



THE CITY OF KEY WEST

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MEMORANDUM

TO: Bob Vitas, City Manager

FROM: Doug Bradshaw, Port and Marine Services Director

CC: E. David Fernandez, Asst. City Manager – Operations
Mark Finigan, Asst. City Manager – Administration

DATE: December 30, 2013

SUBJECT: Emergency Procurement: Extension of the Agreement for Cruise Ship Passenger Shuttle Service

Resolution 07-379 awarded an Agreement to Historic Tours of America (HTA) to provide shuttle service for cruise ship passengers embarking and disembarking from the Navy Outer Mole Pier. The original agreement was extended on November 12, 2012 per Resolution 12-317 and expired on June 30, 2013 without either party officially extending the Agreement for six (6) months as allowed for in the Agreement. A verbal agreement did occur between the parties. That extension if officially executed would expire on December 30, 2013. The City felt that the extension would have been sufficient time to resolve the lease agreement with the Navy for the use of the Outer Mole and would have allowed adequate time for rebidding of the shuttle service. However, the City is continuing to negotiate with the Navy and the outcome is uncertain at this point.

In order to continue with uninterrupted shuttle service to cruise ships scheduled to dock at the Outer Mole and to authorize payment for past service it is necessary for the City Manager to execute an emergency procurement per City Ordinance 2-797(2) in order to protect the City from financial loss of canceled port calls. The emergency procurement retroactively approves the extension of the Agreement to December 30, 2013 and authorizes an additional twelve (12) month extension to the Agreement beginning December 31, 2013 in order for negotiations between the City and Navy to be resolved. HTA has agreed to continue shuttle service from December 31, 2013 at the existing rate for an additional six (6) months. Beyond that HTA has agreed to continue services for another six (6) months at a rate to be negotiated by both parties.

This emergency procurement will be ratified by the City Commission at the next available meeting.


CITY MANAGER APPROVAL


DATE

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