E4F13A8BBB2D4A2...		Buyer: MARK HAWKS Phone #: 404-612-5812			\$154,836.00

VENDOR COPY

FULTON COUNTY**PURCHASING DEPARTMENT**

130 Peachtree St. SW Suite 1167

Atlanta, GA 30303-3459

Phone # (404) 612-5800

PURCHASE ORDER

Page 2 of 2

Purchase Order Number:
PO 265 21HALOAMEND20303C-
Purchase Order Date:
03/03/21
Delivery Date:
Vendor No.:
VS0000075197

FULTON COUNTY PURCHASING DEPARTMENT "INSTRUCTIONS AND CONDITIONS"

Vendor shall submit monthly invoices for work performed during the previous calendar month, in a form acceptable to the County and accompanied by all support documentation requested by the County, for payment and for services that were completed. The County shall review invoices for approval. The County shall have the right not to pay any invoice or part thereof if not properly supported, or if the costs are not in accordance to the accepted quote/Bid/Proposal or as determined by the County, or are in excess of the actual stage of completion.

Submittal of Invoices: Invoices shall be submitted as follows:

Via Mail:**OR****Via Email:**Email: Accounts.Payable@fultoncountyga.gov

Fulton County Government

141 Pryor Street, SW

Suite 7001

Atlanta, Georgia 30303

Attn: Finance Department – Accounts Payable

At minimum, original invoices must reference all of the following information:

- 1) Vendor Information
 - a. Vendor Name
 - b. Vendor Address
 - c. Vendor Code
 - d. Vendor Contact Information (i.e. phone, fax, email, contact person name)
 - e. Remittance Address
- 2) Invoice Details
 - a. Invoice Date
 - b. Invoice Number (uniquely numbered, no
 - c. Purchase Order Reference Number
 - d. Date(s) of Services Performed
 - e. Itemization of Services Provided/Commodity
- 3) Fulton County Department Information (needed for invoice)
 - a. Department Name
 - b. Department Representative Name
- 4) Cash discounts must be specified on the invoice

Time of Payment: The County shall make payments within thirty (30) days after receipt of a proper invoice.

This Purchase Order, together with the Vendor's written Quote/Bid/Proposal, form a binding agreement based upon the agreed terms between the parties.

The Purchasing Department is the only authority for transactions under this order. The Vendor is cautioned not to accept contrary instructions or conditions from any source other than the Purchasing Department Representative. Should the vendor receive, from any source, contrary instructions or conditions, the Purchasing Department Representative should be notified immediately.

Any changes or modifications to the underlying transaction shall not become effective or binding unless authorized in writing by the Purchasing Agent.

The County is exempt from Georgia State Tax and Federal Excise Tax (#58-6001729). Exemption Certificates will be issued upon request from the Purchasing Department.

VENDOR COPY

VENDOR # VS0000075197
 1700 Northside Drive Suite A7 PMB 715
 Atlanta, GA 30318
 4045935511
 kendall@halo.works
 www.halo.works



BILL TO
 Fulton County Elections Board

INVOICE FCEB004

DATE 01/13/2021 TERMS Net 30

DUE DATE 02/12/2021

DATE	ACTIVITY	DESCRIPTION	QTY	RATE	AMOUNT
12/12/2020	Tech Support	Early Voting Site Setup (Dec 7-12, 15PTs, 8 hrs per PT @ \$28/hr)	15	224.00	3,360.00
12/19/2020	Tech Support	Election Day PT Staff-up Training (Dec 16-19, 8 PTs 4.5 hrs per PT @ \$28/hr)	8	126.00	1,008.00
12/28/2020	Tech Support	Early Voting PT Training (Internal refresher training \$0)	57	0.00	0.00
12/30/2020	Tech Support	County Coordinator / Roaming PT Support, Early Voting (Dec 7-30, 226 hours per PT @ \$28/hr)	2	6,328.00	12,656.00
12/30/2020	Tech Support	County Coordinator / Roaming PT Support, Election Day (Setup & Day-of, Jan 3-5, 28 hrs @ \$28/hr)	2	784.00	1,568.00
12/30/2020	Tech Support	Early Voting Site Support (Dec 14-30, 15 PTs 200 hrs per PT @ \$28/hr)	15	5,600.00	84,000.00
01/04/2021	Tech Support	Election Day PT Site Setup (Jan 3-4, 52 PTs 4 hrs per PT @ \$28/hr)	52	112.00	5,824.00
01/05/2021	Tech Support	Election Day PT Support (Jan 5, 44 PTs 15 hrs per PT @ \$28/hr)	44	420.00	18,480.00
01/05/2021	Software Analysis/Consulting	Administration	1	7,500.00	7,500.00
01/05/2021	Software Analysis/Consulting	Site Assignment Coordination	1	2,500.00	2,500.00

PO#: PO 265 20HALO0804C-MH
 Ammendment #2

PO DATE: 8/4/20
VENDOR NO: VS0000075197

Invoiced 1/13/2021

TOTAL DUE

\$136,896.00

VENDOR: VS0000075197
PO: 265 21HALOAMEND20303C-MH
RC: 030421-2685 (Line 1)
IN 030421-2773
FL: 100-265-2634-1160

APPROVAL TO PAY



View All 1 of 1 | Document validated successfully

Invoice(IN) Dept: 265 ID: 0304210000000002773 Ver.: 1 Function: New Phase: Draft Modified by bmcloud , 03/04/2021

Header

General Information Extended Description Document Information

Document Name: Amendment 2 Pdf Tech Support for the U.S. Senate Budget and	Allow Partial Payment: <input checked="" type="checkbox"/>
Origination Date: 03/04/2021	Vendor: 404-612-7020
Invoiced Date: 03/13/2021	Vendor Invoice Number: 404-612-7020
Tracking Date: 03/04/2021	Total Document Amount: \$136,896.00
Invoiced Location: R&E	Closed Amount: \$0.00
Invoiced by: bmcloud BRENDA MCCLLOUD 404-612-7020	Closed Date:
Phone Ext:	Open Amount: \$136,896.00
brenda.mccloud@fultoncountyga.gov	Referenced Amount: \$0.00
Description:	

View All 1 of 1 | Document submitted successfully

Receiver(RC) Dept: 265 ID: 03042100000000002685 Ver.: 1 Function: New Phase: Final

Modified by bmccloud , 03/04/2021

Commodity		Total Lines: 1	Commodity Line: 1	Commodity: 96162	Total Qty Received: 0.00000	
Commodity Line	Commodity	CL Description	Received Qty	Rejected Qty	Received SC Amount	Total Qty Received
1	96162	Poll Tech Support for U.S. Senate Runoff and Early Voting	0.00000	0.00000	\$136,896.00	0.00000
From 1 to 1 Total: 1						

