
Sunrise Theatre Emergency Sound Equipment

11 messages

Marisa Quijano <srtextec@sunrisetheatre.com>
To: Linda Cox <lcox@cityoffortpierce.com>
Cc: Gelencia Carter <gcarter@cityoffortpierce.com>

Tue, Nov 26, 2024 at 1:20 PM

Good afternoon Linda,

As you know, we are looking at renting sound equipment for our upcoming shows as what we have has been left inoperable.

We have put together quotes and picked the cheapest option. Assuming we need to rent this equipment for the remainder of the fiscal year, I will have to request a PO for around \$65,000. Alternatively, I can request a PO for a 6 month rental which would keep us under that \$50,000 threshold.

Since this amount typically needs to be presented to the commission, I am hoping you can approve an emergency requisition for me as our next event is December 6, 2024.

Please let me know what you advise. Thank you for your time and consideration.

Marisa Quijano**Acting Executive Director****Box Office & Front of House Manager** | Sunrise Theatre772.467.4122 | srtextec@sunrisetheatre.com**Box Office Hours:** Mon - Fri 10AM-2PM772.461.4775 | boxoffice@sunrisetheatre.com

Linda Cox <lcox@cityoffortpierce.com>
To: Marisa Quijano <srtextec@sunrisetheatre.com>
Cc: Gelencia Carter <gcarter@cityoffortpierce.com>

Tue, Nov 26, 2024 at 1:49 PM

Keep it under 50 and work through purchasing please

Linda W. Cox
City Clerk
City of Fort Pierce
772.467.3065

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From: Marisa Quijano <srtextec@sunrisetheatre.com>
Sent: Tuesday, November 26, 2024 1:20:05 PM
To: Linda Cox <lcox@cityoffortpierce.com>
Cc: Gelencia Carter <gcarter@cityoffortpierce.com>
Subject: Sunrise Theatre Emergency Sound Equipment

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Marisa Quijano <srtextec@sunrisetheatre.com>
To: Linda Cox <lcox@cityoffortpierce.com>
Cc: Gelencia Carter <gcarter@cityoffortpierce.com>

Tue, Nov 26, 2024 at 1:50 PM

Sounds good. Thank you!

Marisa Quijano

Acting Executive Director

Box Office & Front of House Manager | Sunrise Theatre

772.467.4122 | srtextec@sunrisetheatre.com

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Gelencia Carter <gcarter@cityoffortpierce.com>
To: Linda Cox <lcx@cityoffortpierce.com>, Marisa Quijano <srtextec@sunrisetheatre.com>

Tue, Nov 26, 2024 at 2:50 PM

Thanks Linda.

Marisa, let me know if you require assistance with processing the requisition.

Kind regards,

Gelencia Carter | Purchasing Manager | City of Fort Pierce

Phone: 772.467.3749 Fax: 772.467.3848 100 North U.S. 1 Fort Pierce 34950

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From: Linda Cox <lcx@cityoffortpierce.com>
Sent: Tuesday, November 26, 2024 1:49 PM
To: Marisa Quijano <srtextec@sunrisetheatre.com>
Cc: Gelencia Carter <gcarter@cityoffortpierce.com>
Subject: Re: Sunrise Theatre Emergency Sound Equipment

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Marisa Quijano <srtextec@sunrisetheatre.com>
To: Gelencia Carter <gcarter@cityoffortpierce.com>

Tue, Dec 10, 2024 at 10:48 AM

Good morning Gelencia,

I had a question regarding this sound equipment we are renting and how other options could work within the parameters of the purchasing code. I wanted to look into rent-to-owning/leasing the sound equipment so that the amount of money we are spending on this can at least go towards owning the sound system.

Assuming we would have to enter into a contract with the company that would exceed a total of \$50,000 in order to rent-to-own, we would have to take this to commission, correct? Are there any other purchasing rules or requirements when it comes to this?

Thanks for your help!

Marisa Quijano

Acting Executive Director

Box Office & Front of House Manager | Sunrise Theatre

772.467.4122 | srtextec@sunrisetheatre.com

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Marisa Quijano <srtextec@sunrisetheatre.com>
To: Linda Cox <lcox@cityoffortpierce.com>, Tina Rel <trel@cityoffortpierce.com>
Cc: Gelencia Carter <gcarter@cityoffortpierce.com>

Thu, Apr 10, 2025 at 4:11 PM

Good afternoon,

I am reaching out about the emergency sound/light rentals mentioned in the below emails. We will have to increase both these POs (PO250521 & PO250544) to cover the rest of the rentals for this fiscal year. Are there any steps I need to take prior to adding this agenda item to the next commission meeting?

