

Agenda Item: 2.c

Meeting Date: October 3, 2023

MEMORANDUM

To: City Commission

Date: 2023-09-26

From: Sue Bartlett

Subject: Emergency Purchase Order for Replacement Air Conditioning System at Fire Station #61, located at 903 Michigan Ave, at a total cost of \$54, 440.66.

Presenter(s): Sue Bartlett, Public Works Director; and Chief Parks, Dunedin Fire Department

Recommend: Recommend ratification of the issuance of an Emergency Purchase Order (PO) to United Air Conditioning of Largo, FL, in the total amount of \$54, 440.66 for the replacement of the Air Conditioning System at Fire Station #61, located at 903 Michigan.

Epic Goal(s): Goal #4 - - Be the statewide model for environmental sustainability stewardship; and
Goal #6 - Be a premier employer by fostering a diverse, highly engaged workforce through employee recruitment and attraction, workforce retention, employee development and inclusion initiatives.

Boards & Committees: None

Budget Impact: Funding for this emergency A/C replacement was paid out of Project #64801, Citywide HVAC Replacements, Acct #001-2220-522-054610-PS; facilitated by the attached Budget Adjustment / Transfer (BA-BT) Form, which will be brought before the Commission for approval at a future Quarterly Update.

Past Action: N / A

Next Action: Ratification of an Emergency PO to United Air Conditioning of Largo, FL, in the total amount of \$54, 440.66, for services rendered.

Attachments:

[A. Emergency AC FS 61 Memo.pdf](#), [B. BA BT Request Form - Fire Station #61 Emergency AC Replacement.pdf](#),

Background:

Beginning in June of 2023, Facilities staff responded numerous times to a failed air conditioning system at Fire Station #61. Staff worked with a vendor for repair of the specialized existing Daikin units for months without successful resolution.

The Fire Department crews, which occupy the station through twenty-four-hour shifts, endured numerous "temporary" solutions, none of which adequately cooled the entire firehouse. As a result, these crews were forced to temporarily relocate for a portion of this time.

Following the City's Purchasing Policy, staff obtained three (3) quotes, which are included in "Attachment A" - Emergency Replacement Justification Memorandum, provided to the City Manager on August 8, 2023, requesting the issuance of an Emergency Purchase Order (PO) for the replacement Air Conditioning (A/C) units.

United Air Conditioning of Largo, FL, was issued a PO in the total amount of \$54,440.66 for the replacement of the aforementioned A/C System at Fire Station #61, located at 903 Michigan. Although United Air Conditioning was not the lowest bid (by approximately \$1000), they were able to begin the A/C replacement work immediately, as they had the units in stock. This work has been completed and the system is functioning well.

This unplanned, unbudgeted expense will be charged to Citywide HVAC Replacements, Project #64801, Acct #001-2220-522-054610-PS. As mentioned in the "Budget Impact" section of this memorandum, this transaction requires a Budget Adjustment / Transfer, which will be brought before the Commission for approval at a future Quarterly Budget Update.

In order to comply with the City's Purchasing Policy and given these costs exceeded the City Manager's Delegated Authority threshold of \$50,000, staff hereby requests the Commission ratify the emergency actions described herein.