General Information Tolerance Information

Line Type: Service <input checked="" type="checkbox"/>	Commodity Match Type: 3
Ref Award Line: 1	MSDS Required: <input type="checkbox"/>
CL Description: Poll Tech Support for U.S. Senate Runoff and Early Voting	MSDS Received: <input type="checkbox"/>
Commodity: 96162	Shipment Indicator: <input checked="" type="checkbox"/>
Stock Item Suffix:	Condition: 20
Unit:	Partial Billing
Ordered Qty: 0.00000	Reason: (empty)
Received Qty: 0.00000	Comments:
Rejected Qty: 0.00000	
Total Qty Received: 0.00000	
Ordered SC Amount: \$154,836.00	
Received SC Amount: \$136,896.00	
Commodity Description: Personal Services and Employment	


McCloud, Brenda

From: DocuSign NA3 System <dse_NA3@docusign.net> on behalf of Mark Hawks via DocuSign <dse_NA3@docusign.net>
Sent: Wednesday, March 3, 2021 2:28 PM
To: McCloud, Brenda
Subject: Completed: Please DocuSign: HALO - AMENDMENT NO. 2.docx.pdf, PO HALO re-establish Amend 2.pdf
Attachments: PO HALO re-establish Amend 2.pdf; HALO - AMENDMENT NO. 2.docx.pdf



Mark Hawks
mark.hawks@fultoncountyga.gov

All parties have completed Please DocuSign: HALO - AMENDMENT NO. 2.docx.pdf,
PO HALO re-establish Amend 2.pdf.

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FULTON COUNTY
PURCHASING DEPARTMENT
 130 Peachtree St. SW Suite 1168
 Atlanta, GA 30303-3459
 Phone # (404) 612-5800

PURCHASE ORDER

Invoices must be forwarded to:

Fulton County Registration and Elections
 130 Peachtree St S. W.
 Suite 2186
 Atlanta, GA 30303

To:

HALO INNOVATION PARTNERS LLC
 986 Faith Ave SE

 Atlanta, GA 30316
Contact: Kendall Flagg

Ship To Address:

Registration And Elections
 130 Peachtree Street S.W.
 Suite 2186
 Atlanta, GA 30303

F.O.B.:
Vendor No.: VS0000075197

Special Instructions:

BOC#ELECTIONS

Line	Commodity Code / Description	Quantity	Unit(s)	Unit Price	Total Amount
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DEVIATION FROM PRICES STATED IS NOT PERMITTED WITHOUT A SIGNED CORRECTED PURCHASE ORDER NOTE: NOT VALID ORDER WITHOUT ACCEPTANCE OF TERMS AND CONDITIONS ON LAST PAGE.					
Purchasing Agent		Refer Question To:			Purchase Order Total
SIGNATURE DocuSigned by: <i>Pelicia Strong-Whitaker</i> E4F13A8BB92D4A2...		Buyer: MARK HAWKS Phone #: 404-612-5812			\$154,836.00

VENDOR COPY

FULTON COUNTY**PURCHASE ORDER**

Page 2 of 2

PURCHASING DEPARTMENT
130 Peachtree St. SW Suite 1167
Atlanta, GA 30303-3459
Phone # (404) 612-5800

Purchase Order Number:
PO 265 21HALOAMEND20303C-
Purchase Order Date:
03/03/21
Delivery Date:
Vendor No.:
VS0000075197

FULTON COUNTY PURCHASING DEPARTMENT "INSTRUCTIONS AND CONDITIONS"

Vendor shall submit monthly invoices for work performed during the previous calendar month, in a form acceptable to the County and accompanied by all support documentation requested by the County, for payment and for services that were completed. The County shall review invoices for approval. The County shall have the right not to pay any invoice or part thereof if not properly supported, or if the costs are not in accordance to the accepted quote/Bid/Proposal or as determined by the County, or are in excess of the actual stage of completion.

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OR

Via Email:

Email: Accounts.Payable@fultoncountygva.gov

Fulton County Government
141 Pryor Street, SW
Suite 7001
Atlanta, Georgia 30303
Attn: Finance Department – Accounts Payable

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- 2) Invoice Details
 - a. Invoice Date
 - b. Invoice Number (uniquely numbered, no
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 - a. Department Name
 - b. Department Representative Name
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The County is exempt from Georgia State Tax and Federal Excise Tax (#58-6001729). Exemption Certificates will be issued upon request from the Purchasing Department.

VENDOR COPY

VENDOR # VS0000075197
 1700 Northside Drive Suite A7 PMB 715
 Atlanta, GA 30318
 4045935511
 kendall@halo.works
 www.halo.works



BILL TO
 Fulton County Elections Board

INVOICE FCEB004

DATE 01/13/2021 **TERMS** Net 30

DUE DATE 02/12/2021

DATE	ACTIVITY	DESCRIPTION	QTY	RATE	AMOUNT
12/12/2020	Tech Support	Early Voting Site Setup (Dec 7-12, 15PTs, 8 hrs per PT @ \$28/hr)	15	224.00	3,360.00
12/19/2020	Tech Support	Election Day PT Staff-up Training (Dec 16-19, 8 PTs 4.5 hrs per PT @ \$28/hr)	8	126.00	1,008.00
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01/05/2021	Software Analysis/Consulting	Administration	1	7,500.00	7,500.00
01/05/2021	Software Analysis/Consulting	Site Assignment Coordination	1	2,500.00	2,500.00

PO#: PO 265 20HALO0804C-MH
 Ammendment #2

PO DATE: 8/4/20
VENDOR NO: VS0000075197

Invoiced 1/13/2021

TOTAL DUE	\$136,896.00
-----------	--------------

VENDOR: VS0000075197
PO: 265 21HALOAMEND20303C-MH
RC: 030421-2685 (Line 1)
IN 030421-2773
FL: 100-265-2634-1160

APPROVAL TO PAY JS McCloud

View All 1 of 1 | Document validated successfully

Invoice(IN) Dept: 265 ID: 0304210000000002773 Ver.: 1 Function: New Phase: Draft Modified by bmccloud , 03/04/2021

Header

General Information Extended Description Document Information

Document Name: Amendment 2 Poll Tech Support for the U.S. Senate Runoff and	Allow Partial Payment: <input checked="" type="checkbox"/>
Origination Date: 03/04/2021	Vendor: BRENDA MCCLOUD
Invoiced Date: 01/13/2021	Vendor Invoice Number: 404-612-7020
Tracking Date: 03/04/2021	Total Document Amount: \$136,896.00
Invoiced Location: RSE	Closed Amount: \$0.00
Invoiced by: bmccloud BRENDA MCCLOUD 404-612-7020	Closed Date:
Phone Ext:	Open Amount: \$136,896.00
brenda.mcloud@fulltoncountyga.gov	Referenced Amount: \$0.00
Description:	

AMENDMENT NO. 2 TO FORM OF CONTRACT

Contractor: **Halo Innovation Partners, LLC**

Address: **1700 Northside Drive, Suite A7 PMB 715
Atlanta, Georgia 30318**

Telephone: **(762) 239-0100**

E-mail: **Kendall@halo.works**

Contact: **Kendall Flagg, Chief Executive Officer**

W I T N E S S E T H

WHEREAS, Fulton County ("County") entered into an Emergency Authorization Agreement with Halo Innovation Partners, LLC to provide Poll Tech Support for the U.S. Senate Runoff and Early Voting Election on behalf of the Department of Registration & Elections; and

WHEREAS, the Contractor has performed or continues to perform satisfactorily over the period of the Contract; and

WHEREAS, the County desires Halo Innovation Partners, LLC to provide additional support services for the U.S Senate Runoff beginning December 7, 2020 through January 5, 2021 to provide Election Poll Technical Support Staff services; and

WHEREAS, the Purchasing Agent with approval and concurrence of the County Manager has determined that an emergency exists under 102-385, Emergency Procurement and makes this Amendment No. 2 to Form of Contract award pursuant thereto and the information shall be forwarded to the Board of Commissioners for ratification and be made a part of the minutes of the next scheduled meeting of the Board of Commissioners.

