



MEMORANDUM

Date: March 5, 2026

To: Honorable Mayor and Commissioners

Via: Brian L. Barroso
City Manager

From: Matt Willman
Utilities Director

Subject: **Procurement of Smoke Testing and Manhole Investigation Services, from USSI LLC, in an Amount Not to Exceed \$117,000.00, Pursuant to City of Key West Code of Ordinances Section 2-797(3) for Purchases Under a Government Contract Between USSI LLC and Seminole County #IFB-604974-25/LAS and Section 2-797(4)(b) Best Interest of the City; and Approval of Budget Transfer Within the Sewer Fund, in the Amount of \$17,000.00. (File ID 26-5088)**

Introduction

Staff recommend the Mayor and City Commission approve procurement of investigation services consisting of smoke testing and manhole inspections for Sewer District C and Sewer District D, pursuant to Code of Ordinances Section 2-797(3) for purchases and acquisitions under government contracts.

USSI LLC provided a proposal in response to Seminole County Invitation for Bid IFB-604974-25/LAS Wastewater Collection I&I-Smoke Testing. Term Contract for Smoke Testing and I&I Services for Seminole County Wastewater Collection System is dated the 21st of May 2025 and continues for a period of three (3) years. IFB-604974-25/LAS pricing proposal is inclusive of labor, equipment, and materials for smoke testing, infiltration investigation, and manhole inspections.

Background

Twenty-five years have elapsed since testing and repair of the sanitary sewer collection system to replace leaking gravity mains and service laterals, and repair deteriorated manholes. Wastewater flow to the treatment facility has been steadily increasing since completion of the rehab system projects. Exceptionally high flows are experienced when king tides occur and during storm rain events, which are indications that groundwater infiltration is occurring.

Operation, maintenance, and repair of the sanitary sewer collection system are the responsibility of the City of Key West and a requirement of the Florida Department of Environmental Protection domestic wastewater facility permit [62-604.500(5)]. Inspection and evaluation of the condition of the sanitary sewer collection system are necessary to identify the locations where groundwater infiltration and rainwater inflow are occurring in manholes, cleanout assemblies, and gravity lines.

Procurement

Procurement of I & I investigation services will be in accordance with City of Key West Code of Ordinances Section 2-796 for purchases of contractual services that exceed \$50,000.00 authorization by the city commission, and pursuant to Sections 2-797(3) and 2-797(4)(b), for the purchase of products and services under a government contract between USSI LLC and Seminole County that is in the best interests of the city.

Services to ascertain locations of open cleanout assemblies, deteriorated manholes, and leaking sanitary sewer pipe are necessary to know where to make repairs to stop rainwater inflow and groundwater infiltration.

Funds, in the amount of \$100,000.00, have been budgeted in FY 25/26 fund renewal and replacement 4013503 5354600 repairs and maintenance. \$17,000.00 budget transfer within the sewer fund from sewer fund 401-3501-535-9900 Other Uses to sewer fund renewal and replacement 4013503 5354600 repairs and maintenance may be necessary.

Recommendation

The City Manager's Office recommends the Mayor and City Commission approve the purchase of smoke testing and manhole infiltration investigation services, from USSI LLC, in an amount not to exceed \$117,000.00; and authorize a budget transfer of \$17,000.00.