

**CITY OF MIRAMAR  
PROPOSED CITY COMMISSION AGENDA ITEM**

**Meeting Date:** September 4, 2019

**Presenter's Name and Title:** Roy Virgin, Ph.D., Director of Utilities, on behalf of the Utilities Department, and Alicia Ayum, Procurement Director, on behalf of the Procurement Department

**Temp. Reso. Number:** 7006

**Item Description:** Temp. Reso. No. 7006, RATIFYING THE PURCHASE OF EMERGENCY REPAIR SERVICES FOR AIR BLOWER NO.5 AT THE WASTEWATER RECLAMATION FACILITY FROM TAC ARMATURE & PUMPS IN AN AMOUNT NOT-TO-EXCEED \$89,086.86. (Director of Utilities Roy Virgin and Procurement Director Alicia Ayum)

Consent ☒ Resolution ☐ Ordinance ☐ Quasi-Judicial ☐ Public Hearing ☐

**Instructions for the Office of the City Clerk:**

**Public Notice** – As required by the Sec. \_\_\_\_ of the City Code and/or Sec. \_\_\_\_, Florida Statutes, public notice for this item was provided as follows: on \_\_\_\_ in a \_\_\_\_ ad in the \_\_\_\_; by the posting the property on \_\_\_\_ and/or by sending mailed notice to property owners within \_\_\_\_ feet of the property on \_\_\_\_  
(fill in all that apply)

**Special Voting Requirement** – As required by Sec. \_\_\_\_, of the City Code and/or Sec. \_\_\_\_, Florida Statutes, approval of this item requires a \_\_\_\_ (unanimous, 4/5ths etc.) vote by the City Commission.

**Fiscal Impact:** Yes ☒ No ☐

**REMARKS:** Funding is available in Utilities, GL Account 410-55-555-535-000-604640

**Content:**

- Agenda Item Memo from the City Manager to City Commission
- Resolution TR 7006
  - Exhibit A: Emergency Procurement Determination and Approval Form approved on July 23, 2019
- Attachment(s)
  - Attachment 1: Requisition No. 1905756



**CITY OF MIRAMAR  
INTEROFFICE MEMORANDUM**

**TO:** Mayor, Vice Mayor, & City Commissioners  
**FROM:** Vernon E. Hargray, City Manager *Fok. [Signature]*  
**BY:** Roy Virgin, Ph.D., Director of Utilities  
**DATE:** August 29, 2019  
**RE:** Temp. Reso. No. 7006, Ratifying the purchase of emergency repair services from TAC Armature & Pumps

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**RECOMMENDATION:** The City Manager recommends ratification of additional contractual services to repair Air Blower No.5 at the Wastewater Reclamation Facility ("WWRF") from TAC Armature & Pumps ("TAC") in an amount not-to-exceed \$89,086.86.

**ISSUE:** City Commission ratification is required for emergency purchases exceeding \$75,000.00 per vendor as described in section 2-412 (a)(1) and 2-425 of the City Code when unforeseen or unanticipated urgent threat to life, health, safety or the welfare of the community or public properties where immediate action is required and a quorum of the city commission for an emergency special meeting cannot be obtained before the deadline for action.

**BACKGROUND:** The Utilities Department is responsible for the operation and maintenance of the WWRF. Throughout FY19, staff has had to replace, repair, and maintain service equipment at WWRF.

The Aeration Basin plays a critical role in wastewater treatment. This particular product utilizes air blowers to supply oxygen to microorganisms inside the Aeration Basins. This helps transform the dissolved and particulate biodegradable constituents into acceptable end products. The WWRF has several air blowers that continue to operate around the clock. Air blower no. 5 was out of service and was in need of immediate repair. This repair was critical to ensure that the plant continued to run efficiently and without interruptions.

An Emergency Procurement Determination and Approval form was completed to make an emergency purchase pursuant to City Code. Additionally, staff requested two quotes from Condo Electric Motor Repair Corp. for \$16,040.00 and TAC for \$11,500.00.

Purchase Order # 191980 was issued to TAC in the amount of \$11,500 to complete the work. This brought the total spend with TAC for FY 2019 to \$89,086.86 The table below lists all expenditures with TAC for FY 2019.

