



MEMORANDUM

Date: September 12, 2024

To: Honorable Mayor and Commissioners

Via: Todd Stoughton
Interim City Manager

CC: Steve McAlearney
Interim Assistant City Manager

From: Matt Willman
Interim Utilities Director

Subject: **24-6307 Consideration/Approval of an Intergovernmental Support Agreement (IGSA) between the Department of the Navy, as represented by Naval Air Station (NAS) Key West, and The City of Key West.**

Introduction

This IGSA is presented by and between the Parties to provide mutual support to each other through service and goods contracts as mutually agreed upon. The purpose of this IGSA is to outline the roles and responsibilities of the Parties, the estimated prices to be paid by the United States, and the appropriate reimbursement, indemnification, and liability procedures.

Background

An IGSA can be utilized as sole source basis with a State or local government provided the IGSA will serve the best interest of the Navy by enhancing mission effectiveness or creating efficiencies or economies of scale, including reducing costs, and when the State or local government providing the NAS Key West services already provides such services for its own use. The City of Key West already provides services across the City of Key West that may be utilized through the IGSA as a “piggy-back” contract with NAS. This IGSA will streamline and make more efficient award and execution of routine and recurring projects, in addition to cost savings achieved through economies of scale.

The Parties see this IGSA as an opportunity to further grow and strengthen the relationship. This agreement allows the Parties to assist each other more efficiently and economically to meet their requirements in procuring future Task Orders and Contracts for Services.

Procurement

For any services rendered by the City of Key West, as documented in future task orders, NAS Key West and the City of Key West will both agree on an administrative fee of each invoice submitted through the billing and payment process.

Fiscal year 2024 costs for NAS solid waste management and recycling services were used to determine the cost effectiveness of this partnership. As of the effective date of this IGSA, the costs for solid waste management and recycling ordered hereunder were estimated to be at an annual cost of \$1,798,488.48, an administrative fee of 10% or (\$179,848.00/year) was used for this calculation that may be provided to the City. This amount is not intended to represent the total financial responsibilities nor the actual needs of NAS Key West each year. Actual requirements for a given year will be reflected in task orders and contracts for service.

This agreement may allow for future task orders to be approved which would fund City Staff time attributed to the management of such tasks. **The IGSA will be a revenue generator for the city.**

Recommendation

The City Manager's Office recommends the Mayor and Commission approve the resolution authorizing the City Manager to enter into the IGSA agreement and execute documents upon the review of the City Attorney.