

**From:** [John King](#)  
**To:** [Daphne Robinson](#)  
**Cc:** [Christina M. Guy](#)  
**Subject:** FW: Emergency Purchase Request (FAC) - Cummins Portable Generators  
**Date:** Friday, February 14, 2025 12:27:52 PM  
**Attachments:** [image001.png](#)

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This one provides approval for purchase.

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**From:** Ken Whitehead <[kwhitehead@ocalafl.gov](mailto:kwhitehead@ocalafl.gov)>  
**Sent:** Thursday, February 13, 2025 11:41 AM  
**To:** Daphne Robinson <[drobinson@ocalafl.gov](mailto:drobinson@ocalafl.gov)>  
**Cc:** Peter Lee <[PLee@ocalafl.gov](mailto:PLee@ocalafl.gov)>; Ken Whitehead <[kwhitehead@ocalafl.gov](mailto:kwhitehead@ocalafl.gov)>; Sean Lanier <[SLanier@ocalafl.gov](mailto:SLanier@ocalafl.gov)>; Janice Mitchell <[jmitchell@ocalafl.gov](mailto:jmitchell@ocalafl.gov)>; Christopher Watt <[CWatt@ocalafl.gov](mailto:CWatt@ocalafl.gov)>; John King <[JKing@ocalafl.gov](mailto:JKing@ocalafl.gov)>  
**Subject:** FW: Emergency Purchase Request (FAC) - Cummins Portable Generators

The first generator for LS 91 (behind the Sam's Club) is approved for emergency purchase since we have no functioning generator there right now and no portable generator that can handle the volume. The second generator will not be available after February 2025 due to high demand for large generators and is approved for emergency purchase as well. We need this generator as a back up to Well No. 6 at WTP #2 which is utilized consistently now as result of higher demand and frequent low pressure issues. Well No. 6 was previously a back up well.

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**From:** Daphne Robinson <[drobinson@ocalafl.gov](mailto:drobinson@ocalafl.gov)>  
**Sent:** Thursday, February 13, 2025 10:32 AM  
**To:** Ken Whitehead <[kwhitehead@ocalafl.gov](mailto:kwhitehead@ocalafl.gov)>  
**Cc:** Shayatta J. Roberts <[SJRoberts@ocalafl.gov](mailto:SJRoberts@ocalafl.gov)>; Louis Joseph <[LJoseph@ocalafl.gov](mailto:LJoseph@ocalafl.gov)>; John King <[JKing@ocalafl.gov](mailto:JKing@ocalafl.gov)>; Christina M. Guy <[cguy@ocalafl.gov](mailto:cguy@ocalafl.gov)>  
**Subject:** RE: Emergency Purchase Request (FAC) - Cummins Portable Generators

Ken,

I am following up on this request from Monday. Please let us know if you are willing to authorize the emergency purchase of \$594,416.

Once I have heard back I will process the pending exception request and Facilities will place the purchase on the next Council agenda as an informational item.



**Daphne M. Robinson, Esq., NIGP-CPP**  
Procurement and Contracting Officer  
Director, Procurement & Contracting

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Visit us on the web at [www.bidocala.com](http://www.bidocala.com)

**From:** Daphne Robinson

**Sent:** Monday, February 10, 2025 7:36 AM

**To:** Ken Whitehead <[kwhitehead@ocalafl.gov](mailto:kwhitehead@ocalafl.gov)>

**Cc:** Shayatta J. Roberts <[SJRoberts@ocalafl.gov](mailto:SJRoberts@ocalafl.gov)>; Louis Joseph <[LJoseph@ocalafl.gov](mailto:LJoseph@ocalafl.gov)>; John King <[JKing@ocalafl.gov](mailto:JKing@ocalafl.gov)>; Christina M. Guy <[cguy@ocalafl.gov](mailto:cguy@ocalafl.gov)>

**Subject:** Emergency Purchase Request (FAC) - Cummins Portable Generators

Good morning,

Procurement has received an exception request seeking authorization to make an emergency purchase of two portable Cummins generators under Sourcewell Contract No. 092222-CMM. The total purchase price for the two generators is \$594,416.