**FY19 Expenditures with TAC**

No.	Description	MUNIS Tracking Purchase Order #	Amount
1	Motor Rewind / WWRF	190041	\$ 2,800.00
2	Flygt Pump Repair / WWRF	190554	\$ 2,800.00
3	Rebuild Blower # 3 / WWRF	190567	\$ 32,645.54
4	New Blower Wheel / West Plant	190885	\$ 24,200.00
5	Bearings / West Plant	190924	\$ 3,541.32
6	Repairs to WILO Pump	191384	\$ 5,800.00
7	Motor Repairs for 2MG Storage	191501	\$ 2,200.00
8	Aeration Process, Labor / WWRF	191735	\$ 3,600.00
9	<b>Blower #5 Repair</b>	<b>Approved Emergency Procurement Form</b>	<b>\$ 11,500.00</b>
		Total	\$ 89,086.86

The City Manager recommends ratification of the purchase of emergency repair services for blower no. 5 at WWRF with TAC in the amount of \$11,500 for a total spend of \$89,086.86 with TAC for FY 2019. Funding is available in Utilities, GL-Account 410-55-555-535-000-604640 – R&M Machinery.

Temp. Reso. No. 7006  
7/31/19  
8/26/19

**CITY OF MIRAMAR  
MIRAMAR, FLORIDA**

**RESOLUTION NO. \_\_\_\_\_**

**A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF MIRAMAR, FLORIDA, RATIFYING THE PURCHASE OF EMERGENCY REPAIR SERVICES FOR AIR BLOWER NO.5 AT THE WASTEWATER RECLAMATION FACILITY FROM TAC ARMATURE & PUMPS IN AN AMOUNT NOT-TO-EXCEED \$89,086.86; AND PROVIDING FOR AN EFFECTIVE DATE.**

**WHEREAS**, the City's Utilities Department is responsible for the maintenance, repairs and improvements to the water and sewer infrastructure throughout the City; and

**WHEREAS**, Section 2-412(a)(1) of the City Code provides that all commodities or services provided by a single vendor in excess of \$75,000 must be formally approved by the City Commission; and

**WHEREAS**, the Emergency Procurement Determination and Approval form, attached as Exhibit "A," was completed on July 23, 2019; and

**WHEREAS**, the City Commission finds it to be in the best interest of the City to ratify the additional expenditure with TAC Armature & Pumps ("TAC"), for the repair services to air blower no. 5 located at WWRF with the total per vendor expenditure not-to-exceed \$89,086.86.

Reso. No. \_\_\_\_\_

Temp. Reso. No. 7006  
7/31/19  
8/26/19

**NOW, THEREFORE, BE IT RESOLVED BY THE CITY COMMISSION OF THE CITY OF  
MIRAMAR, FLORIDA AS FOLLOWS:**

**Section 1:** That the foregoing “**WHEREAS**” clauses are ratified and confirmed as being true and correct and are made a specific part of this Resolution.

**Section 2:** That it ratifies expenditure with TAC Armature & Pumps (“TAC”), for the repair services to air blower no. 5 located at WWRF with the total per vendor expenditure not-to-exceed \$89,086.86.

**Section 3:** That the appropriate City officials are authorized to do all things necessary and expedient in order to carry out the aims of this Resolution.

Temp. Reso. No. 7006  
7/31/19  
8/26/19

**Section 4:** That this Resolution shall become effective upon adoption.

**PASSED AND ADOPTED** this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

\_\_\_\_\_  
Mayor, Wayne M. Messam

\_\_\_\_\_  
Vice Mayor, Alexandra P. Davis

ATTEST:

\_\_\_\_\_  
City Clerk, Denise A. Gibbs

I HEREBY CERTIFY that I have approved  
this RESOLUTION as to form:

\_\_\_\_\_  
City Attorney  
Weiss Serota Helfman  
Cole & Bierman, P. L.

**Requested by Administration**

Commissioner Winston F. Barnes  
Commissioner Maxwell B. Chambers  
Commissioner Yvette Colbourne  
Vice Mayor Alexandra P. Davis  
Mayor Wayne M. Messam

**Voted**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**City of Miramar**  
**EMERGENCY PROCUREMENT DETERMINATION AND APPROVAL**

Requested Product/Service: <hr/> Purchase Requisition No.: <u>                    </u> <hr/> Vendor Name and No.: TAC ARMATURE & PUMP #14085	Department: <u>555</u> <hr/> Contact Person: MARK ROBERTS <hr/> Estimated Cost: \$11,500.00 <hr/> Date: 07/18/2019 <hr/>
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**\* Completion of this form is required for every emergency purchase (procurement) in excess of \$1,000 when an existing Miramar contract is not used. See guidance below. This form must be submitted to the Procurement Director within three (3) business days after the "emergency" procurement.**

\* The emergency procurement procedure is governed by Section 2-413 (a) of the Miramar Procurement Code.

\* The Code establishes, among other things:

- An emergency procurement is justified only when there is an unforeseen or unanticipated urgent and immediate need for goods or services where the protection of life, health, safety and the welfare of the community or the preservation of public properties would not be possible using any of the other procurement methods.
- Approval of the Procurement Director, or designee, shall be obtained prior to an emergency procurement.
- If the nature of the emergency prevents either the use of an existing contract or competitive quotes, the responsible department director shall submit, within three (3) business days after the emergency purchase, this written determination and approval as follows:

1. Describe the factual basis of the "emergency" (describe the event).

The blower #5 for the Wastewater Reclamation Facility is out of service. The pump is a contiguous part of the wastewater treatment process and must be repaired. Untreated wastewater influent entering the plant must be treated for full nitrification/denitrification. Thus, enabling plant permit effluent standards being maintained.

