



MEMORANDUM

Date: August 6, 2025

To: Honorable Mayor and Commissioners

Via: Brian L. Barroso
City Manager

From: Matt Willman
Utilities Director

Subject: Approval and Ratification of Pump Procurement via Sheriff's Contract

Introduction

The purpose of this memorandum is to document the verbal authorization received from the Finance Director and City Manager for the procurement of trailer-mounted pumps from BBA Pumps Inc. prior to the City Commission's formal ratification.

Background

In preparation for hurricane season and to enhance the City's emergency response capabilities, staff identified a need for portable, high-capacity pumps. The equipment will be used to support dewatering and sewage management operations in the event of extreme weather events.

Procurement

Pursuant to purchasing Code 2-796 relating to Competitive Bidding, "All purchases of commodities and contractual services when the estimated total cost thereof shall exceed \$50,000.00 shall be awarded by the city commission through the process of competitive, sealed bidding or competitive request for proposals except as otherwise provided in this division."

Additionally, pursuant to purchasing Code 2-797(3) relating to Competitive Bidding Exemption, "The following are exempt from the requirements of formal competitive procurement:

Purchases and acquisitions under contracts of federal government, the state or its political subdivisions, and governmental purchasing cooperative programs. All purchases of commodities or contractual services under the provisions of local, state, federal or governmental purchasing cooperative purchasing contracts

shall be exempt from the competitive procurement requirements, provided that the following criteria are all satisfied:

- A. The terms and conditions of the original contract by the federal, state or local government, other than the city, are satisfactory to the city and such terms and conditions are expressly extended to other municipalities pursuant to the bid documents or by the original successful bidder.
- B. The purchasing agent has performed an informal solicitation to determine if the prices of the original contract are fair and reasonable and to ensure local vendors have an opportunity to compete.
- C. The city commission authorizes such procurement when the cost of the commodities or contractual services exceeds \$50,000.00.

In this case, the Sheriff's Association is the cooperative agency who processed the bid documents deriving from BA150E, whereas BBA Pumps Inc has been the selected vendor to fulfil the equipment requirements of the Utilities Department.

After a good faith review, this memorandum confirms that the contract pricing, terms and conditions (BA150E) are fair and reasonable and that no local vendor could provided the requested items at the discount provided.

Recommendation

It is recommended that the City Commission formally ratify the purchase of the BA150E Trailer Pump Package from BBA Pumps Inc. This acquisition will strengthen the City's emergency response resources and is in alignment with preparedness planning and infrastructure resiliency goals.

Exhibits:

Exhibit A – BBA Pumps Inc. – Product Specifications for BA150E Trailer Pump Package

Exhibit B - Sheriff's Association Contract Documentation (Available upon request)

Exhibit C – Verbal Authorization Summary from Finance Director and City Manager

X 

Brian L. Barroso
City Manager

X 

Lucas Torres-Bull
Procurement Manager