

Meeting Date: May 8, 2018



Agenda Item #: 4A

CITY COUNCIL AGENDA ITEM

Contact Information:

Contact Name: David Santiago, CPPB *D* **Dept. Director:** Christine Davis *Christine Davis*

Contact Number: 386-775-5440/5432 **City Manager:** Dale Arrington *Dale Arrington*

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 set forth:

“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

through April 30, 2018. This log is available at any time and will be shared with Council as warranted.

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>
001-18	Fire	1/2/2018	Municipal Emergency Services (MES)	\$ 759.50	Hydraulic cutter (jaws of life) repair for Engine 33.	53006	5/8/2018
002-18	OCU	11/16/2017	Killibrew, Inc.	\$8,899.00	Remove and relocate two fire hydrants on Buford Ave.	15279	5/8/2018
003-18	OCU	10/5/2017	Killibrew, Inc.	\$ 20,185.00	W. French Ave emergency repair. Water main break in westbound travel lane.	15352	2/13/2018
004-18	OCU	10/31/2017	Killibrew, Inc.	\$ 29,639.49	Sparkman Ave emergency repair. Installation of 6" line stop valve and reset hydrant to control line break.	15353	2/13/2018
005-18	OCU	11/2/2017	U.S. Water Services Corporation	\$ 10,530.42	Pump replacement at LS #5, Country Village. Secondary pump necessary to avoid sewer overflows.	15282	5/8/2018
006-18	OCU	4/16/2018	Florida Armature Works, Inc.	\$ 8,689.00	Remove pump and motor to perform high service pump rehabilitation at the South plant.	15450	5/8/2018
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