NOW, THEREFORE, the County and Halo Innovation Partners, LLC agree as follows:

This Amendment No. 2 to the Contract is effective upon execution and continues through November 3, 2020 between the County and Halo Innovation Partners, LLC agreeing that all Services specified will be performed in accordance with this Amendment No. 2 to Form of Contract and the Contract Documents.

1. **SCOPE OF WORK TO BE PERFORMED:** To provide Election Poll Technical Support Staff services as described in Attachment 1 for the U.S. Senate Runoff and Early Voting Election.

2. **COMPENSATION:** The Scope of Work shall be performed by the Service Provider for the additional funding amount not to exceed \$154,836.00.00 (One Hundred Fifty Four Thousand Eight Hundred Thirty Six Dollars and No Cents.)
3. **LIABILITY OF COUNTY:** This Amendment No. 2 to the original Contract shall not become binding on the County and the County shall not incur any liability upon same until such Amendment has been executed by the Chairman of the Board of Commissioners, attested to by the Clerk to the Commission and delivered to the Service Provider.
4. **EFFECT OF AMENDMENT NO. 2 TO ORIGINAL CONTRACT:** Except as modified by this Amendment No. 2 to the Contract, the original Contract, and all terms and conditions therein shall remain in full force and effect.

[SIGNATURES ON FOLOWING PAGE]

IN WITNESS WHEREOF, the parties have set their hands and affixed their seals this the
25th day of December, 2020.

FULTON COUNTY, GEORGIA

DocuSigned by:

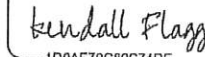


4ABC2C24BB7A15E

Dick Anderson
County Manager

**HALO INNOVATION PARTNERS,
LLC**

DocuSigned by:

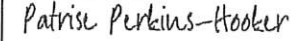


1D0AE70C80C74DF...

Kendall Flagg
Chief Executive Officer

APPROVED AS TO FORM:

DocuSigned by:



7120046199004C9

Office of the County Attorney

APPROVED AS TO CONTENT:

DocuSigned by:



762F86CC5F4C401

Richard L. Barron, Director
Registration & Elections

McCloud, Brenda

From: McCloud, Brenda
Sent: Thursday, July 1, 2021 3:54 PM
To: Jenkins, Queena
Cc: Williams, Jonnah; Eskridge, Patrick; Jones, Ralph
Subject: EXPLANATION - BLUECREST AGREEMENT

Ms. Queena,

I needed assistance from Ralph Jones, Registration Chief to explain the cost difference with BlueCrest as indicated below.



Brenda E McCloud

Administrative Manager – R&E
Fulton County Government | Department of Registration & Elections
130 Peachtree Street, SW | Suite 2186 | Atlanta GA 30303
404-612-7099 (office)
Connect with Fulton County:
[Website](#) | [Facebook](#) | [Twitter](#) | [Instagram](#) | [FGTV](#) | [#OneFulton E-News](#)

From: Jones, Ralph
Sent: Thursday, July 1, 2021 3:43 PM
To: McCloud, Brenda <Brenda.McCloud@fultoncountyga.gov>
Subject: RE: BLUECREST AGREEMENT

The original annual maintenance agreement for Bluecrest was \$57,601, but a purchase order was not created and the vendor was not paid at that time.

The Secretary of State changed the absentee ballot envelopes during the 2020 election season. With this change our Reliavote system had to be upgraded to accept the SOS envelope and Fulton County envelope and that increased the cost.

Bluecrest technicians put in extension time over that period to get the machine fixed. When we received the invoice, it was for a total of \$187,806.00. This is based on 04/2019 – 04/2021 which is \$93,903 a year.



Ralph M. Jones

Registration Chief
Voter Registration & Elections Division
404-612-7050
404-612-3697 fax
Connect with Fulton County:
[Website](#) | [Facebook](#) | [Twitter](#) | [Instagram](#) | [FGTV](#) | [#OneFulton E-News](#)

McCloud, Brenda

From: Husserl, James
Sent: Thursday, December 31, 2020 9:58 AM
To: Kendall, Renee; McCloud, Brenda; Accounts.Payable
Cc: Strong-Whitaker, Felicia; Stewart, Hugh; Crowe, Franchikisk; McTier, Sabrinna; Hawkins, Lisa; James, Alesia; Whitted, Ivan; Jones, Monica
Subject: RE: AML PAYMENT TO DMT SOLUTIONS, DBA BLUECREST

Hi Renee,
I talked to Sharon. We will move funding for this.
Thanks

From: Kendall, Renee
Sent: Thursday, December 31, 2020 9:51 AM
To: McCloud, Brenda; Accounts.Payable; Husserl, James
Cc: Strong-Whitaker, Felicia; Stewart, Hugh; Crowe, Franchikisk; McTier, Sabrinna; Hawkins, Lisa; James, Alesia; Whitted, Ivan; Jones, Monica
Subject: RE: AML PAYMENT TO DMT SOLUTIONS, DBA BLUECREST
Importance: High

James,

Good morning. Any final word regarding BlueCrest. Attached is a copy of the PVX for reference.

Thanks,

Renée Kendall
Accounts Payable Manager
Fulton County Government

From: McCloud, Brenda
Sent: Wednesday, December 30, 2020 2:08 PM
To: Accounts.Payable <Accounts.Payable@fultoncountyga.gov>
Cc: Strong-Whitaker, Felicia <Felicia.Strong-Whitaker@fultoncountyga.gov>; Kendall, Renee <Renee.Kendall@fultoncountyga.gov>; Stewart, Hugh <Hugh.Stewart@fultoncountyga.gov>; Crowe, Franchikisk <Franchikisk.Crowe@fultoncountyga.gov>
Subject: RE: AML PAYMENT TO DMT SOLUTIONS, DBA BLUECREST

A/P please hold up on this run. James Husserl instructed Hugh to sweep accounting lines that I need to transfer funds back into. I will send confirmation when funds are transferred

Thanks.

Bodison, Mariska

From: McCloud, Brenda
Sent: Wednesday, July 21, 2021 4:51 PM
To: Jenkins, Queena
Cc: Eskridge, Patrick
Subject: Explanations - Invoices Not Paid Timely
Attachments: OUTFRONT; HALO; BLUECREST

Ms. Queena,

Find below in the chart, explanations for three of ten invoices found not paid timely. I have also attached supporting documentations that will hopefully, give clarity to my explanations.

I am working on the others from Dominion that takes some thought to explain.

