

28. Report of an Emergency Purchase Order (EPO) for fire alarm inspection, testing and repair services, with Signature Systems of Florida, Inc. Casselberry (Not-to-Exceed \$45,000.00).

The issuance of an Emergency Purchase Order was required to ensure coverage and protection while the new bid IFB-3080-03/GMG is processed and a contract is executed. The opening date of this procurement is January 14, 2004. Immediate action was imperative to avoid possible failure of critical building fire alarm systems; therefore an Emergency Purchase Order was issued.

In accordance with Chapter 220, sec 220.41, an emergency procurement may be processed when it is necessary to maintain vital services. Emergency Purchase Order #20040664 was issued to Signature Systems of Florida, Inc., Casselberry, in the amount of \$45,000.00 on December 16, 2003 to protect County property and life, health, safety and welfare of the community.

TAX EXEMPTION NUMBERS

FLORIDA SALES: 69-11-033995-53C
FEDERAL SALES/USE: 59-74-0013K

Board of County Commissioners
Seminole County, Florida
PURCHASE ORDER

P.O. NUMBER: 20040664

NOTE: ALL PACKING SLIPS, INVOICES & CORRESPONDENCE
MUST REFERENCE THIS PURCHASE ORDER NUMBER.

SHIP

WILL CALL FOR SERVICE.

VENDOR

SIGNATURE SYSTEMS OF FLORIDA INC
150 WILSHIRE BLVD
CASSELBERRY FL, 32707

**Emergency
Purchase Order**

TYPE OF ORDER

28

ORDER DATE

12/16/03

REQ. NUMBER

2400768

BUYER

GARCIA

BID NUMBER

VENDOR NUMBER

071706

DEPT/DIV COST CENTER

010560

PROJECT NUMBER

FOR INQUIRIES REGARDING THIS ORDER, CONTACT:


FISCAL SERVICES DEPARTMENT - PURCHASING DIVISION
1101 E. 1st STREET - COUNTY SERVICES BLDG. - RM. #3208
SANFORD, FLORIDA 32771
PHONE: (407) 665-7116 / FAX: (407) 665-7956

VENDOR PHONE # 407-644-8990

TERMS NET 30

NO. OF CALENDAR DAYS FOR DELIVERY A.R.O.

WARRANTY

ITEM #	QUANTITY	UNIT	ITEM DESCRIPTION	UNIT PRICE	EXTENDED PRICE
001	1.00	EAC	E.P.O. FOR FIRE AND BURGLAR ALARM MONITORING, REPAIR AND TESTING.	45000.0000	45,000.00
				40,000.00	
010560 53034000				2,500.00	
010563 53034000				2,500.00	
010567 53034000					

REQUESTING
DEPT/DIV

FACILITIES MAINT - 001

CONTACT
PERSON

fmpj01

TOTAL AMOUNT \$ 45,000.00

ALL SHIPMENTS ARE CONSIDERED TO BE PREPAID, F.O.B. DESTINATION, INSIDE DELIVERY, UNLESS OTHERWISE AGREED UPON PRIOR TO SHIPMENT AND SO INDICATED ABOVE.
C.O.D. SHIPMENTS CANNOT BE ACCEPTED. THIS ORDER IS SUBJECT TO THE TERMS & CONDITIONS ON THE REVERSE SIDE OF THIS ORDER.

SUBMIT ALL INVOICES IN DUPLICATE TO:

CLERK - B.C.C. FINANCE DIVISION

POST OFFICE BOX 8080

SANFORD, FL 32772-0869

Accts. Payable Inquiries - Phone (407) 665-7681

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PURCHASING

PURCHASING DIVISION - AUTHORIZED SIGNATURE

for: SEMINOLE COUNTY BOARD OF COUNTY COMMISSIONERS

**SEMINOLE COUNTY
PURCHASING DIVISION
EMERGENCY PURCHASE DATA SHEET**

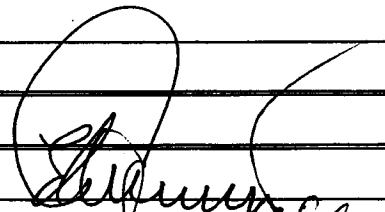
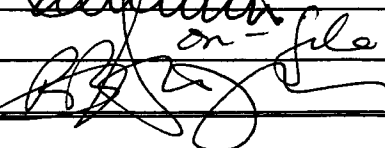
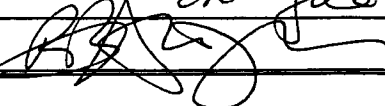
2003 DEC 16 PM 4:19

Date Requested: 12/16/03	Requestor Al Mitchell Ext. #5280
Requisition No.: 2400768	Dept./Div.: Admin. Ser./Fac. Mtnc.
Purchase Order No.:	Amount of Purchase: \$ 45,000

Equipment/Facility Requiring Emergency Action:
Fire alarm inspection, testing and repair services (life-safety).
What occurrence caused the emergency? We have been piggy-backing on a City of Orlando contract for these services since June 2001. However, in September 2003, a review of this contract indicates that the piggyback
Consequences, if not handled as an emergency:
Unless an EPO is approved there will be no instrument in place to request and pay for fire alarm services and repair, causing possible failure of critical building fire alarm systems, a life-safety issue.

Names of companies contacted and their quotations:		
Company Name	Person Contacted	Amount Quoted
1. Signature Systems	Phil Lutes	\$ 45,000
2.		\$
3.		\$

Reason(s) for not obtaining competitive quotes:
Going out for bid - new contract for fire alarm system.

Requesting Division Signature: 	Date: 16 Dec 03
Requesting Department Signature: 	Date: on-file
Purchasing Authorization: 	Date: 12/16/03

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Emergency Purchase Data Sheet
Req. #2400768

What occurrence caused the emergency?

is inappropriate, requiring us to initiate a new bid package. The new package (IFB) is due January 7, 2004.

As an interim bridge between the old contract and the new contract, we requested a BPO (\$10,000) to cover costs of services. However, this amount has almost been entirely expended. The Purchasing code does not authorize an additional BPO to cover costs until the new contract is in place, possibly 6-8 weeks.

Waiting for revised
paperwork.

Def 12/15/03
4:20 PM

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28

R E Q U I S I T I O N

BUYER pogg01

REQUESTED 12/10/03
BY FACILITIES MAINT - 00100

REQUIRED
CONTACT fmpj01

2004/0664
SECT/FUND 010560

APPROVED 12/15/03

AWARDED

GLORIA - THE EMERGENCY PURCHASE
DATA SHEET IS IN THE MAIL - PAULA

ITEM	VENDOR VEND PROD NO COMMODITY NO	QUANTITY UNIT MEASURE UNIT PRICE	EXTEND PRICE	TAX FREIGHT	TOTAL PRICE
1	071706	SIGNATURE SY EACH	1.00 50,000.00	50,000.00 .00 .00	50,000.00

E.P.O. FOR FIRE AND BURGLAR ALARM
MONITORING, REPAIR AND TESTING.

010560	53034000	45,000.00
010563	53034000	2,500.00
010567	53034000	2,500.00

REQUISITION TOTAL ~~50,000.00~~

45,000.-

Gloria