

Non-Competitive Procurement Summary Memorandum

Date: March 31, 2023

Subject: Procurement Justification of Petroleum Maintenance and Service (PMS) to connect a generator to the City fueling system.

**Rationale for the Method of Procurement:** The City communicated directly with PMS to perform necessary emergency generator connections immediately following Hurricane Ian. The post-disaster condition of the City required expedited services to allow for emergency operations and recovery efforts to be possible. Lack of power and fuel presented a direct threat to the health and safety of the public and first responders, and so an exigent procurement was vital. PMS is a known vendor to the City having successfully performed fuel system work on the City's behalf in recent years.

**Contractor Selected:** Petroleum Maintenance and Service (PMS)

**Contract Type:** Purchase Order/Requisition with FEMA Clauses Appended, containing a fixed not-to-exceed (NTE) cost.

**Explanation of Contract Price:** On October 4<sup>th</sup>, 2022, at the request of the City, PMS provided a cost of \$2,000.00 to perform emergency fuel system repairs at the Pan American facility.