



General Services Department  
City of Pompano Beach, Florida

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## MEMORANDUM

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Purchasing #24-003  
October 12, 2023

To: Gregory P. Harrison, City Manager

Through: Carla R. Byrd, General Services Director

From: Tammy Thompkins, Purchasing Agent

Subject: Report, Emergency Pier Parking Garage Rooftop Elevators Enclosure

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### 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 construct a rooftop elevator enclosure at the Pier Parking Garage. The elevator enclosure is needed to reduce the chances of weather-related damage to the newly installed equipment and to shield pedestrians.

The Engineering Department has documented the emergency in its Memorandum No. 23-29. To prevent a threat to public safety and minimize the disruption of Americans Disability Act (ADA) required services, Purchase Order No. 340027 was issued to East Coast Metal Structures, Corp. in the amount of \$134,500.00.

### Funding

The emergency enclosure 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