



## THE CITY OF KEY WEST

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MEMORANDUM

**TO:** Patti McLauchlin, City Manager

**Cc:** Todd Stoughton, Asst. City Manager  
John Paul Castro, Utilities Director

**FROM:** Matt Willman, Utility Administrator

**DATE:** February 2, 2022

**SUBJECT: Ratifying the City Managers Emergency Procurement for Repairs of the Clarifier at the Wastewater Treatment Plant.**

**Action Statement:**

This resolution would ratify the City Managers emergency declaration signed on February 2nd to approve the emergency procurement with Evoqua Water Technologies in the amount of \$148,452.00. The emergency declaration was signed pursuant to code of ordinances section 2-797 (2).

**Purpose and Justification:**

The sewer plant is currently functioning with only one of the two clarifiers in operating condition due to catastrophic failure. This endangers keeping up with peak flows. Both clarifiers were installed simultaneously and are considered to be at the end of their useful life. After repair of the failed clarifier drive, the second operating drive will also be replaced immediately.

Exceptional circumstances exist due to the criticality of the equipment and lead time of the parts where standard policy approval processes for commission approval would bring extreme risk.

Due to the specificity of the equipment used, the purchase is sole source item. Evoqua is the sole source for trained and certified field service techs for our equipment. There is a sole source letter attached.

The emergency declaration was issued pursuant to code of ordinances 2-797 (2) emergency procurement where the City Manager may make emergency procurements of commodities or contractual services where the cost exceeds \$50,000.00 when there exists a clear and present threat to public health, property, welfare, safety or other substantial loss to the City.

*This project is in conjunction with the City's Strategic Plan; Priority 4/Goal 3/ Action 6. Evaluate Wastewater and Sewer Systems for repair: Upgrade & maintain systems as per DEP compliance program.*

**Financial Impact:**

Funds in the amount of \$148,452.00 for the project will be paid from account Sewer/WWTP/CIP 401-3504-535-6500, following a budget transfer to said account from Sewer/General Admin/Operating Reserves 401-3501-535-9803. A project number will be assigned after the resolution is passed.

**Recommendation:**

Staff recommends ratifying the City Managers approval of the emergency procurement of \$148,452.00 to replace/rebuild the Clarifier at the Wastewater Treatment Plant.