



THE CITY OF KEY WEST

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MEMORANDUM

**TO:** Jim Scholl, City Manager

**FROM:** Marcus Davila, Deputy Director of Community Services

**VIA:** Greg Veliz, Assistant City Manager- Operations  
Sarah Spurlock, Assistant City Manager- Administration  
Rod Delostrinos, Director of Community Services

**DATE:** July 17, 2015

**SUBJECT:** Approval to increase blanket purchase order to Monroe concrete in an amount not to exceed \$30,000 for concrete repair and maintenance to sidewalks.

**ACTION STATEMENT:** This resolution approves an increase to the blanket purchase order from the original amount of \$19,000 increase to budgeted amount of \$30,000 for sidewalk repair and maintenance.

**BACKGROUND:** The City of Key West continuously repair and maintain sidewalks to ensure public safety and American with Disabilities Act (ADA) compliance. Concrete is the primary material used for sidewalk construction.

The City Commission approved the allocation of \$30,000 for concrete to make repairs and maintenance in the FY 15 budget, account #102-4104-541.46. Purchase order 77600 was established for Monroe Concrete as a blanket purchase order for \$19,000 and will need to be increased to the full budgeted amount.

**PURPOSE & JUSTIFICATION:** Concrete is required for sidewalk construction.

**OPTIONS:**

1. Approve the increase in the blanket purchase order.
2. Disapprove the increase in the blanket purchase order.

**FINANCIAL IMPACT:** The funds for these repairs are allocated in 102-4104-541.46.

**RECOMMENDATION:**

Staff recommends option # 1 to approve resolution authorizing an increase to the blanket purchase order of \$19,000 to \$30,000 for sidewalk repair and maintenance.