

**CITY OF KEY WEST  
PURCHASING ORDINANCE EXCEPTION RECORD**

DEPARTMENT: City Clerk

ITEM: Storing of all official City documents for the City of Key West

REQUISITION: \_\_\_\_\_

COST: \$7,500.00

VENDOR: Certified Records Management (CRM)

- |  |                   |
|--|-------------------|
| <input checked="" type="checkbox"/> Sole Source Procurement                        | (CKW 2 – 797) (1) |
| <input type="checkbox"/> Emergency Procurement                                     | (CKW 2 – 797) (2) |
| <input type="checkbox"/> Purchases & Acquisitions under federal/state/ local govt. | (CKW 2 – 797) (3) |
| <input type="checkbox"/> Exempt contractual services                               | (CKW 2 – 797) (4) |
| <input type="checkbox"/> Other   |                   |

CRM has provided since 2001 the safeguard of all official paper documents issued from City Commission Meetings, workshops, special meetings, minutes, blueprints, building and licensing files and permits and other official City of Key West meetings (DVDs, CDs, Cassette Tapes) in an environmentally controlled warehouse in Tampa, Florida.

Pursuant to City Code Section 2-771 (3) a.1. – allows for small purchases of commodities and contractual services when the estimated value is \$500 or less.

**AUTHORIZATION:**

**DEPARTMENT:** Cheri Smith **DATE:** 8-11-11

**FINANCE:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

**CITY MANAGER:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

**DISPOSITION:** MBP 8.11.11

- MANAGEMENT & FINANCE APPROVAL UP TO \$1,000.00
- CITY MANAGER APPROVAL UP TO \$20,000.00
- CITY COMMISSION APPROVAL RESOLUTION: \_\_\_\_\_ DATE: \_\_\_\_\_