

HERNANDO COUNTY
NOTICE OF EMERGENCY PURCHASE

... make emergency purchases, but are required to complete this form. If the emergency occurs after normal duty hours, the emergency form and requisition shall be submitted to the Chief Procurement Officer the next business day.

Definitions:

Emergency: Any occurrence, or threat thereof, whether accidental, natural, or caused by man, in war or peace, which results or may result in substantial injury or harm to the population or substantial damage to or loss of property (section 252.34(3), Florida Statutes).

County Ordinance and Purchasing Policy and Procedures 060D:

Emergency. Any occurrence or set of circumstances involving actual or imminent physical trauma or property damage which demands immediate action.

Emergency work. Any work performed for the purpose of preventing or alleviating the physical trauma or property damage threatened or caused by an emergency.

Emergency purchase means a procurement of goods and/or services made in response to a requirement when the delay incident to complying with all governing rules, regulations, and/or procedures would be detrimental to the health, safety and welfare of the county and/or its citizens.

Vendor Name: Vortex Services
Address: 5910 Hartford Street, Tampa, FL 33619
Telephone No: (713) 750-9081
Email: rcallahan@vortexcompanies.com

DATE OF DECLARED EMERGENCY : 05 10 2023 ESTIMATED COST: \$ 60,000.00
Mo. Day Year

ACCOUNTING/FUND CITE: 1017-03231-5616311

BRIEF DESCRIPTION OF THE EMERGENCY: *The existing corrugated metal arch pipe (CMAP) situated circa 950 ft south of the intersection of Dogwood Estates Drive and Wallien Drive is corroded and threatening to compromise the integrity of the Wallien Drive foundation.*

EMERGENCY PURCHASE JUSTIFICATION (Please check below all that applies to this purchase and attach supporting documentation).

1. An immediate danger to the public (check all that applies :) health, safety, welfare, or other substantial loss to Hernando County, requires emergency action.
2. Describe the circumstances giving rise to the emergency action (additional documentation may be attached to this request if necessary): *The existing CMAP has rusted through in points.*
3. Describe the efforts to obtain pricing information from at least three vendors, or describe the increased immediate danger that would result from such efforts (additional documentation may be attached to this request if necessary): *The vendor stipulated above is able to do the work without closing Wallien Drive lanes.*

We recommend that competitive procurement be waived and that the service or material on the attached requisition be purchased as a sole source commodity. I certify that the information contained in this justification is accurate and complete.

Employee Requesting: *Donald S. Gacy* Date: 2023-05-10
(Signature)
Department Director/Manager: *D. [Signature]* Date: 5/10/23
(Signature)

Place this document in the emergency file and attach a copy to the Purchase Order/Credit Card Along with any back up documentation

Alisa Pike

From: Elaine Singer
Sent: Thursday, May 11, 2023 9:06 AM
To: Alisa Pike
Cc: Marie Warren
Subject: RE: EPO Request - Wallien Drive North Culvert Lining

Sorry, we've been in project review meeting since before 8.00. I've provided all answers below.

Thanks-

Elaine Singer

Finance Manager
Department of Public Works
1525 East Jefferson Street
Brooksville FL 34601
352.754.4060 (Main)
352.540.6443 (Direct)
elaines@hernandocounty.us



From: Alisa Pike <AlisaP@co.hernando.fl.us>
Sent: Thursday, May 11, 2023 8:11 AM
To: Elaine Singer <ElaineS@co.hernando.fl.us>
Cc: Marie Warren <MWarren@co.hernando.fl.us>
Subject: RE: EPO Request - Wallien Drive North Culvert Lining
Importance: High

Good morning,

I am trying to enter the EPO but have trouble locating the following:

- What is your APPROVAL GROUP? **AG190**
- In the SHIP TO field – there is no 03231 in the menu use **03071**
- Please confirm vendor # is 60739 **Yes**

Please advise.



Alisa Pike
Procurement Coordinator
Phone: 352-754-4020
Email:
alisap@co.hernando.fl.us
15470 Flight Path Drive
Brooksville, FL 34604
www.hernandocounty.us

From: Elaine Singer <ElaineS@co.hernando.fl.us>
Sent: Wednesday, May 10, 2023 4:37 PM
To: Carla Rossiter-Smith <CRossiter-Smith@co.hernando.fl.us>; Purchasing_Department <Purchasing_Dept@hernandocounty.us>; Alisa Pike <AlisaP@co.hernando.fl.us>
Cc: Todd Crosby <TCrosby@co.hernando.fl.us>; Donald Carey <dcarey@co.hernando.fl.us>; Marie Warren <MWarren@co.hernando.fl.us>
Subject: EPO Request - Wallien Drive North Culvert Lining
Importance: High

DPW is requesting the attached EPO request be processed to make essential repairs to a compromised culvert on Wallien Drive. Please contact Todd Crosby, Donald Carey or myself if you have questions regarding this request.

Elaine Singer
Finance Manager
Department of Public Works
1525 East Jefferson Street
Brooksville FL 34601
352.754.4060 (Main)
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