



VILLAGE OF KEY BISCAYNE

Village Council

Michael W. Davey, Mayor
Allison McCormick, Vice Mayor
Luis Lauredo
Edward London
Brett Moss
Katie Petros
Ignacio J. Seguro

MEMORANDUM

DATE: June 14, 2019
TO: Andrea Agha, Village Manager
FROM: Todd Hofferberth, PROS Director
RE: Request for Emergency Elevator Repairs

Recommendation

It is recommended that the Village Manager approve the emergency repairs required to the Community Center's main elevator, so it may return to service in accordance Section 2-90 of the Village Code.

Background

On June 3, 2019 the Community Center experienced a power outage at 10:03 PM. Power was restored at 11:13 PM. The evening cleaning crew reported that the elevator did not return to service when the power was restored. On June 4th at 5:40 AM Schindler Elevators (Schindler) was notified and generated work ticket #64484589. Schindler was called again at 8:29 AM requesting an urgent response. A Schindler technician arrived at 10:30 and attempted to repair the elevator. At 2:00 PM the Schindler technician reported that the motherboard had been damaged. At 3:00 PM the Schindler technician stated that he requested overnight delivery of the required parts.

After continued communication on June 7th Schindler stated the parts were on backorder. On June 10th Schindler arrived at 1:00 PM with the parts to complete the repair. At 3:49 PM the Schindler technician reported that IDD Door Operator was damaged beyond repair. Due to the obsolescence of the fifteen-year old elevator the existing mechanism is no longer serviceable. On June 11th Schindler stated they would process the order for required IDD Door Operator. On June 12 at 4:18 PM the Village received Schindler's "Upgrade Order Agreement" estimate. On June 13th Purchasing stated that estimate of \$12,506 exceeded the Village Manager's purchasing authority and a full written report of the circumstances of the emergency must be prepared for the Manager's approval in accordance with Section 2-90 Emergency Purchases of the Village Code.

Section 2-90 states "That the emergency purchase is found to be necessary by the Village Manager in



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order to prevent any of the following:

- a. The waste of Village funds;
- b. The loss of Village revenue;
- c. Damage to Village property;
- d. Disruption of Village services
- e. Disruption of the use of Village facilities or equipment;
- f. The potential exposure of the Village to liability;
- g. Potential harm to the public health or safety”

The PROS Director is requesting that the Village Manager exercise the emergency purchasing provision because the inoperable main elevator represents a disruption of the use of a Village facility, disruption of Village services, the potential loss of Village revenue, potential exposure of the Village to liability and potential harm to the public health and safety.

Schindler has confirmed they are scheduled to perform the repair on June 17th if the agreement is executed today, June 14th.



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MEMORANDUM

DATE: June 20, 2019
TO: Andrea Agha, Village Manager
FROM: Todd Hofferberth, PROS Director
RE: Request for Emergency HVAC Repairs

Recommendation

It is recommended that the Village Manager approve the emergency repairs required to the Community Center's roof top unit #1 (RTU 1), so it may return to service in accordance Section 2-90 of the Village Code.

Background

On June 18, 2019 the Community Center staff was advised the RTU 1 was no longer working. Southern Comfort Solution, Inc. responded that morning to assess the issue but was not able to repair the unit. The issues with RTU 1 were significant so portable A/C units were delivered on June 19, 2019. On June 20, 2019 at 1:12 PM staff was notified that work required to replace the existing compressors would cost \$4,900. A crane has been scheduled for June 21, 2019 to complete the emergency repair. Purchasing advised that a full written report of the circumstances of the emergency must be prepared for the Manager's approval in accordance with Section 2-90 Emergency Purchases of the Village Code.

Section 2-90 states "That the emergency purchase is found to be necessary by the Village Manager in order to prevent any of the following:

- a. The waste of Village funds;
- b. The loss of Village revenue;
- c. Damage to Village property;
- d. Disruption of Village services
- e. Disruption of the use of Village facilities or equipment;



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- f. The potential exposure of the Village to liability;
- g. Potential harm to the public health or safety”

The PROS Director is requesting that the Village Manager exercise the emergency purchasing provision because the inoperable RTU 1 represents a disruption of the use of a Village facility, disruption of Village services and the potential loss of Village revenue.

The repair work is scheduled to be performed June 21st if the agreement is executed today, June 20th.