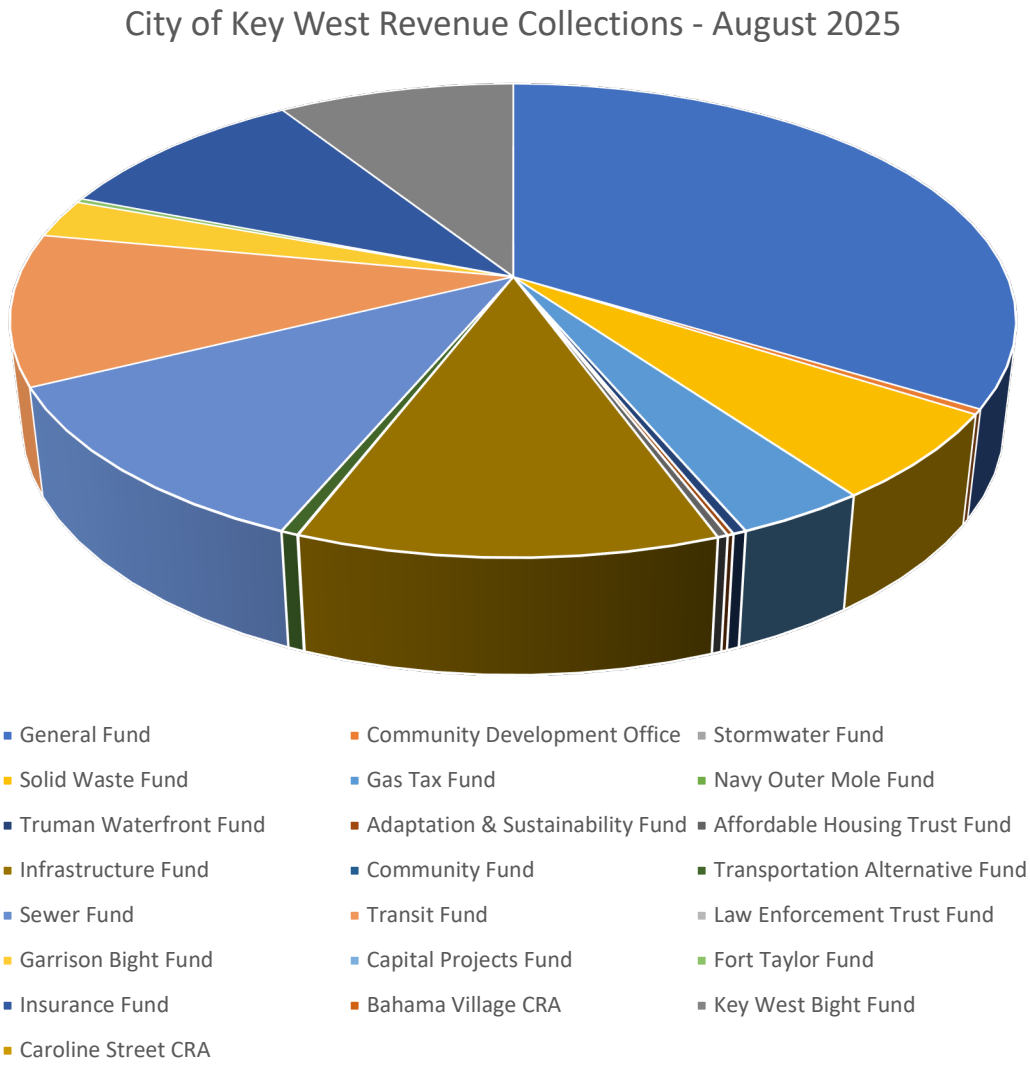
