



# Memorandum

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Date: August 14, 2024

To: Honorable Mayor and Councilmembers

From: Rey Valdes  
City Manager

Department: Erin Sullivan  
Parks and Recreation Director

Subject: **Authorization of Emergency Purchase- Doral Legacy Park HVAC System**

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## **Introduction:**

The Parks and Recreation Department respectfully request approval from the Mayor and City Councilmembers to ratify the emergency purchase for repair work to the HVAC system at Doral Legacy Park in an amount of \$37,880.00. Pursuant to Sections 2-318 and 2-321 of the City of Doral Code of Ordinances (“Code”), emergency purchases that exceed the City Manager’s spending authority are authorized provided they are reported to the City Council within 30 days of such action.

## **Background:**

The HVAC system at Doral Legacy Park requires urgent repairs due to heavy leaks in two (2) condenser coils and a malfunctioning motor. The Parks & Recreation department determined that proceeding with the manufacture for these repairs is in the best interest of the city to ensure service and warranty of the equipment is not jeopardized as the City also uses the manufacturer, Carrier Corporation, to provide routine maintenance and servicing throughout the year.

It was urgent to submit the increase to the purchase order exceeding the City Manager’s threshold, prior to the council meeting, as the purchase order was needed to place the order for the parts for the repair work. Maintaining the HVAC system is critical to ensure the air conditioning is operational for the safety and comfort of patrons using the Doral Legacy Park Community Center as well as protecting the wood gymnasium floors, which is susceptible to damage from humidity if the system fails.

**Procurement:**

Section 2-321(2) of the City Code of Ordinances provides that the City Manager may make or authorize emergency purchases when there exists a threat to public health, welfare or safety, as determined under emergency purchase procedures set forth in the Procurement and Purchasing Policy and Procedures Manual. Emergency procurements that exceed the City Manager's spending authority shall be reported to the City Council within 30 days of such action. In the instant case, City staff determined that failure to issue the purchase order would result in a threat to City property and an inability to provide the public with services at Doral Legacy Park.

Pursuant to City Code Section 2-322(24), the City is exempt from the competitive bidding process when purchasing "[s]ervicing or warranty work of equipment by the authorized dealer or manufacturer's representative, when required to maintain a warranty in full force and effect, or when considered to be in the best interest of the city and recommended by the using department, and the services to be performed are by the equipment manufacturer, manufacturer's service representative, or a distributor of the manufacturer's equipment." Accordingly, staff received a quote from Carrier, the manufacturer, and submitted it along with the Emergency Purchase Authorization Form which was then reviewed and approved by Procurement and the City Manager's office.

**Fiscal Impact:**

This item has a fiscal impact not to exceed \$37,880.00. Funding is available in Parks & Recreation account 001.90005.500460 (Repairs and Maintenance).

**Strategic Plan Alignment**

This project falls under the Parks & Recreation Strategic Objectives and ensures we continue to provide high quality and safe facilities for the community to use.

**Recommendation**

The City Manager respectfully requests approval from the Mayor and City Council to ratify the emergency purchase for repair work to the HVAC system at Doral Legacy Park in an amount of \$37,880.00 in accordance with Sections 2-318(f) and 2-321(2) of the City Code.