

MEMORANDUM

Purchasing #16-108
August 16, 2016

To: Dennis W. Beach, City Manager

Through: Otis J. Thomas, General Services Director

From: Cassandra LeMasurier, Purchasing Supervisor

Subject: Report, Emergency Repairs for Lift Station 37 Discharge Pumps

Background

In accordance with the City Charter / Code of Ordinance, Section 32.46 "Emergency Procurement," the City Manager authorized issuing an emergency Purchase Order to make repairs to three (3) Ebara discharge pumps at Lift Station 37 that failed. The Utilities Department has documented the emergency situation in their Department Memo from Utilities Director, A. Randolph Brown (copy enclosed,) and obtained quotes for the repairs from vendor F.J. Nugent & Associates, Inc., as a sole source. Purchase Order 163162 was issued 8/15/2016 to F.J. Nugent & Associates, Inc. in the amount of \$22,521.00.

Funding

The total cost of all expenditures related to the emergency repair was \$22,521.00 from account 412-3510-535.46-30 Repair & Maintenance / Machinery & Equipment. As required by the Emergency Procurement procedures, the City Commission is requested to ratify the actions taken by City staff.

cc: file