



EXECUTIVE SUMMARY

To: Greg Veliz, City Manager

From: David Sermak, Central Purchasing Specialist

Date: October 1, 2019

Re: Purchases/Payments Made Pursuant to Sec 2-797 for FY 2019-20 and Blanket Purchasing Order Approval for FY 2019-20

Cc: Mark Finigan, Director, Finance
Nancy Kielman, Deputy Finance Director

Action Statement:

Respectfully request approval for the purchasing/payment of certain City of Key West Fiscal Year 2019-20 budgeted requirements which are estimated to exceed \$50,000. based on Section 2-797 of the City of Key West Code or Ordinances. Also, request approval to establish certain blanket purchase orders for supplies in which the estimated cumulative expenditures for all departments for FY 2019-20 is estimated to exceed \$50,000.

Background:

1. The City Commission is requested to approve the following purchases/payments pursuant to one of the exceptions allowed under Section 2-797 of the Code of Ordinances. Such purchases/payments have been appropriated in the FY 2019-20 budget. Respective payment(s) will only be disbursed after supplies have been received or services rendered.

Section 2-797 (1) Sole Source

Key West Citizen Estimated city-wide payments for display and legal advertising	65,000	Sec 2-797 (1)
Comcast Connectivity for remote sites and internet backup. AT&T offers limited capacity	55,339	Sec 2-797 (1)
Central Square Citywide support, licensing and training per agreement for ONESolution software	278,209	Sec 2-797 (1)
Gillig Estimated city-wide annual payments for bus parts and supplies	70,000	Sec 2-797 (1)
CALE Software support and maintenance coverage for Pay & Display parking meters	75,000	Sec 2-797 (1)
Ten-8 The authorized Pierce Apparatus Service provider in Florida	60,000	Sec 2-797 (1)
Xylem Lift station pump, pump rebuilds and repairs	100,000	Sec 2-797 (1)
PSI Technologies Lift station pump, pump rebuilds and repairs	150,000	Sec 2-797 (1)
Granicus Public meeting access, the agenda development platform for the Commission, Boards and Committees and closed captioning	83,675	Sec 2-797 (1)

Sec 2-797 (3) Procurement Pursuant to State or Municipal Government Contract

Verizon Wireless Annual air-time payments for 70+/- KWPD laptop air cards 10+/- laptop air cards for Code, Bldg. & Fire, 2 iPads at KW Bight, Parking cell phones and EOC connectivity Pursuant to State contract DMS-10/11-008C	61,000	Sec 2-797 (3)
Software House International Annual license for MS Office 365 for all City departments pursuant to State contract 43230000-15-02	67,400	Sec 2-797 (3)
Office Depot Purchase for all City-wide office supplies Pursuant to State contract 44111513-17-01 Purchase of office furniture is competitively priced	70,000	Sec 2-797 (3)
Konica Annual lease payments for all City-wide multifunction printers pursuant to State contract 600-000-11-1	76,700	Sec 2-797 (3)
Homestead Tire & Auto Annual City-wide purchase of tires for City vehicles. Homestead Tire & Auto is an authorized dealer pursuant to State contract 25172500-WSCA-15-ACS	70,000	Sec 2-797 (3)
Bound Tree Purchase of equipment and supplies for the City EMS department pursuant to piggy-backing the County of Monroe contract to renew upon Monroe County Commission approval December 1, 2019	60,000	Sec 2-797 (3)

