



THE CITY OF KEY WEST

Post Office Box 1409 Key West, FL 33041-1409 (305) 809-3700

EXECUTIVE SUMMARY

TO: Gregory Veliz, City Manager

FROM: Karen Olson, Deputy Port and Marine Services Director

Cc: Patti McLauchlin, Assistant City Manager
Doug Bradshaw, Port & Marina Services Director

DATE: January 28, 2021

SUBJECT: Ratify Emergency Procurement Award to MinuteMen Security Technologies

ACTION STATEMENT:

Ratification of Emergency Declaration and budget transfer for the procurement of the City Marina's Access Control System to MinuteMen Security Technologies in the amount of \$58,283.54 pursuant to Subpart A, Chapter 2, Article VII, Division 3, Subdivision 2, Sec. 2-797 of the City of Key West Code of Ordinances executed by the Assistant City Manager on January 28, 2021.

BACKGROUND:

City Marina at Garrison Bight has three restroom/ shower facilities, the dinghy dock bathhouse, the liveaboard bathhouse and the transient showers/ restrooms located in the new Dockmaster building. These facilities were controlled by an access control system manufactured by TruPortal Access Solutions. This system allowed us to control and monitor use of the facilities by distributing card keys to the users. As of late 2019/early 2020 TruPortal is no longer providing services or equipment.

The access control systems at the dinghy dock and liveaboard bathhouses started having issues in early spring of 2020 but we were able to scavenge parts from other locations to keep them up and running. We have been researching new systems to budget for the upcoming fiscal year.

PURPOSE & JUSTIFICATION:

In early January 2021 the Adobe interface for the Truportal system shut down rendering the City Marina's access control system useless. Not having access control to our facilities requires the City to leave the restrooms unlocked which is not in the best interest of our tenants or the City. We have worked diligently to come up with a system that will fit our needs, is upgradeable and can integrate with the Key West Historic Seaport and City Hall. We consider this an emergency and are asking that we move this forward as expeditiously as possible per Section 2-797(2): *Emergency procurement* as there exists a "clear and present threat to public health, property, welfare, safety".

MEMORANDUM

With written approval first from Mark Finigan, Finance Director, followed by Patti McLauchlin, Assistant City Manager, verbal approval was given to MinuteMen Security Technologies to proceed with the equipment purchase. Staff then followed through with a formal Declaration of Emergency approval for issuance of purchase order. We anticipate the equipment to be shipped the week of February 9th followed by installation.

FINANCIAL IMPACT:

This was an unbudgeted expense for the dinghy dock bathhouse \$26,724.84 and the liveaboard/transient bathhouses \$31,558.70. Funds in the total amount of \$58,283.54 were transferred from Reserves.

RECOMMENDATION:

Staff recommends ratification from the Commission to MinuteMen Security Technologies in the amount of \$58,283.54 pursuant to Sec. 2-797, Emergency Procurement for the City Marina's Access Control System and authorizing the budget transfer.