



THE CITY OF KEY WEST

Post Office Box 1409 Key West, FL 33041-1409 (305) 809-3700

MEMORANDUM

EXECUTIVE SUMMARY

TO: Jim Scholl, City Manager

FROM: Jay Gewin, Utilities Manager

DATE: June 24, 2014

RE: **Ratification of the City Manager's Emergency Approval of New Solid Tires for the Front End Loader at the Transfer Station from Kelly Tractor in the Amount of \$26,673.84 on a Sole Source Basis**

ACTION STATEMENT:

This resolution will ratify the City Manager's emergency approval of the purchase of new solid tires to the Front End Loader that is based at the City of Key West Transfer Station at Rockland Key from Kelly Tractor in the Amount \$26,673.84

The agreement is executed according to City Code 2-797 (1) (b) pertaining to purchases done on a sole-source basis, as Kelly Tractor is the only factory-authorized parts and service dealer for Caterpillar Tractors in the State of Florida.

BACKGROUND:

The City of Key West Transfer Station on Rockland Key receives all of the trash, recycling, and yard waste collected from our residential and commercial customers, and transfers these materials into larger trucks for hauling to the mainland, where the materials are either processed for recycling or converted to waste-to-energy.

A front end wheel loader with bucket is necessary to move the solid waste/recyclables from the tipping floor into the haul-out trucks parked in the loading bay. The loaders also are needed to pile and separate the materials into the recycling, solid waste, and yard waste areas of the tipping floor.

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

The loader is a critical piece of machinery in the successful operation of the transfer station facility. It would be impossible to keep up with the pace of the incoming garbage trucks and outgoing haul-out trucks without it.

The tires on these vehicles are solid. This is necessary due to the large amount of glass and other materials on the tipping floor that would regularly puncture an air-filled tire.

PURPOSE AND JUSTIFICATION:

The tires on our 2012 loader had become worn to the point that they were in need of repair. It became a serious safety and equipment concern to operate on the existing tires. City Staff and Management did not feel that we could afford to wait for Commission approval of the solid tire purchase, and since this was a sole-source purchase anyway, we decided for safety reasons to order the tires immediately.

OPTIONS / ADVANTAGES / DISADVANTAGES:

1. The City Commission can ratify the City Manager's emergency approval of the solid tire purchase for the front end loader from Kelly Tractor. This option is recommended by City Staff, as the timely replacement tires were needed so that we could maintain operation of the loader at the Transfer Station.
2. The City Commission can decline the ratification from the City Manager. This option is not recommended because the purchase has already been completed on an emergency basis so that the Transfer Station would be best able to ensure continual operation.

FINANCIAL IMPACT:

Funds were spent from line item 403-3402-534-46 from the FY 2013 budget. The Kelly Tractor Purchase Order was number 76867.

RECOMMENDATION:

Staff recommends that the City Commission select option 1, ratifying the City Manager's emergency approval of new solid tires from Kelly Tractor in the amount of \$26,673.84