



Cover Memorandum/Staff Report

File #: 20-1079

Agenda Date: 1/5/2021

Item #: 6.I.

TO: Mayor and Commissioners
FROM: Missie Barletto, Public Works Director
THROUGH: Jennifer Alvarez, Interim City Manager
DATE: January 5, 2021

RETROACTIVE APPROVAL FOR EXPENDITURES IN THE AMOUNT OF \$125,943.90 FOR AIR CONDITIONING MAINTENANCE AND REPAIR SERVICES FOR THE PUBLIC WORKS DEPARTMENT WITH TRANE US, INC.

Recommended Action:

Motion to retroactively approve expenditures in the amount of \$125,943.90 Trane US Incorporated, for air conditioning maintenance and repair services for the Public Works Department.

Background:

On August 20, 2019, the City Commission approved Resolution No. 145-19 with Trane utilizing U.S. Communities Government Purchasing Alliance Solicitation No RFP 15-JLP-023 Board of Education of Hartford County for an estimated total contract value of \$500,000 for a term of two years.

Trane US Inc. provides the products and services required to perform HVAC maintenance and repair services as needed at City facilities. The City has approximately 208 units city-wide, many of which are at the end of their useful life or close to that point, resulting in frequent break down and repairs and the need for replacement. There is also the need to establish more frequent maintenance, to ensure proper temperature control and maintenance of air quality in our facilities.

Due to staff oversight and error, purchases of these necessary maintenance and repair services were authorized without authority or issuance of a formal purchase order.

Staff recommends retroactive approval of expenditures in the amount of \$125,943.90 for repair and replacement of air conditioners within the City of Delray Beach facilities.

This motion is in accordance with the Code of Ordinances Chapter 36, Commission Approval Required and Purchasing Policies and Procedures Manual.

City Attorney Review:

Approved as to form and legal sufficiency.

Funding Source/Financial Impact:

Funding is available from Account No. 001-41-350-519.46-20; Building Maintenance.

Timing of Request:

This issue is very time sensitive in order to provide the required services without interruption.