



MEMORANDUM

Date: November 5, 2025

To: Honorable Mayor and City Commissioners

Via: Brian L. Barroso
City Manager

From: Matt Willman
Utilities Director

Subject: **File ID 25-4550: Approving Work Change Order 1 from Charley Toppino & Sons, Inc. in the amount of \$27,149.53 to install an odor control unit and repair the downflow, discharge manhole prior to bypass pumping during site construction.**

Introduction

Approving Work Change Order 1 in the amount of \$27,149.53 from Charley Toppino & Sons, Inc. (CT&S) to install an odor control unit that the City purchased for Pump Station F and to repair the downflow, discharge manhole in Flagler Ave prior to bypassing operations during the grinder installation at Pump Station F and authorize any necessary budget transfers.

Background

The City of Key West contracted with CT&S (Resolution 24-078) to install a grinder at pump station F to alleviate pump clogging issues. In the meantime, the City purchased three odor control units for stations B, H, and F earlier this year. Staff determined that it would be best to have the contractor install the unit for station F while they have the site under construction and the proper equipment on site to install.

Investigation of the manhole in Flagler Ave. that is connected to the bypass at station F is unlined, old brick, in poor condition and not currently suitable for bypass pumping operations. The City asked CT&S to provide a cost to repair prior to bypass pumping.

Procurement

The amount proposed from CT&S for Work Change Order 1 to install the odor control unit and to repair the manhole in Flagler Ave. is \$27,149.53 and is less than five percent of the original contract amount of

\$916,500.00. There is unused money left from Pump Station G Rehabilitation (4013503-5356500/SE35032203) and the amount of the change order will be transferred to Pump Station F Grinder (SE35032401).

Recommendation

City staff recommend the City Manager to approve Work Change Order 1 to install an odor control unit at pump station F, repair the connected discharge manhole in Flagler Ave. and authorize any necessary budget transfers.

Exhibits: