



THE CITY OF KEY WEST

Post Office Box 1409 Key West, FL 33041-1409 (305) 809-3700

EXECUTIVE SUMMARY

TO: Gregory Veliz, City Manager

FROM: Karen Olson, Deputy Port and Marine Services Director

Cc: Patti McLaughlin, Assistant City Manager
Doug Bradshaw, Port & Marina Services Director

DATE: March 31, 2021

SUBJECT: Ratify Emergency Change Order to MinuteMen Security Technologies

ACTION STATEMENT:

Ratification of Emergency Change Order and budget transfer for required additional equipment for the City Marina's new Access Control System to MinuteMen Security Technologies in the amount of \$6,364.65 pursuant to Subpart A, Chapter 2, Article VII, Division 3, Subdivision III, Sec. 2-845(a) of the City of Key West Code of Ordinances executed by the Assistant City Manager on March 1, 2021.

BACKGROUND:

City Marina at Garrison Bight has three restroom/ shower facilities, the dinghy dock bathhouse, the liveboard bathhouse and the transient showers/ restrooms located in the new Dockmaster building. These facilities were controlled by an access control system manufactured by TruPortal Access Solutions. This system allowed us to control and monitor use of the facilities by distributing card keys to the users. As of late 2019/early 2020 TruPortal is no longer providing services or equipment.

The access control systems at the dinghy dock and liveboard bathhouses started having issues in early spring of 2020 but we were able to scavenge parts from other locations to keep them up and running. We have been researching new systems to budget for the upcoming fiscal year. In early January 2021 the Adobe interface for the Truportal system shut down rendering the City Marina's access control system useless.

Resolution #21-016 ratified an Emergency Procurement for the installation of the new access control systems at City Marina Dinghy Dock, Liveboard and Transient Bathhouses. This new new system fits the needs of the Marina, is upgradeable and can integrate with the Key West Historic Seaport and City Hall.

PURPOSE & JUSTIFICATION:

During installation of the new access control system it was determined additional equipment was necessary for the system to function properly and to replace non-functioning equipment that was intended for re-use.

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

MEMORANDUM

With written approval from Patti McLauchlin, Assistant City Manager, approval was given to MinuteMen Security Technologies to proceed with the additional equipment purchase and installation.

FINANCIAL IMPACT:

These are unbudgeted expenses for the dinghy dock bathhouse \$1,910.00 and the liveboard/transient bathhouses \$4,454.65. We request approval to transfer necessary funds in the total amount of \$6,364.65 from City Marina at Garrison Bight Reserves.

RECOMMENDATION:

Staff recommends ratification from the Commission to MinuteMen Security Technologies for the Emergency Change Order to City Marina's Access Control System in the amount of \$6,364.65 pursuant to Sec. 2-845(a). And approve the necessary budget transfer.