



## THE CITY OF KEY WEST

Post Office Box 1409 Key West, FL 33041-1409 (305) 809-3700

MEMORANDUM

### EXECUTIVE SUMMARY

**TO:** Community Redevelopment Agency

**FROM:** Karen Olson

**DATE:** April 1, 2016

**SUBJECT:** Fuel Dispenser Replacement – Key West Historic Seaport

#### **ACTION STATEMENT:**

Approving the award for Invitation to Bid (ITB) #017-16 – Fuel Dispenser Replacement – Key West Historic Seaport to Adams Tank & Lift, Inc., authorize the City Manager to execute the contract in the amount of \$74,995 and authorize any necessary budget transfers. Waiving Key West Code Section 2-845 authorizing the City Manager to allocate the General Allowance as necessary.

#### **BACKGROUND:**

The Key West Historic Seaport installed the existing fuel dispensers in 2006 after Hurricane Wilma severely damaged the digital type standard fuel pump units installed in 2004. These dispensers are a manual type marine fuel pump unit which is more compatible with our corrosive environment.

The existing units are becoming obsolete and many of the parts are no longer manufactured requiring existing parts to be refurbished and reused which has become costly.

The Key West Bight Board approved this item April 13, 2016.

#### **PURPOSE & JUSTIFICATION:**

Over the past three years upwards of \$3,000/year has been spent maintaining and repairing these units. This project will provide the Key West Bight and Ferry Terminal with new state of the art digital type marine fuel pump units.

ITB #017-16 was advertised on February 28, 2016 seeking bids from qualified individuals or firms for fuel dispenser installation. Bids were received on March 30, 2016 with Adams Tank & Lift, Inc. the sole respondent.

*Key to the Caribbean – Average yearly temperature 77° F.*

Adams Tank & Lift, Inc. proposal was reviewed by Seaport staff and determined to be responsive to the ITB.

The request for waiver of Key West Code Section 2-845 is to cover any unforeseen conditions that may arise. An allowance of \$3,500 is allowed by code section 2-771 with City Manager approval. With the intricate electrical, data and plumbing components of this project staff is recommending an additional \$1,500 for a total General Allowance of \$5,000 be approved. The \$5,000.00 allowance will not be paid out unless needed for unforeseen conditions.

**RECOMMENDATION:**

Staff recommends approving the award for Invitation to Bid (ITB) #017-16 – Fuel Dispenser Replacement – Key West Historic Seaport to Adams Tank & Lift, Inc., authorize the City Manager to execute the contract in the amount of \$74,995 and authorize any necessary budget transfers/amendments. Waiving Key West Code Section 2-845 authorizing the City Manager to allocate the General Allowance as necessary.

**FINANCIAL IMPACT:**

Funds in the amount of \$64,995 will be used from the Key West Bight Marinas Machinery & Equipment Fund account #405-7503-575-6400 and Key West Bight Ferry Terminal Machinery & Equipment Fund account #405-7506-575-6400 in the amount of \$10,000. Upon approval, a purchase order will be issued to Adams Tank & Lift, Inc. in the amount of \$74,995.