



# Monthly Finance Department Report

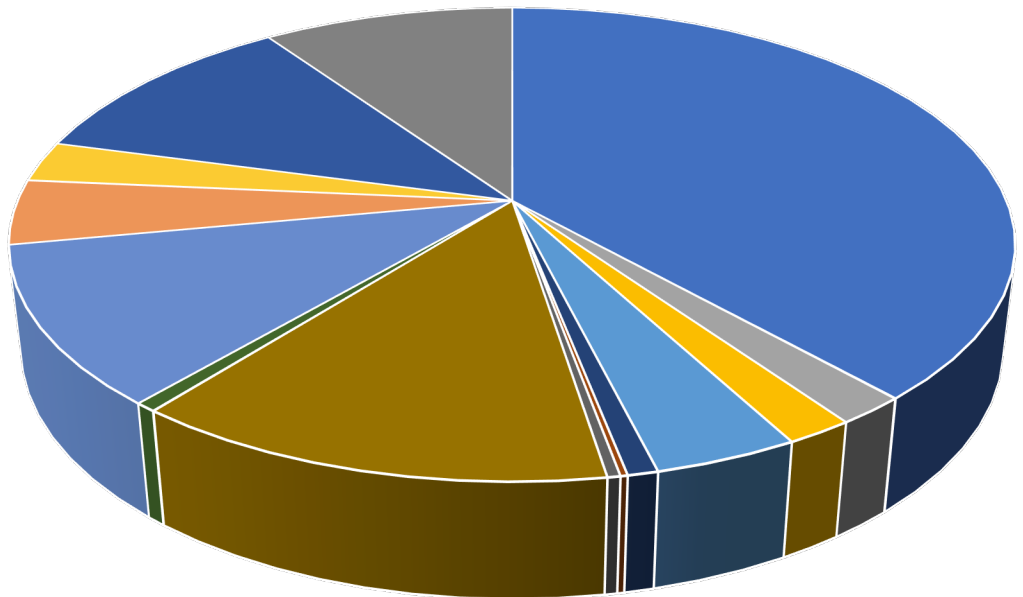
**To:** Brian L. Barroso, City Manager

**Date:** July 11, 2025

**From:** Christina Bernaldi, Director of Finance

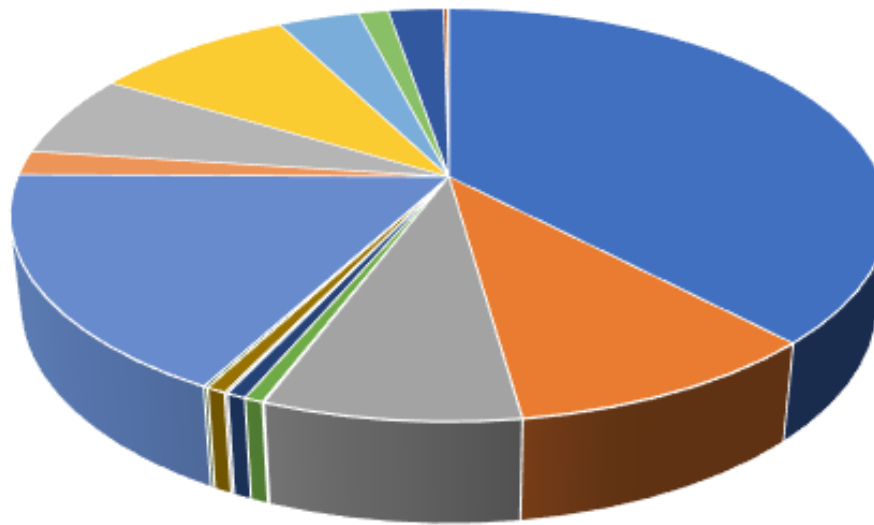
**Subject:** June 2025 Finance Department Report

City of Key West Revenue Collections - June 2025



- |                          |                                    |                                   |
|--------------------------|------------------------------------|-----------------------------------|
| ■ General Fund           | ■ Community Development Office     | ■ Stormwater Fund                 |
| ■ Solid Waste Fund       | ■ Gas Tax Fund                     | ■ Navy Outer Mole Fund            |
| ■ Truman Waterfront Fund | ■ Adaptation & Sustainability Fund | ■ Affordable Housing Trust Fund   |
| ■ Infrastructure Fund    | ■ Community Fund                   | ■ Transportation Alternative Fund |
| ■ Sewer Fund             | ■ Transit Fund                     | ■ Law Enforcement Trust Fund      |
| ■ Garrison Bight Fund    | ■ Capital Projects Fund            | ■ Fort Taylor Fund                |
| ■ Insurance Fund         | ■ Bahama Village CRA               | ■ Key West Bight Fund             |
| ■ Caroline Street CRA    |                                    |                                   |

City of Key West Expenditures - June 2025



- General Fund
- Gas Tax
- Affordable Housing
- Adaptation & Sustainability
- Transportation Alternative Fund
- Law Enforcement Trust
- Sewer
- Solid Waste
- Transit
- Insurance Fund
- Caroline Street CRA
- Infrastructure Fund
- Fort Taylor Fund
- Truman Waterfront
- Community Fund
- Community Development Office
- Capital Projects
- Stormwater
- Key West Bight
- Garrison Bight
- Bahama Village CRA

