



THE CITY OF KEY WEST

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

EMERGENCY PROCUREMENT MEMORANDUM

DATE: August 6, 2025

TO: Michael Turner, Acting City Manager

FROM: Matt Willman, Utilities Director

CC: Christina Bernaldi, Finance Director *cb*

SUBJECT: Declaration of Emergency Procurement in Excess of \$50,000.00 for Change Order Proposal to Suppress the Deep Injection Wells at the Richard A Heyman Environmental Protection Facility; and Approval of Budget Transfer Within the Sewer Fund; With Ratification of the Emergency Procurement and Budget Transfer to Occur at the September 3, 2025, City Commission Meeting.

Action Statement:

Approve change order proposal #1, from Reynolds Construction, for additional services to suppress backflow pressure of the deep injection wells that is necessary for replacement of the valves, meters, and instrumentation controls, in the amount of \$93,829.38; and approve a budget transfer within the sewer fund, in the amount of \$93,829.38.

Background:

The City of Key West operates and maintains two deep injection wells for disposal of treated effluent at the Richard A Heyman Environmental Protection Facility. IW-1 and IW-2 deep injection wells were constructed in 2000 and 2006, respectively. Refurbishment of piping, and replacement of valves, meters, and instrumentation controls are necessary to maintain operation of the wells.

To replace the wellhead valves, it is necessary to salt-plug isolate both deep injection wells to shut off backpressure artisanal flow. The contractor, Reynolds Construction, has purchased the instrumentation controls and pipe materials, and mobilized the work crew to replace the wellhead valves. This work must be completed as soon as possible, due to the extended age of the valves and meters.

Suppression of the wells to stop artisanal backflow must be done by a State of Florida Water Well Contractor. Reynolds Construction proposes to hire Florida Drilling to salt plug the deep injection wells. Costs to suppress the deep injection wells total \$93,829.38, and include mobilization costs, equipment, labor, and materials.

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

Funds for this project have been budgeted in sewer fund 4013504-5356500, SE35042301. Budget transfer 4013501 5359900 Other Uses to 4013504 5356500 treatment plant operations will be necessary.

Purpose and Justification:

City of Key West Code of Ordinances, Sec. 2-797(2), empowers the city manager to authorize contractual services, where the cost exceeds \$50,000.00 and when there exists a threat to public health, property, welfare, safety or substantial loss to the city. To maintain operation of the wastewater treatment facility, remain in compliance with the Florida Department of Environmental Protection Underground Injection Control Class V Injection Well System Operation Permit, UIC Permit Number 327710, and safeguard the public health, the emergency procurement of services to suppress the deep injection well backflow pressure is necessary.

A record of this emergency procurement, the contractor's name, amount of contract services, and the budget transfer will be presented for ratification at the September 3, 2025, city commission meeting.

Pursuant to Sections 2-739(b), the city manager may effect transfers within in a fund without limit, provided that the fund remains in balance.

Financial:

Replacement of the deep injection well valves, meters, and instrumentation has been budgeted in account 4013504 5356500, SE35042301. \$93,829.38 will be transferred within the sewer fund.

Recommendation:

Staff recommends the city manager approve the change order proposal from Reynolds Construction, in the amount of \$93,829.38, for services to suppress the deep injection wells, and authorize a budget transfer within the sewer fund, in the amount of \$93,829.38.



Michael Turner, Acting City Manager

Date

Reviewed for Legal Sufficiency:


