



THE CITY OF KEY WEST

Post Office Box 1409 Key West, FL 33041-1409 (305) 809-3700

## EMERGENCY CHANGE ORDER

**To:** Patti McLauchlin, Assistant City Manager

**Cc:** Gregory Veliz, City Manager  
Doug Bradshaw, Port Director  
Mark Finigan, Finance Director

**From:** Karen Olson, Deputy Director Port and Marine Services

**Date:** January 22, 2021

**Action Statement:** Request approval of Patti McLauchlin, Assistant City Manager, to approve a change order, on an emergency basis, for the City Marina's Access Control System to MinuteMen Security Technologies in the amount of \$6,364.65.

**Ordinance:**

**Pursuant to Subpart A, Chapter 2, Article VII, Division 3, Subdivision III, Sec. 2-845(a) of the City of Key West Code of Ordinances, Change Order Procedure, In an emergency in a construction contract where life, property or city funds are at risk, the city manager may approve a change order in excess of five cumulative percent of the contract price or \$50,000.00.**

**Background:**

City Marina at Garrison Bight has three restroom/ shower facilities, the dinghy dock bathhouse, the liveaboard bathhouse and the transient showers/ restrooms located in the new Dockmaster building. These facilities were controlled by an access control system manufactured by TruPortal Access Solutions. This system allowed us to control and monitor use of the facilities by distributing card keys to the users. As of late 2019/early 2020 TruPortal is no longer providing services or equipment.

The access control systems at the dinghy dock and liveaboard bathhouses started having issues in early spring of 2020 but we were able to scavenge parts from other locations to keep them up and running. We have been researching new systems to budget for the upcoming fiscal year. In early January 2021 the Adobe interface for the Truportal system shut down rendering the City Marina's access control system useless.

Resolution 21-016 ratified an Emergency Procurement for the installation of the new access control systems at City Marina Dinghy Dock, Liveaboard and Transient Bathhouses. This new new system fits the needs of the Marina, is upgradeable and can integrate with the Key West Historic Seaport and City Hall.

*Key to the Caribbean – Average yearly temperature 77° F.*

MEMORANDUM

**Justification:**

During installation of the new access control system it was determined additional equipment was necessary for the system function properly and to replace non-functioning equipment that was intended for re-use.

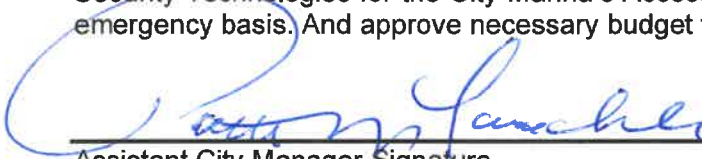
We consider this an emergency change order to existing contractual services approved through Resolution 21-016 and are asking that we move this forward as expeditiously as possible per Section 2-845(a) as not having access control to our facilities requires the City to leave the restrooms unlocked which puts the City's property at risk of theft and vandalism.

**Financial Impact:**

These are unbudgeted expenses for the dinghy dock bathhouse \$1,910.00 and the liveboard/transient bathhouses \$4,454.65. We request approval to transfer necessary funds in the total amount of \$6,364.65 from City Marina at Garrison Bight Reserves.

**Recommendation:**

Staff recommends Patti McLauchlin, Assistant City Manager, approve the change order to MinuteMen Security Technologies for the City Marina's Access Control System in the amount of \$6,364.65 on an emergency basis. And approve necessary budget transfer.



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Assistant City Manager Signature

3/12/21

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Date