

From: [City of Ocala - Contracting Officer](#)
To: [John King](#); [Shayatta J. Roberts](#); [Daphne Robinson](#); [Megan Dugan](#); [Contracts](#); [Eileen M. Marquez](#); [Louis Joseph](#); [Ashley Presley](#); [David C. Williams](#); [Patricia Lewis](#)
Subject: Your policy exception has been approved.
Date: Thursday, March 19, 2026 4:38:56 PM

Your policy exception has been **approved**.

Approval Comments: drobinson@ocalafl.org

Pursuant to Procurement Policy PRO-060, goods or services with an aggregate contract value of \$50,001 are to be procured by a publicly advertised competitive solicitation process unless waived by the Procurement and Contracting Officer in response to the using Department's exception request. Pursuant to Procurement Policy PRO-070, the purchase of goods and services outside of competitive requirements may be authorized on an emergency basis by the Contracting Officer where: (1) there is an unforeseen or unanticipated urgent and immediate need; and (2) compelling the utilization of standard procurement procedures would either hinder the protection of public property, result in the disruption of essential City operations, and/or result in the City suffering a sufficient loss. The Director of the Fleet and Facilities Department has submitted a well-supported exception request which details that essential City operations (Ocala Fire Rescue's ability to protect life and property) could be disrupted unless the emergency purchase of these repair services is authorized.

Additionally, without a functioning fire rescue tower, the City of Ocala will be unable to maintain its Insurance Services Office ("ISO") rating.

Facilities has completed an informal quoting process to obtain competitive pricing for both refurbishment and powertrain replacement services. Quotes for refurbishment services were obtained from: (1) On Scene Repairs & Maintenance (\$7,088.31); (2) Ten-8 Fire & Safety (\$9,030.71); and (3) Matheny Fire & Emergency (\$5,423.46). The lowest responsive bidder, Matheny Fire & Emergency was deemed ineligible because they are unable to provide the necessary swivel kit. Accordingly, proceeding with On Scene Repairs & Maintenance would afford the City best value.

Quotes for replacement of the powertrain were obtained from: (1) Ocala Freightliner (\$90,303); (2) Cummins (\$115,259); and (3) Matheny Fire & Emergency (\$120,506). Proceeding with the lowest responsive bidder, Ocala Freightliner, will afford the City best value. The Procurement & Contracting Officer has obtained written authorization from City Manager, Peter Lee, to proceed with this emergency procurement. THIS

PURCHASE WILL BE SUBJECT TO INTERNAL AUDIT REVIEW AND MUST BE CALENDARED AS AN AGENDA ITEM ON THE NEXT AVAILABLE CITY COUNCIL AGENDA. THE TERMS AND CONDITIONS ON THE QUOTE HAVE BEEN REVIEWED. PLEASE ISSUE A REQUISITION SO THAT INDIVIDUAL PURCHASE ORDERS CAN BE ISSUED FOR THESE SERVICES. ENSURE A COPY OF THIS APPROVAL IS ATTACHED TO THE REQUISITIONS AND THE INFORMATIONAL AGENDA ITEM.



Procurement/Contract/P-Card Exception

Select exception type:

Procurement

Reason for procurement exception:

Emergency Purchase

Enter a brief description of your exception request:

Fleet Management requests approval for an emergency exception to standard procurement procedures, authorizing immediate repairs to Fire Rescue Tower One.

Justification for Emergency Exception

Fire Rescue Tower #1 is presently out of service and in need of extensive mechanical repairs, specifically powertrain replacement and refurbishment of the waterway system. Ordinarily, these repairs would proceed according to established procurement timelines; however, current operational circumstances pose an immediate and unacceptable risk.

The urgency of this situation is intensified by the fact that Ladder #3 is also undergoing major repairs, resulting in the Fire Department being without two key aerial apparatus units. The simultaneous unavailability of Tower #1 and Ladder #3 substantially reduces the City's fire suppression and rescue capabilities, introducing significant public safety concerns and limiting the City's capacity to respond effectively to high-risk incidents. Please refer to the attached correspondence from Fire Chief Clint Welborn for additional details.

Summary

To maintain fiscal responsibility, Fleet Management has secured three competitive quotes for the required repairs despite the urgent nature of the request. These quotes encompass the complete scope of work, including:

- Powertrain replacement, with all associated labor and component expenses
- Waterway system refurbishment

The quotations confirm that the proposed pricing is reasonable and consistent with current market standards.

In light of the operational exigency and Tower One's essential role in Fire Rescue operations, Fleet Management seeks approval for an emergency procurement exception to proceed immediately with the selected vendors (Freightliner and On Scene) for repairs.

Attach all documents related to the exception that can assist the Contracting Officer's decision.

[05-194.jpg](#)

[Tower 1 Engine quotes.pdf](#)

[Tower 1 Waterway quotes.pdf](#)

[Fire Chief Tower_1 Email - Outlook.pdf](#)

[Policy Exception - Fire Rescue Tower_1_1935.docx](#)

Department

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