

# EXECUTIVE SUMMARY



**TO:** Jim Scholl, City Manager

**FROM:** Nancy S. Kielman, Finance Director

**CC:** Sarah Spurlock, Assistant City Manager – Administration  
Greg Veliz, Assistant City Manager – Operations  
Sue Snider, Central Purchasing Agent

**DATE:** October 27, 2014

**SUBJECT:** Purchases/Payments Made Pursuant to Sec 2-797 for FY 2014-15  
Blanket Purchasing Order Approval for FY 2014-15

## **Action Statement:**

Respectfully request approval for the purchase/payment of certain City of Key West Fiscal Year 2014-15 requirements which exceed \$20,000 and are based on Section 2-797 of the City of Key West Code of Ordinances **and** for the approval to establish certain blanket purchase orders for supplies in which the estimated cumulative (all departments) expenditure for each established blanket purchase order for the FY 2014-15 period is anticipated to exceed \$20,000.

## **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 budgeted in the Fiscal Year 2014-2015 Budget. Respective payment(s) will only be disbursed after supplies have been received or services have been rendered:

- Guidance/Care Center \$22,608 Section 2-797(1) Sole Source Procurement  
Estimated city-wide employee assistance program
- Comcast \$38,040 Section 2-797(1) Sole Source Procurement  
Connectivity for remote sites and internet backup.
- SunGard Public Sector \$220,668 Section 2-797(1) Sole Source Procurement  
City-wide- IT Software Support Agreement.
- Host.net \$24,000 Lowest Cost between Limited Vendors  
T1 Network connectivity for PD/MCSO Radio system, FMT and Transfer Station.
- Verizon Wireless \$56,748 Section 2-797(3) State Contract  
Estimated city-wide annual "air time" payments for 70+/- PD laptop air cards and 10+/-  
laptop air cards for Code/Building/Fire.

- Verizon Wireless \$7,895 Section 2-797(3) State Contract  
Estimated connectivity for Parking Enforcement
- Cooke Communications \$58,300 Section 2-797(1) Sole Source Procurement  
Estimated city-wide annual payments for KW Citizen advertising
- Miami Tiresoles, Inc. \$24,200 Section 2-797(3) State Contract  
Estimated city-wide annual payments for tires.  
Banner Tire \$25,000 Section 2-797(3) State Contract  
Estimated city-wide annual payments for tires.
- Gillig Bus Parts \$60,000 Section 2-797(1) Sole Source Procurement  
Estimated city-wide annual payments for bus parts.
- Cummins Southeastern \$60,000 Section 2-797(1) Sole Source Procurement  
Estimated city-wide annual payments for major engine repairs/parts.
- CALE Parking Systems USA \$54,192 Section 2-797(1) Sole Source Procurement  
Software support and warranty maintenance coverage for pay and display parking meters.
- Purchase Power \$36,000 Section 2-797(1) Sole Source Procurement  
City Wide Metered Postage.
- Flamingo Oil \$35,500 Section 2-797 (1) Sole Source Procurement  
Annual procurement of fluids (oils, coolant, and hydraulic) for use on City vehicles as well as heavy equipment. The City has neither the storage capacity nor the dispensing capability therefore must procure from a vendor who provides both storage/dispensing capability as part of their sale of fluids. Multiple vendors in the Keys and South Florida area were contacted and Flamingo oil was the only vendor who would provide the needed capabilities as part of their sale of fluids to the City.
- Office Depot \$80,000 Section 2-797 (3) State Contract  
Estimated city-wide annual payments for office supplies to include printer cartridges, copy paper, low dollar equipment items. Does not include office furniture which is separately priced.
- Boundtree Medical \$120,000 Section 2-797(3) Monroe County Fire  
Rescue's contract for the purchase of medical supplies and pharmaceuticals for the Ambulance Service
- Interfleet \$21,960 Section 2-797(1) Sole Source Procurement  
Estimated city-wide annual payments for vehicle GPS tracking software licensing & maintenance
- Konica Minolta \$53,000  
Estimated city-wide annual operating lease payments on copiers. Competitive lease pricing is solicited on each City copier at time of lease renewal. Konica Minolta consistently offers the lowest lease terms over other name brand copier.
- Municipal Code Corporation \$25,235 Section 2-797(1) Sole Source Procurement  
Legistar electronic agenda program for the City, providing software support, warranty maintenance coverage and the publisher for printing City ordinances.
- Certified Records Management \$40,000 Section 2-797(4)(b) Exempt-Best Interest of City. Estimated cost for records retention in Tampa.

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 necessary City supplies/commodities. 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 \$500.01 with only a single quote. Please note that paper goods and chemicals are not purchased under blanket purchase order provisions, but are competitively procured regardless of the dollar amount.

- Home Depot                      \$63,000              Blanket Purchase Order Policy  
Estimated city-wide Annual purchases made pursuant to policy.
- Strunk Ace Hardware              \$64,250              Blanket Purchase Order Policy  
Estimated city-wide Annual purchases made pursuant to policy.
- Roy's Auto Parts - NAPA      \$32,000              Blanket Purchase Order Policy  
Estimated city-wide Annual purchases made pursuant to policy.
- Advance Auto Parts              \$22,300              Blanket Purchase Order Policy  
Estimated city-wide Annual purchases made pursuant to policy.
- Sherwin Williams              \$27,250              Blanket Purchase Order Policy  
Estimated city-wide Annual purchases made pursuant to policy.

**Recommendation:**

Approve the purchase/payment of certain City of Key West Fiscal Year 2014-15 requirements which exceed \$20,000 and are based on Section 2-797 of the City of Key West Code of Ordinances **and** for the approval to establish certain blanket purchase orders for supplies in which the estimated cumulative (all departments) expenditure for each established blanket purchase order for the FY 2014-15 period is anticipated to exceed \$20,000.