



Bob Vitas  
City Manager

## THE CITY OF KEY WEST

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To: City Commission

From: Bob Vitas, City Manager

Date: September 23, 2013

Reference: Declaration of Emergency for Purchase of two restroom trailers from Portable Restroom Trailers, LLC in an amount not to exceed \$77,466.

Pursuant to Sec. 2-797 (2) of the City of Key West City Ordinances, the City of Key West City Manager hereby declares an emergency in the procurement of two restroom trailers for public health, welfare, and safety in an amount not to exceed \$77,466. This procurement will be ratified by the city commission at the next scheduled city commission meeting.

### Background:

- In accordance with 2010 Florida Building Code, Section 403 Minimum Plumbing Fixtures and Occupational Safety and Health Administration guidelines, the City of Key West facilities must meet minimum sanitation standards. This standard is intended to ensure employees and the public have available toilet facilities, and so that employees and the public will not suffer the adverse health effects that can result if toilets are not available.
- Structural hazards have been identified at City owned Frederick Douglass Gymnasium. The affected areas have been physically isolated from access. This action has prohibited the safe use of the existing restroom facilities. As an interim solution, staff members would escort patrons to restroom facilities located outside of the gymnasium to another section of the building complex. This solution has limited practicability for the patrons of the after school

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

program. This temporary practice, however, curtails maximum gymnasium operations.

- The Police Athletic League (PAL) Gymnasium located at the former Navy Galley on Truman Annex provides a City owned recreation venue for the Police Athletic League. Currently a chemical toilet is the only toilet facility available. No hand washing station is available.

Staff Actions:

- Although this emergency procurement exemption does not require formal competitive sealed bidding, staff still solicited and received three quotes for the two temporary restrooms. The following are the quotes for two restroom facilities:
  - o Portable Restroom Trailers, LLC \$77,466
  - o Express Waste Services \$80,600
  - o A.M.S. Global, Inc. \$115,260
  - o , Non-Competitive Procurement is in the best interest of the City of Key West.
- Piggy Back Contacts: Unable to locate federal government, state or political subdivisions contracts that match the City of Key West temporary restroom requirements.

Funding:

The total procurement cost of the two restroom trailers will not exceed \$77,466. The funding for this procurement will be appropriated from the City Manager's contingency fund.

Sincerely,



Bogdan Vitas  
City Manager