

Meeting Date: October 23, 2018



Agenda Item #: 4A

CITY COUNCIL AGENDA ITEM

Contact Information:

Contact Name: David Santiago, CPPB *(Signature)* **Dept. Director:** Christine Davis

Contact Number: 386-775-5440/5432

City Manager: Dale Arrington *(Signature)*

Type of Item:

<input checked="" type="checkbox"/>	Consent Agenda	<input type="checkbox"/>	Ordinance First Reading	<input type="checkbox"/>	Public Hearing
<input type="checkbox"/>	Council Approval	<input type="checkbox"/>	Ordinance Second Reading	<input type="checkbox"/>	Resolution
<input type="checkbox"/>	Discussion & Action	<input type="checkbox"/>	Presentation	<input type="checkbox"/>	Workshop

SUBJECT: Ratification of Emergency Purchase Order Log

BACKGROUND:

The City's purchasing code, Chapter 12.3, Section 12.3-30, Emergency Procurements provides:

"Notwithstanding any other provisions of the Chapter, the Finance Director may make or authorize others to make emergency procurements of supplies, services or construction items when there is an eminent threat to public health, welfare or safety; provided that such emergency procurements shall be made with such competition as is practicable under the circumstances. A written determination of the basis for the emergency and for the selection of the particular contractor shall be submitted to the Finance Director and City Manager by the department head and shall be included in the contract file. As soon as practicable, a record of each emergency procurement shall be made and shall set forth the contractor's name, the amount and type of the contract and a listing of the items procured under the contract. A copy of such record shall be promptly provided to the City Manager for purchases of more than \$750 to and including \$5,000; and to the City Council for purchases of over \$5,000, for confirmation and ratification purposes."

An emergency purchase order (EPO) log is maintained by the purchasing manager and an EPO number assigned to each emergency procurement. Attached is the EPO log for FY2017/18 from

May through September 30, 2018. This log is available at any time and will be shared with Council at least twice per year.

COUNCIL DISTRICT:

City Wide

RECOMMENDATIONS:

No recommendation, this is a formal sharing of the EPO log required by the Charter.

ATTACHMENTS:

FY 2017/18 Emergency Purchase Order Log

FINANCIAL IMPACT:

None at this time.

STRATEGIC PLAN:

This action promotes the City's Goals and Priorities; promote public safety.

Fiscal Year 2017/18

Emergency Purchase Order Log

<i>EPO No.</i>	<i>Dept</i>	<i>Date Issued</i>	<i>Vendor</i>	<i>Cost</i>	<i>Description of Emergency</i>	<i>PO No.</i>	<i>Reviewed by Council</i>
007-18	IT	5/10/2018	Amazon Prime	\$1,000.00	IT/Internet Repair		10/23/2018
008-18	OCU	6/4/2018	Hydra Service	\$2,301.70	Repairs to Lift Station No. 13 (Stake -n- Shake)	15487	10/23/2018
009-18	OCU	6/20/2018	SGS Contracting Services	\$32,000.00	Emergency Installation of High Service Pump at South Water Plant	15515	10/23/2018
010-18	OCU	7/9/2018	Genset Services	\$1,615.92	Repair to ATS for generator at Well No. 1 at Country Village	15526	10/23/2018
011-18	OCU	6/22/2018	Genset Services	\$6,555.00	Generator rental due to emergency generator repair at Main Plant	15516	10/23/2018
012-18	OCU	5/24/2018	Genset Services	\$5,153.54	Generator repair at Well #6&7 and Generator repair at OCCV Well #1.	15486	10/23/2018
013-18	OCU	8/9/2018	Atlantic Pipe Services	\$1,200.00	Vaccum Truck Services for Main Break on Harley Strickland Blvd 8/9/18	15576	10/23/2018
014-18	OCU	9/11/2018	Killibrew, Inc.	\$29,805.00	Valve repair at Rhode Island Avenue	15616	10/23/2018