

EXECUTIVE SUMMARY



TO: Jim Scholl, City Manager

FROM: Mark Finigan, Assistant City Manager

DATE: January 12, 2012

SUBJECT: Purchases/Payments Made Pursuant to Sec 2-797 for FY 2011-12
Blanket Purchasing Order Approval for FY 2011-12

Action Statement:

Respectfully request approval for the purchase/payment of certain City of Key West Fiscal Year 2011-12 requirements which exceed \$20,000 and are based on Section 2-797 of the City of Key West Code of Ordinances **and** for the approval to establish certain blanket purchase orders for supplies in which the estimated cumulative (all departments) expenditure for each established blanket purchase order for the FY 2011-12 period is anticipated to exceed \$20,000.

Background:

1. The City Commission is requested to approve the following purchases/payments pursuant to Section 2-797 of the Code of Ordinances. Such purchases/payments have been budgeted in the Fiscal Year 2011-2012 Budget. Respective payment(s) will only be disbursed after supplies have been received or services have been rendered:

- Little Conch Baseball \$23,000 Section 2-797(1) Sole Source Procurement
- Mental Health Care Center \$30,500 Section 2-797(1) Sole Source Procurement
(Annual City Grant)
- Mental Health Care Center \$19,920 Section 2-797(1) Sole Source Procurement
(Annual Employee Assistance Program)
- Girls / Boys Club \$25,000 Section 2-797(1) Sole Source Procurement
(Annual City Grant)
- Sungard Public Sector \$328,080 Section 2-797(1) Sole Source Procurement
(City-wide IT Software Support Agreement)
- Host.net \$30,000 Lowest Cost between Limited Vendors
(T1 Network connectivity for PD/MCSO Radio system, FMT and Transfer Station)
- Verizon Wireless \$56,000 Section 2-797(3) State Contract
(Estimated city-wide annual "air time" payments for 70+/- PD laptop air cards and 10+/-
laptop air cards for Code/Bldg./Fire))

- Cooke Communications \$48,000 Section 2-797(1) Sole Source Procurement
(Estimated city-wide annual payments for KW Citizen advertising)
- Miami Tiresoles, Inc. \$50,000 Section 2-797(3) State Contract
(Estimated city-wide annual payments for tires to Miami Tiresoles)
- Gillig Bus Parts \$30,000 Section 2-797(1) Sole Source Procurement
(Estimated city-wide annual payments for bus parts)
- Cummins Southeastern \$40,000 Section 2-797(1) Sole Source Procurement
(Estimated city-wide annual payments for major engine repairs/parts)
- CALE Parking Systems USA \$48,000 Section 2-797(1) Sole Source Procurement
(Software Support and Warranty Maintenance Coverage pay and display parking meters)
- Purchase Power \$36,000 Section 2-797(1) Sole Source Procurement
(City Wide Metered Postage)
- Alcalde and Faye \$42,000 Section 2-797(4)(b) Best Interest of City
(Federal Lobbying Services contract with Alcalde and Faye has expired. City will issue RFP and award new contract NLT April 2012. This approval provides continuous coverage through planned award date)
- SHAL \$40,000 Section 2-797(1) Sole Source Procurement
(Homeless Mobile Outreach Program)
- SHAL \$382,077 Section 2-797(1) Sole Source Procurement
(KOTS Management)

2. The City of Key West will or has established the following “blanket purchase orders” with the specified vendors for the purpose of ordering in an expedient manner necessary City supplies/commodities. No services shall be ordered under a blanket purchase order. Each blanket purchase order is established with strict departmental responsibilities in an effort to ensure no single purchase made pursuant to a blanket purchase order exceeds \$500.00. City Purchasing Code allows departments to purchase items under \$500 with only a single quote. However, the attached City Manager directive to all Departments challenges all Departments to secure additional pricing “to the maximum extent possible” for even those requirements which are not anticipated to exceed \$500. Additionally, the Manager’s directive ensures a proper accounting of such ordering is maintained and provides for an audit of such. Please note that all City wide ordering of office supplies, paper goods and chemicals are not purchased under blanket purchase order provisions but are competitively procured regardless of the dollar amount.

- Home Depot \$77,000 Blanket Purchase Order Policy
(Estimated City Wide Annual purchases made pursuant to policy)
- Strunk Ace Hardware \$85,400 Blanket Purchase Order Policy
(Estimated City Wide Annual purchases made pursuant to policy)
- T & C Auto Parts \$50,000 Blanket Purchase Order Policy
(Estimated City Wide Annual purchases made pursuant to policy)
- Advance Auto Parts \$30,000 Blanket Purchase Order Policy
(Estimated City Wide Annual purchases made pursuant to policy)
- Rexel Electric \$25,000 Blanket Purchase Order Policy
(Estimated City Wide Annual purchases made pursuant to policy)

Recommendation:

Approve the purchase/payment of certain City of Key West Fiscal Year 2011-12 requirements which exceed \$20,000 and are based on Section 2-797 of the City of Key West Code of Ordinances **and** for the approval to establish certain blanket purchase orders for supplies in which the estimated cumulative (all departments) expenditure for each established blanket purchase order for the FY 2011-12 period is anticipated to exceed \$20,000.