Sec 2-797 (4) b Best Interest of the City

SHAL Pursuant City Commission budget approval	483,345	Sec 2-797 (4) b
Positive Step of Monroe Co. Pursuant City Commission budget approval	35,000	Sec 2-797 (4) b
AHEC Pursuant City Commission budget approval	15,000	Sec 2-797 (4) b
Boys and Girls Club Pursuant City Commission budget approval	25,000	Sec 2-797 (4) b
F.I.R.M. Pursuant City Commission budget approval	50,000	Sec 2-797 (4) b
Keys to be the Change Pursuant City Commission budget approval	8,000	Sec 2-797 (4) b
Key West PAL Pursuant City Commission budget approval	32,500	Sec 2-797 (4) b
Key West Rotary Fireworks Pursuant City Commission budget approval	45,000	Sec 2-797 (4) b
KW Girls Softball League Pursuant City Commission budget approval	10,800	Sec 2-797 (4) b
Southernmost Hockey Club Pursuant City Commission budget approval	7,000	Sec 2-797 (4) b
KW Junior Football League Pursuant City Commission budget approval	18,000	Sec 2-797 (4) b
KW Youth Lacrosse League Pursuant City Commission budget approval	7,000	Sec 2-797 (4) b
KW Little Conch Baseball Pursuant City Commission budget approval	19,400	Sec 2-797 (4) b
AYSO Region 660 Soccer Pursuant City Commission budget approval	10,000	Sec 2-797 (4) b
KW Wild Bird Center Pursuant City Commission budget approval	50,000	Sec 2-797 (4) b

2. The City of Key West will establish the following “blanket purchase orders” with the specified vendors for the sole purpose of small dollar ordering to expedite the procurement of necessary City required supplies and commodities.

No Services shall be ordered under a blanket purchase order.

Each blanket purchase order is established with strict departmental responsibilities to ensure no single purchase made pursuant to a blanket purchase order exceeds \$1,000.00. City of Key West purchasing code allows departments to purchase items under \$1,000.01 with one single quote.

Each Department Head will be asked to review and execute the attached certification memorandum representing their understanding of departmental responsibilities when using a City of Key West issued blanket purchase order

Please note that all City printing, paper goods and chemicals are not purchased under blanket purchase order provisions but rather are competitively procured regardless of dollar amount.

Home Depot	115,000	Blanket PO Policy
Estimated City purchases made pursuant to policy		
Strunk Ace Hardware	120,000	Blanket PO Policy
Estimated City purchases made pursuant to policy		

MEMORANDUM

To: Directors and Managers
FR: David Sermak, Purchasing Specialist

DA: September 28, 2019

RE: Blanket Purchase Orders FY 2019-20

Though the Code allows for small purchases less than \$1,000.01 in estimated value to be procured without competition, provided they meet certain conditions, it is at the City Manager's direction that individual items (or group of like items) less than \$1,000.01 in estimated value be priced to the maximum extent possible. The operative phrase is "to the maximum extent possible". If there are known sources (especially local) which could provide the required supply item, a reasonable attempt should be made to secure, at a minimum, one additional quote. A departmental log shall be maintained to document purchases made pursuant to this policy and will become the source document necessary to demonstrate the departments attempt to secure additional competition. If there are circumstances that prevent a department from securing at the minimum one additional quote, the log should clearly identify the basis for procuring from a lone source. Examples preventing the procurement from an additional source could be emergency, only one known local vendor or situations in which additional competition efforts do not warrant the additional administrative efforts to source a second vendor. We need to ensure we support all local vendors by creating an environment of full & open competition to the maximum extent possible.

Please be advised that each department shall establish, maintain, and have available for inspection a log for each blanket purchase order for your department. The log should indicate the date of pickup, description of item, quantity, name of staff, amount of purchase and documented attempts to secure additional pricing. No services can be purchased pursuant to a blanket purchase order.

Also, remember that each individual purchase pursuant to a blanket purchase order may not exceed \$1,000.00. Those purchases over \$1,000.00 in value should be separately priced & competitively purchased. Purchases made as part of a project/major repair should be priced out separately and processed through a stand-alone purchase order, not through the blanket purchase order.

No attempt shall be made to circumvent this policy by multiple trips to a vendor or "breaking up" a requirement as to avoid competitive purchasing. Logs will be audited by Finance on a no notice basis throughout the year. Any department which circumvents the policy will jeopardize their privilege to purchase pursuant to a blanket purchase order.

Department/Division

Name of Director or Manager

Signature of Director or Manager