



# CITY OF ORLANDO

## EMERGENCY PROCUREMENT REQUEST FORM

<b>Date:</b>	
<b>TO:</b>	David Billingsley, CPSM, C.P.M. Chief Procurement Officer
<b>FROM:</b>	<b>Scherman Davis</b>
<b>SUBJECT:</b>	Emergency Procurement Request, Requisition # _____

Reference is made to Chapter 7, Purchasing Code, Emergency Procurement, 7.21. Use this form to document that a procurement was initiated on the basis of an emergency. This form shall become part of the procurement file, which is subject to review. Use back of this sheet if additional space is needed.

1. Date of Emergency: 9/29/22 / Estimate or Invoice Amount \$: 246,190<sup>00</sup>
2. A Full Written Determination of the Basis of the Emergency (attach additional documentation if needed):  
Due to hurricane all four pumps on Phase II went out, temporary pumps brought in, in order to buy time for replacement to keep plant in operation. Emergency order was placed.
3. Description of Product or Services Provided: \_\_\_\_\_  
4 45 hp 3/460v Flygt pumps to replace hurricane Ian damage ones
4. Contractor Selected: Xylem (FLYGT)
5. Why was this vendor selected to provide the goods or services? \_\_\_\_\_  
Existing system(OEM) and vendor has distribution rights
6. Provide copy of invoice for emergency work performed (as well as any quotes received).

To the best of my knowledge, the foregoing summary for the product or service sought by the requesting department meets all of the criteria for an emergency procurement.

### DIVISION MANAGER

Paul Deuel  
Printed Name  
Paul Deuel 09/26/23  
Signature Date

### DEPARTMENT DIRECTOR

COREY K. WILKINS  
Printed Name  
[Signature] 9/26/2023  
Signature Date