



Town of Lake Park Town Commission

Agenda Request Form

Meeting Date: May 07, 2025

Originating Department: Public Works

Agenda Title: Emergency Purchase - Town Hall HVAC System & Related Services – Carrier Global Corporation - \$26,545.48 (Town's Purchasing Code, Sec. 2-249. Alternative Source Selection)

Approved by Town Manager: _____ **Date:** _____

Cost of Item: 26545.48 **Funding Source:** 301

Account Number: 301-63100 **Finance Signature:** Barbara A Gould

Advertised:

Date: N/A **Newspaper:** _____

Attachments: Carrier Global Chiller Coil Replacement Proposal

Supporting Procurement Policy Justification

Please initial one:

_____ Yes, I have notified everyone.

JM Not applicable in this case.

SUMMARY EXPLANATION/BACKGROUND:

The Public Works Department has a need for an immediate and emergency purchase to repair the Town Hall chiller coils due to deterioration, which has resulted in the air conditioning system no longer functioning properly and potentially disrupting Town operations.

As a result of this safety issue, the Public Works Department has requested the Town Manager to authorize an emergency purchase in accordance with the Town's Purchasing Code, Sec. 2-249. Alternative Source Selection:

2. Emergency Purchase: The Purchasing Agent may authorize an emergency purchase when a declaration of emergency has been issued or there is a threat of other substantial or potential loss to the Town that requires urgent action.

Note: The proposed Emergency Purchase will ensure the immediate and uninterrupted function of Town Hall's HVAC system, which is essential for employee safety, technological operations, and public service delivery.

In an effort to resolve this issue as quickly as possible, the Public Works Department has identified a potential vendor, Carrier Global Corporation, to assist with the requisite repairs in a timely manner that may prevent any disruption to Town services.

The emergency purchase proposal, in the amount of \$26,545.48, includes:

- Furnishing and installing necessary OEM coils and components

Note: All proposed emergency purchase costs provided by Carrier Global Corporation are based on pre-negotiated, volume-based pricing under the Sourcwell cooperative purchasing program. Although the Town is unable to utilize the pricing as a piggyback option due to the Town's Purchasing Code, the vendor offered the same pricing, terms, and conditions as an Emergency Purchase in comparison with the required formal quotes that were provided to the Town by additional HVAC vendors/contractors.

Funding to support this emergency purchase is available within the FY 2025 Budget – Special Projects Fund #301, PBC Discretionary Surtax Projects.

Although this purchase is being requested to be approved as an Emergency Purchase under the Town's Purchasing Code, staff will continue to ensure that the proposed purchase will meet all requirements as provided within Sec. 2-246. Thresholds for the procurement of goods and services. 1. For goods and services with a value greater \$10,000, but less than \$35,000 (including obtaining 3 quotes, posting on the Town's website, etc.).

The proposed Emergency Purchase has been prepared by the Public Works Director and reviewed by the proposed Contractor, Carrier Global Corporation, the Finance Director and the Town Attorney.

The Town has previously worked with the proposed contractor; in addition, staff has confirmed with various local governments that they provide quality product and good customer service.

RECOMMENDED MOTION:

I move to approve the Emergency Purchase and authorize the Town Manager to execute an emergency purchase agreement with Carrier Global Corporation to provide immediate repairs to the Town Hall HVAC System & Related Services in the amount of \$26,545.48 under the Town's Purchasing Code, Sec. 2-249. Alternative Source Selection – Emergency Purchase.