



## THE CITY OF KEY WEST

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MEMORANDUM

**TO:** Greg Veliz, City Manager  
Patti McLaughlin, Assistant City Manager

**FROM:** Michael Turner, Community Services Deputy Director

**DATE:** March 22, 2021

**SUBJECT:** Ratifying the Emergency Purchase from Johnson Controls, Inc. for the Installation of a New HVAC Unit at the Key West Police Department.

**ACTION STATEMENT:** Pursuant to **Sec. 2-797 (2) and Sec. 2-797 (4)** of the City of Key West City Ordinances, the City of Key West City Manager hereby declares an emergency in the best interest of the City for the purchase and installation of a new HVAC unit at the Key West Police Department in an amount not to exceed \$182,469.40 in order to provide a safe environment and protect the City of Key West from liability.

**BACKGROUND:**

The current HVAC unit at the Key West Police Department is over 10 years old. There have been multiple repairs to the unit to extend the life of the current unit as much as possible. The unit needs to be replaced to be able to continue to cool the Police Station. The City put out ITB 21-005 for a replacement of the HVAC unit.

On February 24th the City received 3 bids for ITB 21-005 Key West Police Department HVAC from Johnson Controls, Inc, Master Mechanical Services, Inc, and Air Mechanical and Service Corp. All firms provided a responsible and responsive bid. Johnson Controls was the lowest bidder with a bid of \$182,469.40.

This bid was scheduled to be approved by the commission at the March 16<sup>th</sup> meeting. Unfortunately, that meeting was postponed, and this unit went down the weekend of the 15<sup>th</sup> and is still in need of repairs and there is a long lead time to get a new unit.

**PURPOSE AND JUSTIFICATION:** Replace the HVAC at the Key West Police Department before the current unit stops working.

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

**FINANCIAL IMPACT:**

Replacement of the Key West Police Department HVAC was approved in the FY21 budget and funded in Infrastructure Surtax/Facilities Maintenance/Infrastructure in Account No. 101-1909-519-6300 for the amount of \$350,000.

**RECOMMENDATION:**

Staff recommends Emergency Procurement Ratification from Johnson Controls, Inc for the replacement of the HVAC at the Key West Police Department for \$182,469.40.