2. Why was it not possible to utilize an existing Miramar contract?

We are utilizing the current contract but there is an additional \$3,287.86 needed beyond the \$75,000.00 fiscal budgetary spending limit per vendor, per fiscal year.

**City of Miramar  
EMERGENCY PROCUREMENT DETERMINATION AND APPROVAL**

3. Describe why this particular vendor (contractor) was chosen and describe any efforts to negotiate and/or obtain additional quotes.

Additional quotes were procured but the lowest priced vendor was Tac at a savings of \$4,540.00, when compared to Condo Electric's quote of \$16,040.00. Blower #5 is critical to plant operations.

4. Name and title of city staff who managed this event and requested the emergency product(s) or services that were purchased?

Mark Roberts  
Mechanical Supervisor

Person who prepared this Determination and document

Name: MARK ROBERTS

Position: PLANT MECHANIC SUPERVISOR

Department: UTILITIES

Budget Acct.: 410-55-555-535-000-604640

Date: 7/18/19

Mark Roberts  
SR 7/18/2019.

I hereby certify that the above Determination is accurate and complete to the best of my knowledge and belief.

[Signature]  
Department Director Signature

7/18/19  
Date

Approved: I hereby approve the above Determination and emergency procurement.

[Signature]  
Procurement Director

7.23.19  
Date

**Note:** In emergency purchases in excess of \$50,000, when there is an unforeseen or unanticipated urgent threat to life, health, safety or welfare of the community or public properties that require the immediate purchase of commodities or Services, the City Manager is empowered to waive competitive bidding or competitive proposals and authorize the Procurement Director to secure by open market procedure, to the extent possible, any commodities or Services, notwithstanding the estimated cost of the commodities or Services, subject to ratification by the City Commission.



## ***TAC ARMATURE & PUMPS***

800 N.W. 73rd St.  
Miami, FL 33150  
Telephone: 305-835-8845  
Fax: 305-835-8273

## **Estimate**

Date	Estimate #
7/15/2019	6538

<b>Name / Address</b>
City of Miramar 2300 Civic Center Place Miramar, FL 33025 Attn: Accounts Payable

			Contact	
			Mark Roberts	
Item	Description	Qty	Price	Total
Perform	Perform allingment of motor to unit and set EXEMPT		0.00	0.00T 0.00
Thank you for the opportunity to quote you.			<b>Total</b>	\$11,500.00

## TAC ARMATURE & PUMPS

800 N.W. 73rd St.  
Miami, FL 33150  
Telephone: 305-835-8845  
Fax: 305-835-8273

## Estimate

Date	Estimate #
7/15/2019	6538

Name / Address
City of Miramar 2300 Civic Center Place Miramar, FL 33025 Attn: Accounts Payable

			Contact	
			Mark Roberts	
Item	Description	Qty	Price	Total
Service	Service on: Aeration Motor for blower unit #5 To be piggyback of Miami Dade Water & Sewer Contract # 6819. Siemens motor, SER No: 0086798-030. 500 HP, 3562 RPM, 5013S Frame, 480 Volts. 60 Hz, 537 Amps.		11,500.00	11,500.00T
Perform	Perform all rigging and removal of Motor from location and transport to site.			0.00T
Dismantle	Dismantle			0.00T
Clean	Clean and inspection			0.00T
Check	Check windings			0.00T
Class H Insulation	Class H Insulation			0.00
Hypotest	Hypotest to ground 2000V			0.00T
Perform	Perform Surge Test Comparison			0.00T
Varnish	Varnish			0.00T
Dip and Bake	Dip and Bake			0.00T
Double Dip	Double Dip			0.00T
Clean	Clean			0.00T
Perform	Perform run on shaft and check for trueness and all tolerences compared to OEM specifications		0.00	0.00T
Machine	Machine Work as needed			0.00
Machine	Machine Work on both covers			0.00
Change	Change out babbit lubricant			0.00T
Ball Bearing Drive	Change babbit Bearing Drive Side			0.00
Ball Bearing Venti...	Change babbit Bearing Ventilation Side.			0.00
Assemble & Test	Assemble and Test			0.00T
Coat	Coat Exterior and Interior with Anti-Corrosive Primer			0.00T
Transport	Transport to and from site			0.00T
Perform	Perform alkl labor and rigging to install motor and put into operation.		0.00	0.00T
Thank you for the opportunity to quote you.			Total	