Thank you for your time and help!

Marisa Quijano

Acting Executive Director

Box Office & Front of House Manager | Sunrise Theatre

772.467.4122 | srtextec@sunrisetheatre.com

On Tue, Nov 26, 2024 at 2:50 PM Gelencia Carter <gcarter@cityoffortpierce.com> wrote:

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Linda Cox <lcox@cityoffortpierce.com>
To: Marisa Quijano <srtextec@sunrisetheatre.com>, Tina Rel <trel@cityoffortpierce.com>
Cc: Gelencia Carter <gcarter@cityoffortpierce.com>

Thu, Apr 10, 2025 at 4:38 PM

Hi Marisa. Please work through Finance and Purchasing. There are spending caps.

They may want you to go through the City Manager.

Have a great day!

Linda W. Cox, MBA, CMC, FCRM | City Clerk | City of Fort Pierce

City Clerk's Office

Phone: 772.467.3065 Fax: 772.467.3841 100 North U.S. 1 Fort Pierce, FL 34950



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"To provide community leadership, quality public service, and a safe environment for all citizens, by an empowered team of employees motivated by pride in themselves and their work."

From: Marisa Quijano <srtexec@sunrisetheatre.com>

Sent: Thursday, April 10, 2025 4:12 PM

To: Linda Cox <lcx@cityoffortpierce.com>; Tina Rel <trel@cityoffortpierce.com>

Cc: Gelencia Carter <gcarter@cityoffortpierce.com>

Subject: Re: Sunrise Theatre Emergency Sound Equipment

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Marisa Quijano <srtexec@sunrisetheatre.com>

Thu, Apr 10, 2025 at 4:44 PM

To: Linda Cox <lcx@cityoffortpierce.com>

Cc: Tina Rel <trel@cityoffortpierce.com>, Gelencia Carter <gcarter@cityoffortpierce.com>

Thank you Linda!

Marisa Quijano

Acting Executive Director

Box Office & Front of House Manager | Sunrise Theatre

772.467.4122 | srtexec@sunrisetheatre.com

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Marisa Quijano <srtexec@sunrisetheatre.com>

Thu, Apr 10, 2025 at 4:46 PM

To: Johnna Morris <jmorris@cityoffortpierce.com>, Gelencia Carter <gcarter@cityoffortpierce.com>

Good afternoon ladies,

Linda advised me to reach out to you about the matter mentioned in the below email as I will need to increase these equipment POs.

Thank you,

Marisa Quijano

Acting Executive Director

Box Office & Front of House Manager | Sunrise Theatre

772.467.4122 | srtexec@sunrisetheatre.com

----- Forwarded message -----

From: **Marisa Quijano** <srtexec@sunrisetheatre.com>

Date: Thu, Apr 10, 2025 at 4:11 PM

Subject: Re: Sunrise Theatre Emergency Sound Equipment

To: Linda Cox <lcox@cityoffortpierce.com>, Tina Rel <trel@cityoffortpierce.com>

Cc: Gelencia Carter <gcarter@cityoffortpierce.com>

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Johnna Morris <jmorris@cityoffortpierce.com>

Thu, Apr 10, 2025 at 4:52 PM

To: Marisa Quijano <srtexec@sunrisetheatre.com>, Gelencia Carter <gcarter@cityoffortpierce.com>

Marisa,

Please put the item on the agenda for the Commission to approve the PO. Considering the RFP, I won't be looking into doing anything long-term.

Johnna S. Morris, MBA, CGFO, CPPT | Director of Finance | City of Fort Pierce

Finance Department

Phone: 772.467.3073 ~ Fax: 772.489.2594 ~ 100 North U.S. 1 Fort Pierce, FL 34950

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Marisa Quijano <srtexec@sunrisetheatre.com>

Thu, Apr 10, 2025 at 4:56 PM

To: Johnna Morris <jmorris@cityoffortpierce.com>

Cc: Gelencia Carter <gcarter@cityoffortpierce.com>

Yes, that's why I only opened the PO for 50k initially, because I had hoped that would hold us over until the RFP was finalized. In regard to the other email I sent you about possibly leasing this, if the rental company agrees to transfer any agreements or contracts to a new owner instead of keeping it with the City...would that change things?

Also, Linda was concerned that there might be a spending cap for something like this? Is that a concern?

Thanks!

Marisa Quijano

Acting Executive Director

Box Office & Front of House Manager | Sunrise Theatre

772.467.4122 | srtexec@sunrisetheatre.com

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