

## M E M O R A N D U M

16 AUG 11 PM 1:39

Purchasing #16-106  
August 3, 2016

To: Dennis W. Beach, City Manager

Through: Otis J. Thomas, General Services Director

From: Cassandra LeMasurier, Purchasing Supervisor *CL*

Subject: Approval, Emergency Purchase Order from a Sole Source, Repair of Pumps 1, 2 and 4 at Lift Station 37

In accordance with Section 34.29 of the Code "Emergency Procurement", I am requesting you authorize issuing an emergency Purchase Order for repairs to pumps 1, 2 and 4 at lift station 37. The Utilities Department has documented the emergency situation in a memo from Utilities Director, A. Randolph Brown (copy enclosed,) and they have obtained quotes for the repairs from vendor F.J. Nugent & Associates, Inc., as a sole source. The request is to issue a Purchase Order to F.J. Nugent & Associates, Inc. in the amount of \$22,521.00 from available funds in the appropriate repair and maintenance account 412-3510-535.46-30. Enclosed are the quotes from F.J. Nugent & Associates, Inc., a letter verifying they are the authorized distributor and repair facility for the Ebara pumps installed on lift station 37 and the completed sole source form. 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: ☐*Dennis W. Beach* *8-11-16*

City Manager

Date

City Manager

Date

Comments: \_\_\_\_\_

enclosure  
cc: file