



THE CITY OF KEY WEST

Post Office Box 1409 Key West, FL 33041 (305) 809-3883

PURCHASING EXEMPTION

TO: Jim Scholl, City Manager

FROM: L. Kreed Howell, Senior Construction Manager
Patti McLaughlin, Director of Information Technology

DATE: October 18, 2016 (Revised October 24, 2016)

RE: New City Hall at Glynn R. Archer School
State of the Art Audio/Visual Components

ACTION STATEMENT:

Ratify City Manager's approval of Change Order No. 6 to Burke Construction Inc. in the amount of \$57,210.49 for the furnishing and installation of various state of art audio/visual system components for the New City Hall at Glynn Archer School. Authorizing any necessary budget transfers/amendments.

ORDINANCE:

Pursuant to the City of Key West Code Ordinances Subpart A, Chapter 2, Article VII, Division 3, Subdivision 2, Sec. 2-845 (a) Change Orders, "... *In an emergency in a construction contract where life, property or City funds are at risk, the city manager may approve a change order in excess of five cumulative percent of the contract price or \$25,000.00. The city manager's approval shall be in writing. The finance department shall issue an amended purchase order. At its next scheduled meeting, the city commission shall ratify by resolution the emergency change order.*"

BACKGROUND:

Resolution No. 14-348 accepted the bid proposal of Burke Construction Group Inc. (Burke) for construction of a New City Hall at Glynn Archer School. The proposal was based on construction documents prepared by Bender & Associates Architects (Bender) dated August 2014.

Subsequent to project design in 2013 and bid award in 2014, information technology

Key to the Caribbean - Average yearly temperature 77 °

MEMORANDUM

(IT) systems have continued to evolve. As New City Hall is intended to be outfitted with the most current “state of the art” IT components, the City IT Department has identified and recommended changes to the originally specified audio/visual systems. These changes and associated additional costs are presented on the Burke Request for Change Order No. 032 Revision (s) dated July 12, 2016 (attached). The proposed changes and associated costs were accepted by IT and incorporated into Change Order No. 6 (attached). The change order was subsequently signed by the City Manager under the City of Key West Code Ordinances Subpart A, Chapter 2, Article VII, Division 3, Subdivision 2, Sec. 2-845 (a). Expediting execution of this change order resulted in a savings to the City of \$17,545.70 for the purchase these IT components and mitigated potential contractor claims of additional compensatory work days associated with component installation.

PURPOSE AND JUSTIFICATION:

Furnishing and installation of various state of art audio/visual system components for the New City Hall at Glynn Archer School aligns with the City’s Strategic Plan including Infrastructure Goal #4 – *Long term sustainability of the City’s hard assets.*

FINANCIAL ISSUES

Change Order No. 6 in the amount of \$57,210.49 will be funded via Account #303-1900-519-62-00, Project GN 1302.

Procurement is pursuant to the City of Key West Code Ordinances Subpart A, Chapter 2, Article VII, Division 3, Subdivision 2, Sec. 2-845 (a) Change Orders and resulted in a savings to the City of \$17,545.70 via expedited purchase through State of Florida contract.

RECOMMENDATION

Staff recommends ratifying City Manager’s approval of Change Order No. 6 to Burke Construction Inc. in the amount of \$57,210.49 for the furnishing and installation of various state of art audio/visual system components for the New City Hall at Glynn Archer School and authorizing any necessary budget transfers/amendments.