Vendor	Amount	Explanation
DMT Solutions, Bluecrest	\$187,806	The original AML was for \$57,601. I was informed there would be modifications/upgrade to the mailing equipment because of a change in envelopes to mail absent ballots by the State. The increase in the costs needed approval and funding identified by the COO (email attached), which caused a delay in processing payment.
HALO	\$136,896	Funds were needed that were not budgeted for poll technicians for the January 2021 Federal Runoff. Once funds were identified, a PO was created on 3/3/21 from Purchasing, where I submitted payment the next day 3/4/21.
Outfront Media	\$107,500	The marketing service was requested by Jessica Corbitt, where the invoice was sent to. I received the invoice from Jessica on 11/19/2020. I processed the invoice for payment as soon as I could. This was post November Election.

Finding 3 - 10 invoices not paid timely:

DMT Solutions, Bluecrest
Dominion Voting = \$104,000
Dominion Voting = \$155,000
Dominion Voting = \$103,000
Dominion Voting = \$929,000
Dominion Voting = \$442,000
Dominion Voting = \$261,000
Dominion Voting = \$407,000
Halo Innovation = \$136,896
Outfront = \$107,500 (Inv

From: McCloud, Brenda
Sent: Wednesday, July 21, 2021 4:51 PM
To: Jenkins, Queena <Queenena.Jenkins@fultoncounttyga.gov>
Cc: Eskridge, Patrick <Patrick.Eskridge@fultoncounttyga.gov>
Subject: Explanations - Invoices Not Paid Timely

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DMT Solutions, Bluecrest	\$187,806	The original AML was for \$57,601. I was informed there would be modifications/upgrade to the mailing equipment because of a change in envelopes to mail absent ballots by the State. The increase in the costs needed approval and funding identified by the COO (email attached), which caused a delay in processing payment.
HALO	\$136,896	Funds were needed that were not budgeted for poll technicians for the January 2021 Federal Runoff. Once funds were identified, a PO was created on 3/3/21 from Purchasing, where I submitted payment the next day 3/4/21.
Outfront Media	\$107,500	The marketing service was requested by Jessica Corbitt, where the invoice was sent to. I received the invoice from Jessica on 11/19/2020. I processed the invoice for payment as soon as I could. This was post November Election.

Finding 3 - 10 invoices not paid timely:

DMT Solutions, Bluecrest = \$187,806 (Invoices for 2019 & 2020)

Dominion Voting = \$104,000 (Invoice date was 4/17/20, submitted for payment on 7/29/20)
Dominion Voting = \$155,511 (Invoice date was 7/20/20, purchase order date was 12/15/20)
Dominion Voting = \$103,674 (Invoice date was 7/20/20, purchase order date was 12/15/20)
Dominion Voting = \$929,770.80 (Invoice date was 11/2/2020, invoice was paid on 12/18/20)
Dominion Voting = \$442,056.70 (Invoice date was 10/19/20, invoice was paid on 12/18/20)
Dominion Voting = \$261,000 (Invoice date was 1/31/21, submitted for payment on 3/29/21)
Dominion Voting = \$407,000 (Invoice date was 1/31/21, submitted for payment on 3/29/21)
Halo Innovation = \$136,896 (Invoice date was 1/13/21, submitted for payment on 3/4/21)
Outfront = \$107,500 (Invoice date was 10/21/20, submitted for payment on 12/1/20)



DEPARTMENT OF PURCHASING & CONTRACT COMPLIANCE

Felicia Strong-Whitaker, Director

BOC #:20-0111

BOC DATE: 2/5/20

BOC AMT: \$1,000,000.00

DATE CREATED: July 24, 2020

RE: # Master Agreement (MA) # 20MADOMIN126311C-MH

Vendor: **DOMINION VOTING SYSTEMS, INC.**

This letter is to advise you that Master Agreement # **20MADOMIN126311C-MH** in an amount up to \$ **355,190.00** have been issued in lieu of a regular purchase order. The requesting department, **Department of Registration and Elections** will use this instrument to make purchases against Delivery Orders, up to an amount not to exceed \$ **1,000,000.00** for the purchase of goods/services related to **MA # 20MADOMIN126311C-MH**. This MA may be used by the **Department of Registration and Elections** during **07/1/2020** through **12/31/2020**.

Please reference this MA number on all invoices submitted.

The shipping and invoice for this MA are as follows:

Ship To Address	Invoice Address
Department of Registration And Elections 130 Peachtree Street S.W. Suite 2186 Atlanta GA 30303	Department of Registration And Elections 130 Peachtree Street S.W. Suite 2186 Atlanta GA 30303

If you have questions relating to this matter, please contact, **Ms. Brenda McCloud, Department of Registration and Elections @404-612-2070**

Sincerely,

Mr. Mark Hawks,
Chief Assistant Purchasing Agent

**EXHIBIT A
TO THE
VOTING SYSTEM ACQUISITION AGREEMENT
FULTON COUNTY, GA
DOMINION VOTING SYSTEMS, INC.**

PRICING AND PAYMENT SUMMARY

1. Pricing Summary

DESCRIPTION	QTY	UNIT PRICE	EXTENSION
ImageCast Tabulators			
ImageCast Precinct (ICP) Tabulator	65	\$3,900.00	\$253,500.00
Sub-Total:			\$253,500.00
Support Services			
Off-Site Support Services(/hr)	8	\$235.00	\$1,880.00
Sub-Total:			\$1,880.00
Estimated Shipping			
Estimated Shipping	1	\$3,850.00	\$3,805.00
Sub-Total:			\$3,805.00
Total Year 1 Purchase:			\$259,185.00
Annual Software Licenses*			
ICP Annual Firmware License	65	\$228.00	\$14,820.00
Total Annual License Fee:			\$14,820.00

* Dominion reserves the right to adjust the Annual Software License Fee within three percent (3%) of the then current fee

- 2. Payment Schedule** - Dominion shall provide invoices to the Customer as described below. The Customer shall pay invoices in a timely manner and no later than thirty (30) calendar days from receipt of a Dominion invoice. Payments specified in this Exhibit are exclusive of all excise, sale, use and other taxes imposed by any governmental authority, all of which taxes shall be reimbursed by the Customer.

ID	Invoice Date	Payment Amount
1	Agreement Signing- 60%	\$155,511.00
2	Equipment Acceptance - 40%	\$103,674.00
3	License and Warranty Fees (Annual Invoice starting May 1, 2021)	\$14,820.00

3. Deliverables Description

- 3.1 ***Voting System Products.*** Items provided in this Agreement are State of Georgia certified voting system products as described and provided by the State Contract.
- 3.2 ***Travel and Expenses included.*** All costs of Dominion transportation, lodging and meal expenses are included during the Agreement Term.
- 3.3 ***Ongoing telephone support.*** Telephone support shall be available for Customers during the Term of the Agreement at no additional costs.
- 3.4 ***Other Services, Consumables or Equipment.*** Any other services, consumables or equipment not specifically identified in this Agreement are available for purchase by the Customer at the then current Dominion list price.

