

Procurement Summary Memorandum

Date: February 3, 2023

Subject: Procurement Justification and Summary of Sylvester Excavating Inc for Emergency Repairs/Directional Tunneling for Water and Sanitary Sewer Performed

Rationale for the Method of Procurement: "Sylvester" was directly solicited to perform emergency repairs needed to facilitate the restoration of potable water distribution and wastewater collection systems. The emergency nature of the required repairs did not allow for solicitation of multiple quotes. In the interests public health and safety, Sylvester was contacted and provided a quote to perform the required emergency work.

Contractor Selected: Sylvester was directly solicited as it is a known commodity to the City having previously performed similar emergency repairs as time was of the essence..

Contract Type: Purchase Order with a fixed Not-to-Exceed, FEMA clauses appended. Sylvester was directed to perform emergency work only and that permanent restoration was not included within the purchase order scope..

Explanation of Contract Price: . Sylvester provided separate quotes for the sanitary sewer repairs (\$147,840.00) and potable watermain repairs (\$36,300.00) for a total of \$184,140.00.