

MEMORANDUM

Purchasing #16-125
September 27, 2016

To: Dennis W. Beach, City Manager

Through: Otis J. Thomas, General Services Director *OT*

From: Cassandra LeMasurier, Purchasing Supervisor *CL*

Subject: Approval, Emergency Purchase Order Plumbing Repairs at Mitchell Moore Annex

In accordance with Section 34.29 of the Code "Emergency Procurement", I am requesting you authorize issuing an emergency Purchase Order for plumbing repairs at the Mitchell Moore Annex. The Public Works Department has documented the emergency situation in a memo from Assistant Public Works Director, Hal Beard (copy enclosed,) and contacted vendors to obtain the best daily crew rate for the repairs from vendor Gator Plumbing. The request is to issue a Purchase Order to Gator Plumbing in the amount of \$25,156.02 from available funds in the appropriate building repair account 302-7302-530.65-12. Enclosed is requisition 2016005108, invoices from Gator Plumbing and pictures of the plumbing and repairs. This emergency action will be reported to the City Commission on the next available meeting agenda.

Please indicate your concurrence/non-concurrence and sign in the space provided below.

CONCUR: ☒ _____

NON-CONCUR: ☐ _____

[Signature]

City Manager

9/27/16

Date

City Manager

Date

Comments: _____

enclosure
cc: file