



Levy County Board of County Commissioners Agenda Item Summary Form

1. **Name and Title:** Mary-Ellen Harper, County Manager
2. **Department:** Board of County Commissioners
3. **Meeting Date:** Tuesday, September 16, 2025
4. **Requested Action:**

Requesting the Levy County Board of County Commissioners to approve an additional \$3,787.35 for a total of \$157,626.35 for the purchase of a new air conditioner for the Levy County Courthouse from Brooks Building Solutions.

5. **Cost & Funding Source:**
\$157,626.35 from the Courthouse Improvements Fund.

6. **Justification of Request:**

The BoCC approved an Emergency Procurement on August 5, 2025 for \$153,839 in accordance with Levy County Code of Ordinances Sec. 2-205. - Emergency procurements.

Where the county manager finds that a situation exists for which an emergency procurement is necessary and in the best interests of the county and to protect the public health or safety, the procurement may be made by following the requirements of this section. After consultation with applicable staff of the department affected by the emergency or which needs goods or services as a result of the emergency, and after notification to the chair of the board, or vice chair if the chair is not available, the county manager may suspend all provisions of this article and authorize an emergency procurement; provided that such emergency procurement shall be made with such competition as is practicable under the circumstances. When an emergency procurement is authorized, the factual basis for the emergency and for the selection of the particular contractor shall be documented and presented to the board at a regularly scheduled meeting as soon as practicable after the procurement is authorized.

Following the approval of the Emergency Procurement, the vendor notified the BoCC of a price change for the air conditioner. The new price is \$157,626.35 which is \$3,787.35 higher than the original \$153,839.