



THE CITY OF KEY WEST

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EXECUTIVE SUMMARY

TO: Patti McLaughlin, City Manager

FROM: Karen Olson, Deputy Director Port & Marine Services

Cc: Todd Stoughton, Asst. City Manager
Steve McAlearney, Director Port & Marine Services
Christina Bernaldi, Finance Director

DATE: August 3, 2022

SUBJECT: Ratify Emergency Change Order to Purchase Order 95547

ACTION STATEMENT:

Ratification of the Emergency Change Order in the amount of \$950,000 to Purchase Order 95547 Sunshine Gasoline Distributors, Inc and the required Budget Transfer from Key West Bight Reserves Fund.

BACKGROUND:

Due to increased fuel costs the purchase order with Sunshine Gasoline Distributors, Inc was depleted. Purchase order 95547 has been increased by the amount of \$950,000 to make it through the rest of FY22.

PURPOSE & JUSTIFICATION:

The fuel is needed to keep the Seaport tenants' vessels in operation. This includes our Commercial, Ferry and transient tenants.

FINANCIAL IMPACT:

Required funds have been transferred from the Key West Bight Reserves Fund to the Key West Bight Fuel Account 405-7503-575-5201.

RECOMMENDATION:

Staff recommends ratification of the Emergency Change Order in the amount of \$950,000 to Purchase Order 95547 Sunshine Gasoline Distributors, Inc and the required Budget Transfer from Key West Bight Reserves Fund.

MEMORANDUM