

# EXECUTIVE SUMMARY



**TO:** Jim Scholl, City Manager

**FROM:** Mark Z. Finigan, Finance Director

**CC:** Greg Veliz, Assistant City Manager

**DATE:** October 11, 2016

**SUBJECT:** Purchases/Payments Made Pursuant to Sec 2-797 for FY 2016-17 and  
Blanket Purchasing Order Approval for FY 2016-17

## **Action Statement:**

Respectfully request approval for the purchase/payment of certain City of Key West Fiscal Year 2016-17 budgeted requirements which are estimated to exceed \$20,000 and are based on Section 2-797 of the City of Key West Code of Ordinances and for the approval to establish certain blanket purchase orders for supplies in which the estimated cumulative (all departments) expenditure for each established blanket purchase order for the FY 2016-17 period is estimated to exceed \$20,000.

## **Background:**

1. The City Commission is requested to approve the following purchases/payments pursuant to one of the exceptions allowed under Section 2-797 of the Code of Ordinances. Such purchases/payments have been appropriated in the Fiscal Year 2016-2017 Budget. Respective payment(s) will only be disbursed after supplies have been received or services have been rendered:

- Comcast \$38,719.00 Section 2-797(1) Sole Source Procurement (Connectivity for remote sites and internet backup / AT & T offers limited capability)
- SunGard Public Sector \$97,640.00 Section 2-797(1) Sole Source Procurement (Police Department Software Support Agreement for One Solution & Navaline)
- SunGard Public Sector \$77,000.00 Section 2-797(1) Sole Source Procurement (Finance & Work Orders Software Support Agreement for One Solution)
- Host.net \$27,995.00 Lowest Cost between Limited Vendors (T1 Network connectivity for PD/MCSO Radio system, FMT and Transfer Station)
- Verizon Wireless \$68,580.00 Section 2-797(3) State Contract (Estimated city-wide annual "air time" payments for 70+/- PD laptop air cards and 10+/- Laptop air cards for Code/Bldg./Fire)
- Verizon Wireless \$ 6,500.00 Section 2-797(3) State Contract (Cell Phone Package for Parking Department)
- SunGard Public Sector \$60,000.00 Section 2-797(1) Sole Source Procurement (Training Cost for Trakit One Solution Software)

- SunGard Public Sector \$60,000.00 Section 2-797(1) Sole Source Procurement (Training Cost for OSSI One Solution Software)
- SHI \$59,535.00 Section 2-797(3) State Contract (MS Office 365)
- ESRI \$25,000.00 Section 2-797(1) Sole Source Procurement (GIS Software License Fee)
- ShoreTel \$20,292.00 Section 2-797(1) Sole Source Procurement (Annual maintenance and support agreement of City-wide telephone system)
- Executime Software \$76,217.00 Section 2-797(1) Sole Source Procurement (Timekeeper Software)
- Executime Software \$22,400.00 Section 2-797(1) Sole Source Procurement (Hardware for Timekeeper Software)
- Cooke Communications \$55,000.00 Section 2-797(1) Sole Source Procurement (Estimated city-wide annual payments for KW Citizen advertising)
- Tiresoles of Broward, Inc. \$45,000.00 Section 2-797(3) State Contract (Estimated city-wide annual payments for tires)
- Banner Tire \$45,000.00 Section 2-797(3) State Contract (Estimated city-wide annual payments for tires)
- Gillig Bus Parts \$68,000.00 Section 2-797(1) Sole Source Procurement (Estimated city-wide annual payments for bus parts)
- Thermo King \$30,000.00 Section 2-797(1) Sole Source Procurement (Estimated city-wide annual payments for bus parts)
- Voith Turbo \$24,000.00 Section 2-797(1) Sole Source Procurement (Transmission repairs to City buses)
- Cummins Southeastern \$55,000.00 Section 2-797(1) Sole Source Procurement (Estimated city-wide annual payments for major engine repairs/parts)
- CALE Parking Systems \$70,256.00 Section 2-797(1) Sole Source Procurement (Software Support, parts and Warranty Maintenance Coverage for the pay and display parking meters)
- Purchase Power \$36,000.00 Section 2-797(1) Sole Source Procurement (City Wide Metered Postage)
- Flamingo Oil \$44,000.00 Section 2-797 (1) Sole Source Procurement  
This requirement is for the annual procurement of fluids (oils, coolant, and hydraulic) for use on City vehicles as well as heavy equipment. The City does not have the storage capacity or the dispensing capability so therefore we must procure from a vendor who provides both storage/dispensing capability as part of their sale of fluids. Multiple vendors in the Keys and South Florida area were contacted and Flamingo Oil was the only vendor who would provide the needed capabilities as part of their sale of fluids to the City.
- Monroe Concrete \$35,000.00 Section 2-797(1) Sole Source Procurement  
Covers Concrete used for small sections of sidewalk repair by city crews. Does not include concrete purchases associated with capital projects.
- Office Depot \$90,000.00 Section 2-797(3) State Contract  
(Estimated city-wide annual payments for office supplies to include printer cartridges, copy paper, low dollar equipment items. Does not include all office furniture which is competitively priced)