Item	Description	Qty
1	500kW Mobile Pre-configured Genset-Rental C500D6RE-A067D241 500kW Trailer Mounted Mobile Pre-configured Genset - Rental – Cummins U.S. EPA, Nonroad (Portable) Application Duty Rating-Prime Power (PRP) Emissions-Compliance EPA Tier 4 Final Certified Voltage 208-480 Variable Alternator-60Hz, 208/416-240/480 Volt, 125/80C Standby/Prime Electric Brake Trailer Pintle Hitch UN31A Certified Fuel Tank Generator Set Control-Power Command 3.3 Distribution Panel-Rental Barrel Lug Connection Coolant Heater Packaging-Cummins Power Generation Genset Warranty-Industrial Mobile Base, Prime 3 Years/3000 hours Battery Charger-Rental Engine Coolant-60% Antifreeze, 40% Water Mixture Cam Lock Distribution Panel-U.S. Rental Auxiliary DEF Connections	2

**QUOTE TOTAL: \$ 594,416.00**

Contract Number 092222-CMM

Quote value does not include any tax.

Pursuant to Procurement Policy PRO-070, emergency purchases may be authorized 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 hinder the protection of public property, result in the disruption of essential City operations, and/or result in the City suffering a sufficient loss.

### ARTICLE III. EMERGENCY AND CRITICAL PROCUREMENTS

A. **Definition of Emergency.** For the purposes of this Section, an "Emergency" sufficient to justify a non-competitive procurement shall exist where there is an unforeseen or unanticipated urgent and immediate need for goods or services where compelling the utilization of standard competitive procurement procedures would:

1. hinder the deterrence of an imminent threat to public health, safety, or welfare;
2. hinder the protection or preservation of public property;
3. result in the disruption of essential City operations; and/or
4. result in the City suffering a sufficient loss.

As required, Facilities has completed an Exception Request for the emergency purchase. Pricing is competitive as it is based on a cooperative purchasing agreement publicly solicited through Sourcewell where there were fifty-one (51) interested proposers, ten (10) of whom submitted proposals, and Cummins was one of five awarded vendors:

Submission Date: Feb 7, 2025 1:55 PM

Select exception type: Procurement

Reason for procurement exception: Emergency Purchase

Enter a brief description of your exception request: Fleet must urgently purchase two portable generators for Water Resources to power two lift stations. Without these generators, catastrophic damage could occur. Upon approval, Fleet can receive the generators within two weeks. The purchase is quoted under Sourcewell Contract 092229-CMM. Immediate approval is requested to prevent potential system failures.

Attach all documents related to the exception that can assist the Contracting Officer's decision: Q-361202-20250203-1042- Ocala Fleet Portables- 500KW.pdf

Facilities would like to make this purchase now (as opposed to waiting until the next cycle to take the purchase to Council) so that they can have the generators within two weeks' time to avoid catastrophic damage. In accordance with Procurement Policy PRO-070, before approving such a request, I am required to obtain **written** authorization from the City Manager's Office where an emergency purchase will exceed \$50,000. If approved, the purchase will be subject to internal audit review and must be calendared as an agenda item on the next available City Council agenda.

The Procurement and Contracting Officer shall provide written authorization for emergency procurement of the equipment, supplies, goods, or services outside of standard or competitive procurement requirements. Determination of an emergency is in the sole discretion of the City Manager and Procurement and Contracting Officer.

- (a) **Emergency Purchases Valued at \$50,000 or Less:** Properly documented and justified emergency procurements valued at \$50,000 or less must be authorized by the City Manager or his/her designee in writing and must be calendared as an informational item at the next available City Council meeting.
- (b) **Emergency Purchases Valued at \$50,000 or More:** Properly documented and justified emergency procurements valued at \$50,001 or more must be authorized by the City Manager or his/her designee in writing. Emergency Purchases that exceed \$50,001 are subject to internal audit review and shall be calendared as an agenda item on the next available City Council agenda.

**Please respond to this email and advise whether we have your authority to proceed with this emergency purchase.** A copy of this email will be placed in the procurement file for auditing purposes.



**Daphne M. Robinson, Esq., NIGP-CPP**  
Procurement and Contracting Officer  
Director, Procurement & Contracting

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