



THE CITY OF KEY WEST

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EXECUTIVE SUMMARY

Date: November 3, 2017

To: Jim Scholl, City Manager

From: Kreed Howell, Senior Construction Manager

CC: Jim Bouquet, Engineering Director
Greg Veliz, Assistant City Manager

Subject: **Procurement of 500 Mity-Lite Swiftset Chairs for the Truman Waterfront Amphitheater**

Action Statement

Approve the procurement of 500 stacking chairs from Mity-Lite Inc., in the amount of \$28,869.42. Approve purchasing exemption *Purchases and acquisitions under contracts of federal government and the state or its political subdivisions* from the competitive bid requirements per Key West City Codes 2-797(3) a. under provisions of GSA Contract GS-03F-041DA. Authorize the City Manager to execute any budget transfers and necessary purchasing documents as required.

Background

Concurrent with approval of Resolution 15-344 for design of the Truman Waterfront Amphitheater (Amphitheater), the Naval Properties Local Redevelopment Authority of the City of Key West (LRA) directed City Staff to design a facility with 500 semi-permanent seats. The LRA subsequently awarded the bid of D.L. Porter Constructors, Inc. (Porter) for Amphitheater construction under Resolution 17-035. Amphitheater work is ongoing with completion scheduled for December 2017; The 500 chairs were not included in Porter's bid as the City intends to purchase directly from the manufacturer/supplier and avoid contractor mark-up.

The order will consist of 300 "grey" and 200 "wine" color chairs. Proposed chair colors will coordinate with Amphitheater finishes approved by HARC.

MEMORANDUM

Purpose and Justification

Concurrent with approval of Resolution 15-344 for design of the Truman Waterfront Amphitheater (Amphitheater), the Resolution 17-035 of the Naval Properties Local Redevelopment Authority of the City of Key West (LRA) directed City Staff to design a facility with 500 semi-permanent seats. This resolution will approve procurement of the seats.

Financial Issues

The purchase cost of \$28,869.42 to Mity-Lite Inc., is funded from budget account 101-4303-543-6300, Project # TR1502 (Truman Waterfront Amphitheater). Full funding is currently available for the procurement.

Mity-Lite Inc., is a Government Services Administration contract holder and was awarded Contract GS-03F-041DA on January 12, 2016 (attached). The purchasing exception defined in Key West City Code 2-797(3)a, exempts *Purchases and acquisitions under contracts of federal government and the state or its political subdivisions* from the competitive bid requirements.

Recommendation

Staff recommends approving the procurement of 500 stacking chairs from MityLite Inc., in the amount of \$28,869.42, approve purchasing exemption *Purchases and acquisitions under contracts of federal government and the state or its political subdivisions* from the competitive bid requirements per Key West City Codes 2-797(3)a and authorize the City Manager to execute any budget transfers and necessary purchasing documents as required.