**CONDO ELECTRIC MOTOR REPAIR CORP**

3615 East 10th Court, P. O. BOX 3340

Hialeah, FL 33013

Phone: (305) - 691 - 5400

Fax: (305) - 693 - 9460

Web: www.condoelectric.com

**Job Quote**

Job Quote No.: 003137

Quote Date: 07/10/19

Page: 1

<b>Sold To:</b>	Customer Number: 179700 <b>CITY OF MIRAMAR</b> ATTN: ACCOUNTS PAYABLE 2300 CIVIC CENTER PLACE MIRAMAR, FL 33025, Contact: MARK ROBERTS Telephone: 954-967-1552 Fax: 954-986-3098	<b>Ship To:</b>	Ship To Number: <b>CITY OF MIRAMAR</b> 13900 PEMBROKE ROAD 954-883-6804 MIRAMAR, FL 33027, Fax: 954-986-3098
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Units	Item #	Description	Unit Price	Extension
1.0		Nameplate Data: HP:500, RPM'S:3578, VOLTS:460, AMPS:534, MAKE:SIEMENS, TYPE:CGZ, PH/HZ:3/60, FRAME:5810, ENCL:TEFC, MISC.:MOTOR # 5, EQUIPMENT:3 PHASE MOTOR  PROVIDE FIELD SERVICE PERSONNEL & ALL EQUIPMENT REQUIRED ON SITE TO REMOVE THE MOTOR & TRANSPORT TO THE SHOP FOR THE NECESSARY REPAIRS . DISASSEMBLE & INSPECT ALL PARTS SAND BLAST ALL PARTS . STEAM CLEAN WINDINGS, DIP & BAKE . PERFORM SURGE COMPARISON TEST . INSPECT BABBITT BEARINGS CONDITION & REPORT . DYNAMICALLY BALANCE ROTOR . RE-ASSEMBLE MOTOR, PAINT, TEST, & RECORD ALL DATA . PROVIDE FIELD SERVICE PERSONNEL & ALL EQUIPMENT REQUIRED TO TRANSPORT THE MOTOR BACK TO SITE & RE-INSTALL .  PRICE IS BASED ON CITY OF MIAMI BEACH CONTRACT # 2016-048-JTB MT BREAK DOWN AS FOLLOWS : 120 MAN HRS X \$32.50 = \$ 3,900.00	5,550.00	5,550.00

Quotation valid for 30 calendar days

from the above date.

Total is plus sales tax if applicable.

Based Upon Our Standard Terms And Conditions.

**TOTAL WITHOUT TAX/FRT**

Continued ...

Approved By: \_\_\_\_\_ Date: \_\_\_\_\_

**Signature Copy**

**CONDO ELECTRIC MOTOR REPAIR CORP**

3615 East 10th Court, P. O. BOX 3340

Hialeah, FL 33013

Phone: (305)-691-5400

Fax: (305)-693-9460

Web: www.condoelectric.com

**Job Quote**

<b>Job Quote No.:</b>	003137
<b>Quote Date:</b>	07/10/19
<b>Page:</b>	2

<b>Sold To:</b>	Customer Number: 179700 <b>CITY OF MIRAMAR</b> ATTN: ACCOUNTS PAYABLE 2300 CIVIC CENTER PLACE MIRAMAR, FL 33025, <b>Contact:</b> MARK ROBERTS <b>Telephone:</b> 954-967-1552 <b>Fax:</b> 954-986-3098	<b>Ship To:</b>	Ship To Number: <b>CITY OF MIRAMAR</b> 13900 PEMBROKE ROAD 954-883-6804 MIRAMAR, FL 33027, <b>Fax:</b> 954-986-3098
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Units	Item #	Description	Unit Price	Extension
1.0		SERVICE CREW MAN HOURS : 2MEN X 20HRS X \$32.50 =\$1,300.00 ITEMS AS FOLLOWS FROM STOCK : VARNISH MATERIAL     =\$ 350.00  PROVIDE FILED SERVICE TECHNICIAN & ALL EQUIPMENT REQUIRED ON SITE TO PERFORM THE LASER ALIGNMENT & PROVIDE REPORT .  NOTE : THIS QUOTE DOES NOT INCLUDE ANY MACHINE WORK, IF ANY IS REQUIRED ADDITIONAL CHARGES MUST BE APPLIED & THE CUSTOMER WILL BE ADVISED AT THAT TIME .	1,200.00	1,200.00
1.0		IF NEEDED BEARINGS COST	2,960.00	2,960.00
2.0		IF NEEDED MACHINE & SLEEVE BEARING HSG .	750.00	1,500.00
2.0		IF NEEDED DRIVE END OIL GUARD .	2,415.00	4,830.00

Quotation valid for 30 calendar days  
from the above date.

