



THE CITY OF KEY WEST

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

MEMORANDUM

To: Bogdan Vitas, City Manager

From: Jay Gewin, Utilities Manager *JG*

Date: 10/8/2013

Reference: Declaration of Emergency Procurement in Excess of \$20,000 to Fund Repairs to Front-End Loader at the Transfer Station

City Code Section 2-797 (2) authorizes the City Manager to make emergency procurement of commodities or contractual services where the cost exceeds \$20,000 when there exists a clear and present threat to public health, property, safety, or other substantial loss to the City, including cases where a natural disaster has occurred, is occurring, or is imminently threatening.

The City of Key West Transfer Station requires two operating front-end loaders so that continuous operation at the facility can be assured. Our "B" Loader required comprehensive work of a nature that could not be done by City Staff. We therefore quoted these repairs, and GS Equipment Inc. came in the lowest.

Unfortunately, after disassembling the vehicle, we found that additional \$2,100 in parts and labor was required to repair the bore center swivel of the loader. This work could not have been foreseen until the loader was disassembled. The original purchase order was for \$19,557.40. This additional \$2,100 in work will therefore require after the fact City Commission ratification because we have exceeded the City Manager's \$20,000 spending authorization.

Bogdan Vitas
Approved by Bogdan Vitas,
City Manager

10/8/13
Date