THE CITY OF KEY WEST
Post Office Box 1409 Key West, FL 33041-1409 (305) 809-3700

MEMORANDUM

PURCHASING EXEMPTION

To: Brian L. Barroso, City Manager

Cc: Rod Delostrinos, Assistant City Manager
Todd Stoughton, Assistant City Manager
Christina Bervaldi, Finance Director
Steve McAlearney, Director Port and Marine Services

From: Karen Olson, Deputy Director Port and Marine Services

Date: June 5, 2025

ACTION STATEMENT: Request the City Manager approves a purchasing ordinance exemption for a change order to Temporary Security Services contract for the Key West Historic Seaport and City Marina at Garrison Bight, to Florida Keys Security LLC in the amount not to exceed $75,000.

ORDINANCE: Pursuant to Subpart A, Chapter 2, Article VII, Division 3, Subdivision 2, Sec. 2-797 of the City of Key West Code of Ordinances, the Emergency Procurement procedure the City Manager may make emergency procurement to approve contractual services where the cost exceeds $50,000 when there exists a present threat to public health, property, and safety **or other substantial loss to the City.**

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.

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 after-the-fact approval to the Key West Bight Management District Board in July 2025 followed by the City Commission and the CRA in August.

To ensure uninterrupted temporary private security services **and potential shutdown of the Ferry Terminal** we are respectfully requesting City Manager approval of a change order to the existing Temporary Private Security Services contract for the Key West Historic Seaport and City Marina at Garrison Bight **mitigating any financial loss to the City**.

FINANCIAL IMPACT: 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**

Upon approval, a purchase order will be issued to Florida Keys Security LLC in the amount not to exceed $75,000

RECOMMENDATION: Staff recommends the City Manager approve a **purchasing ordinance exemption** for change order to Temporary Security Services contract for the Key West Historic Seaport and City Marina at Garrison Bight, to Florida Keys Security LLC in the amount not to exceed $75,000.

"ACTING" on behalf of C.M. Barroso

City Manager Signature

6-6-25

Date

Reviewed for Legal Sufficiency: