Town of Lake Park Town Commission

Agenda Request Form

Meeting Date:	July 15, 2026
Originating Department:	Public Works
Agenda Title:	Emergency Equipment Repair - Town Hall A/C Chiller System - Carrier Corporation - $19,233

Approved by Town Manager: ______________________ **Date:** ____________

Cost of Item:	$19,233	**Funding Source:**	General Fund
Account Number:	001-597-408-46000 (General Fund – Facilities)	**Finance Signature:**	*Barbara A. Gould*

Advertised:

Date: ____________ **Newspaper:** ____________

Attachments:

Carrier Corporation quote/proposal

Purchase Order No. PO00444

Requisition No. REQ00419

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 Town Hall chiller system, which is a critical building system that supports HVAC operations for Town Hall. The system experienced failures of two of the four compressors, with one failed compressor in each circuit. As a result, the Town's operational redundancy was significantly reduced, and the remaining compressors and related electrical and mechanical components were at increased risk of additional damage if repairs were delayed.

To prevent further damage to the system and avoid an extended disruption to Town Hall operations, Public Works staff utilized a local vendor, Carrier Corporation, to complete the emergency repairs in the amount of $19,233.

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:

- $19,233 - FY 2026 Budget – General Fund – Facilities - Account #001-597-408-46000

<u>Note</u>: The emergency repair includes the replacement of the failed A1 and B2 compressors at Town Hall, related diagnostic work performed on June 15, 2026, under Work Order No. 04239723, and the necessary repair activities required to return the system to reliable operation.

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 meets 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 than $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 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.

<u>Recommendation</u>

I move to approve the Emergency Purchase/Repair and authorize the Town Manager to execute an emergency purchase agreement with Carrier Corporation to repair the Town Hall Chiller System in the amount of $19,233.00, in accordance with the Town's Purchasing Code, Sec. 2-249, Alternative Source Selection, Emergency Purchase.