



CITY OF HOLLYWOOD, FLORIDA

OFFICE OF PROCUREMENT SERVICES



DATE: January 25, 2023


FILE: PR-23-065

TO: Wazir Ishmael, Ph.D., City Manager

VIA:  Gus Zambrano, Assistant City Manager for Sustainable Development

VIA:  Adam Reichbach, Assistant City Manager for Finance and Administration

THRU:   Steve Stewart, Director, Office of Procurement and Contract Compliance

FROM:  Jose Cortes, Director, Department of Design and Construction Management

SUBJECT: Washington Park Community Center: Recommendation to approve the execution of a contract and issuance of a Notice to Proceed to Blizzard Air Conditioning, LLC. for the replacement of HVAC systems at the Washington Park Community Center located at 5199 Pembroke Road in Hollywood, Florida. The contract is in an amount not to exceed **\$228,250.00**. The Procurement Method used is Emergency to expedite ordering HVAC units due to lead times, however, a formal solicitation process was completed through an Invitation for Bid (IFB-4756-22-WV).

ISSUE:

The Washington Park Community Center is an 11,564 square foot facility that offers children day camps, aftercare programs and recreational programs for all ages, including seniors. Sports programs include youth, teen and adult basketball leagues, and tackle & flag football programs.

The HVAC systems at the Washington Community Center have had multiple malfunctioning incidents that have affected the daily operations of the building. Public Works staff works on the existing units frequently to keep the units functioning; however, these solutions are only temporary and the City must replace the units before they cease to work completely. There are a total of seven units that service the building and need to be replaced. Ductwork running from one of the large 20 ton units is decaying and also needs to be replaced to ensure clean, safe air is brought into the building.

The City of Hollywood issued an Invitation for Bid, IFB-4756-22-WV, for a mechanical contractor to purchase and replace these seven units. Eight contractors submitted bids and Blizzard Air Conditioning, LLC. was selected to be the lowest and most responsive bidder.

Market conditions in the HVAC industry are volatile and units have become difficult to procure and prices on the units have been increasing frequently. Units that may be available currently can

and most frequently are sold out by tomorrow, causing lead times that vary between 20 and 40 weeks. On January 10, 2023, the contractor spoke with the supplier of the units needed for the Washington Park Community Center. There are a few units available, however, it is not guaranteed that they will remain in stock as the lead time on these specific units has been 30-35 weeks. Time is of the essence for The City to procure and hold the cost and lead time of these units.

Due to the emergency nature of this project, it was agreed upon to approve this bid initially by Emergency Memo and then go through the official Commission process after the fact. This decision was approved based on the urgent need to procure and release the HVAC equipment, which has an estimated lead time of 30-35 weeks if we are not able to procure a unit that is in stock.

This is a CDBG Funding Account requiring David Bacon Act. Funding for the Contract is available in account number 115.160101.55400.564530.001409.000.000

AUTHORITY:

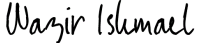
§ 38.41 COMPETITIVE SOLICITATIONS REQUIRED; EXCEPTIONS

(C)(1) Emergency purchases:

*In urgent cases of compelling emergency that require the immediate purchase of goods, supplies, materials, equipment or services, the CPO is authorized to secure, when possible, emergency goods, supplies, materials, equipment or services by open market procedure. **All such emergency purchases must receive prior administrative approval except for the most urgent situations presenting a clear and present substantial threat to life or property where immediate action is required.***

RECOMMENDATION:

Washington Park Community Center: Recommendation to approve the execution of a contract and issuance of a Notice to Proceed to Blizzard Air Conditioning, LLC. for the replacement of HVAC systems at the Washington Park Community Center located at 5199 Pembroke Road in Hollywood, Florida. The contract is in an amount not to exceed \$228,250.00. The Procurement Method used is Emergency to expedite ordering HVAC units due to lead times, however, a formal solicitation process was completed through an Invitation for Bid (IFB-4756-22-WV).

DocuSigned by:

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 APPROVED BY: Wazir Ishmael, Ph.D.
 City Manager

1/26/2023
 Date:

Attachments: Invitation for Bid Contract / Approved Certificate of Insurance