MEMORANDUM

Date: October 9, 2025

To: Honorable Mayor and Commissioners

Via: Brian L. Barroso
City Manager

From: Christina Bervaldi
Director of Finance

Subject: **FILE ID 25-4514 Request to Ratify Change Order for Emergency Vehicle Repair Services**

Introduction

Respectfully request that the Mayor and Commission ratify the change order to Florida Keys EVR in the amount of $18,472.28, increasing the total Purchase Order to $60,057.28. Authorizing any necessary budget transfers/amendments.

Background

In January 2025**,** the Key West Fire Department raised concerns regarding ongoing maintenance and repair issues affecting several fire and EMS apparatus within the department's fleet. These issues were primarily attributed to delays in service caused by staffing shortages at the department's usual repair vendor.

In response**,** the City of Key West authorized a Purchase Order totaling $41,585.00 to Florida Keys EVR, a qualified service provider, for the timely provision of repairs and maintenance to the affected Fire and EMS apparatus.

Due to the accumulation of essential repair needs, the cost of services rendered by Florida Keys EVR has exceeded the originally authorized amount. As a result, additional funding is required to complete the necessary repairs and ensure all emergency safety apparatus are fully operational and compliant with safety standards.

Procurement

The Fire Department has identified funding in account numbers 001-2201-522-4600 and 001-2601-526-4600, which will be utilized to fulfill the additional funding request for repairs.

Recommendation

Respectfully request that the Mayor and Commission ratify the change order to Florida Keys EVR in the amount of $18,472.28, increasing the total Purchase Order to $60,057.28. Authorizing any necessary budget transfers/amendments.