Total is plus sales tax if applicable.

Based Upon Our Standard Terms And Conditions.

**TOTAL WITHOUT TAX/FRT****16,040.00**

**Approved By:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Signature Copy**

## Martin, Brenda A.

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**From:** Martin, Brenda A.  
**Sent:** Tuesday, July 23, 2019 1:02 PM  
**To:** Charles, Darlene I.  
**Cc:** Ayum, Alicia; Adams, Alison  
**Subject:** RE: EMERGENCY PROCUREMENT DETERMINATION AND APPROVAL TAC  
**Attachments:** EMERGENCY PROCUREMENT DETERMINATION AND APPROVAL TAC.pdf

Approved! On the condition that it goes to Commission since it will go over the \$75,000 threshold.

Thank You,

Brenda Martin, MBA, JD  
Procurement Department  
City of Miramar | 2200 Civic Center Place, Bldg 'W'  
Miramar, Florida 33025  
O: 954.602.3311 | F: 954.602.3941 | bamartin@miramarfl.gov It's Right Here In Miramar... And So Are You!

Please consider the environment before printing this email.

Please note: Florida has a very broad public records law. Most written communications to or from City officials regarding city business are public records, and are available to the public and media upon request. Your email communications, including your email address, may therefore be subject to public disclosure. This message, together with any attachments, is intended only for the addressee. It may contain information which is legally privileged, confidential and exempt from public disclosure. If you have received this email in error, please notify the City of Miramar immediately by return email.

-----Original Message-----

From: Ayum, Alicia <aayum@miramarfl.gov>  
Sent: Tuesday, July 23, 2019 12:17 PM  
To: Martin, Brenda A. <bamartin@miramarfl.gov>  
Cc: Charles, Darlene I. <dicharles@miramarfl.gov>  
Subject: FW: EMERGENCY PROCUREMENT DETERMINATION AND APPROVAL TAC

Bren,  
Please review and advise if ok.

-----Original Message-----

From: Adams, Alison <aadams@miramarfl.gov>  
Sent: Tuesday, July 23, 2019 8:17 PM  
To: Adams, Alison <aadams@miramarfl.gov>; Charles, Darlene I. <dicharles@miramarfl.gov>; Ayum, Alicia <aayum@miramarfl.gov>  
Subject: EMERGENCY PROCUREMENT DETERMINATION AND APPROVAL TAC

# REQUISITION CHECKLIST

DEPARTMENT NAME: UTILITIES

REQUISITION NO: 1905756

PREPARED BY: Mark Roberts

PURCHASE ORDER NO:

The following Back-up Materials are included in this packet

☐ Quotation Summary

☐ Quotations

☒ City is accessing another government's competitively procured contract (Piggybacking)

Government Agency: Miami Dade Water &amp; Sewer

Contract Number: 6819

Contract Expiration Date:

☐ City Term Contract

MUNIS Contract #:

☐ Sole Source, Standardization or Waiver of Completion for Professional Services  
(Completed & Signed)

\*\*\*Please note that this form must be completed and approved by the issuing Department Director and Procurement Director prior to entering a requisition into MUNIS\*\*\*

Other Materials:

The contact person for more information on this requisition is:

Name: Mark Roberts

Extension: 954-901-1022

☐ Documentation is accurate and complete
Signed: 

Date: 7/18/2019

# REQUISITION CHECKLIST

DATE: 7/18/2019 REQUESTED BY: Mark Roberts

DEPARTMENT: UTILITIES

TO: TAC ARMATURES & PUMPS

800 NW 73rd ST.

Miami , Florida, 33150

CONTACT: 305 - 835 - 8845

Request the below-listed item(s) to be ordered or processed for payment

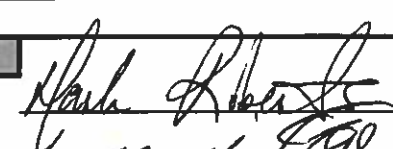
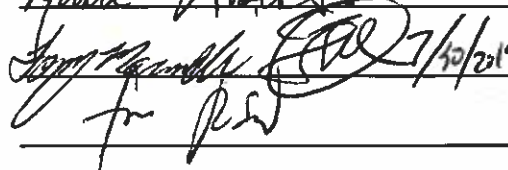
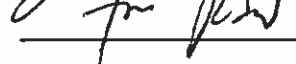
☐ Issue New

☐ Issue Replacement

☒ Repairs/Service

☐ Exigent Circumstances (Obtained in absence of PO- MUST PROVIDE MEMORANDUM EXPLAINING)

☐ Reimbursement: (MUST PROVIDE MEMORANDUM EXPLAINING)

