

Zimbra

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Issue - WIC copier leases**From :** Betsy Roque <betsy.roque@co.hidalgo.tx.us>

Wed, Nov 01, 2017 11:34 AM

Subject : Issue - WIC copier leases

8 attachments

To : Elena Gomez <elena.gomez@co.hidalgo.tx.us>, Dina Trevino
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Good morning Ladies,

I need for us to put our brains together as I have an issue with the POs that were issued for WIC copier leases. The following is a list of events in chronological order.

- 05/22/2017: Started working on the price verification for the two leases Ms. Mague was looking to get
- 05/24/2017: Received notarized HB 1295 from vendor
- 05/26/2017: HB 1295 was acknowledged through TEC
- 05/30/2017: Started working on AI-60060
- 06/09/2017: AI-60060 was finalized
- 06/13/2017: AI-60060 was approved through CC
- 06/15/2017: PO# 763431, 763432 were issued for each copier lease (backup for each PO are 342692, 342508)
- * • 08/16/2017: Mr. Gonzalez (vendor) submits lease agreements to be signed
- 08/24/2017: Legal approves of agreements with the amendment requested
- 09/06/2017: Signed agreements are received and sent over to Ms. Mague and Mr. Baldo
- * • 09/13/2017: Mr. Gonzalez sent an email with two additional documents to be signed (Modifications to be signed)
- 10/16/2017: Signatures for (Modifications to be signed) were received and sent via email
- * • 10/23/2017: Mrs. Mague (WIC) received letter from Wells Fargo Vendor Financial Services, dated 10/16/2017, that Core Business Solutions "has sold and assigned to Wells Fargo Vendor Financial Services, LLC... all of its right, title and interest in and to: (1) the Transaction identified above"
- 10/23/2017: Documents were received and stamped by Ariana
- 10/23/2017: Called Mrs. Mague asking what this was, she said she didn't know that she received the letter and she sent over the original ones
- 10/24/2017: After reading the document, I called WVFVS and spoke with Yolanda. She said for service, supply, and maintenance WIC is to reach out to Core Business Solutions. Questions on lease and/or payments are to be directed to WVFVS.
 - I explained to her that we didn't have WVFVS listed as a vendor and in order to issue out a purchase order to them, they'd have to fill out our paperwork. She said to email anything we needed to customer-care@myleasingsource.com
- 10/31/2017: Mrs. Mague received invoices from WVFVS and asked for WVFVS' W9
- 11/01/2017: Received W9 for WVFVS, dated 03/21/2016

I have several questions regarding this matter.

1. Is this an issue we resolve even though the vendor sold our agreement after the fact? Or, because the agreement was sold after the fact, this is an issue the Auditor's resolve?
2. If we are to resolve this issue, what documents aside from the New Vendor Application and W9 do we need to proceed?
3. Does Legal need to review Form of Notification Letter (the document received on 10/23/2017)
4. Whose insurance do we need to have on file, Core Business Solutions, WVFVS or both?
5. Am I to instruct Ms. Mague to cancel PO# 763431 and 763432?
6. Does this have to go back to CC for approval and/or notice?

Thoughts?

BR

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"By failing to prepare, you're preparing to fail." -Benjamin Franklin



W9 for WFVFS.pdf

98 KB



342508.pdf

5 MB



342692.pdf

5 MB



Lease Agreement REQ# 342508.pdf

3 MB



Lease Agreement REQ# 342692.pdf

3 MB



Signed - Core Business Solutions - WIC, AI-60060.pdf

4 MB



Modification documents signed.pdf

2 MB



Notice from WFVFS.pdf

1 MB
