



MEMORANDUM

Date: November 5, 2025

To: Honorable Mayor and Commissioners

Via: Brian L. Barroso
City Manager

From: Rogelio Hernandez
Director of Transportation

Subject: 25-4524 Approving Change Order to Southeast Truck Specialist for the repair of the 2015 Gillig Low Floor Bus (818).

Introduction

Approval of Change Order to Southeast Truck Specialist for additional repairs to the 2015 Gillig Low Floor Bus (Unit 818), in an amount not to exceed \$18,499.11, bringing the total project cost to \$64,804.15.

Background

In early May of this year, Bus 818 was involved in a collision that caused substantial structural damage. The vehicle was deemed unsafe to operate and was taken out of service until repairs could be completed. A preliminary quote, based on photos provided by Transit personnel, estimated the cost at \$47,000.00.

During the repair process and further assessment of the damage, it was determined that additional labor and parts would be required to properly restore the bus to manufacturer specifications.

The Federal Transit Administration (FTA), as enforced through FDOT's guidelines, requires that federally funded vehicle purchases—including buses—remain in a "state of good repair," be safe to operate, and meet minimum useful life standards.

Procurement

The City of Key West is seeking reimbursement by the other party insurance company for the full amount.

Recommendation

The City Manager's Office recommends that the Mayor and Commission approve a Change Order to Southeast Truck Specialist for additional repairs to the 2015 Gillig Low Floor Bus (Unit 818), in an amount not to exceed \$18,499.11, to ensure compliance with FTA and FDOT requirements and to minimize disruption to transit operations.