



STAFF REPORT

Regular City Commission Meeting

July 11, 2024

To: Elected Officials

From: Dale L. Martin, City Manager

Date: July 11, 2024

Item Name: Proposed Resolution 2024-41, a Resolution by the City of Flagler Beach, Florida, approving a Sole Source Purchase from Wapro, Inc. in the amount of \$128,940 for seventeen (17) in-line Stormwater Check Valves, and approving a budget amendment to move the funds to cover the expense, providing for conflict and effective date.

Background: At a February, 2023, meeting, the City Commission directed staff to replace and or install stormwater valves at all out-fall locations. The specific valves that fit City infrastructure are manufactured in Europe and not available through another vendor. Section 2-302 (d) & (e) of the Code of Ordinance regulates how Sole Source purchases are to be approved:

- **Sec. 2-302. - Objectives.**

(d) Sole source vendors. Subject to the approval of the city commission and/or the city manager.

(1) A vendor may be declared a sole source if the department head provides written documentation to the city manager stating that this is the only vendor which can fill the needs of his department. A sole source vendor for purchases over twenty thousand dollars (\$20,000.00) can only be approved by the city commission.

(2) A vendor may be declared a sole source by a department head through written documentation to the city manager stating that this vendor's product, service or price exceeds that of the competition. If the evaluation is based on price, it must be limited to items which are purchased regularly. In addition, the department head must provide a price quote sheet documenting the cost of competing vendors.

The approval by the city manager of a vendor as an evaluated sole source is limited to a time period not to exceed six (6) months. Should the quality of material, service, or price change during the six-month period the sole source classification for that vendor will be immediately lifted.

(e) Purchases may be made from the State of Florida contract, federal general services administration contracts, university contracts, or other recognized governmental units without competitive bidding. Permission for purchases over twenty thousand dollars (\$20,000.00) must be approved by the city commission.

(Ord. No. 92-9, §§ 1, 2, 5-14-92; Ord. No. 2008-04, § 3, 4-24-08)

Since this purchase is over the \$20,000 threshold authority for City Manager approval, this request must be approved by the City Commission.

A budget amendment is required to support this effort.

Fiscal Impact: \$128,940 Budget amendment to move the funds from Stormwater Reserves (405.3800.38901) to Stormwater Capital Equipment (405.5391.606300.566).

Staff Recommendation: Staff recommends approval of proposed Resolution 2024-41.

Attachments: Estimate from Wapro, Inc.
Proposed Resolution 2024-41