

EXECUTIVE SUMMARY



TO: Bob Vitas, City Manager

FROM: Mark Finigan, Assistant City Manager

DATE: March 1, 2013

SUBJECT: Purchases/Payments Made Pursuant to Sec 2-797 for FY 2012-13 and
Purchases/Payments Made Pursuant to Blanket Purchase Orders for FY 2012-13

Action Statement:

Respectfully request approval for the purchase/payment of certain City of Key West Fiscal Year 2012-13 requirements which exceed \$20,000 and are based on Section 2-797 of the City of Key West Code of Ordinances and for the approval to establish certain blanket purchase orders for supplies in which the estimated cumulative (all departments) expenditure for each established blanket purchase order vendor for the FY 2012-13 period is anticipated to exceed \$20,000.

Background:

1. The City Commission is requested to approve the following purchases/payments pursuant to Section 2-797 of the Code of Ordinances. Such purchases/payments have been budgeted in the Fiscal Year 2012-2013 Operating Budget. Respective payment(s) will only be disbursed after supplies have been received or services have been rendered:

- Little Conch Baseball \$23,000 Section 2-797(1) Sole Source Procurement
- Mental Health Care Center \$30,500 Section 2-797(1) Sole Source Procurement
(Annual City Grant)
- Mental Health Care Center \$19,920 Section 2-797(1) Sole Source Procurement
(Annual Employee Assistance Program)
- Girls / Boys Club \$25,000 Section 2-797(1) Sole Source Procurement
(Annual City Grant)
- Sungard Public Sector \$188,833 Section 2-797(1) Sole Source Procurement
(City-wide IT Software Support Agreement-excluding PD)
- Sungard Public Sector \$124,446 Section 2-797(1) Sole Source Procurement
(Police Department only IT Software Support Agreement)
- Synchromatics Corporation \$30,600 Section 2-797(1) Sole Source Procurement
(Software Maintenance and Product Support for Transit System Real Time Passenger Information System)
- Host.net \$28,800 Lowest Cost between Limited Vendors
(T1 Network connectivity for PD/MCSO Radio system, FMT and Transfer Station)

- Verizon Wireless \$53,748 Section 2-797(3) State Contract
(Estimated city-wide annual “air time” payments for 70+/- PD laptop air cards and 10+/- laptop air cards for Code/Bldg./Fire)
- Comcast \$31,200 Section 2-797(1) Sole Source Procurement
There are two sources available locally for internet connectivity, Comcast and AT & T. Comcast has the ability to provide backup capability which was not offered by AT & T.
- Trekker Tractor \$55,000 Section 2-797(1) Sole Source Procurement
Trekker Tractor is the authorized Case dealer for our area. Over the last two budget cycles the City Commission authorized Community Services to rebuild two (2) Case loaders. There is no after-market which provides the necessary parts. Trekker Tractor will provide the necessary Case parts and should therefore be considered “sole source”.
- Cooke Communications \$55,000 Section 2-797(1) Sole Source Procurement
(Estimated city-wide annual payments for KW Citizen advertising)
- Miami Tiresoles, Inc. \$30,000 Section 2-797(3) State Contract
(Estimated city-wide annual payments for tires to Miami Tiresoles)
- Banner Tire \$30,000 Section 2-797(3) State Contract
(Estimated city-wide annual payments for tires to Banner Tire)
- Gillig Bus Parts \$30,000 Section 2-797(1) Sole Source Procurement
(Estimated city-wide annual payments for bus parts)
- Cummins Southeastern \$48,000 Section 2-797(1) Sole Source Procurement
(Estimated city-wide annual payments for major engine repairs/parts)
- CALE Parking Systems USA \$50,000 Section 2-797(1) Sole Source Procurement
(Software Support and Warranty Maintenance Coverage pay and display parking meters)
- Purchase Power \$36,000 Section 2-797(1) Sole Source Procurement
(City Wide Metered Postage)
- SHAL \$441,118 Section 2-797(4)(b) Best Interest of City
(KOTS Management & Homeless Mobile Outreach Program)
Section 2-797(4)(b) provides for the exemption of contractual services if in the opinion of the City Manager exceptional circumstances exists to exempt such services from competitive bidding. Possible selection of a new KOTS manager/operator is problematic given the current legal issues surrounding the current KOTS location. Additionally, while the City evaluates alternative sites for possible KOTS relocation it is imperative the City considers operational/functional necessities of such sites under consideration. The current operator is in a unique position to provide the City such critical design considerations. Recommendation would be to defer the solicitation for a long term operator until such time a permanent KOTS site has been selected, designed and constructed.
- Flamingo Oil \$22,000 Section 2-797(1) Sole Source Procurement
This requirement is for the annual procurement of fluids (oil/coolant and hydraulic) for use on City vehicles as well as heavy equipment. The City has neither the storage capacity or the dispensing capability so therefore must procure from a vendor who provides both storage/dispensing capability as part of their sale of fluids. Multiple vendors in the Keys and South Florida area were contacted and Flamingo Oil was the only vendor who would provide the needed capabilities as part of their sale of fluids to the City.

2. The City of Key West will or has established the following “blanket purchase orders” with the specified vendors for the purpose of ordering in an expedient manner necessary City supplies/commodities. No services shall be ordered under a blanket purchase order. Each blanket purchase order is established with strict departmental responsibilities in an effort to ensure no single purchase made pursuant to a blanket purchase order exceeds \$500.00. City Purchasing Code allows departments to purchase items under \$500 with only a single quote. However, the attached City Manager directive to all Departments challenges all Departments to secure additional pricing “to the maximum extent possible” for even those requirements which are not anticipated to exceed \$500. Additionally, the Manager’s directive ensures a proper accounting of such ordering is maintained and provides for an audit of such. Please note that all City wide ordering of office supplies, paper goods and chemicals are not purchased under blanket purchase order provisions but are competitively procured regardless of the dollar amount.

- Home Depot \$65,000 Blanket Purchase Order Policy
(Estimated City Wide Annual purchases made pursuant to policy)
- Strunk Ace Hardware \$32,500 Blanket Purchase Order Policy
(Estimated City Wide Annual purchases made pursuant to policy)
- T & C Auto Parts \$40,700 Blanket Purchase Order Policy
(Estimated City Wide Annual purchases made pursuant to policy)
- Advance Auto Parts \$21,500 Blanket Purchase Order Policy
(Estimated City Wide Annual purchases made pursuant to policy)

Recommendation:

Approve the purchase/payment of certain City of Key West Fiscal Year 2012-13 requirements which exceed \$20,000 and are based on Section 2-797 of the City of Key West Code of Ordinances **and** for the approval to establish certain blanket purchase orders for supplies in which the estimated cumulative (all departments) expenditure for each established blanket purchase order vendor for the FY 2012-13 period is anticipated to exceed \$20,000.