



Monthly Finance Department Report

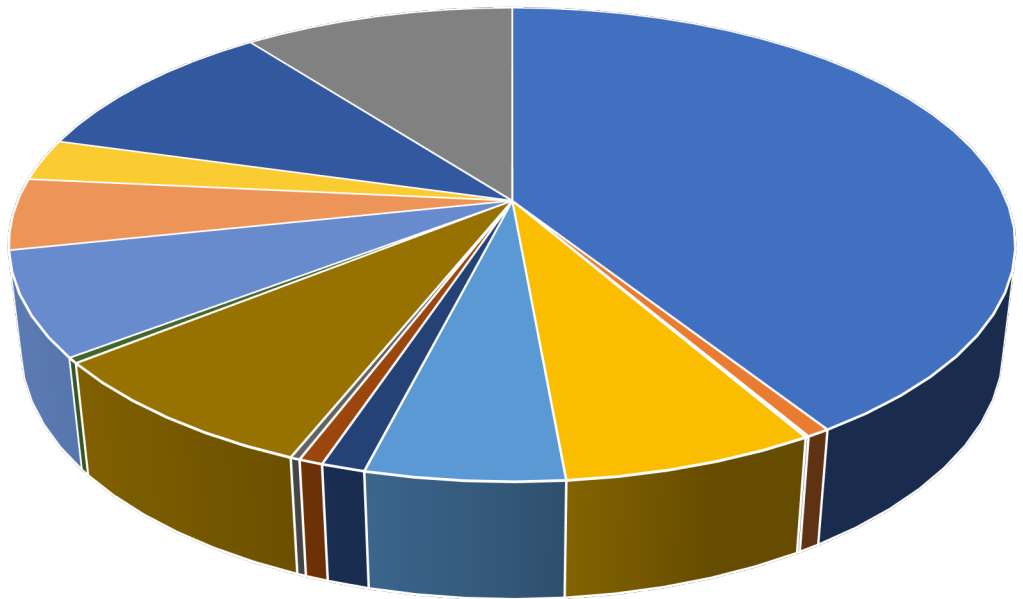
To: Brian L. Barroso, City Manager

Date: November 17, 2025

From: Christina Bernaldi, Director of Finance

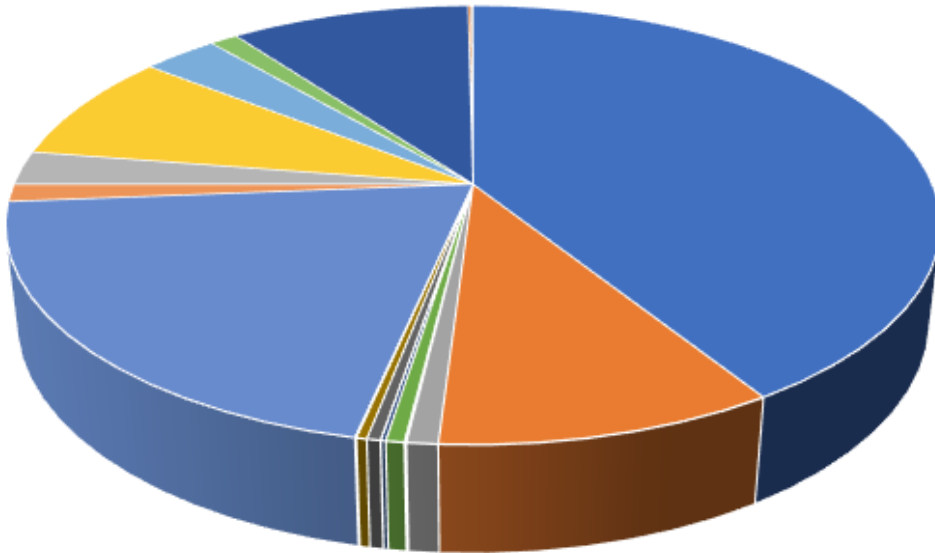
Subject: October 2025 Finance Department Report

City of Key West Revenue Collections - October 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 - October 2025



- 504 Purchase Orders Issued - \$24,101,513
- 3 Regular Payroll Distributions - \$5,706,651
- 465 Invoices Processed
- 156 Checks and 225 EFT Transactions were issued for a Total of \$9,085,622

- 2 Solicitations Broadcast
 - ITB 25-021 – Building and Structural Repairs to City Facilities
 - RFP 25-021 – Vending Machine, Equipment, Operation & Management

- 1 Bid Opened
 - RFQ 25-003 – Chief Building Official and Inspection Services

Solicitations Broadcasted

The City of Key West Office of Procurement demonstrated its commitment to transparency and competitive practice during October 2025 by initiating and advertising two significant formal solicitations. These actions were executed in strict adherence to the City's Procurement Ordinance, applicable Florida Statutes, and established purchasing procedures. The first solicitation, Invitation to Bid (ITB) 25-021 for Building and Structural Repairs to City Facilities, was formally published on October 2, 2025, at 8:00 AM Local Time. This bid is a crucial step in maintaining and ensuring the integrity of municipal infrastructure. Interested vendors have ample time to prepare their submissions, as the official bid opening is scheduled for December 12, 2025, at 3:00 PM Local Time, to be held publicly at the standard location: 1300 White Street, Key West, Florida 33040. The second initiative, broadcasted on October 23, 2025, at 8:00 AM Local Time, was a Request for Proposal (RFP) for Vending Machine, Equipment, Operations & Management Services Citywide. This RFP signals a city-wide effort to enhance public amenities by introducing vending machines in various municipal locations, providing greater convenience and accessibility for the public and the local community.

Bids Opened

Complementing the Procurement Office's efforts, the City Clerk's Office fulfilled its responsibility as the official custodian for bid openings by conducting a public opening during October. On October 22, 2025, the Clerk's Office opened submissions received in response to Request for Qualifications (RFQ) 25-003 for Chief Building Official and Inspection Services. However, the City was met with an unfortunate challenge: no responses were received from the vendor community for this critical service. As a result, the City plans to readvertise this solicitation at a later date to ensure the necessary expertise is secured for this vital regulatory function. The entire spectrum of procurement

activities undertaken during October 2025, including the efforts to secure vendor participation and the public oversight provided by the City Clerk's office, underscores the City's unwavering commitment to competition and fiscal responsibility in acquiring goods and services. All actions were conducted meticulously in accordance with competitive bidding requirements and applicable law to safeguard the public interest and ensure the

Additional Information

In addition to the formal procurement process, the City advanced a major infrastructure project by initiating the first round of meetings concerning the Public-Private Partnership (P3) for the construction of Fire Station #3. This partnership was awarded to Fortress Secured following their successful unsolicited proposal. The kick-off meeting involved key municipal representatives from the City's Finance and Engineering departments, who met with Fortress representatives to chart the path forward. Discussions were comprehensive, covering the immediate next steps in the P3 process and delving into critical project components such as design specifics, the contractual framework, and financing strategies. The City is highly optimistic about this collaboration, recognizing the new Fire Station as a significant public benefit that will enhance emergency services and overall community safety.