



Public Works
Department

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MEMORANDUM

To: Richard Reade, **Town Manager**

From: Jaime J. Morales, **Public Works Director**

Date: April 30, 2025

Subject: Emergency Procurement Justification – Carrier HVAC Services

Background:

During routine inspection and monitoring of the town's HVAC system, staff identified an active refrigerant leak that critically compromised the system's operational integrity. The compromised system risks substantial damage to Town property, potential loss of conditioned air during critical operational hours, and increased energy inefficiency.

Emergency Nature:

Per Town of Lake Park Purchasing Policy Section 2-249(2), emergency procurement is authorized when a condition threatens substantial or potential loss to the Town and requires immediate action. Given the risk of further damage, potential system failure, and impact on Town operations, immediate repair services are necessary.

Procurement Action Taken:

To ensure fiscal responsibility despite the urgency, two (2) independent quotes were solicited:

- **Vendor 1:** Carrier Corporation – \$26,545.48
- **Vendor 2:** Altman Air Conditioning – \$32,399.20
- **Vendor 3:** John C Cassidy Air Conditioning & Plumbing – Quote not received

After evaluation, **Carrier** was determined to be the most qualified and capable of providing the specialized services required to address the HVAC system leak immediately.

Recommendation:

It is respectfully recommended that the Town approve proceeding with Carrier's services under the emergency procurement provisions. Complete documentation, including inspection findings, quote comparisons, and this memo, will be maintained in the procurement file for audit compliance.

Approval:

- ☒ Approved
☐ Not Approved

Signature:

Richard Reade, **Town Manager**

Date: 5/1/2025