



EXECUTIVE SUMMARY

To: James Scholl, City Manager
Mark Z Finigan, Finance Director

From: David Sermak, Central Purchasing Agent

Date: September 17, 2018

Re: Amending Resolution 17-269 - Purchases/Payments Made Pursuant to Sec 2-797 for FY 2017-18 and Blanket Purchasing Order Approval for FY 2017-18

Action Statement:

As Fiscal Year 2017-18 ends it became necessary throughout the year for some City departments to make purchases from two vendors, not previously listed on Resolution 17-269, that are estimated be to over the \$20,000 threshold as well as increase the estimated payments in Fiscal Year 2017-18 to one vendor previously listed. In keeping with the City of Key West Purchasing and Procurement Ordinance, approval from the City Commission is required before any purchase or purchases from a specific vendor is more than \$20,000 aggregate.

Background:

On October 27, 2017 the City Commission passed Resolution 17-269 allowing for the purchase of either: State contracted items, sole source services and good or small dollar purchases that would accumulate to over \$20,000. Early in the fiscal year it is often difficult to forecast what the needs of City departments may be in the ensuing months and the following two vendors, not previously identified under Resolution 17-269 are expected to exceed \$20,000:

*Pat's Pump & Blower	\$30,000.00	Blanket Purchase Order Policy
(Estimated Citywide annual purchases made pursuant to policy)		
*Keys Motors, LLC	\$26,000.00	Blanket Purchase Order Policy
(Estimated Citywide annual purchases made pursuant to policy)		

Strunk Ace Hardware was previously approved up to \$105,000.00 in Res 17-269. The current FY 2017-18 estimated total of annual City-wide payments to Strunk Ace Hardware will need to be increased to \$110,000.

Justification:

Resolution 17-269 allowed City departments to operate as needed through the current fiscal year, there were some unforeseen expenses that will require purchases from vendors that will exceed \$20,000 aggregate.

Recommendation:

Approval of this resolution will allow for City departments to operate as required through the end of fiscal year 2017/18.