<b>DELIVER TO:</b> City of Miramar Wastewater Reclamation Facility, Bldg. N 13900 Pembroke Road Miramar, Florida 33027			VENDOR #1		VENDOR #2		VENDOR #3	
			TAC Armature & Pump					
Material/Description	Unit (\$)	Amt.	Unit Price	Ext.	Unit Price	Ext.	Unit Price	Ext.
Seimens Motor SER. No.	1		\$ 11,500.00	\$ 11,500.00				
0086798-030 HP-500								
RPM-3562; 5013S Frame;								
480 VOLTS; 60Hz; 537 Amps.								
		Total		\$ 11,500.00		\$ -		\$ -
PURPOSE/JUSTIFICATION:			Perform all rigging to remove and replace Motor from location and transport to and from site. Dismantle, clean and inspect, check windings and perform all tests; Machine work as needed;					
			Change babbit Bearings both sides; Assemble and perform all tests; Perform all rigging to install motor and put into operation;					
			Perform allignment of motor to unit and set.					
			This Blower unit #5 is critical to plant operations					
BUDGET CODE:			APPROVED BY:					
410-55-555-535-000-604640			Requester: 					
			Manager: 					
			Department Head: 					

**City of Miramar**  
**EMERGENCY PROCUREMENT DETERMINATION AND APPROVAL**

<b>Requested Product/Service:</b>  <hr/> <b>Purchase Requisition No.:</b> <span style="float: right;">1</span>  <hr/> <b>Vendor Name and No.:</b> TAC ARMATURE & PUMP #14085  <hr/>	<b>Department:</b> <span style="border: 1px solid black; padding: 0 10px;">555</span>  <hr/> <b>Contact Person:</b> MARK ROBERTS  <hr/> <b>Estimated Cost:</b> \$11,500.00  <hr/> <b>Date:</b> 07/18/2019  <hr/>
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**\* Completion of this form is required for every emergency purchase (procurement) in excess of \$1,000 when an existing Miramar contract is not used. See guidance below. This form must be submitted to the Procurement Director within three (3) business days after the "emergency" procurement.**

**\* The emergency procurement procedure is governed by Section 2-413 (a) of the Miramar Procurement Code.**

**\* The Code establishes, among other things:**

- An emergency procurement is justified only when there is an unforeseen or unanticipated urgent and immediate need for goods or services where the protection of life, health, safety and the welfare of the community or the preservation of public properties would not be possible using any of the other procurement methods.
- Approval of the Procurement Director, or designee, shall be obtained prior to an emergency procurement.
- If the nature of the emergency prevents either the use of an existing contract or competitive quotes, the responsible department director shall submit, within three (3) business days after the emergency purchase, this written determination and approval as follows:

**1. Describe the factual basis of the "emergency" (describe the event).**

The blower #5 for the Wastewater Reclamation Facility is out of service. The pump is a contiguous part of the wastewater treatment process and must be repaired. Untreated wastewater influent entering the plant must be treated for full nitrification/denitrification. Thus, enabling plant permit effluent standards being maintained.

**2. Why was it not possible to utilize an existing Miramar contract?**

We are utilizing the current contract but there is an additional \$3,287.86 needed beyond the \$75,000.00 fiscal budgetary spending limit per vendor, per fiscal year.



**City of Miramar**  
**EMERGENCY PROCUREMENT DETERMINATION AND APPROVAL**

3. Describe why this particular vendor (contractor) was chosen and describe any efforts to negotiate and/or obtain additional quotes.

Additional quotes were procured but the lowest priced vendor was Tac at a savings of \$4,540.00, when compared to Condo Electric's quote of \$16,040.00. Blower #5 is critical to plant operations.

4. Name and title of city staff who managed this event and requested the emergency product(s) or services that were purchased?

Mark Roberts  
Mechanical Supervisor

Person who prepared this Determination and document

Name: MARK ROBERTS

Position: PLANT MECHANIC SUPERVISOR

Department: UTILITIES

Budget Acct.: 410-55-555-535-000-604/640

Date: 7/18/19

Mark Roberts  
SP 7/18/2019.

I hereby certify that the above Determination is accurate and complete to the best of my knowledge and belief.

[Signature]  
Department Director Signature

7/18/19  
Date

Approved: I hereby approve the above Determination and emergency procurement.

[Signature]  
Procurement Director

7.23.19  
Date

**Note:** In emergency purchases in excess of \$50,000, when there is an unforeseen or unanticipated urgent threat to life, health, safety or welfare of the community or public properties that require the immediate purchase of commodities or Services, the City Manager is empowered to waive competitive bidding or competitive proposals and authorize the Procurement Director to secure by open market procedure, to the extent possible, any commodities or Services, notwithstanding the estimated cost of the commodities or Services, subject to ratification by the City Commission.

