



Cover Memorandum/Staff Report

File #: 25-188

Agenda Date: 2/18/2025

Item #: 6.K.

TO: Mayor and Commissioners
FROM: Missie Barletto, Public Works Director
THROUGH: Terrence R. Moore, ICMA-CM
DATE: February 18, 2025

RATIFICATION AND APPROVAL OF ADDITIONAL SPENDING WITH A-EXCELLENT SERVICE, INC. FOR AN INCREASE OF \$6,410.00, FOR A NEW PURCHASE ORDER TOTAL OF \$70,410.00

Recommended Action:

Ratification and approval of additional spending with A-Excellent Service, Inc. for an increase of \$6,410.00, for a new purchase order total of \$70,410.00.

Background:

In October 2024, the Building Maintenance Division of the Public Works Department (Building Maintenance) obtained three (3) written quotes for hourly rates for Heating, Ventilation, and Air-Conditioning (HVAC) installation, repairs, and maintenance. Prompt access to these services is critical to ensure approximately 250 systems located within City facilities are in optimum working conditions. The purchase order (\$64,000) was necessary to provide continuity of these services until a new agreement (ITB 2025-004) was advertised and executed. On February 5th, 2025, Building Maintenance was notified that the second-floor unit in the Tennis Center was inoperable. Upon inspection by the HVAC vendor, A-Excellent, it was determined that the HVAC unit coil was leaking and damaged beyond repair. Staff obtained a quote for a new unit and installation services for a total of \$6,410.00. In the best interest of staff's well-being and in anticipation of the commencement of the Delray Beach Open tennis tournament on February 7, approval to replace the unit was authorized by the City Manager on February 6.

This motion is in accordance with Code of Ordinances Section 36.02, Commission Approval Required; and Purchasing Policies and Procedures, Emergency Purchases (Authority to Award Emergency Purchases).

City Attorney Review:

N/A

Funding Source/Financial Impact:

Funding is available from 001-41-350-519.46-15 (Equipment Maintenance).

Timing of Request:

Prompt approval is requested to authorize payment to the vendor.