



## EXECUTIVE SUMMARY

To: Gregory Veliz, City Manager

From: David Sermak, Central Purchasing Specialist

Date: October 9, 2020

Re: Purchases/Payments Made Pursuant to Sec 2-797 for FY 2020-21 and  
Blanket Purchasing Order Approval for FY 2020-21

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 2020-21 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 2020-21 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 2020-21 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	65,000	Sec 2-797 (1)
Estimated city-wide payments for display and legal advertising		
Comcast	83,950	Sec 2-797 (1)
Connectivity for remote sites and internet backup. AT&T offers limited capacity		
Central Square Citywide	280,000	Sec 2-797 (1)
Software support, licensing support and training per agreement for ONESolution		
Gillig	65,000	Sec 2-797 (1)
Estimated city-wide annual payments for bus parts and supplies		
CALE	83,412	Sec 2-797 (1)
Software support and maintenance coverage for Pay & Display parking meters		
Ten-8	60,000	Sec 2-797 (1)
The authorized Pierce Apparatus Service provider in Florida		
Xylem	100,000	Sec 2-797 (1)
Lift station pump, pump rebuilds and repairs		
PSI Technologies	200,000	Sec 2-797 (1)
Lift station pump, pump rebuilds and repairs		

**Sec 2-797 (3) Procurement Pursuant to State Contract**

Verizon Wireless	61,000	Sec 2-797 (3)
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, EOC connectivity and Fleet vehicle tracking. Pursuant to State contract DMS-10/11-008C		
Software House International	68,355	Sec 2-797 (3)
Annual license for MS Office 365 for all City departments pursuant to State contract 43230000-15-02		
Office Depot	67,000	Sec 2-797 (3)
Purchase for all City-wide office supplies Pursuant to State contract 44111513-17-01 Purchase of office furniture is competitively priced		
Konica	74,500	Sec 2-797 (3)
Annual lease payments for all City-wide multifunction printers pursuant to NASPO contract 140597 participating State of Florida agreement 44000000-NASPO-19-ACS		
Homestead Tire & Auto	60,000	Sec 2-797 (3)
Annual City-wide purchase of tires for City vehicles. Homestead Tire & Auto is an authorized dealer pursuant to State contract 25172500-WSCA-15-ACS		
Bound Tree	60,000	Sec 2-797 (3)
Purchase of equipment and supplies for the City EMS department pursuant to piggy-backing the County of Monroe contract		
AT&T	80,000	Sec 2-797 (3)
Citywide landline & mobile communication services pursuant to State contract DMS-10/11-008A		

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

F I R M	80,000	Sec 2-797 (4) b
Floodplain Map Analysis		

2. The City of Key West will establish following cumulative “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 \$500.00. All Department Directors have signed the attached memorandum acknowledging the understanding of departmental responsibilities when using a City of Key West blanket purchase order.

Please note the all City of Key West printing, paper goods and chemicals and not purchased under a blanket purchase order provisions but rather are competitively priced 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		