



## Cover Memorandum/Staff Report

File #: 25-284

Agenda Date: 3/11/2025

Item #: 6.E.

**TO: Mayor and Commissioners**  
**FROM: Ron Martin, Fire Chief**  
**THROUGH: Terrence R. Moore, ICMA-CM, City Manager**  
**DATE: March 11, 2025**

APPROVAL OF ADDITIONAL SPENDING TO SOLE SOURCE CONTRACT NO. SS2022-015 WITH EMSAR INC. FOR PARTS & REPAIRS IN THE AMOUNT OF \$25,000 ANNUALLY, FOR A REVISED AGREEMENT AMOUNT OF \$93,315

**Recommended Action:**

Motion to approve additional spending, for Sole Source Agreement 2022-015 with Emsar for parts and repairs services in the amount of \$25,000 per year increasing the total annual contract amount from \$6,105 to \$31,105.

**Background:**

On February 28, 2022, the City entered into an Agreement with EMSAR Inc., under Sole Source Contract No. SS2022-015, for an initial three (3) year term with three (3) one (1) year renewals, at an annual cost of \$6,105. While the contract does include both biannual maintenance and parts, the existing funded amount covers only the cost of the biannual maintenance service. Additional funding of \$25,000 per year is requested to cover parts and repairs, ensuring that critical Fire Department equipment remains operational and compliant with safety standards.

The requested contract value is as follows:

Contract Term	Amount
March 11, 2025, Through February 27, 2026	\$31, 105
February 28, 2026, Through February 27, 2027	\$31,105
February 28, 2027 Through February 27, 2028	\$31,105
<b>TOTAL</b>	<b>\$93,315</b>

This request is in accordance with Chapter 36 of the City's Code of Ordinances, "Commission Approval Required," and the City's Purchasing Policies. The cost for these additional repairs and parts will be funded through the Fire Department's approved budget and included in future budget allocations as necessary.

**City Attorney Review:**

N/A

**Funding Source/Financial Impact:**

001-22-150-526.46-15 Equipment Maintenance

**Timing of Request:**

This is a high priority item.