



THE CITY OF KEY WEST

201 William Street Key West, FL 33040 (305) 809-3790

EXECUTIVE SUMMARY

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TO: Jim Scholl, City Manager

CC: Sarah Spurlock, Assistant City Manager

FROM: Doug Bradshaw, Port and Marine Services Director

DATE: July 21, 2014

SUBJECT: Purchase of Mobile Port Security Guard House for Outer Mole Cruise Ship Operations per Key West City Ordinance Section 2-797(3).

ACTION STATEMENT

Approving the purchase of a mobile port security guard house for outer mole cruise ship operations from UH Structures (dba Ebtech Industrial Building Solutions) for \$66,475 per Key West City Ordinance Section 2-797(3).

PROJECT ISSUE

In 2013, Port and Marine Services submitted and was awarded \$60,000 from the Port Security Grant Program (PSGP) for the purchase and installation of a mobile security building at the Truman Waterfront Navy Mole Pier Gate. With an estimated cost of \$80,000, a City match of \$20,000 is required. The building provides security and screening for over 160,000 cruise ship passengers and crew a year. The current building was purchased in in 2003 and has reached the end of its useful life. In addition, its size is inadequate for the number of personnel in the required security contingent.

Port and Marine Services did extensive research into the type of mobile security guard houses that are available and ones that meet the security requirements including durability, ample windows for 360 degrees of viewing, restroom, etc. There are very few that meet these requirements and most are custom manufactured.

Staff investigated these types of structures under contracts approved by the US General Services Administration (GSA). GSA assists with procurement work for other government agencies. As part of this effort, it maintains the large GSA Schedules, which other agencies can use to buy goods and services. The GSA Schedule can be thought of as a collection of pre-negotiated contracts. Procurement managers from government agencies can view these agreements and make purchases

Key to the Caribbean – Average yearly temperature 77° F.

from the GSA Schedule knowing that all legal obligations have been taken care of by GSA. Typically many GSA vendors provide products and services to the US Military of which guard houses are a frequently purchased item. Key West City Ordinance Section 2-797(3), allows purchases and acquisitions under contracts of federal government and the state or its political subdivisions to be exempt from the requirements of the formal competitive procurement.

The Navy recently purchased a structure made from a shipping container that is being used on the Mole Pier, is performing very well, and meets all the City's requirements. Knowing the City wanted something similar; staff sent the following requirements for the mobile port security guard house to ten (10) GSA vendors:

- Min length 20'
- Non-permanent, movable by truck, crane, or fork lift (shipping container)
- ADA Restroom
- A/C
- Two Offices
- Full Utilities (Plug unit in)
- One story or two
- Must meet South FL Building code including wind loads
- Include good visibility for police officers
- Delivery to Key West, FL

Staff received one proposal from UH Structures (dba Ebtech Industrial Building Solutions) that met all the requirements. The City checked with the Navy and determined that the UH Structure's cost was similar to their unit so staff feels City of Key West Ordinance Section 2-797(3)(b), which requires an informal solicitation to determine if the contract price is fair and reasonable, has been met.

OPTIONS

There are two options:

1. Purchase the mobile security guard house from UH Structures (dba Ebtech Industrial Building Solutions) under City of Key West Ordinance Section 2-797(3).
2. Put the purchase of the mobile security guard house out for formal bid

ADVANTAGES/DISADVANTAGES

Option 1: Allows for the most expedient purchase of a guard house to replace the existing one that has reached the end of its useful life. GSA pricing has been formally bid and meets the requirements of the City purchasing code

Option 2: Staff does not see any advantages with formally bidding the purchase. During a formal bid process, staff fully expects that same vendors that are on the GSA schedule to bid on the project at very similar prices. This option adds several months to the purchase.

FINANCIAL ISSUES

The cost for purchase of the mobile security guard house from UH Structures (dba Ebtech Industrial Building Solutions) is \$66,475. This price includes the freight and optional mini-spilt HVAC.

The purchase is being funded 75% by the PSGP and 25% by the City.

RECOMMENDATION

City staff recommends that City Commission approve the purchase of a mobile port security guard house for outer mole cruise ship operations from UH Structures (dba Ebtech Industrial Building Solutions) for \$66,475 per Key West City Ordinance Section 2-797(3).