



EXECUTIVE SUMMARY

To: Patti McLauchlin, City Manager

From: Jessica Durocher, Central Purchasing Specialist

Date: November 1, 2022

Re: Purchases/Payments Made Pursuant to Sec 2-797 for FY 2022-23 and
Blanket Purchasing Order Approval for FY 2022-23

Cc: Todd Stoughton, Assistant City Manager
Christina Bervaldi, Director of Finance
Nancy Kielman, Deputy Finance Director

Action Statement:

Respectfully request approval for the purchasing/payment of certain City of Key West Fiscal Year 2022-23 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 2022-23 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 2022-23 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)
Central Square Citywide software support, licensing support and training per agreement for ONESolution	385,000	Sec 2-797 (1)
Gillig Estimated city-wide annual payments for bus parts and supplies	75,000	Sec 2-797 (1)
CALE Software support and maintenance coverage for 100+ Pay & Display parking meters	100,000	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	200,000	Sec 2-797 (1)

Sec 2-797 (3) Procurement Pursuant to State 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, EOC connectivity and Fleet vehicle tracking. Pursuant to State contract DMS-10/11-08C	70,000	Sec 2-797 (3)
Software House International Annual license for MS Office 365 for all City departments pursuant to State contract 43230000-15-01	77,500	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 NASPO contract 140597 participating State of Florida agreement 44000000-NASPO-19-ACS	73,000	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 Volusia Master Agreement	100,000	Sec 2-797 (3)

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

A H of Monroe County Supportive/Traditional Housing and Group Homes	100,000	Sec 2-797 (4) b
FIRM Aid for FIRM to ensure for fair, equitable and affordable property insurance rates	50,000	Sec 2-797 (4) b
AT&T Citywide landline & some ISP communication services	135,000	Sec 2-797 (4) b
Comcast Connectivity for remote sites and internet backup	115,000	Sec 2-797 (1)

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 that all City of Key West paper goods and chemicals are not purchased under a blanket purchase order provisions but rather are competitively priced regardless of dollar amount.

Home Depot Estimated City purchases made pursuant to policy	150,000	Blanket PO Policy
Strunk Ace Hardware Estimated City purchases made pursuant to policy	125,000	Blanket PO Policy