- 227 Purchase Orders Issued - \$2,867,445
- 2 Regular Payroll Distributions - \$3,688,527
- 1,262 Invoices Processed
- 145 Checks and 237 EFT Transactions were issued for a Total of \$8,801,197

- 3 Solicitations Broadcast
  - RFP 25-016 – Solid Waste Transportation, Disposal, & Recycling Services
  - RFP 25-014 – Property and Casualty Insurance
  - ITB 25-011 – Piling Replacement / H2 Dock Extension / Cantilever Walkway Replacement – Key West Bight
  
- 2 Bids Awarded/Closed
  - ITB 25-010 – Phase One Southernmost Seawall Project
    - BDI Marine Contractors
  - RFQ 25-002 – Environmental Engineering Services
    - 8 firms deemed qualified and approved with Res 25-132

#### **Bids Broadcast, Opened, Awarded and Closed-**

During the month of June 2025, the City of Key West Procurement Office continued to advance key operational and infrastructure objectives by issuing three formal solicitations. These solicitations reflect the City's commitment to sustainability, public safety, infrastructure resiliency, and responsible financial stewardship. Each procurement effort was designed to secure qualified vendors capable of delivering essential services and completing critical projects that align with the City's long-term strategic goals.

The first solicitation released in June was a Request for Proposal (RFP) for Solid Waste Transportation, Disposal, and Recycling Services. Through this RFP, the City is seeking a qualified and experienced contractor to manage the transportation and final disposal of municipal solid waste generated at the City's transfer station located on Rockland Key. In addition to these core services, the City is also requiring the selected contractor to provide recycling services to ensure that recyclable and recoverable materials are effectively diverted from the waste stream. This solicitation underscores the City's ongoing commitment to environmentally responsible waste management practices and reducing landfill dependency. All proposals for this RFP must be submitted to the City no later than Wednesday, July 23, 2025, at 3:00 p.m. (Eastern Daylight Time).

The second solicitation issued in June was another Request for Proposal, this time seeking Property and Casualty Insurance Services. The City is soliciting proposals from qualified and experienced insurance providers capable of furnishing comprehensive insurance coverage

across a wide range of municipal risks. Specifically, the coverage must include Property Insurance (including Inland Marine, Equipment Breakdown, and Auto Physical Damage), Terrorism and Active Shooter Protection, Crime Insurance, Comprehensive General Liability (including Law Enforcement Liability and Employee Benefit Liability), Automobile Liability, Public Official Liability, Employment Practices Liability, Workers' Compensation, Aircraft and Drone Coverage, and coverage for Firefighter Cancer Benefits as mandated by state law. This RFP reflects the City's ongoing responsibility to safeguard public assets, personnel, and infrastructure from a diverse range of potential liabilities and exposures. Proposals for this solicitation are due by Monday, August 18, 2025.

The third solicitation released in June focused on marine infrastructure improvements at the Key West Bight Marina. This Invitation to Bid (ITB) seeks a qualified contractor to perform a combination of piling replacements, an H2 dock extension, and cantilever walkway repairs. The scope of work includes replacing structurally compromised pilings, repairing horizontal and diagonal dock cross-members, bents, and joists, and installing new stainless-steel hardware where needed. These improvements are essential to maintaining the structural integrity and safety of the marina's public access facilities. The marina plays a vital role in the City's tourism and marine economy, making the upkeep of this infrastructure a critical priority. All bids must be received by the City no later than Wednesday, July 30, 2025, at 3:00 p.m. (Eastern Daylight Time).

Together, these three solicitations demonstrate the City of Key West's proactive efforts to maintain essential services, modernize public infrastructure, promote environmental sustainability, and ensure that procurement practices meet the highest standards of transparency, competition, and fiscal responsibility.

### **Solicitations Opened**

During the month of June 2025, no formal solicitations were opened by the Office of the City Clerk.

### **Solicitations Awarded**

The month of June also saw the culmination of several previously issued solicitations. Two significant awards were approved by the City Commission following review and recommendation by the Procurement Office.

The first award was for Invitation to Bid (ITB) 25-010, which pertains to Phase One of the Southernmost Seawall Project. This infrastructure project involves critical shoreline stabilization and is part of a broader effort to enhance the City's coastal resilience. Following a competitive bidding process and evaluation, the contract was awarded to BDI Marine Contractors in an

amount not to exceed \$946,266.00. The City Commission formally approved this award through Resolution 25-131.

The second award involved Request for Qualifications (RFQ) 25-002, which sought Environmental Engineering Services. As a qualifications-based procurement, this solicitation did not involve pricing but instead evaluated respondents on technical expertise, capacity, and experience. All eight firms that submitted qualification packages were deemed responsive and were fully qualified to perform the work. The City Commission approved the qualification of all eight firms via Resolution 25-132, thereby establishing a pre-qualified pool for future task orders related to environmental engineering.

### **Additional Information**

In addition to the formal solicitation activity and award approvals, the City Commission took further action to support the City's public safety infrastructure. During the month of June, the Commission authorized the Procurement Office to move forward with developing a competitive solicitation for the design, construction, and financing of a new Fire Station #3, which will be located at 1525 Kennedy Drive, Key West, Florida 33040. This initiative marks a major investment in emergency response capabilities and facilities modernization. The Procurement Office is currently preparing the necessary solicitation documents and anticipates formally advertising the project during the month of July 2025.