




## MEMORANDUM

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Date: October 12, 2023

To: Honorable Mayor and Commissioners

Via: Albert P. Childress   
City Manager

From: Christina Bervaldi  
Director of Finance

Subject: **Purchases and Payments Made Pursuant to Section 2-797 for Fiscal Year 2023-2024 and Blanket Purchasing Order Approval for Fiscal Year 2023-2024**

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### **Introduction**

Respectfully request approval for the purchasing/payment of certain City of Key West Fiscal Year 2023-24 budgeted requirements which are estimated to exceed \$50,000, based on Section 2-797 of the City of Key West Code or Ordinances. Also, request approval to establish certain blanket purchase orders for supplies in which the estimated cumulative expenditures for all departments for FY 2023-24 is estimated to exceed \$50,000.

### **Background**

The City Commission is requested to approve the purchases/payments attached on Exhibit A, pursuant to one of the purchasing exceptions allowed under Section 2-797 of the City of Key West Code of Ordinances. Such purchases/payments have been appropriated in the FY 2023-24 budget. Respective payment(s) will only be disbursed after supplies have been received or services rendered.

The exemptions are as follows:

Section 2-797 (1) Sole Source  
Section 2-797 (3) Procurement Pursuant to State Contract  
Section 2-797 (4)(b) Best Interest of the City

In addition, the City of Key West will establish cumulative "blanket purchase orders" with the specified vendors in Exhibit A for the sole purpose of small dollar ordering to expedite the procurement of necessary City required supplies and commodities. These vendors include Home Depot and Strunk Ace Hardware.

No services shall be ordered under a blanket purchase order.

Each blanket purchase order is established with strict departmental responsibilities to ensure no single purchase made pursuant to a blanket purchase order exceeds \$500.00. All Department Directors have signed the attached memorandum acknowledging the understanding of departmental responsibilities when using a City of Key West blanket purchase order.

Please note that all City of Key West paper goods and chemicals are not purchased under a blanket purchase order provisions but rather are competitively priced regardless of the dollar amount.

**Procurement**

The funding allocations for the purchases listed are allocated throughout the Fiscal Year 2023-2024 budget in various Funds, Departments, and Account Numbers.

**Recommendation**

Respectfully request City Commission approval for the purchasing/payment of certain City of Key West Fiscal Year 2023-24 budgeted requirements which are estimated to exceed \$50,000, based on Section 2-797 of the City of Key West Code or Ordinances. Also, request approval to establish certain blanket purchase orders for supplies in which the estimated cumulative expenditures for all departments for FY 2023-24 is estimated to exceed \$50,000.

Exhibits:

Exhibit A – Detailed Listing of Exemptions Requested-Blanket Purchase Orders for Approval

Exhibit B – Department Director Memo Regarding Blanket Purchase Order Procedure