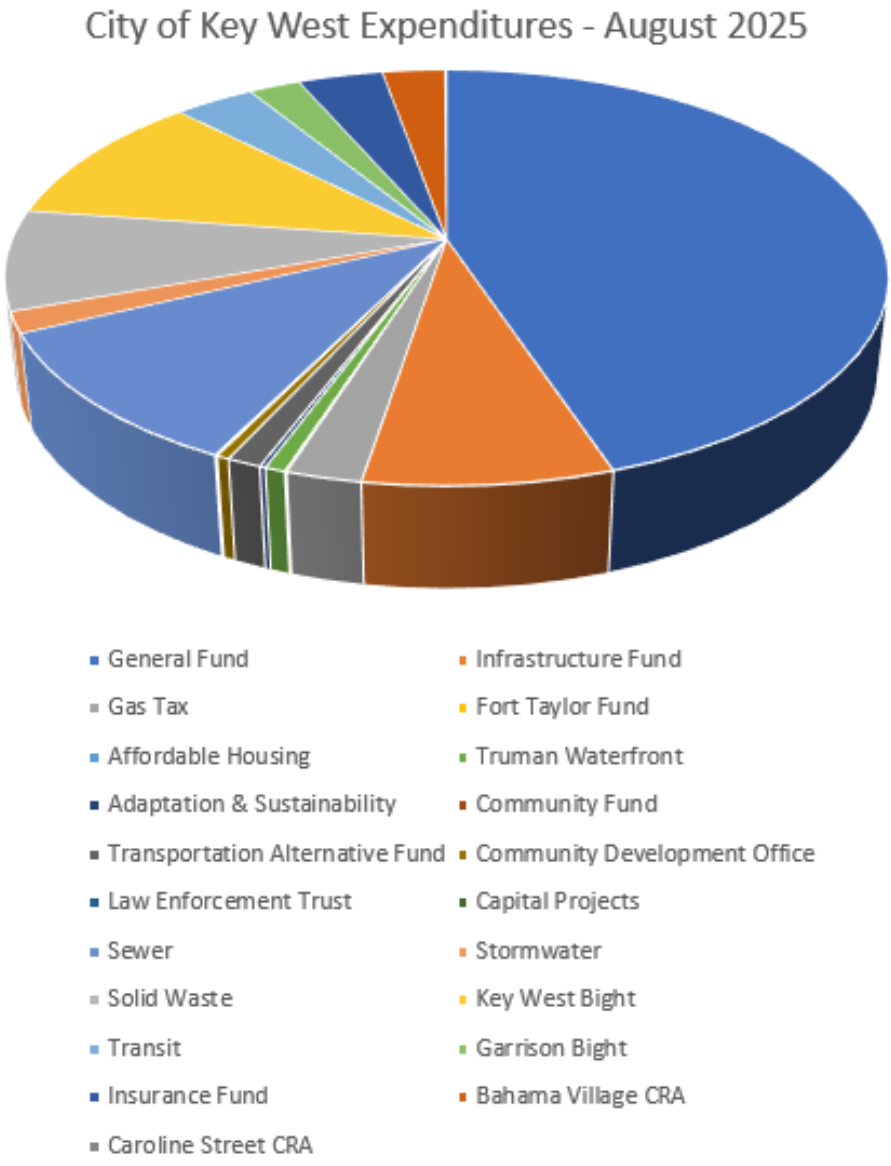
Monthly Finance Department Report

