

EXECUTIVE SUMMARY



TO: Jim Scholl, City Manager
FROM: Mark Finigan, Assistant City Manager
DATE: January 10, 2011
SUBJECT: Purchasing Order Approval for FY 10-11 - Bulk

Action statement:

This purpose of this resolution is to authorize the purchase/payment of certain City of Key West Fiscal Year 2010-11 requirements based on Section 2-797 of the City of Key West Code of Ordinances and to inform the City Commission on the establishment of certain blanket purchase orders for supplies.

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 approved in the Fiscal Year 2010-2011 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)
- Girls / Boys Club \$25,000 Section 2-797(1) Sole Source Procurement
(Annual City Grant)
- Sungard Public Sector \$295,834 Section 2-797(1) Sole Source Procurement
(City-wide IT Software Support Agreement)
- Host.net \$26,280 Section 2-797(4)(b) Best Interest of City
(City-wide network IT connectivity support – Two quotes (AT & T & Comcast both higher)
- Xerox \$49,077 Section 2-797(1) Sole Source Procurement
(Estimated city-wide annual lease payments for copiers under lease agreement)
- 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 \$35,000 Section 2-797(1) Sole Source Procurement
(Estimated city-wide annual payments for major engine repairs/parts)
- CALE Parking Systems USA \$35,000 Section 2-797(1) Sole Source Procurement
(Software Support and Warranty Maintenance Coverage pay and display parking meters)

- Purchase Power \$35,000 Section 2-797(1) Sole Source Procurement
(City Wide Metered Postage)
- GFI Genfare \$27,250 Section 2-797(1) Sole Source Procurement
(Fare Box Repair and Maintenance Costs – City Buses)

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 selected 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. The attached City Manager directive to all departments 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 \$86,670 Blanket Purchase Order Policy
(Estimated City Wide Annual purchases made pursuant to policy)
- Strunk Ace Hardware \$92,750 Blanket Purchase Order Policy
(Estimated City Wide Annual purchases made pursuant to policy)
- T & C Auto Parts \$37,500 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 \$26,800 Blanket Purchase Order Policy
(Estimated City Wide Annual purchases made pursuant to policy)

Recommendation:

Approve this resolution which authorizes the purchase/payment of certain City of Key West Fiscal Year 2010-11 requirements based on Section 2-797 of the City of Key West Code of Ordinances and informs the City Commission on the establishment of certain blanket purchase orders for supplies.