

Tiffanie Salone

Subject: FW: Emergency HVAC Replacement for the BSO area of the Municipal Building at 5399 n. Dixie Highway

From: David Hebert

Sent: Wednesday, January 04, 2017 7:21 AM

To: John Adornato

Cc: Albert Carbon; Andrew Thompson; Ana Alvarez; Mark Collins; DJ Doody; Sharon Monteferante; Robin Butler

Subject: Re: Emergency HVAC Replacement for the BSO area of the Municipal Building at 5399 n. Dixie Highway

Thanks!

On Jan 3, 2017, at 10:51 PM, John Adornato <johna@oaklandparkfl.gov> wrote:

Thank you for the request. Yes it does seem reasonable and logical to move forward with the replacement, especially since it was already in the FY 17 budget.

Mr. Hebert, can you please be sure to update the commission tomorrow night?

Thank you. John

Sent from my iPhone

On Jan 3, 2017, at 4:21 PM, David Hebert <davidh@oaklandparkfl.gov> wrote:

Mayor-

This request appears sound to me. May we have your approval to move forward with the replacement? Thanks.

From: Albert Carbon

Sent: Tuesday, January 03, 2017 4:12 PM

To: David Hebert <davidh@oaklandparkfl.gov>

Cc: Andrew Thompson <andrewt@oaklandparkfl.gov>; Ana Alvarez <anaa@oaklandparkfl.gov>; Mark Collins <markc@oaklandparkfl.gov>

Subject: FW: Emergency HVAC Replacement for the BSO area of the Municipal Building at 5399 n. Dixie Highway

Public Works is requesting the City Manager and Mayor declare work associated with replacing the 20 Ton HVAC unit that services the BSO section of the Municipal Building at 5399 N. Dixie Highway an emergency under the City Code.

Background

The facilities Maintenance Division is in need of replacing the 20 Ton HVAC unit that services the BSO section of the Municipal Building at 5399 N. Dixie Highway. The existing unit is no longer able to be repaired and will not make it through this week.

This 20 ton HVAC unit is required in order to facilitate the employees working in the BSO section. Without this unit the facility will be too hot to work in and alternate working facilities will be required which would be costly.

A “not to exceed” quotation for the 20 Ton HVAC Unit been provided by On Point A/C & Refrigeration Services Inc. in the amount of \$17,993. (See attachment)

Please note the AC is in the FY 2017 Budget to be replaced. The budgeted amount is \$25,000.

Emergency Procurement

Since this work is needed to be started immediately after securing permits, and the repair is estimated to not exceed \$25,000 but depending on permit fees, the cost to complete this replacement may exceed the \$25,000. Public Works is requesting the City Manager and Mayor declare the work required an emergency under the City Code.

Per the City Code, emergency contractual services above \$25,000 need joint authorization from the City Manager and Mayor, and then forwarded to City Commission at the next scheduled Commission meeting. In this case, the next meeting after the work is complete would be January 18, 2017.

From our Code:

Emergency procurements. The city manager may make emergency procurements of supplies or contractual services where the cost exceeds twenty-five thousand dollars (\$25,000.00) when there exists a clear and present threat to public health, property, welfare, safety or other substantial loss to the city, when joined in said action by the mayor, provided, however, that such emergency procurements shall be made with such competition as is practicable under the circumstances. A written determination of the basis for the emergency and for the selection of the particular contractor shall be included in the contract file. As soon as practicable, a record of the emergency procurement shall be made and shall set forth the contractor's name, the amount and type of the contract, a listing of the supply or contractual service procured under this contract, and the number of the purchase order, if any. The city commission must be notified, after the fact, of such procurements in excess of twenty-five thousand dollars (\$25,000.00) at the next scheduled commission meeting. In any event any increase over the original amount of an emergency procurement reported to the city commission exceeding ten (10) percent shall be reported to the city commission to be noted for the record.

Please let me if concur with the recommendation.