



THE CITY OF KEY WEST

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

EMERGENCY DECLARATION

To: Patti McLauchlin, Assistant City Manager

Cc: Gregory Veliz, City Manager
Doug Bradshaw, Port Director
Mark Finigan, Finance Director

From: Karen Olson, Deputy Director Port and Marine Services

Date: January 28, 2021

Action Statement: Request approval of Patti McLauchlin, Assistant City Manager, to award an emergency procurement for the City Marina's Access Control System to MinuteMen Security Technologies in the amount of \$58,283.54

Ordinance:

Pursuant to Subpart A, Chapter 2, Article VII, Division 3, Subdivision 2, Sec. 2-797 of the City of Key West Code of Ordinances, the Emergency Procurement procedure the City Manager may make emergency procurement to approve contractual services where the cost exceeds \$50,000 when there exists a present threat to public health, property, and safety or other substantial loss to the City.

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.

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

MEMORANDUM

Key to the Caribbean – Average yearly temperature 77° F.

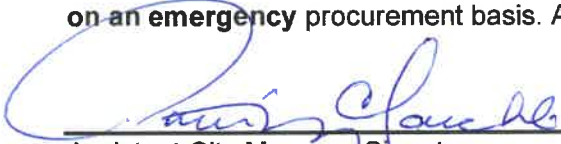
with a system that will fit our needs, is upgradeable and can integrate with the Key West Historic Seaport and City Hall. We consider this an emergency and are asking that we move this forward as expeditiously as possible per Section 2-797(2): *Emergency procurement* as there exists a “clear and present threat to public health, property, welfare, safety”.

Financial Impact:

These are unbudgeted expenses for the dinghy dock bathhouse \$26,724.84 and the liveaboard bathhouse \$31,558.70. We request approval to transfer necessary funds in the total amount of \$58,283.54 from City Marina at Garrison Bight Reserves.

Recommendation:

Staff recommends Patti McLauchlin, Assistant City Manager, approve the procurement for the City Marina’s Access Control System to MinuteMen Security Technologies in the amount of \$58,283.54 **on an emergency** procurement basis. And approve necessary budget transfer.



Assistant City Manager Signature

1/28/2021

Date