

Memorandum



Date: April 21, 2015

To: Honorable Chairman Jean Monestime
and Members, Board of County Commissioners

From: Carlos A. Gimenez
Mayor

A handwritten signature in black ink, appearing to read "Carlos A. Gimenez". The signature is fluid and cursive, written over the printed name.

Supplement to
Agenda Item No. 8F9

Subject: Supplement to Emergency Contract Award for Replacement of Cogeneration Units
(Legistar 150416)

This supplemental report is provided pursuant to Resolution R-454-13, which requires a written explanation for items not presented to the Board of County Commissioners (Board) for ratification within 120 days of an emergency being declared.

For both emergency contract awards before the Board for consideration, all efforts were made, as is the case with all emergency contract awards, to ensure that the 120-day ratification timeframe was met. In both cases, there were unforeseen delays in the processing of the items due to staff turnover and subsequent workload transitioning that occurred while the items were in the approval process.

More specifically, the emergency for the rehabilitation of secondary clarifiers item was initiated on November 4, 2014 and was presented to the Strategic Planning and Government Operations Committee within a few days after the 120-day deadline. The emergency for the cogeneration units was declared on July 23, 2014. As noted in the agenda item, it was necessary to proceed with the purchase prior to Board ratification. As such, the emergency contract was processed (i.e., a Purchase Order was issued to the vendor) in the internal system on July 30, 2014, which resulted in the item being closed in the system and therefore inadvertently resulted in delaying the preparation of the Board item requesting ratification of the emergency purchase. Staff has been reminded of the importance of meeting this deadline going forward.

A handwritten signature in black ink, appearing to read "Jack Osterholt". The signature is fluid and cursive, written over a horizontal line.

Jack Osterholt
Deputy Mayor