McCloud, Brenda

From: McTier, Sabrina
Sent: Monday, November 30, 2020 5:03 PM
To: McCloud, Brenda; Strong-Whitaker, Felicia
Cc: Barron, Richard L; Whitmore, Sharon; Jenkins, Donna; Husserl, James; Roach, Anna; Kirby, Ellis; Oshikoya, Hakeem
Subject: RE: Outstanding COVID Purchase Orders

This is where we are stuck with Dominion. This is the amendment along with how the detail from the amendment of how the PO was established, and the invoices provided to us by the vendor. It's difficult to make heads or tails of what we are paying for and from which purchase order. Even if I followed the vague description on their invoice, the math doesn't even add up to equal the payment schedule... to even try and tie back to not just a \$\$\$ amount, but a quantity per unit to make the payment. And, if it was confirmed that all goods were received... it doesn't reconcile to a total on these invoices. For the ones that were able to match... those have been paid. We have been working on how to translate a "agreement signing amount" as the description to ID #1 or 2 (which have already been paid 100%) to possibly #3 but the amounts still don't add up.

Felicia, we appreciate the work done for the modification of the purchase orders, we need a conduit with Barry/Dominion and what we show as outstanding and a crosswalk to help pay.

Amendment 2 –

2. **Payment Schedule** - Dominion shall provide invoices to the Customer as described below. The Customer shall pay invoices in a timely manner and no later than thirty (30) calendar days from receipt of a Dominion invoice.

ID	Invoice Date	Payment Amount
1	Amendment 1 Signing	\$1,485,604.20
2	Amendment 2 Signing	\$344,100.00
3	Equipment Acceptance	\$990,402.80
4	License Fees (Annual Invoice starting August 1, 2021)	\$149,884.00

Purchase Orders were set up to the detail shown here on the Amendment

AMENDMENT 1
TO THE VOTING SYSTEM AND SERVICES AGREEMENT
BY AND BETWEEN
DOMINION VOTING SYSTEMS, INC.
AND FULTON COUNTY, CA

This Amendment 1 to the Voting Systems Acquisition Agreement is made and entered into this 1st day of August 2020 between Fulton County, CA ("Customer") and Dominion Voting Systems, Inc. ("Dominion").

RECITALS

WHEREAS, on May 1, 2020, the Customer and Dominion entered into a Voting Systems Acquisition Agreement (the "Agreement"); and

WHEREAS, the Customer and Dominion now desire to amend the Agreement as described herein:

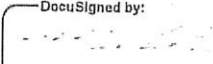
TERMS

NOW, THEREFORE, the parties amend the Agreement in accordance with the terms and conditions set forth below:

- A. **Incorporation of Recitals.** The above recitals are true and correct and incorporated herein by this reference as if fully set forth.
- B. **Additional Exhibit:** Exhibit A-1 (attached to this Amendment 1) is hereby added and incorporated into to the Agreement.
- C. **All Other Terms.** All other terms and provisions of the Agreement shall remain in full force and effect

IN WITNESS WHEREOF, the parties have caused this Agreement to be executed as of the date first above written.

DOMINION VOTING SYSTEMS, INC.

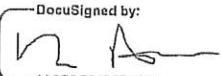
DocuSigned by:

93A1F26626534CD...
Authorized Signature

John Poulos
Name

President & CEO
Title

08/10/2020
Date

FULTON COUNTY, GOVERNMENT

DocuSigned by:

4A8C2C24B87A45E...
Dick Anderson
County Manager

APPROVED AS TO FORM:

DocuSigned by:
Patrice Perkins-Hooker
71260461BB0D4CD...
Office of the County Attorney

APPROVED AS TO CONTENT:

DocuSigned by:
Richard L. Barron
782F88CC5F4C411...
Richard L. Barron, Director
Registration & Elections

AMENDMENT 1
TO THE VOTING SYSTEM AND SERVICES AGREEMENT
BY AND BETWEEN
DOMINION VOTING SYSTEMS, INC.
AND FULTON COUNTY, CA

This Amendment 1 to the Voting Systems Acquisition Agreement is made and entered into this 1st day of August 2020 between Fulton County, CA ("Customer") and Dominion Voting Systems, Inc. ("Dominion").

RECITALS

WHEREAS, on May 1, 2020, the Customer and Dominion entered into a Voting Systems Acquisition Agreement (the "Agreement"); and

WHEREAS, the Customer and Dominion now desire to amend the Agreement as described herein:

TERMS

NOW, THEREFORE, the parties amend the Agreement in accordance with the terms and conditions set forth below:

- A. **Incorporation of Recitals.** The above recitals are true and correct and incorporated herein by this reference as if fully set forth.
- B. **Additional Exhibit:** Exhibit A-1 (attached to this Amendment 1) is hereby added and incorporated into to the Agreement.
- C. **All Other Terms.** All other terms and provisions of the Agreement shall remain in full force and effect

IN WITNESS WHEREOF, the parties have caused this Agreement to be executed as of the date first above written.

DOMINION VOTING SYSTEMS, INC.

DocuSigned by:


93A1F26626531CD...
Authorized Signature

John Poulos
Name

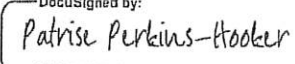
President & CEO
Title

08/10/2020
Date

FULTON COUNTY, GOVERNMENT

DocuSigned by:

4A8C2C24B87A45E...
Dick Anderson
County Manager

APPROVED AS TO FORM:

DocuSigned by:

712B04619B004CD...
Office of the County Attorney

APPROVED AS TO CONTENT:

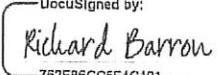
DocuSigned by:

762F86CC5F4C401...
Richard L. Barron, Director
Registration & Elections

EXHIBIT A-1
VOTING SYSTEM ACQUISITION AGREEMENT
FULTON COUNTY, GA
DOMINION VOTING SYSTEMS, INC.

PRICING AND PAYMENT SUMMARY

1. Pricing Summary

Product/Service	Qty	Unit Price	Extension
In-Person Voting: Polling Location Hardware			
ImageCast Precinct Tabulator	153	\$3,900.00	\$596,700.00
Power Supply - ICP	153	\$20.00	\$3,060.00
ImageCast X Kit - Prime (aluminum) BMD	350	\$3,500.00	\$1,225,000.00
UPS - CyberPower 1500VA - with Inverter	175	\$800.00	\$140,000.00
ImageCast X Privacy Screen - Custom	350	\$15.00	\$5,250.00
ICE / ICP Power Cord - 15'	153	\$37.50	\$5,737.50
		Sub-Total	\$1,975,747.50
Accessories			
Hand Cart - Avalue	175	\$37.00	\$6,475.00
Strap - Cinching - 4'	350	\$16.75	\$5,862.50
ImageCast Precinct Ballot Box - Plastic	153	\$1,000.00	\$153,000.00
ImageCast X Prime Transport Bag with Wheels	350	\$60.00	\$21,000.00
ICP Plastic Ballot Box Adapter Kit	153	\$13.50	\$2,065.50
Bag - BMD Printer Transport - M501dn	350	\$63.00	\$22,050.00
		Sub-Total	\$210,453.00
Consumables/Parts			
ImageCast X Prime Voter Smart Card - Green	1,750	\$8.10	\$14,175.00
USB Flash Drive - 8GB - 3.0	175	\$16.60	\$2,905.00
ImageCast X Prime Poll Worker Smart Card -	175	\$8.10	\$1,417.50
ICP Paper Roll (72')	306	\$2.50	\$765.00
Stylus - Disposable - Box of 1500	75	\$225.00	\$16,875.00
Dispenser - Disposable Stylus	250	\$175.00	\$43,750.00
		Sub-Total	\$79,887.50
Election Management Hardware			
Electronic Poll Book	500	\$1,147.00	\$573,500.00
Indoor Access Point - MR33	2	\$3,058.00	\$6,116.00
MBP Kit #3 In-Office High Volume (3400)	3	\$11,560.00	\$34,680.00
Paper Tray - High Capacity	3	\$700.00	\$2,100.00
		Sub-Total	\$616,396.00
Support Services			
On-Site Services - Non-Election Day (/day)	1	\$2,000.00	\$2,000.00
		Sub-Total	\$2,000.00

