



Town of Lake Park Town Commission

Agenda Request Form

Meeting Date: July 15, 2026

Originating Department: Public Works

Agenda Title: Emergency Equipment Repair – PBSO Building A/C System - Nova Air Conditioning, Inc. - \$6,597.02

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

Cost of Item: \$6,597.02 **Funding Source:** General Fund

001-597-408-
46000 (General
Fund –

Account Number: Facilities) **Finance Signature:** Barbara A. Gould

Advertised:

Date: _____ **Newspaper:** _____

Attachments:

Nova Air Conditioning, Inc. Estimate No. 2897

Altman Air Conditioning Proposal No. 0000049731

Please initial one:

_____ Yes, I have notified everyone.

X Not applicable in this case

Summary Explanation/Background:

The Public Works Department had a need recently to complete emergency repairs to the A/C with the Town's Building where the Palm Beach County Sheriff's Office is located. The system experienced a refrigerant leak in the underground refrigerant lines, causing the system to lose cooling capacity and remain out of service for an extended period.

Note: To provide temporary relief, portable air conditioning units were deployed; however, this was not a long-term solution and did not eliminate the need for permanent repair.

To prevent continued disruption to PBSO operations and avoid additional damage to the HVAC equipment, Public Works staff utilized a local vendor, Nova Air Conditioning, Inc., to complete the emergency repairs in the amount of \$6,597.02.

As a result, the Public Works Department has requested the Town Manager to authorize an emergency purchase/repair 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.

Funding for this emergency purchase is expected to be obtained from the following source:

- \$6,597.02 - FY 2026 Budget – General Fund – Facilities - Account #001-597-408-46000

Note: The emergency repair work began on July 6, 2026 and included running new refrigerant lines, removing contaminated refrigerant, replacing the filter drier, installing new copper piping, fittings, unistrut, vibration clamps, and insulation, pressure testing and vacuuming the system, adding refrigerant, and restarting the unit.

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 available) 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 posting on the Town's website, etc.).

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

The Town has previously worked with the proposed vendor and they have provided a quality product and good customer service.

Recommendation

I move to approve the Emergency Purchase/Repair and authorize the Town Manager to execute an emergency purchase agreement with Nova Air Conditioning, Inc. to repair the A/C system within the Town's Building where the PBC Sheriff's Office is located in the amount of \$6,597.02, in accordance with the Town's Purchasing Code, Sec. 2-249, Alternative Source Selection, Emergency Purchase.