MEMORANDUM

Date: September 3, 2025

To: City Commission

Via: Brian L. Barroso, City Manager

From: Karen Olson, Deputy Director Port & Marine Services

Legistar Item: 25-4315

Subject: Ratify Purchase Exemption; Change Order to Temporary Security Services Contract

Introduction

Approving ratification of the purchasing ordinance exemption for a change order to Temporary Private Security Services contract for the Key West Historic Seaport and City Marina at Garrison Bight, to Florida Keys Security LLC in the amount of $75,000 for a total contract amount not to exceed $125,000 pursuant to Sec. 2-797 of the City of Key West Code of Ordinances executed by the City Manager on June 6, 2025.

Background

Florida Keys Security LLC was issued a temporary private security contract approved by the City Manager in April 2025 upon canceling the existing security services contract due to lack of performance. The temporary contract was not to exceed $50,000 or extend beyond 6-months of the signed agreement to provide time to publicly advertise a new long-term Private Security Services contract.

The Key West Bight Management District Board approved this item at their August 13, 2025, meeting through Resolution KWBB #25-19.

Justification

Request for Proposal #25-013 Private Security Service was advertised in April 2025 receiving eight (8) proposals on May 15, 2025. Staff expeditiously reviewed and ranked all eight proposals and have a recommendation for approval that will be submitted for approval to the Key West Bight Management District Board followed by the City Commission and the CRA in August.

Procurement

The Seaport and City Marina have budgeted ongoing Private Security Services in the following accounts.

405-7503-575-3400	$ 15,300
405-7504-575-3400	$ 25,500
405-7505-575-3400	$ 5,100
405-7506-575-3400	$ 5,100
Total	**$51,000**

413-7551-575-3400	$18,000
413-7554-575-3400	$ 6,000
Total	**$24,000**

Recommendation

The City Manager's Office recommends ratification of the **purchasing ordinance exemption** for change order to Temporary Private Security Services contract for the Key West Historic Seaport and City Marina at Garrison Bight, to Florida Keys Security LLC in the amount of $75,000 for a total contract amount not to exceed $125,000 pursuant to Sec. 2-797 of the City of Key West Code of Ordinances executed by the City Manager on June 6, 2025.