

EXECUTIVE SUMMARY

TO: Jim Scholl, City Manager
FROM: Mark Z. Finigan, Finance Director
DATE: October 7, 2015



SUBJECT: - Purchases / Payments Made Pursuant to Sec 2-797 for FY 2015-16
- Blanket Purchase Orders for FY 2015-16

Action Statement:

Respectfully request approval for the purchase/payment of certain City of Key West Fiscal Year 2015-16 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 for the FY 2015-16 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 2015-2016 Budget. Respective payment(s) will only be disbursed after supplies have been received or services have been rendered:

- Comcast \$42,139.00 Section 2-797(1) Sole Source Procurement
Connectivity for remote sites and internet backup
- SunGard Public Sector \$136,891.00 Section 2-797(1) Sole Source Procurement
(Police Department IT Software Support Agreement)
- SunGard Public Sector \$ 107,000.00 Section 2-797(1) Sole Source Procurement
(City Hall IT Software Support Agreement)
- One Solution (Finance Package)\$77,000.00 Section 2-797(1) Sole Source Procurement
Software (Annual Software Support Agreement)
- Host.net \$27,995.00 Lowest Cost between Limited Vendors
(T1 Network connectivity for PD/MCSO Radio system, FMT and Transfer Station)
- Verizon Wireless \$59,580.00 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)
- Verizon Wireless \$7,895.00 Section 2-797(3) State Contract

- Cooke Communications \$60,486.00 Section 2-797(1) Sole Source Procurement
(Estimated city-wide annual payments for KW Citizen advertising)
- Miami Tiresoles, Inc. \$31,200.00 Section 2-797(3) State Contract (WSCA)
(Estimated city-wide annual payments for tires to Miami Tiresoles)
- Banner Tire \$38,200.00 Section 2-797(3) State Contract (WSCA)
(Estimated city-wide annual payments for tires to Banner Tire)
- Gillig Bus Parts \$60,000.00 Section 2-797(1) Sole Source Procurement
(Estimated city-wide annual payments for bus parts)
- Thermo King \$23,195.00 Section 2-797(1) Sole Source Procurement
(Estimated city-wide annual payments for bus parts)
- Cummins Southeastern \$100,000.00 Section 2-797(1) Sole Source Procurement
(Estimated city-wide annual payments for major engine repairs/parts)
- CALE Parking Systems USA \$80,216.00 Section 2-797(1) Sole Source Procurement
(Software Support, Warranty Maintenance Coverage and miscellaneous
maintenance/operating supplies for the City's pay and display parking meters)
- Purchase Power \$36,000.00 Section 2-797(1) Sole Source Procurement
(City Wide Metered Postage)
- Flamingo Oil \$32,500.00 Section 2-797 (1) Sole Source Procurement
This requirement is for the annual procurement of fluids (oils, coolant, and hydraulic) for use
on City vehicles as well as heavy equipment. The City has neither the storage capacity nor
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.
- Monroe Concrete \$30,000.00 Section 2-797 (1) Sole Source Procurement
- Office Depot \$95,000.00 Section 2-797 (3) State Contract (Estimated
city-wide annual payments for office supplies to include printer cartridges, copy paper, low
dollar equipment items. Does not include office furniture which is separately priced)
- Boundtree Medical \$120,000.00 Section 2-797(3) Monroe County Fire
Rescue's contract for the purchase of medical supplies and pharmaceuticals for the
Ambulance Service
- Interfleet \$21,000.00 Section 2-797(1) Sole Source Procurement
(Estimated city-wide annual payments for vehicle GPS tracking software licensing &
maintenance)
- Konica Minolta \$56,000.00 Section 2-797(3) State Contract# 600-000-11-1
(Estimated city-wide annual operating lease payments on copiers. Competitive lease
pricing is solicited on each City copier at time of lease renewal. Konica Minolta consistently
offers the lowest lease terms over other name brand copier)
- Municipal Code Corporation \$25,250.00 Section 2-797(1) Sole Source Procurement.
Legistar electronic agenda program for the City, providing software support, warranty
maintenance coverage and the publisher for printing city ordinances
- Certified Records Management \$60,000.00 Section 2-797(4)(b) Exempt-Best Interest of
City. Estimated cost for records retention in Tampa

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 \$500.01 with only a single quote. Please note that all Citywide ordering of office supplies are purchased from Office Depot through State Contract. Paper goods and chemicals are not purchased under blanket purchase order provisions, but are competitively procured regardless of the dollar amount.

- Home Depot \$87,300.00 Blanket Purchase Order Policy
(Estimated City Wide Annual purchases made pursuant to policy)
- Strunk Ace Hardware \$51,900.00 Blanket Purchase Order Policy
(Estimated City Wide Annual purchases made pursuant to policy)
- Beckmann (NAPA) \$27,400.00 Blanket Purchase Order Policy
(Estimated City Wide Annual purchases made pursuant to policy)
- Raybro Electric \$27,000.00 Blanket Purchase Order Policy
(Estimated City Wide Annual purchases made pursuant to policy)
- Sherwin Williams \$25,250.00 Blanket Purchase Order Policy
(Estimated City Wide Annual purchases made pursuant to policy)
- Manley Deboer \$25,950.00 Blanket Purchase Order Policy
(Estimated City Wide Annual purchases made pursuant to policy)
- Carquest of Key West \$27,000.00 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 2015-16 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 for the FY 2015-16 period is anticipated to exceed \$20,000.