



THE CITY OF KEY WEST

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

MEMORANDUM

TO: Jim Scholl, City Manager
Greg Veliz, Asst. City Manager

FROM: Michael Turner, Community Services Deputy Director

DATE: May 21, 2018

SUBJECT: Emergency Procurement Ratification for the Purchase of a 10-stall shower trailer for \$43,900 and a 4-stall restroom trailer for \$17,999 from National Restroom Trailers for KOTS in an amount totaling \$61,899.

ACTION STATEMENT: Pursuant to City of Key West, Code of Ordinances, Section 2-797 (2), and Section 797 (4) this resolution ratifies the emergency procurement in the best interest of the City authorized by the City Manager for the purchase of a 10-stall shower trailer and 4-stall restroom trailer from National Restroom Trailers for KOTS in an amount of \$61,899 in order to provide a safe environment and protect the City of Key West from liability.

BACKGROUND:

The shower trailer and restroom trailer at KOTS have fallen into such a state of disrepair that they have become a safety issue. The replacement of the trailers was delayed anticipating the relocation of the KOTS facility. Unfortunately, that has not happened and the trailers now are a public safety hazard and need to be replaced. If a different location is found for KOTS these trailers will be able to be moved to the new location.

PURPOSE AND JUSTIFICATION:

Mitigate identified hazards to public safety.

FINANCIAL IMPACT:

The total procurement of the shower trailer and restroom trailer will not exceed \$61,900. The funding allocation for procurement is \$61,900 as listed in the General Fund, 001-6901-569-64. The money was transferred to 001-6901-569-64 from 001-1909-519-34 \$20,000, 001-1909-519-46 \$25,000, 001-1909-519-52 \$10,000, 001-1909-519-64 \$15,000.

RECOMMENDATION:

Staff recommends Emergency Procurement Ratification for the Purchase of a 10-stall shower trailer and 4-stall restroom trailer for KOTS from National Restroom Trailers in an amount of \$61,900.

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