



## THE CITY OF KEY WEST

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MEMORANDUM

**TO:** Bob Vitas, City Manager

**FROM:** Greg Veliz, Community Services Director

**VIA:** David Fernandez, Assistant City Manager- Operations

**DATE:** April 14, 2014

**SUBJECT:** Approval to increase blanket purchase order to Environmental Products of Florida in an amount not to exceed \$52,500 for street sweeper repair and service parts; Authorizing necessary budget transfer and amendment.

**ACTION STATEMENT:** This resolution approves an increase to the blanket purchase order from the budgeted amount of \$17,500 to \$52,500 for street sweeper repair and service parts.

**BACKGROUND:** The City of Key West owns three street sweepers. All the sweepers were manufactured in 2007. Street sweeping is a fundamental part of the Community Services Department's mission. These sweepers are scheduled for daily use and experience substantial operating hours. The harsh environment also lends to faster degradation of the equipment. The high salt environment, road conditions, and age of the equipment impact the elevated failure rates. In the last 60 days several catastrophic equipment failures have occurred with every sweeper. The purchase of a replacement street sweeper, allocated in the FY 14, is scheduled for delivery in June 2014.

The City Commission approved the allocation of \$17,500 for street sweeper maintenance in the FY 14 budget, account #102-4102-541.46. On October 29, 2013, purchase order 75481 was established for Environmental Products of Florida as a blanket purchase order for \$17,500. Environmental Products of Florida was established as the sole source for the Elgin street sweeper parts in South Florida. Based on maintenance trends and equipment evaluation, an increase of \$35,000 is required to maintain the street sweeping level of service for the remainder of FY 14.

**PURPOSE & JUSTIFICATION:** This equipment provides critical public health and has a positive effect on tourism.

**OPTIONS:**

1. Approve resolution which ensures continued street sweeper operations.

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

2. Disapprove resolution which would degrade the ability to expeditiously and effectively provide street sweeper operations.

**FINANCIAL IMPACT:** The funds for this transfer are allocated in 102-4102-541.53.

**RECOMMENDATION:**

Staff recommends option # 1 to approve resolution authorizing an increase to the blanket purchase order of \$17,500 to \$52,500 for street sweeper repair and service parts.