- Ten 8 Fire Equipment           \$40,000.00   Section 2-797(1) Sole Source Procurement (Authorized Pierce Apparatus Service Provider in Florida)
- Xylem                               \$200,000.00   Section 2-797(1) Sole Source Procurement  
Lift station pumps, pump rebuilds and repairs. Only authorized & credentialed plant pump rebuilds and repairs
- Kamann                           \$100,000.00   Section 2-797(1) Sole Source Procurement  
Pumps repairs and parts for the treatment plant.
- Konica Minolta               \$55,000.00   Section 2-797(3) State Contract# 600-000-11-1  
(Estimated city-wide annual operating lease payments on copiers. Competitive lease pricing is solicited on each City copier at time of lease renewal. Konica Minolta consistently offers the lowest lease terms over other name brand copier)

2. The City of Key West will establish the following “blanket purchase orders” with the specified vendors for the purpose of small dollar ordering in an effort expedient the procurement of City required supplies/commodities. No services shall be ordered under a blanket purchase order. Each blanket purchase order is established with strict departmental responsibilities in an effort to ensure no single purchase made pursuant to a blanket purchase order exceeds \$500.00. City Purchasing Code allows departments to purchase items under \$500.01 with only a single quote. Please note that all Citywide ordering of office supplies are purchased from Office Depot through State Contract. City wide printing requirements, paper goods and chemicals are not purchased under blanket purchase order provisions, but are competitively procured regardless of the dollar amount.

- Home Depot                   \$103,800.00   Blanket Purchase Order Policy  
(Estimated City Wide Annual purchases made pursuant to policy)
- Strunk Ace Hardware       \$90,000.00   Blanket Purchase Order Policy  
(Estimated City Wide Annual purchases made pursuant to policy)
- Beckmann                   \$27,500.00   Blanket Purchase Order Policy  
(Estimated City Wide Annual purchases made pursuant to policy)
- Raybro Electric           \$25,000.00   Blanket Purchase Order Policy  
(Estimated City Wide Annual purchases made pursuant to policy)
- Carquest                   \$35,000.00   Blanket Purchase Order Policy  
(Estimated City Wide Annual purchases made pursuant to policy)
- Manley Deboer           \$25,000.00   Blanket Purchase Order Policy  
(Estimated City Wide Annual purchases made pursuant to policy)
- Sherwin Williams         \$37,500.00   Blanket Purchase Order Policy  
(Estimated City Wide Annual purchases Made pursuant to policy)

### **Recommendation:**

Approval of the purchase/payment of certain City of Key West Fiscal Year 2016-17 budgeted requirements which are estimated to exceed \$20,000 and are based on Section 2-797 of the City of Key West Code of Ordinances **and** for the approval to establish certain blanket purchase orders for supplies in which the estimated cumulative (all departments) expenditure for each established blanket purchase order for the FY 2016-17 period is estimated to exceed \$20,000.