Dominion Voting Systems Inc.
Fulton County 09.15.2020

Amendment 2 to the Agreement
Page 3 of

PURCHASE TOTAL	\$2,476,007.00
-----------------------	-----------------------

Product/Service	Qty	Unit Price	Extension
Annual Licenses			
ImageCast X Annual Firmware License	350	\$150.00	\$52,500.00
ImageCast Precinct Annual Firmware License	153	\$228.00	\$34,884.00
Poll Book Annual License	200	\$125.00	\$25,000.00
Annual Fees			\$112,384.00

* Dominion reserves the right to adjust the Annual Fees within three percent (3%) of the then current fee.

Included are Fulton County Purchase orders:

PO 265 20COVIDDOMIN716C-MH
 PO 26520DOMINISCAN717C-MH
 PO 265 20DOMINPOLL0730C-MH

2. **Payment Schedule** - Dominion shall provide invoices to the Customer as described below. The Customer shall pay invoices in a timely manner and no later than thirty (30) calendar days from receipt of a Dominion invoice.

ID	Invoice Date	Payment Amount
1	Agreement Signing	\$1,485,604.20
2	Equipment Acceptance	\$990,402.80
3	License Fees (Annual Invoice starting August 1, 2021)	\$112,384.00

AMENDMENT 2
TO THE VOTING SYSTEM AND SERVICES AGREEMENT
BY AND BETWEEN
DOMINION VOTING SYSTEMS, INC.
AND FULTON COUNTY, CA

This Amendment 2 to the Voting Systems Acquisition Agreement is made and entered into this 15th day of September 2020 between Fulton County, CA ("Customer") and Dominion Voting Systems, Inc. ("Dominion").

RECITALS

WHEREAS, on May 1, 2020, the Customer and Dominion entered into a Voting Systems Acquisition Agreement, which was modified by Amendment 1 dated August 1, 2020 (collectively the "Agreement"); and

WHEREAS, the Customer and Dominion now desire to amend the Agreement as described herein:

TERMS

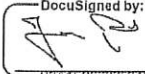
NOW, THEREFORE, the parties amend the Agreement in accordance with the terms and conditions set forth below:

- A. Incorporation of Recitals.** The above recitals are true and correct and incorporated herein by this reference as if fully set forth.
- B. Additional Exhibit:** Exhibit A-1 of Amendment 1 is hereby deleted in its entirety and replaced by Exhibit A-1 attached to this Amendment 2 and incorporated into to the Agreement.
- C. All Other Terms.** All other terms and provisions of the Agreement shall remain in full force and effect

IN WITNESS WHEREOF, the parties have caused this Agreement to be executed as of the date first above written.

DOMINION VOTING SYSTEMS, INC.

DocuSigned by:



Authorized Signature

John Poulos

Name

President & CEO

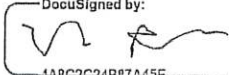
Title

09/15/2020

Date

FULTON COUNTY, GOVERNMENT

DocuSigned by:

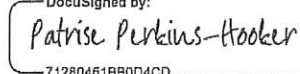


Dick Anderson

County Manager

APPROVED AS TO FORM:

DocuSigned by:

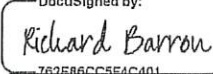


712804618B0D4CD

Office of the County Attorney

APPROVED AS TO CONTENT:

DocuSigned by:



762F86CC5E4C401

Richard L. Barron, Director
Registration & Elections

EXHIBIT A-1
VOTING SYSTEM ACQUISITION AGREEMENT
FULTON COUNTY, GA
DOMINION VOTING SYSTEMS, INC.

PRICING AND PAYMENT SUMMARY

1. Pricing Summary

Product/Service	Qty	Unit Price	Extension
In-Person Voting: Polling Location Hardware			
ImageCast Precinct Tabulator	153	\$3,900.00	\$596,700.00
Power Supply - ICP	153	\$20.00	\$3,060.00
ImageCast X Kit - Prime (aluminum) BMD	350	\$3,500.00	\$1,225,000.00
UPS - CyberPower 1500VA - with Inverter	175	\$800.00	\$140,000.00
ImageCast X Privacy Screen - Custom	350	\$15.00	\$5,250.00
ICE / ICP Power Cord - 15'	153	\$37.50	\$5,737.50
		Sub-Total	\$1,975,747.50
Accessories			
Hand Cart - Avalue	175	\$37.00	\$6,475.00
Strap - Cinching - 4'	350	\$16.75	\$5,862.50
ImageCast Precinct Ballot Box - Plastic	153	\$1,000.00	\$153,000.00
ImageCast X Prime Transport Bag with Wheels	350	\$60.00	\$21,000.00
ICP Plastic Ballot Box Adapter Kit	153	\$13.50	\$2,065.50
Bag - BMD Printer Transport - M501dn	350	\$63.00	\$22,050.00
		Sub-Total	\$210,453.00
Consumables/Parts			
ImageCast X Prime Voter Smart Card - Green	1,750	\$8.10	\$14,175.00
USB Flash Drive - 8GB - 3.0	175	\$16.60	\$2,905.00
ImageCast X Prime Poll Worker Smart Card -	175	\$8.10	\$1,417.50
ICP Paper Roll (72')	306	\$2.50	\$765.00
Stylus – Disposable – Box of 1500	75	\$225.00	\$16,875.00
Dispenser – Disposable Stylus	250	\$175.00	\$43,750.00
		Sub-Total	\$79,887.50
Election Management Hardware			
Electronic Poll Book	500	\$1,147.00	\$573,500.00
Indoor Access Point - MR33	2	\$3,058.00	\$6,116.00
MBP Kit #3 In-Office High Volume (3400)	3	\$11,560.00	\$34,680.00
Paper Tray – High Capacity	3	\$700.00	\$2,100.00
		Sub-Total	\$616,396.00
Support Services			
On-Site Services - Non-Election Day (/day)	1	\$2,000.00	\$2,000.00
		Sub-Total	\$2,000.00

Dominion Voting Systems Inc.
Fulton County 09.15.2020

Amendment 2 to the Agreement
Page 3 of

Estimated Shipping			
Shipping (estimated) – ICP, ICX accessories and MBP Kits	N/A	\$33,579.70	\$33,579.70
PURCHASE TOTAL			\$2,918,063.70

Product/Service	Qty	Unit Price	Extension
Annual Licenses			
ImageCast X Annual Firmware License	350	\$150.00	\$52,500.00
ImageCast Precinct Annual Firmware License	153	\$228.00	\$34,884.00
Poll Book Annual License	500	\$125.00	\$62,500.00
MBP Oki-C931 Warranty	3	\$1,700.00	\$5,100.00
Annual Fees			\$154,984.00

* Dominion reserves the right to adjust the Annual Fees within three percent (3%) of the then current fee

2. **Payment Schedule** - Dominion shall provide invoices to the Customer as described below. The Customer shall pay invoices in a timely manner and no later than thirty (30) calendar days from receipt of a Dominion invoice.