## **TAC ARMATURE & PUMPS**

800 N.W. 73rd St.  
Miami, FL 33150  
Telephone: 305-835-8845  
Fax: 305-835-8273

## **Estimate**

Date	Estimate #
7/15/2019	6538

<b>Name / Address</b>
City of Miramar 2300 Civic Center Place Miramar, FL 33025 Attn: Accounts Payable

			Contact	
			Mark Roberts	
Item	Description	Qty	Price	Total
Perform	Perform allignment of motor to unit and set EXEMPT		0.00	0.00T 0.00
Thank you for the opportunity to quote you.			<b>Total</b>	\$11,500.00

## TAC ARMATURE & PUMPS

800 N.W. 73rd St.  
Miami, FL 33150  
Telephone: 305-835-8845  
Fax: 305-835-8273

## Estimate

Date	Estimate #
7/15/2019	6538

Name / Address
City of Miramar 2300 Civic Center Place Miramar, FL 33025 Attn: Accounts Payable

			Contact	
			Mark Roberts	
Item	Description	Qty	Price	Total
Service	Service on: Aeration Motor for blower unit #5 To be piggyback of Miami Dade Water & Sewer Contract # 6819, Siemens motor, SER No: 0086798-030, 500 HP, 3562 RPM, 5013S Frame, 480 Volts, 60 Hz, 537 Amps.		11,500.00	11,500.00T
Perform	Perform all rigging and removal of Motor from location and transport to site.			0.00T
Dismantle	Dismantle			0.00T
Clean	Clean and inspection			0.00T
Check	Check windings			0.00T
Class H Insulation	Class H Insulation			0.00
Hypotest	Hypotest to ground 2000V			0.00T
Perform	Perform Surge Test Comparison			0.00T
Varnish	Varnish			0.00T
Dip and Bake	Dip and Bake			0.00T
Double Dip	Double Dip			0.00T
Clean	Clean			0.00T
Perform	Perform run on shaft and check for trueness and all tolerances compared to OEM specifications		0.00	0.00T
Machine	Machine Work as needed			0.00
Machine	Machine Work on both covers			0.00
Change	Change out babbit lubricant			0.00T
Ball Bearing Drive	Change babbit Bearing Drive Side			0.00
Ball Bearing Venti...	Change babbit Bearing Ventilation Side.			0.00
Assemble & Test	Assemble and Test			0.00T
Coat	Coat Exterior and Interior with Anti-Corrosive Primer			0.00T
Transport	Transport to and from site			0.00T
Perform	Perform all labor and rigging to install motor and put into operation.		0.00	0.00T
Thank you for the opportunity to quote you.			<b>Total</b>	

**CONDO ELECTRIC MOTOR REPAIR CORP**

3615 East 10th Court, P. O. BOX 3340

Hialeah, FL 33013

Phone: (305)-691-5400

Fax: (305)-693-9460

Web: www.condoelectric.com

**Job Quote**

Job Quote No.:	003137
Quote Date:	07/10/19
Page:	1

<b>Sold To:</b>	Customer Number: 179700 <b>CITY OF MIRAMAR</b> ATTN: ACCOUNTS PAYABLE 2300 CIVIC CENTER PLACE MIRAMAR, FL 33025, Contact: MARK ROBERTS Telephone: 954-967-1552 Fax: 954-986-3098	<b>Ship To:</b>	Ship To Number: <b>CITY OF MIRAMAR</b> 13900 PEMBROKE ROAD 954-883-6804 MIRAMAR, FL 33027, Fax: 954-986-3098
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Units	Item #	Description	Unit Price	Extension
1.0		Nameplate Data: HP:500, RPM'S:3578, VOLTS:460, AMPS:534, MAKE:SIEMENS, TYPE:OGZ, PH/HZ:3/60, FRAME:5810, ENCL:TEFC, MISC.:MOTOR # 5, EQUIPMENT:3 PHASE MOTOR  PROVIDE FIELD SERVICE PERSONNEL & ALL EQUIPMENT REQUIRED ON SITE TO REMOVE THE MOTOR & TRANSPORT TO THE SHOP FOR THE NECESSARY REPAIRS . DISASSEMBLE & INSPECT ALL PARTS SAND BLAST ALL PARTS . STEAM CLEAN WINDINGS, DIP & BAKE . PERFORM SURGE COMPARISON TEST . INSPECT BABBITT BEARINGS CONDITION & REPORT . DYNAMICALLY BALANCE ROTOR . RE-ASSEMBLE MOTOR, PAINT, TEST, & RECORD ALL DATA . PROVIDE FIELD SERVICE PERSONNEL & ALL EQUIPMENT REQUIRED TO TRANSPORT THE MOTOR BACK TO SITE & RE-INSTALL .  PRICE IS BASED ON CITY OF MIAMI BEACH CONTRACT # 2016-048-JTB MT BREAK DOWN AS FOLLOWS : 120 MAN HRS X \$32.50 = \$ 3,900.00	5,550.00	5,550.00

Quotation valid for 30 calendar days  
from the above date.

