



Department of Public Utilities
Public Utilities Administration
Inter-Office Memorandum

DATE: July 10, 2023

FILE: PU-23-102

TO: George R. Keller, Jr. CPPT
City Manager

VIA: ^{DS}
^{AR} Adam Reichbach
Assistant City Manager for Finance and Administration

VIA: ^{DS}
^{AR} Gus Zambrano
Assistant City Manager for Sustainable Development

^{DS}
^{SS} **THRU:** Steve Stewart
Director, Procurement and Contract Compliance

^{DS}
^{VM} **FROM:** Vincent Morello, P.E.
Director, Public Utilities

SUBJECT: Recommendation to Approve the Execution of a Blanket Purchase Agreement with Environmental Products Group, Inc. (EPG) to provide parts, repair, and maintenance of four Vactor Trucks and a TV Truck in an amount up to \$100,000 during the period of July 1, 2023, to September 30, 2023. The Procurement Method used is Emergency.

ISSUE:

The Department of Public Utilities Underground and Stormwater Divisions have an urgent need for parts and repairs for four Vactor Trucks and one TV truck. The impending hurricane and wet weather season require that the existing equipment be prepared for rapid deployment. These vehicles are used for sewer and storm drain cleaning and inspection as well as the removal of blockages, sediment, and debris from sewer and storm drain lines to relieve clogging and prevent system overflows. The lack of this equipment poses a threat to the health and safety of the public.

AUTHORITY:

§ 38.41 COMPETITIVE SOLICITATIONS REQUIRED: EXCEPTIONS
(C)(1) Emergency purchases:

*In urgent cases of compelling emergency that require the immediate purchase of goods, supplies, materials, equipment or services, the CPO is authorized to secure, when possible, emergency goods, supplies, materials, equipment, or services by open market procedure. **All such emergency purchases must receive prior administrative approval except for the most urgent situations presenting a clear and present substantial threat to life or property where immediate action is required.***

Pursuant to Section 38.38 of the Procurement Code, the City Manager or designee will have authority to approve and execute contracts up to \$100,000.

Funding has been provided in the fiscal year 2023 budget for the Public Department in Account Numbers: Utilities

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RECOMMENDATION:

Authorize the Execution of a Blanket Purchase Agreement with Environmental Products Group, Inc. (EPG) for the provision of parts, repair, and maintenance of four Vector Trucks and a TV Truck in an amount up to \$100,000.

DocuSigned by:
George R. Keller Jr., CPPT
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7/17/2023

APPROVED BY: George R. Keller, Jr. CPPT
City Manager

Date:

Attachments: EPG Labor Rates
Risk Approved Certificate of Insurance
Envirosight Sole Source Letter