To: Brian L. Barroso, City Manager **Date: September 16, 2025**

From: Christina Bervaldi, Director of Finance

Subject: August 2025 Finance Department Report





- 172 Purchase Orders Issued - $3,686,333
- 2 Regular Payroll Distributions - $3,584,236
- 1,139 Invoices Processed
- 153 Checks and 249 EFT Transactions were issued for a Total of $6,617,987

- 4 Solicitations Broadcast
    - ITB 25-020 – Southernmost Point Plaza Roadway
    - ITB 25-015 – Sale of Surplus Vehicles
    - RFP 25-020 – Water Quality Monitoring Program (Re-Bid)
    - ITB 25-018 – Navy Mole Pier Seawall Repair

- 3 Bids Opened
    - RFP 25-014 - Property and Casualty Insurance
    - RFP 25-017 for Sludge Hauling and Disposal Services
    - ITB 25-017 - Wind Hardening Improvements for Fire Station #1.

Solicitations Broadcasted

During the month of August 2025, the City of Key West Procurement Department conducted several key procurement activities, including the advertisement of solicitations, the formal opening of bids, and the awarding or rejection of various contracts. These actions reflect the City's continued commitment to transparent, competitive, and efficient procurement practices that support the delivery of public services and infrastructure.

In August, the City broadcasted a total of four formal solicitations. On August 7, 2025, the Procurement Department issued a solicitation for the Southernmost Point Plaza Roadway Project. However, this solicitation was subsequently canceled at the request of the Engineering Department, which determined that revisions to the construction drawings were necessary before moving forward. The project is expected to be re-advertised at a future date once the updated documentation is complete. On August 9, 2025, the City issued a solicitation for the sale of surplus vehicles. This solicitation remains active, with a scheduled bid opening date of September 10, 2025. Later in the month, the City also broadcasted a re-bid solicitation for the Water Quality Monitoring Program, which seeks qualified vendors to monitor the City's waterways. Responses for this re-bid are due no later than September 17, 2025. Additionally, the Procurement Department advertised a solicitation for repairs to the Naval Mole Pier Seawall. This infrastructure project is intended to ensure long-term stability and safety at the pier, and proposals are due by October 8, 2025.

The City Clerk's Office conducted several formal bid openings during August. On August 18, 2025, the Clerk's Office opened proposals submitted in response to RFP 25-014 for Property and Casualty Insurance. A total of two proposals were received. The City anticipates awarding this contract during the Special Budget Meeting scheduled for September 25, 2025. In the same month, the Clerk's Office opened bids submitted in response to RFP 25-017 for Sludge Hauling and Disposal Services. Only one proposal was received for this solicitation. The City intends to proceed with awarding the contract to the sole responsive proposer, pending a thorough review

to confirm compliance with all technical and contractual requirements. The Clerk's Office also opened bids for ITB 25-017, which pertains to the Wind Hardening Improvements for Fire Station #1. This project, funded through the Hazard Mitigation Grant Program (HMGP), is a key component of the City's emergency preparedness and infrastructure resiliency strategy.

The City Commission took formal action on several procurement matters in August. On August 6, 2025, the Commission approved the award of RFP 25-013 for Private Security Services to Florida Keys Security. This award enables the City to enhance safety at municipal buildings, public spaces, and events through a structured contract with a professional security service provider. In addition, the Commission reviewed and rejected all proposals submitted under the RFPs for the rehabilitation, lease, and adaptive reuse of three historic properties: the Cable Huts, the Hospitality House, and the property located at 402 Wall Street. The decision to reject these proposals was based on the need to revise zoning regulations and to update the solicitation language in order to ensure that future proposals are aligned with the City's intended use and development goals for these sites. The City plans to reissue these solicitations once the necessary zoning amendments and document revisions are completed.

In summary, the Procurement Department remains dedicated to supporting the City's operations by facilitating procurement activities that are transparent, legally compliant, and aligned with the City's strategic goals. The Department will continue working closely with City departments and stakeholders to ensure successful procurement outcomes that deliver value and quality to the residents of Key West.

Additional Information

In addition to the procurement activities conducted during the month of August, the City of Key West Procurement Department has also been actively engaged in evaluating solicitation management software solutions. The Department is currently reviewing product demonstrations for platforms that would allow City departments to collaborate more effectively on all solicitations from initiation through award. These platforms are designed to streamline the tracking, workflow, and internal approval processes associated with procurement activities. Importantly, the proposed systems also promote transparency by capturing and logging all actions, entries, and documentation generated within the platform, thereby creating a comprehensive audit trail.

As part of the evaluation process, the City is prioritizing solutions that are both functional and cost-effective. The goal is to implement a platform that meets operational needs without requiring a significant capital investment. Additionally, the Procurement Department is carefully reviewing pricing models to ensure that any future renewal costs remain within the City's established budget constraints. The adoption of such a system is expected to enhance efficiency, improve compliance, and provide greater visibility into the City's procurement processes for both internal stakeholders and the public.