THE CITY OF KEY WEST
Post Office Box 1409 Key West, FL 33041-1409 (305) 809-3700

MEMORANDUM

To: Brian L. Barroso, City Manager
Christina Bervaldi, Finance Director

From: Lucas Torres-Bull, Procurement Manager

Date: 09/19/2025

Reference: Ratify Purchase Exemption; Change Order for Emergency Vehicle Repair Services

Introduction: In accordance with City of Key West Ordinance 2-797, City Staff respectfully request that the City Manager authorize an Emergency Change Order to Florida Keys EVR in the amount of $18,472.28, thereby increasing the total Purchase Order value to $60,057.28. This emergency change order is necessary to address critical mechanical repairs and required maintenance for various emergency response vehicles. This change order was executed by the City Manager on September 22, 2025.

Background: On March 31, 2025, the City of Key West issued Purchase Order P104114, with a not-to-exceed value of $41,585.00, to Florida Keys EVR for the provision of Fire and EMS Apparatus Repairs. Given the specialized nature of the required services and the urgency surrounding emergency vehicle uptime, a Purchase Order Exemption was processed and approved through Frevvo, authorizing a sole-source engagement with Florida Keys EVR. This vendor is the only known local provider with certified Emergency Vehicle Technician (EVT) personnel capable of delivering On-Call, Emergency, and Routine Maintenance Services for the City's Fire and EMS fleet.

Rate sheets provided by the vendor were reviewed by the City's Fleet Manager, who confirmed that the rates were fair, reasonable, and aligned with industry standards for specialized emergency vehicle services.

During the current fiscal year, multiple emergency vehicles were assessed and identified as requiring urgent maintenance or repair. A detailed breakdown is provided below:

1) Engine 1
   - Check engine light on, command zone displays a DEF code.
   - Requires annual pump service by EVT.

2) Engine 2
   - Requires annual pump service by EVT.

3) Engine 3 (Out of service, currently at Quality Auto on Stock Island)
   - Requires new front tires

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- Severe oil leak, Ten-8 advises truck requires service at Cummins service center.
- Coolant is leaking/consumed somewhere in motor or DEF system, requires service at Cummins service center.
- Air leak
- Fire pump is leaking water from discharge valve, requires repair by EVT.
- Requires annual pump service by EVT.

4) Engine 5 (Reserve)
   - Requires annual pump service by EVT.
   - Fire pump water leak, requires repair by EVT.

5) Engine 6 (In service, st.3)
   - Passenger side mirror housing cracked, requires replacement.
   - Steering wheel is damaged, requires replacement.
   - Air leak
   - Fuel gauge is stuck, requires repair.
   - Check engine light on.
   - Check transmission light on.
   - Requires annual pump service by EVT.

6) Engine 9 (Out of service, currently at Ten-8 repair facility in Pompano Beach)
   - Requires annual pump service by EVT.
   - Fire pump water leak requires repair by EVT.
   - Foam discharge, requires repair by EVT
   - Multiple air leaks
   - Coolant fluid leak
   - Cab roof leak
   - Truck will not Regen

7) Ladder 1
   - Nozzle control on the aerial tip requires replacement by EVT.

8) Rescue 3
   - Front tires are "chopping." front end requires checked, new front tires.

9) Rescue 1
   - Power steering leak

10) Rescue 5286 (Out of service)
   - Power steering pump issue

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Procurement: Due to the accumulation of these essential repair needs, the cost of services rendered by Florida Keys EVR has exceeded the original Purchase Order limit of $41,585.00. City Staff now request a change order in the amount of $18,472.28, which will increase the overall contract value accordingly. The additional funding will allow the City to settle outstanding invoices and maintain continuity of emergency operations.

The Fire Department has budgeted on-going Emergency Vehicle Repair Services to the following accounts: 0012201-5224600 and 0012604-5264600:

(Emergency Vehicle Repair Services were budgeted under the following accounts:

Account Number	Original PO Allocation
0012201-5224600 (Fire)	$33,795.00
0012601-5264600 (EMS)	$7,790.00

Total Change Order Amount Requested: **$18,472.28**

Recommendation: City Staff recommend that the City Manager approve this Emergency Change Order to Florida Keys EVR, increasing the contract value by $18,472.28 under PO# P104114. Upon receipt of the City Manager's approval, the Change Order will be formally ratified by the City Commission in accordance with procurement policy and City Ordinance.

Brian L Barroso 9/23/25

Brian L. Barroso — Date
City Manager

09/23/25

Approved by Lucas Torres-Bull — Date
Procurement Manager