

MEMORANDUM

Purchasing #23-008

December 27, 2022

To: Gregory P. Harrison, City Manager

Through: Carla R. Byrd, General Services Director

From: Jeff English, Purchasing Agent

Subject: Report, Emergency Repair of Pier Parking Garage Elevators

Background

In accordance with the City Charter / Code of Ordinance, Section 32.46 "Emergency Procurement," the City Manager authorized issuing an emergency Purchase Order to repair the north elevator and upgrade the south elevator in the Pier Parking Garage. The north elevator is inoperable, and the south elevator is in need of upgrades to bring it to acceptable industry standards.

The Engineering Department has documented the emergency in its Memorandum No. 22-46. To prevent a threat to public safety and minimize the disruption of Americans Disability Act (ADA)-required services, Purchase Order No. 330639 was issued to Mowrey Elevator Co., Inc. in the amount of \$388,875.00.

Funding

The emergency repairs will be paid from budget account 472-4710-545-64-10 Heavy Machinery and Equipment. As required by the Emergency Procurement procedures, the City Commission approval is requested to ratify the actions taken by City staff.

cc: file