MEMORANDUM

Date: October 9, 2025

To: Honorable Mayor and Commissioners

Via: Brian L. Barroso
City Manager

From: Christina Bervaldi
Director of Finance

Subject: **Purchases and Payments Made Pursuant to Section 2-797 for Fiscal Year 2025-2026 and Blanket Purchasing Order Approval for Fiscal Year 2025-2026- File ID 25-4505**

Introduction

Respectfully request approval for the purchasing/payment of certain City of Key West Fiscal Year 2025-26 budgeted requirements which are estimated to exceed $50,000, based on Section 2-797 of the City of Key West Code or Ordinances. Also, request approval to establish certain blanket purchase orders for supplies in which the estimated cumulative expenditures for all departments for FY 2025-26 is estimated to exceed $50,000.

Background

The City Commission is requested to approve the purchases/payments attached on Exhibit A, pursuant to one of the purchasing exceptions allowed under Section 2-797 of the City of Key West Code of Ordinances. Such purchases/payments have been appropriated in the FY 2025-26 budget. Respective payment(s) will only be disbursed after supplies have been received or services rendered.

The exemptions are as follows:

Section 2-797 (1) Sole Source
Section 2-797 (3) Procurement Pursuant to State Contract
Section 2-797 (4)(b) Best Interest of the City

In addition, the City of Key West will establish cumulative “blanket purchase orders” with the specified vendors in Exhibit A for the sole purpose of small dollar ordering to expedite the procurement of necessary City required supplies and commodities. These vendors include Home Depot and Strunk Ace Hardware.

No services shall be ordered under a blanket purchase order.

Each blanket purchase order is established with strict departmental responsibilities to ensure no single purchase made pursuant to a blanket purchase order exceeds $500.00. All Department Directors have signed the attached memorandum acknowledging the understanding of departmental responsibilities when using a City of Key West blanket purchase order.

Please note that all City of Key West paper goods and chemicals are not purchased under a blanket purchase order provisions but rather are competitively priced regardless of the dollar amount.

Procurement

The funding allocations for the purchases listed are allocated throughout the Fiscal Year 2025-2026 budget in various Funds, Departments, and Account Numbers.

Recommendation

Respectfully request City Commission approval for the purchasing/payment of certain City of Key West Fiscal Year 2025-26 budgeted requirements which are estimated to exceed $50,000, based on Section 2-797 of the City of Key West Code or Ordinances. Also, request approval to establish certain blanket purchase orders for supplies in which the estimated cumulative expenditures for all departments for FY 2025-26 is estimated to exceed $50,000.

Exhibits:
Exhibit A – Detailed Listing of Exemptions Requested-Blanket Purchase Orders for Approval
Exhibit B – Department Director Memo Regarding Blanket Purchase Order Procedure