ID	Invoice Date	Payment Amount
1	Amendment 1 Signing	\$1,485,604.20
2	Amendment 2 Signing*	\$442,056.70
3	Equipment Acceptance	\$990,402.80
4	License Fees (Annual Invoice starting August 1, 2021)	\$154,984.00

- Invoice #135957 for \$37,331.70 issued 9-10-20 will be credited as the items are contained within the \$442,056.70 as shown above.

Williams, Nadine

From: Williams, Nadine
Sent: Saturday, September 5, 2020 7:11 AM
To: Jenkins, Breana (Breana.Jenkins@fultoncountyga.gov)
Cc: McCloud, Brenda (Brenda.McCloud@fultoncountyga.gov)
Subject: FW: APS Custodial Vendor Contacts

Bre,

We had a meeting with APS, long story short reimbursing them for cleaning is off setting their budget, therefore they want their cleaning contractors to bill us directly. They have forwarded the list below of vendors that will need invoicing instructions.

From: Cooper, David [mailto:dacooper@atlanta.k12.ga.us]
Sent: Friday, September 4, 2020 8:13 AM
To: Williams, Nadine <Nadine.Williams@fultoncountyga.gov>
Cc: Pennyman, Carla <cpennyman@atlanta.k12.ga.us>
Subject: APS Custodial Vendor Contacts

CLEANING VENDORS 2020-2021	
CLEANING CONTRACTOR	CONTACT
3H SERVICE SYSTEM,INC	KRISTINA WOO -470-557-2636 JOHN HEO -770-975-9343 POST OFFICE BOX 2613 ACWORTH, GEORGIA 30102 Email: cs@e-3h.com
ABC CONTRACT SERVICES, LLC	ALBERT VONJOE-770-907-4565 765 NEW MAGNOLIA CT. COLLEGE PARK, GEORGIA 30349 EMAIL: chief.vonjoe@yahoo.com

AMERICAN FACILITY SERVICES, INC	HAROLD ANGEL-770-740-1613 1325 UNION HILL INDUSTRIAL COURT SUITE A 30004 EMAIL: hangel@amfacility.com	ALPHARETTA, GEORGIA
BUILDING MAINTENANCE SERVICES	CRAIG ZAK-770-218-2996 105 KENNESAW, GEORGIA 30144	1955 VAUGHN ROAD SUITE EMAIL: czak@bmsinc.us
PRITCHARD INDUSTRIES SOUTHEAST, INC	JUAN QUAMMIE-470-423-1591 MARK FARLEY-404-231-1522 120 INTERSTATE NORTH PARKWAY 30339	VINCE LAWSON - 470-728-4692 ATLANTA, GEORGIA, MFARLEY@PRITCHARDINDUSTRIES.COM vlawson@pritchardindustries.com

R/
David Cooper
Maintenance & Operations Manager
Custodial Services
404-802-7551

Williams, Nadine

From: Williams, Nadine
Sent: Wednesday, December 16, 2020 3:30 PM
To: Jenkins, Breana (Breana.Jenkins@fultoncountyga.gov)
Subject: FW: Vote Polling Site Cleaning Invoices
Attachments: American Facility Services.pdf; Pritchard.pdf; Inv_84402_from_BUILDING_MAINTENANCE_SERVICES_INC_14072.pdf

Importance: High

Please reply all with a status.



Thank you,
Nadine Etienne Williams
Elections Chief, MBA
Department of Registration & Elections
404-612-3130
Fax 404-612-0693
Connect with Fulton County:
[Website](#) | [Facebook](#) | [Twitter](#) | [Instagram](#) | [FGTV](#) | [#OneFulton E-News](#)

From: Pennyman, Carla [mailto:cpennyman@atlanta.k12.ga.us]
Sent: Wednesday, December 16, 2020 3:20 PM
To: Williams, Nadine <Nadine.Williams@fultoncountyga.gov>; Ross, John <John.Ross@fultoncountyga.gov>; Jewell, Tonia <Tonia.Jewell@fultoncountyga.gov>
Cc: Cooper, David <dacooper@atlanta.k12.ga.us>; Williams, Michael <williamsmd@atlanta.k12.ga.us>; Jones, Clifford <cajones@atlanta.k12.ga.us>; Dudley, Veleeka <Veleeka.Dudley@atlanta.k12.ga.us>; Joseph, Herb C <hcjoseph@atlanta.k12.ga.us>
Subject: FW: Vote Polling Site Cleaning Invoices
Importance: High

Good Afternoon,

This email is a follow up on previous email sent in reference to the invoices for cleaning and sanitizing the schools for elections.

Our contractors are saying they still have not been paid. Please provide some timeline that they will be paid for the cleaning and sanitizing of the schools after the previous elections.

Also, would like to get this resolved so that the vendors can be paid in a timely manner for the upcoming January runoff in January.

Thank you in advance for your assistance in this matter.

Have a great day and stay safe.

Carla

Carla Pennyman
Manager of Property Development
Atlanta Public Schools
Facilities Services Department
404-802-3733
cpennyman@atlanta.k12.ga.us

From: Pennyman, Carla

Sent: Thursday, December 3, 2020 3:03 PM

To: Williams, Nadine <Nadine.Williams@fultoncountyga.gov>; Ross, John <John.Ross@fultoncountyga.gov>; Jewell, Tonia <Tonia.Jewell@fultoncountyga.gov>

Cc: Cooper, David <dacooper@atlanta.k12.ga.us>; Williams, Michael <williamsmd@atlanta.k12.ga.us>; Jones, Clifford <cajones@atlanta.k12.ga.us>; Dudley, Veleeka <Veleeka.Dudley@atlanta.k12.ga.us>; Joseph, Herb C <hcjoseph@atlanta.k12.ga.us>

Subject: FW: Vote Polling Site Cleaning Invoices

Good Afternoon,

APS asked that the Fulton County contract directly with the APS cleaning contractors to clean and sanitize after each election.

The attached invoices have been forwarded to Fulton County and remain unpaid to our contractors.

Please assist in getting these invoices paid.

Your assistance in matter will be greatly appreciated.

Have a great day.

