**Greg Veliz**
**City Manager**

## THE CITY OF KEY WEST
1300 WHITE ST
KEY WEST, FL 33040

1300 White St
(305) 809-3879
FAX 809-3886
gveliz@cityofkeywest-fl.gov

To:   City Commission

From: Greg Veliz, City Manager

Date: March 18, 2021

Reference: **Declaration of Emergency for purchase and Installation of a new HVAC unit at the Key West Police Department in accordance of the terms specified in ITB #21-005 for $182,469.40.**

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.  This procurement will be ratified by the city commission at the next scheduled city commission meeting.

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.

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

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

Funding:
The total procurement and installation cost of the HVAC unit will not exceed $182,469.40.  The funding allocation for procurement is $350,000 as listed in the Infrastructure Surtax/Facilities Maintenance/ Infrastructure, in account No 101-1909-519-6300.

Sincerely,

Greg Veliz
City Manager