

CITY OF KEY WEST

APPROVAL ROUTING SHEET

Date: June 27, 2013



Description: **Proposed Emergency Procurement
Mole Pier Fenders**

Project Coordinator: Terrence Justice, General Services - Engineering


A handwritten signature in black ink, appearing to be "TJ", is written over the name Terrence Justice.

Please review the attached document, make comments, sign and date, then pass it on.

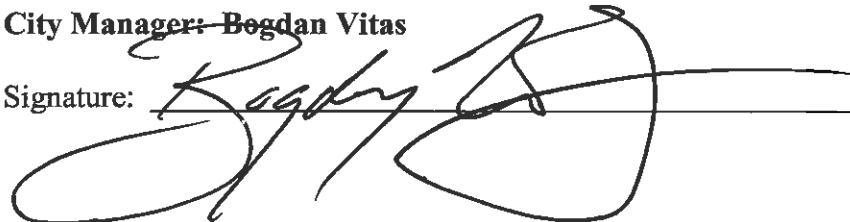
General Services: Doug Bradshaw

Signature:  _____ Date: 6-27-13

Asst. City Manager: David Fernandez

Signature:  _____ Date: 6-27-13

City Manager: Bogdan Vitas

Signature:  _____ Date: 6/26/13

Document list:

- Letter for City Mgr. Signature – Declaration of procurement emergency – 1 page.
- Executive Summary – 2 pages.
- Budget Transfer – City Mgr. Signature

Memorandum

To: City Manager
CC: Mark Finnegan, David Fernandez, Doug Bradshaw
From: Terrence Justice - Engineering
Date: 6/27/2013
Re: Emergency Procurement – OM1302 Mole Pier Fenders

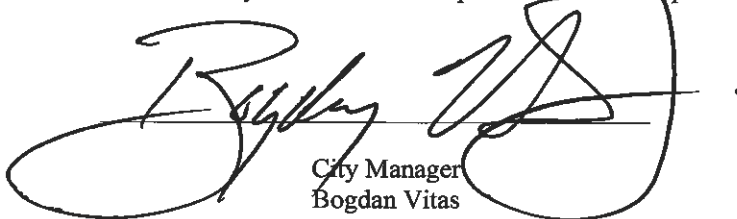
The condition of existing fenders on the Mole Pier have been assessed and several have reached the end of their serviceable life. In-kind revenues from the Mole Pier lease are available to purchase needed replacements and the Navy has requested that the City undertake this procurement as an In-kind action under the terms of the current Mole Pier lease.

As the Mole Pier lease will expire on June 30, 2013, this must be undertaken as a procurement emergency. The emergency nature of this effort is defined as follows:

1. Under the lease terms, monies for this project must be allocated to the project (OM1302) while the lease remains in effect, no later than June 30, 2013.
2. Time is of the essence as a delay would prevent our ability to allocate In-kind monies for said procurement.

Although the City Manager does hereby declare this a procurement emergency, does hereby authorize a necessary budget transfer, the City Commission shall ratify this action before any award is made or any funds are disbursed.

By signature of the City Manager, this situation is declared to warrant emergency procurement as allowed for by Section 2-797 subpart 2 of the Municipal Code of the City of Key West.


City Manager
Bogdan Vitas