

From: [City of Ocala - Contracting Officer](#)
To: [Christina M. Guy](#); [Michelle Brooker](#); [Patricia Lewis](#); [Shavatta J. Roberts](#); [Daphne Robinson](#); [Laitishia Crutchfield](#)
Subject: Your policy exception has been approved.
Date: Friday, February 14, 2025 1:03:19 PM

Your policy exception has been **approved**.

Approval Comments: drobinson@ocalafl.org

This exception is approved for emergency purchase of two generators from Cummins under Sourcwell Contract 092222-CMM. As a political subdivision of the state of Florida, the City of Ocala qualifies as an eligible user of Sourcwell cooperative purchasing agreements, more specifically, Sourcwell Cooperative Purchasing Agreement 092222-CMM. The products offered under Sourcwell Contract No. 092222 have been competitively solicited by Sourcwell, a State of Minnesota agency and service cooperative, and evaluated and determined by the City's Procurement Department to be cost effective and to afford City best value. 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. 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 Sourcwell where there were fifty-one (51) interested proposers, ten (10) of whom submitted proposals, and Cummins was one of five awarded vendors. 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, the Procurement and Contracting Officer obtained written authorization from Assistant City Manager, Ken Whitehead, on February 13, 2025. 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 AND MODIFIED FOR CONFORMITY TO THE CITY'S REQUIREMENTS. FACILITIES HAS OBTAINED THE VENDOR'S APPROVAL OF OUR REDLINES. PLEASE ENSURE THE AMENDED VERSION OF THE QUOTE WITH THE NEW LANGUAGE IS ATTACHED TO THE REQUISITION.



Procurement/Contract/P-Card Exception

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 092222-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](#)

Department

(FLT) FLEET

Requestor Name

Christina Guy

Requestor Email

CGuy@ocalafl.gov

Phone number

(352) 351-6680

Courtesy Copy Email 1

JKing@ocalafl.gov

Who authorized requesting this exception?

John King