



## **EXECUTIVE SUMMARY**

To: Patti McLauchlin, City Manager

From: David Sermak, Central Purchasing Specialist

Date: August 23, 2021

Re: Amending Blanket Purchase Thresholds for City of Key West Vendors Verizon & Comcast

Cc: Mark Finigan, Director, Finance  
Nancy Kielman, Deputy Finance Director

### **Action Statement:**

As the City of Key West continues to expand its communication capabilities both internally and externally, respectfully request approval of revised blanket purchase thresholds for Verizon Communications Inc and Comcast Corporation.

### **Background:**

On October 23, 2020 the City Commission approved resolution 20-208 authorizing the use of blanket purchases orders for specific vendors that exceeded the \$50,000 threshold as defined in City ordinance Sec 2-796. During the current fiscal year two vendors will exceed the authorized limits as outlined in the resolution.

Verizon Communications Inc currently has an open blanket purchase order at the Commission approved limit of \$ 61,000 and requesting an additional \$9,000. During the current fiscal year, an increased number of devices have been added to our Verizon account due to increased communication made necessary by COVID-19, new mobile tablets used by Community Services and added communication on all DOT buses.

Comcast Corp. currently has an open blanket purchase order at the \$83,950 Commission approved limit. And requesting an increase of \$10,000. During the current fiscal year, the City has migrated from cable-based broadband internet communication to a slightly more expensive but more stable fiber optic product. The increased internet speed of fiber optic communication was necessary to accommodate offsite Cloud backups.

### **Recommendation:**

Approving of the increase to the communication based blanket purchase orders.