

RESOLUTION NO. _____

A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF KEY WEST, FLORIDA, AUTHORIZING A PURCHASING EXCEPTION PURSUANT TO SECTION 2-797 OF THE CODE OF ORDINANCES, TO ALLOW CUMULATIVE EXPENDITURES DURING FY 11-12 TO CERTIFIED RECORDS MANAGEMENT (CRM) FOR RECORDS STORAGE IN A TOTAL AMOUNT NOT TO EXCEED \$27,500.00; AUTHORIZING NECESSARY BUDGET TRANSFERS; PROVIDING FOR AN EFFECTIVE DATE

WHEREAS, Section 2-796 of the Code of Ordinances requires competitive bidding for purchases or services in excess of \$20,000.00; and

WHEREAS, CRM is the current storage facility for the City's records which require retention in excess of ten years, and the vendor has completed work to date in a timely manner to the satisfaction of staff; and

WHEREAS, the need for long-term retention of records by the many departments, and the city's reduced capacity for records storage during the process of constructing a new City Hall, necessitates the storage of records in excess of the amount contemplated this fiscal year; and

WHEREAS, the City Manager finds that pursuant to section 2-797(4), it is in the best interest of the City to authorize an increase in the amount of funds for the services rendered by CRM this fiscal year.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COMMISSION OF THE CITY OF KEY WEST, FLORIDA, AS FOLLOWS:

Section 1: That the expenditure of funds in excess of \$20,000.00, but not to exceed \$27,500.00, to Certified Records Management, Inc. is hereby authorized in accordance with Key West City Code of Ordinances section 2-797(4)(b).

Section 2: That a budget transfer in the amount of \$17,500.00 from 001-1903-519-34 (elections, other contractual services) to 001-1202-512-34 (city clerk, other contractual services) is hereby authorized.

Section 3: That this Resolution shall go into effect immediately upon its passage and adoption and authentication by the signature of the presiding officer and the Clerk of the Commission.

Passed and adopted by the City Commission at a meeting held this _____ day of _____, 2012.

Authenticated by the presiding officer and Clerk of the Commission on _____, 2012.

Filed with the Clerk _____, 2012.

CRAIG CATES, MAYOR

ATTEST:

CHERYL SMITH, CITY CLERK