



Legislation Text

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DATE: June 21, 2016

TO: Board of Mayor and Aldermen

FROM: Eric Stuckey, City Administrator
Russell Truell, Assistant City Administrator for Finance and Administration
Deborah Faulkner, Chief of Police
Brad Wilson, Facilities & Project Manager
Brian Wilcox, Purchasing Manager

SUBJECT:

Acknowledge report of emergency purchase of replacement of facility mechanical control system for Police Department headquarters ground floor from Thermatec, Inc. of Nashville in the total amount of \$56,869.00 for the Police Department

Purpose

The purpose of this memorandum is to report the emergency purchase of replacement of the facility mechanical control system for the Police Department headquarters ground floor from Thermatec, Inc. of Nashville in the total amount of \$56,869.00.

Background

The Police Department headquarters, which opened in 2010, has recently experienced sudden failures of various mechanical controllers. As the controllers are no longer being manufactured and thus cannot be replaced without replacing the communication to the mechanical systems they operate, staff is pursuing having the facility retrofitted floor by floor as necessary, starting with the ground floor. Parts that are still functional from the existing ground floor system will be saved and used to replace parts as needed on the other floors. The supplier and installer for the replacement mechanical control system, Thermatec, Inc. of Nashville, is the same vendor that provides maintenance of all existing mechanical controls at this City facility.

In lieu of executing a contract, the City has issued a purchase order to place the order for this purchase.

Regarding emergency purchases, Section K of the City's Purchasing Procedures provides as follows:

When in the judgment of the City Administrator, the Department Head or the Purchasing Manager there exists an emergency impinging on public health, safety or welfare and a purchase valued at or greater than \$10,000 is necessary, then the competitive purchasing provisions contained in this Purchasing Policy may be waived; provided, however, that if the emergency purchase is valued at or greater than \$25,000 it shall be reported to the Board of Mayor and Aldermen at its next scheduled meeting.

Financial Impact

This purchase, which will be allocated to the Police Department portion of the General Fund, was not specifically budgeted. However, staff anticipates that currently budgeted General Fund Police Department funding for FY2016 (if delivery is made by June 30, 2016) or proposed budgeted funding for FY2017 (if delivery is made after June 30, 2016) is or would be sufficient to cover this necessary expenditure.

Thermatec has indicated in writing that the quoted pricing represents the best pricing available at this time and for the foreseeable future for the quantities indicated.

Recommendation

Staff recommends that the Board of Mayor and Aldermen acknowledge receipt of this report of the emergency purchase of replacement of the facility mechanical control system for the Police Department headquarters ground floor from Thermatec, Inc. of Nashville in the total amount of \$56,869.00. Purchasing Manager Brian Wilcox is of the opinion that the staff recommendation appears to be made in a fair and impartial manner based upon the information available, and that the emergency purchase appears to be justified.