



EXECUTIVE SUMMARY

To: James Scholl, City Manager

From: David Sermak, Central Purchasing Specialist

Date: October 1, 2018

Re: Purchases/Payments Made Pursuant to Sec 2-797 for FY 2018-19 and
Blanket Purchasing Order Approval for FY 2018-19

Cc: Greg Veliz, Assistant City Manager
Mark Finigan, Director, Finance
Nancy Kielman, Deputy Finance Director

Action Statement:

Respectfully request approval for the purchasing/payment of certain City of Key West Fiscal Year 2018-19 budgeted requirements which are estimated to exceed \$20,000. based on Section 2-797 of the City of Key West Code or Ordinances. Also, request approval to establish certain blanket purchase orders for supplies in which the estimated cumulative expenditures for all departments for FY 2018-19 is estimated to exceed \$20,000.

Background:

1. The City Commission is requested to approve the following purchases/payments pursuant to one of the exceptions allowed under Section 2-797 of the Code of Ordinances. Such purchases/payments have been appropriated in the FY 2018-19 budget. Respective payment(s) will only be disbursed after supplies have been received or services rendered.

Section 2-797 (1) Sole Source

Key West Citizen Estimated city-wide payments for display and legal advertising	60,000	Sec 2-797 (1)
Comcast Connectivity for remote sites and internet backup. AT&T offers limited capacity	84,000	Sec 2-797 (1)
Central Square Police Police Dept. software support per agreement for ONESolution	102,000	Sec 2-797 (1)
Central Square Finance All City financial software support per agreement for ONESolution	83,000	Sec 2-797 (1)
Central Square Training Training cost for all application of ONESolution applications	25,000	Sec 2-797 (1)
Central Square CDA Community development and mobile applications for ONESolution software	32,000	Sec 2-797 (1)
Host.net T1 Network connectivity MCSO radio system linking KWPD, FMT & DOT	24,000	Sec 2-797 (1)
ESRI GSI Geographic information software license fee	25,000	Sec 2-797 (1)
GovConnection-Shoretel Annual maintenance and support of City-wide telephone system	21,000	Sec 2-797 (1)
Gillig Estimated city-wide annual payments for bus parts and supplies	70,000	Sec 2-797 (1)
Cummins SE Estimated city-wide annual payments for major engine parts and repairs	30,000	Sec 2-797 (1)
CALE Software support and maintenance coverage for Pay & Display parking meters	75,000	Sec 2-797 (1)
Ten-8 The authorized Pierce Apparatus Service provider in Florida	40,000	Sec 2-797 (1)
Xylem Lift station pump, pump rebuilds and repairs	100,000	Sec 2-797 (1)
Kamann Pump repairs and parts for the wastewater treatment plant	100,000	Sec 2-797 (1)
PSI Technologies Lift station pump, pump rebuilds and repairs	150,000	Sec 2-797 (1)
Granicus Public meeting access, the agenda development platform for the Commission, Boards and Committees and closed captioning	50,000	Sec 2-797 (1)
Purchase Power Purchase of USPS Postage for Pitney Bowes postage meter	36,000	Sec 2-797 (1)

Sec 2-797 (3) Procurement Pursuant to State Contract

Verizon Wireless Annual air-time payments for 70+/- KWPD laptop air cards 10+/- laptop air cards for Code, Bldg. & Fire, 2 iPads at KW Bight, Parking cell phones and EOC connectivity Pursuant to State contract DMS-10/11-008C	58,000	Sec 2-797 (3)
Software House International Annual license for MS Office 365 for all City departments pursuant to State contract 43230000-15-02	65,520	Sec 2-797 (3)
Office Depot Purchase for all City-wide office supplies Pursuant to State contract 44111513-17-01 Purchase of office furniture is competitively priced	80,000	Sec 2-797 (3)
Konica Annual lease payments for all City-wide multifunction printers pursuant to State contract 600-000-11-1	60,000	Sec 2-797 (3)
Homestead Tire & Auto Annual City-wide purchase of tires for City vehicles. Homestead Tire & Auto is an authorized dealer pursuant to State contract 25172500-WSCA-15-ACS	60,000	Sec 2-797 (3)
Enterprise Services, LLC Annual City-wide use of rental vehicles pursuant to State contract 78111808-15-1	25,000	
Bound Tree Purchase of equipment and supplies for the City EMS department pursuant to piggy-backing the County of Monroe contract	80,000	Sec 2-797 (3)

Sec 2-797 (4) b Best Interest of the City

SHAL Pursuant City Commission budget approval	471,800	Sec 2-797 (4) b
Positive Step of Monroe Co. Pursuant City Commission budget approval	35,000	Sec 2-797 (4) b
AHEC Pursuant City Commission budget approval	15,000	Sec 2-797 (4) b
Boys and Girls Club Pursuant City Commission budget approval	25,000	Sec 2-797 (4) b
F.I.R.M. Pursuant City Commission budget approval	50,000	Sec 2-797 (4) b
Keys to be the Change Pursuant City Commission budget approval	8,000	Sec 2-797 (4) b
Key West PAL Pursuant City Commission budget approval	27,400	Sec 2-797 (4) b
Key West Rotary Fireworks Pursuant City Commission budget approval	40,000	Sec 2-797 (4) b
KW Girls Softball League Pursuant City Commission budget approval	10,800	Sec 2-797 (4) b

Southernmost Hockey Club Pursuant City Commission budget approval	7,000	Sec 2-797 (4) b
KW Junior Football League Pursuant City Commission budget approval	18,000	Sec 2-797 (4) b
KW Youth Lacrosse League Pursuant City Commission budget approval	7,000	Sec 2-797 (4) b
KW Little Conch Baseball Pursuant City Commission budget approval	19,400	Sec 2-797 (4) b
AYSO Region 660 Soccer Pursuant City Commission budget approval	10,000	Sec 2-797 (4) b
KW Wild Bird Center Pursuant City Commission budget approval	20,833	Sec 2-797 (4) b

2. The City of Key West will establish the following “blanket purchase orders” with the specified vendors for the sole purpose of small dollar ordering to expedite the procurement of necessary City required supplies and commodities.

No Services shall be ordered under a blanket purchase order.

Each blanket purchase order is established with strict departmental responsibilities to ensure no single purchase made pursuant to a blanket purchase order exceeds \$500.00. City of Key West purchasing code allows departments to purchase items under \$500.01 with one single quote.

Please note that all City printing, paper goods and chemicals are not purchased under blanket purchase order provisions but rather are competitively procured regardless of dollar amount.

Home Depot Estimated City purchases made pursuant to policy	115,000	Blanket PO Policy
Strunk Ace Hardware Estimated City purchases made pursuant to policy	120,000	Blanket PO Policy
NAPA Auto Beckmann's Estimated City purchases made pursuant to policy	21,000	Blanket PO Policy
CED Raybro Estimated City purchases made pursuant to policy	21,000	Blanket PO Policy
Premium CarQuest Estimated City purchases made pursuant to policy	21,000	Blanket PO Policy
Manley DeBoer Estimated City purchases made pursuant to policy	27,000	Blanket PO Policy
Sherwin Williams Estimated City purchases made pursuant to policy	42,000	Blanket PO Policy

Recommendation:

Approval of the purchase/payment of certain City of Key West FY 2018-19 budgeted requirements which are estimated to be in excess of \$20,000 and are based on Section 2-797 of the City of Key West Code of Ordinances. Also, for the approval to establish certain blanket purchase orders for supplies in which the estimated cumulative of all department expenditures for each established blanket purchase order for FY 2018-19 period is estimated to exceed \$20,000.