



## MEMORANDUM

---

Date: November 14, 2024

To: Honorable Mayor and Commissioners

Via: Todd Stoughton, Interim City Manager

From: Lucas Torres-Bull, Procurement Manager

Subject: Extension of Monroe Council of the Arts Administrative Agreement

---

### **Introduction**

This is a request to amend the current Administrative Services Agreement between the City of Key West and Monroe Council of the Arts Corporation (MCAC) to include a three (3) month extension.

### **Statement**

The City previously entered into an Agreement with the MCAC for Administrative Services for the City Arts in Public Places program. The agreement was for a three (3) year period and expires November 17<sup>th</sup>, 2024.

The Planning Department has reached out to Liz Young with the MCAC with a request to extend this current agreement for a period of three (3) months citing that the City intends to competitively bid Administrative Services for the City Arts in Public Places program via Request for Qualifications (RFQ). The extension will allow the competitive bid process to complete while maintaining continuous Administrative Services for the Arts in Public Places program.

### **Procurement**

The Arts in Public Places Administrative Services is budgeted annually in 110-5902-559-34-00. There is no additional financial impact as a result of the requested amendment to extend for a period of three (3) months.

### **Recommendation:**

The City Manager's Office recommends the Mayor and Commission approve a three (3) month extension amending the Administrative Services Agreement with Monroe Council of the Arts Corporation.