Carla Pennyman
Manager of Property Development
Atlanta Public Schools
Facilities Services Department
404-802-3733
cpennyman@atlanta.k12.ga.us

From: Cooper, David <dacooper@atlanta.k12.ga.us>
Sent: Thursday, December 3, 2020 2:52 PM
To: Pennyman, Carla <cpennyman@atlanta.k12.ga.us>
Subject: Vote Polling Site Cleaning Invoices

Carla,
Please forward the attached voting poll cleaning invoices to Fulton County for the City of Atlanta Public School voting sites. The vendors are American facility Service, Pritchard Industries, and Building Maintenance Services.

R/
David Cooper
Maintenance & Operations Manager
Custodial Services
404-802-7551

Williams, Nadine

From: Williams, Nadine
Sent: Thursday, November 5, 2020 5:01 PM
To: Pennyman, Carla; Ross, John
Cc: Palmer, Robert; Cooper, David; Joseph, Herb C; Dudley, Veleeka
Subject: RE: Post Election Cleaning

Good evening,
We contacted them regarding registration as a Fulton County vendor and invoicing instructions.
We prefer the scheduling be done by the school to ensure there are no scheduling conflicts.



Thank you,
Nadine Etienne Williams
Elections Chief, MBA
Department of Registration & Elections
404-612-3130
Fax 404-612-0693
Connect with Fulton County:
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From: Pennyman, Carla [mailto:cpennyman@atlanta.k12.ga.us]
Sent: Thursday, November 5, 2020 12:58 PM
To: Williams, Nadine <Nadine.Williams@fultoncountygga.gov>; Ross, John <John.Ross@fultoncountygga.gov>
Cc: Palmer, Robert <rcpalmer@atlanta.k12.ga.us>; Cooper, David <dacooper@atlanta.k12.ga.us>; Joseph, Herb C <hcjoseph@atlanta.k12.ga.us>; Dudley, Veleeka <Veleeka.Dudley@atlanta.k12.ga.us>
Subject: FW: Post Election Cleaning
Importance: High

Good Afternoon,

Please advise when you will schedule the cleaning and sanitizing of the schools that were used as polling sites.

See email below from our Director of Maintenance that states that our vendors have not been contacted as of yet.

Have a great day and thank you.

Carla

Carla Pennyman
Manager of Property Development
Atlanta Public Schools
Facilities Services Department
404-802-3733
cpennyman@atlanta.k12.ga.us

From: Palmer, Robert <rcpalmer@atlanta.k12.ga.us>
Sent: Thursday, November 5, 2020 10:25 AM
To: Pennyman, Carla <cpennyman@atlanta.k12.ga.us>
Cc: Cooper, David <dacooper@atlanta.k12.ga.us>
Subject: Post Election Cleaning

Good Morning Carla,
Please verify with Fulton County Elections that they're going to schedule the post-election cleaning directly. They have not reached out to any of our vendors to date.

Robert C. Palmer
Director, Facilities Services Maintenance & Operations

(O) 4048023738
(M) 4047801652

My Signature Themes are: Harmony, Empathy, Achievement, Consistency and Intellection



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Williams, Nadine

From: Pennyman, Carla <cpennyman@atlanta.k12.ga.us>
Sent: Thursday, July 29, 2021 8:46 AM
To: Palmer, Robert; Cooper, David; Williams, Michael
Cc: Williams, Nadine
Subject: FW: American Facility Services, Inc.

Importance: High

Good Morning,

Mr. Palmer, Fulton County is following up on this request.

Please provide a timeframe on when you will have the letter completed and sent to Fulton County.

Thank you.

Carla

From: Williams, Nadine <Nadine.Williams@fultoncountyga.gov>
Sent: Wednesday, July 28, 2021 5:12 PM
To: Pennyman, Carla <cpennyman@atlanta.k12.ga.us>
Subject: RE: American Facility Services, Inc.

EXTERNAL MAIL

Carla,
Following up on the letter request. Please advise.



Thank you,
Nadine Williams
Elections Chief, MBA
Department of Registration & Elections
404-612-7033
Fax 404-612-0693
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From: Pennyman, Carla [<mailto:cpennyman@atlanta.k12.ga.us>]
Sent: Monday, July 26, 2021 4:51 PM
To: Palmer, Robert <rcpalmer@atlanta.k12.ga.us>; Cooper, David <dacooper@atlanta.k12.ga.us>; Williams, Michael <williamsmd@atlanta.k12.ga.us>
Cc: Williams, Nadine <Nadine.Williams@fultoncountyga.gov>
Subject: FW: American Facility Services, Inc.
Importance: High

They are now requesting that letter includes all the custodial companies that will be cleaning and sanitizing the schools for the 2021-2022 elections.

From: Williams, Nadine <Nadine.Williams@fultoncountyga.gov>
Sent: Monday, July 26, 2021 4:41 PM
To: Pennyman, Carla <cpennyman@atlanta.k12.ga.us>
Cc: Eskridge, Patrick <Patrick.Eskridge@fultoncountyga.gov>
Subject: FW: American Facility Services, Inc.

EXTERNAL MAIL

Carla,
Please advise if this letter was sent. If yes, please forward a copy to include all the cleaning companies included in this arrangement.



Thank you,
Nadine Williams
Elections Chief, MBA
Department of Registration & Elections
404-612-7033
Fax 404-612-0693
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From: Williams, Nadine
Sent: Tuesday, June 22, 2021 8:50 AM
To: Jenkins, Breana <Breana.Jenkins@fultoncountyga.gov>; Jenkins, Queena <Queenena.Jenkins@fultoncountyga.gov>; Pennyman, Carla <cpennyman@atlanta.k12.ga.us>
Cc: McCloud, Brenda <Brenda.McCloud@fultoncountyga.gov>
Subject: RE: American Facility Services, Inc.

Good morning Carla,
Please see question below. Please forward a letter confirming this arrangement with American Facility Services.



Thank you,
Nadine Williams
Elections Chief, MBA
Department of Registration & Elections
404-612-7033
Fax 404-612-0693
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From: Jenkins, Breana
Sent: Monday, June 21, 2021 4:12 PM
To: Jenkins, Queena <Queenena.Jenkins@fultoncountyga.gov>
Cc: McCloud, Brenda <Brenda.McCloud@fultoncountyga.gov>; Williams, Nadine <Nadine.Williams@fultoncountyga.gov>
Subject: RE: American Facility Services, Inc.

Hi Queena,

From my understanding, APS paid American Facility Services for Covid Cleaning and we reimbursed APS. I have copied Nadine Williams who may be able to provide more insight.

From: Jenkins, Queena
Sent: Monday, June 21, 2021 4:09 PM
To: Jenkins, Breana <Breauna.Jenkins@fultoncountyga.gov>
Cc: McCloud, Brenda <Brenda.McCloud@fultoncountyga.gov>
Subject: American Facility Services, Inc.

Good afternoon Breana,

I hope you are well. I have a quick question regarding American Facility Services. You provided me with about 7 invoices from them, but the invoices were billed to Atlanta Public Schools. Can you provide documentation that references our arrangement with APS in regards to services that American Facility Services provided?

Thank you!



Queena Jenkins, CPA, CFE
Deputy County Auditor
Office of the County Auditor
141 Pryor Street | 8th Floor | Atlanta, GA 30303
404-612-1020 (office)
678-522-8720 (cell)

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