



THE CITY OF KEY WEST

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MEMORANDUM

EXECUTIVE SUMMARY

TO: Jim Scholl, Interim City Manager
Sarah Spurlock, Asst. City Manager

FROM: Michael Turner, Utilities Collection Manager

DATE: September 2, 2014

SUBJECT: **Approval of a Change Order for PO 77037 from Metler Toledo in the Amount of \$16,150 for the cleaning of the scales at the Solid Waste Transfer Station**

Action statement:

This resolution will approve a Change Order to Purchase Order 77037 from Metler Toledo in the amount of \$16,150 for the cleaning of the scales at the Solid Waste Transfer Station. This is beyond what was established in the original Purchase Order which was for \$14,554. The Change Order brings the total Purchase Order to \$30,704.

The agreement is executed according to City Code 2-797 (1) (b) pertaining to purchases done on a sole-source basis.

Background:

Metler Toledo performs repairs and maintenance for the scales at the Solid Waste Transfer Station. This Purchase Order is for the complete removal, cleaning, maintenance, and reinstallation of the scales.

Purpose & Justification:

As a part of the contract turning over the Transfer Station to Waste Management, there are repairs that need to be completed prior to Waste Management running the facility. Pulling the scales to clean, maintain and repair them is one of those items. Since it is unknown until the scales are removed exactly what might need to be replaced there is a \$5,000 contingency in the Change Order to cover any such repairs if they are found.

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

Options:

1. The City Commission could approve the Change Order to Metler Toledo. This option is recommended to pay for the repairs that we are responsible for before turning over the Transfer Station.
2. The City Commission could decline approval of the Change Order to Metler Toledo. This option is not recommended since, by contract, we are responsible for repairs prior to turning over the Transfer Station.

Financial Impact:

Funds for this Change Order are \$16,150 and will come out of line item 403-3402-534-46.

Recommendation:

Staff recommends option 1, approval of the Change Order of \$16,150 to Metler Toledo.