



## THE CITY OF KEY WEST

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

MEMORANDUM

**TO:** Jim Scholl, City Manager

**FROM:** Marcus Davila, Deputy Director of Community Services

**VIA:** Greg Veliz, Assistant City Manager- Operations  
Sarah Spurlock, Assistant City Manager- Administration  
Rod Delostrinos, Director of Community Services

**DATE:** December 28, 2015

**SUBJECT:** Ratifying the Approval of City Manager Jim Scholl's Emergency Change Order to P2M General Contracting Services Inc. for Painting of KW Fire Department Exterior and Police Interior/Exterior in the amount of \$9,285.54

**ACTION STATEMENT:**

Staff requests ratification of the emergency change order approval by city manager Jim Scholl pursuant to the code of ordinances sec. 2-845 (2) to P2M General Contracting Services Inc. for the Painting of KW Fire Department Exterior and Police Interior/Exterior in the amount of \$9,285.54 which exceeds five percent of the original contract price of \$59,500.00.

**BACKGROUND:**

P2M General Contracting Services Inc. was the lowest responsive responsible bidder in response to ITB #15-023 with a price of \$59,500. They were awarded the contract by resolution #15-248 on August 5<sup>th</sup>.

The bid specifications required the contractor cover the interior walls with 2 coats of paint. In various rooms and hallways the paint colors chosen by the KWPD were lighter color than the existing walls. The 2 coats of paint in those areas were not sufficient to completely cover the previous color.

**PURPOSE & JUSTIFICATION:**

The bid specifications required the contractor cover the interior walls with 2 coats of paint. In various rooms and hallways the paint colors chosen by the KWPD were lighter color than the existing walls. The 2 coats of paint in those areas were not sufficient to completely cover the previous color.

In order to cover, the contractor requested a change order to apply a 3<sup>rd</sup> coat of paint, not specified within the bid documents. The change order for \$9,285.54 was considered fair and reasonable, a time extension was not

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

requested.

The change order exceeds five percent of the original contract price. In order to continue working without a contract extension, increased price for mobilization, and to minimize impact to Police Operations, the City Manager approved an emergency change order pursuant to 2-845 (2) so that the P2M could continue work without delay. This option was the cheapest and least time consuming.

**FINANCIAL IMPACT:**

This project is listed in the repair and maintenance account of general fund Account # 001-1909-519-46. The change order amount is \$9,285.54 bringing the project total to \$68,785.54. The project was budgeted at \$140,000.00.

**RECOMMENDATION:**

Staff recommends the City Commission ratify the emergency change order to the contract with P2M General Contracting Services, Inc. in the amount of \$9,285.54.