




MEMORANDUM

Date: June 6, 2024

To: Honorable Mayor and Commissioners

Via: Albert P. Childress
City Manager 

From: Matt Willman
Interim Utilities Director

Subject: **24-5951. Authorizing City Manager to Execute an Agreement with Mettler Toledo in Accordance with Section 2-797(1)(b) and 2-797(4)(b) of the Code of Ordinances for the Installation of an Automated Vehicle Transaction and New Data Management System at the Scale House to Optimize Operations at the City Transfer Station, Located on Rockland Key.**

Introduction

Authorize the City Manager to execute a sole source agreement pursuant to Section 2-797(1)(b) and 2-797(4)(b) of the Code of Ordinances in an amount not to exceed \$123,780.50 with Mettler Toledo to furnish and install hardware and software for an automated vehicle transaction processing and new data management systems at the City Transfer Station, and authorize any necessary budget adjustments upon the review and consent of the agreement by the City Attorney.

Background

The City of Key West transfer station currently handles approximately 50,000 tons of material that is hauled in over 2600 vehicles annually to mainland Florida for processing. It has been determined that an automation system will improve operations by allowing for off-hours loadout of materials without requiring City staffing of the scale house, providing electronic communication with waste haulers, and improving internal monitoring, tracking, and processing. Traveling during non-peak commuting hours will reduce vehicle operating hours therefore reducing fossil fuel consumption. This may allow for an increase in negotiating abilities during contract renewals. The new data management system will reduce manual office tasks and offers a user-friendly interface for reporting and waste monitoring.

In 2023 the city scale power cells, which had exceeded their life expectancy were replaced by Mettler Toledo. The newly installed power cells are fully compatible with the quoted automation system and will

require no additional upgrades. The recently upgraded surveillance cameras are also of a configuration that is compatible with the Mettler Toledo automation system and will allow images to be imbedded in the weight tickets. Additionally, prior attempts to obtain quotes for comparable systems have been unsuccessful. Products have been either less compatible with existing equipment or unable to meet the needs of the operation. It is in the City's best interest to execute this purchase allowing for an integrated system that will be warranted and serviced by the same vendor eliminating the conflicts that arise when there are system issues.

Procurement

Staff recommends authorizing a sole source procurement per Section 2-797(1)(b) and 2-797(4)(b) of the Code of Ordinances. The quotation provided by Mettler Toledo offers a customizable product that is fully compatible with existing equipment. Prior experience with their products and services have been favorable. Mettler Toledo is already contracted to provide scale calibration, maintenance and repair services for the transfer station scales. The quoted price includes furnishing and installing all system specific hardware and software, require electrical upgrades including permits, on-site training of staff, the first year of service and support, and customized set up and document development specifically designed to meet the City's needs. Additionally, Mettler Toledo offers services to other facilities in Monroe County and private entities in the Keys. Their ability to maintain and repair their products in a timely manner is critical to sustaining operations at the transfer station.

It was attempted to obtain quotes from other vendors for an automation system and the only vendor that provided a similar product did not include hardware installation, required the City to contract separately any electrical upgrades as well as for RFID components and did not offer on-site staff training. Contracting the various vendors would require significant amounts of time for City staff to evaluate the vendor provided schematic drawings of the system to determine to appropriate installation of electrical upgrades and components allowing for multiple points of failure during the installation process.

This work is budgeted in FY 2023/24. Funds of \$500,000 are budgeted in account 403-3402-534-6400, project code SW34022303. The cost of \$123,780.50 is within the budgeted amount.

Recommendation

The City Manager's Office recommends the Mayor and Commission approve the resolution authorizing the City Manager to enter into the agreement, execute documents with Mettler Toledo, upon the consent of the City Attorney, to furnish and install all hardware and software for an automated vehicle transaction and new data management system at the City Transfer Station in the amount of \$123,780.50 and authorize any necessary budget transfers upon consent of the City Attorney.