



THE CITY OF KEY WEST

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MEMORANDUM

EXECUTIVE SUMMARY

TO: Bogdan Vitas, City Manager
E. David Fernandez, Asst. City Manager - Operations

FROM: Jay Gewin, Utilities Manager

DATE: November 6, 2013

RE: **Ratification of the City Manager's Emergency Approval of a Repair to the Front End Loader at the Transfer Station from G.S. Equipment, Inc. in the Amount of \$21,657.40**

ACTION STATEMENT:

This resolution will ratify the City Manager's emergency approval of repairs to the Front End Loader that is based at the City of Key West Transfer Station at Rockland Key from G.S. Equipment, Inc. in the amount of \$21,657.40.

BACKGROUND:

The City of Key West Transfer Station on Rockland Key receives all of the trash, recycling, and yard waste collected from our residential and commercial customers, and transfers these materials into larger trucks for hauling to the mainland, where the materials are either processed for recycling or converted to waste-to-energy.

A front end wheel loader with bucket is necessary to move the solid waste/recyclables from the tipping floor into the haul-out trucks parked in the loading bay. The loaders also are needed to pile and separate the materials into the recycling, solid waste, and yard waste areas of the tipping floor.

The loader is a critical piece of machinery in the successful operation of the transfer station facility. It would be impossible to keep up with the pace of the incoming garbage trucks and outgoing haul-out trucks without it. For this reason, the City keeps two front end loaders at the Transfer Station, so that the facility can maintain operation at all times if one of the loaders is down. One of the loaders is a year 2012 vehicle, and the other from 2001.

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

PURPOSE AND JUSTIFICATION:

Due to extensive wear after years of continued use, the 2001 front end loader was in need of significant repairs that were beyond the scope of what City Staff was able to perform. City Staff obtained quotes from the two companies in the area capable of this level of repair based on the best information we could provide them. The City then obtained a purchase order from G.S. Equipment for \$19,557.40 to perform the repair parts and labor.

While the machine was disassembled for repairs, G.S. Equipment discovered that the bore center swivel of the loader needed to be fixed. This problem was not known when the City was procuring quotes, and could not have been known until the loader was disassembled. The cost for this extra work was \$2,100 for parts and labor.

This extra work increased the total amount due to \$21,657.40. Because of the operational risk of only having one loader at the Transfer Station for an extended period, the City Manager approved the repairs on an emergency basis, to be submitted to the City Commission for after-the-fact ratification. Because the extra work increased the total cost beyond \$20,000, City Commission ratification of the City Manager's emergency declaration is required.

OPTIONS / ADVANTAGES / DISADVANTAGES:

1. The City Commission can ratify the City Manager's emergency approval of the repairs to the front end loader performed by G.S. Equipment. This option is recommended by City Staff, as the timely repairs were needed so that we could maintain two loaders at the Transfer Station and minimize the amount of time the 2001 loader was unavailable.
2. The City Commission can decline the ratification from the City Manager. This option is not recommended because the work has already been completed on an emergency basis so that the Transfer Station would be best able to ensure continual operation.

FINANCIAL IMPACT:

Funds were spent from line item 403-3402-534-46 from the FY 2013 budget. The G.S. Equipment Purchase Order was number 73940.

RECOMMENDATION:

Staff recommends that the City Commission select option 1, ratifying the City Manager's emergency approval of repairs to the Transfer Station's 2001 front end loader