Total is plus sales tax if applicable.

Based Upon Our Standard Terms And Conditions.

**TOTAL WITHOUT TAX/FRT**

Continued ...

**Approved By:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Signature Copy**

**CONDO ELECTRIC MOTOR REPAIR CORP**

3615 East 10th Court, P. O. BOX 3340

Hialeah, FL 33013

Phone: (305)-691-5400

Fax: (305)-693-9460

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**Job Quote**

Job Quote No.: 003137

Quote Date: 07/10/19

Page: 2

<b>Sold To:</b>	Customer Number: 179700 <b>CITY OF MIRAMAR</b> ATTN: ACCOUNTS PAYABLE 2300 CIVIC CENTER PLACE MIRAMAR, FL 33025, Contact: MARK ROBERTS Telephone: 954-967-1552 Fax: 954-986-3098	<b>Ship To:</b>	Ship To Number: <b>CITY OF MIRAMAR</b> 13900 PEMBROKE ROAD 954-883-6804 MIRAMAR, FL 33027, Fax: 954-986-3098
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Units	Item #	Description	Unit Price	Extension
1.0		SERVICE CREW MAN HOURS : 2MEN X 20HRS X \$32.50 =\$1,300.00 ITEMS AS FOLLOWS FROM STOCK : VARNISH MATERIAL =\$ 350.00  PROVIDE FILED SERVICE TECHNCIAN & ALL EQUIPMENT REQUIRED ON SITE TO PERFORM THE LASER ALIGNMENT & PROVIDE REPORT .  NOTE : THIS QUOTE DOES NOT INCLUDE ANY MACHINE WORK, IF ANY IS REQUIRED ADDITIONAL CHARGES MUST BE APPLIED & THE CUSTOMER WILL BE ADVISED AT THAT TIME .	1,200.00	1,200.00
1.0		IF NEEDED BEARINGS COST	2,960.00	2,960.00
2.0		IF NEEDED MACHINE & SLEEVE BEARING HSG .	750.00	1,500.00
2.0		IF NEEDED DRIVE END OIL GUARD .	2,415.00	4,830.00

Quotation valid for 30 calendar days  
from the above date.

Total is plus sales tax if applicable.

Based Upon Our Standard Terms And Conditions.

**TOTAL WITHOUT TAX/FRT****16,040.00**

Approved By: \_\_\_\_\_ Date: \_\_\_\_\_

**Signature Copy**

## **Martin, Brenda A.**

---

**From:** Martin, Brenda A.  
**Sent:** Tuesday, July 23, 2019 1:02 PM  
**To:** Charles, Darlene I.  
**Cc:** Ayum, Alicia; Adams, Alison  
**Subject:** RE: EMERGENCY PROCUREMENT DETERMINATION AND APPROVAL TAC  
**Attachments:** EMERGENCY PROCUREMENT DETERMINATION AND APPROVAL TAC.pdf

Approved! On the condition that it goes to Commission since it will go over the \$75,000 threshold.

Thank You,

Brenda Martin, MBA, JD  
Procurement Department  
City of Miramar | 2200 Civic Center Place, Bldg 'W'  
Miramar, Florida 33025  
O: 954.602.3311 | F: 954.602.3941 | bamartin@miramarfl.gov It's Right Here In Miramar... And So Are You!

Please consider the environment before printing this email.

Please note: Florida has a very broad public records law. Most written communications to or from City officials regarding city business are public records, and are available to the public and media upon request. Your email communications, including your email address, may therefore be subject to public disclosure. This message, together with any attachments, is intended only for the addressee. It may contain information which is legally privileged, confidential and exempt from public disclosure. If you have received this email in error, please notify the City of Miramar immediately by return email.

-----Original Message-----

**From:** Ayum, Alicia <aayum@miramarfl.gov>  
**Sent:** Tuesday, July 23, 2019 12:17 PM  
**To:** Martin, Brenda A. <bamartin@miramarfl.gov>  
**Cc:** Charles, Darlene I. <dicharles@miramarfl.gov>  
**Subject:** FW: EMERGENCY PROCUREMENT DETERMINATION AND APPROVAL TAC

Bren,  
Please review and advise if ok.

-----Original Message-----

**From:** Adams, Alison <aadams@miramarfl.gov>  
**Sent:** Tuesday, July 23, 2019 8:17 PM  
**To:** Adams, Alison <aadams@miramarfl.gov>; Charles, Darlene I. <dicharles@miramarfl.gov>; Ayum, Alicia <aayum@miramarfl.gov>  
**Subject:** EMERGENCY PROCUREMENT DETERMINATION AND APPROVAL TAC