MEMORANDUM

Date: February 11, 2026

To: Honorable Mayor and Commissioners

Via: Brian L. Barroso
City Manager

From: Christina Bervaldi
Director of Finance

Subject: **File ID 26-4951 - Proposed Amendments to City of Key West Procurement Ordinances**

Introduction

This memorandum serves to inform the Mayor and City Commissioners of a proposed ordinance amendment for the City of Key West designed to enhance efficiency in the procurement of goods and services and to clarify procedures related to change orders and asset disposal.

Background

Since the inception of the City purchasing and procurement code in 1986 there have been two updates to the purchasing thresholds and authorization levels - once in 1989 and again in 2019, when the current thresholds were adopted.

The proposed changes are intended to support a more efficient and timely procurement process by aligning purchasing thresholds and signatory approvals with current market conditions and operational needs. Increasing these thresholds will allow staff to process routine purchases more expeditiously, reduce administrative delays, and better utilize staff and Commission time, while maintaining appropriate oversight and internal controls.

The ordinance also clarifies existing procurement procedures, including change order and asset disposal authority, to ensure consistency, transparency, and compliance with applicable laws and policies.

Staff believes the proposed amendments will enhance the City's ability to procure goods and services efficiently while preserving fiscal accountability and public trust. The proposed ordinance is presented for the City Commission's consideration and direction.

The proposed changes to thresholds and signatory authority are as follows:

Current		Proposed	
$1,000.00 or Less	One Written Quote Department Director Approval Purchasing Agent Approval	$5,000.00 or Less	One Written Quote Department Director Approval Purchasing Agent Approval
$1,000.01-$5,000.00	Two Written Quotes Department Director Approval Purchasing Agent Approval Finance Director Approval	$5,000.01-$25,000.00	Two Written Quotes Department Director Approval Purchasing Agent Approval Finance Director Approval
$5,000.01-$50,000.00	Three Written Quotes Department Director Approval Purchasing Agent Approval Finance Director Approval	$25,000.01-$50,000.00	Three Written Quotes Department Director Approval Purchasing Agent Approval Finance Director Approval
		$50,000.01-$100,000.00	Three Written Quotes/Responses Department Director Approval Purchasing Agent Approval Finance Director Approval City Manager Approval
$50,000.01 or Greater	Formal Bid Process per Sec 2-796 and 2-826 through 2-844 Department Director Approval Purchasing Agent Approval Finance Director Approval City Commission Approval	$100,000.00 or Greater	Formal Bid Process per Sec 2-796 and 2-826 through 2-844 Department Director Approval Purchasing Agent Approval Finance Director Approval City Manager Approval City Commission Approval

In addition to the proposed purchasing threshold changes, and in order to enhance transparency and oversight, staff is also recommending an amendment to the quarterly reporting provisions in Section 2-800. The proposed amendment would require reporting to the City Commission of all purchasing requisitions between $25,000.00 and $100,000.00, replacing the existing reporting range of $20,000.00 to $50,000.00.

Cost

There is no direct cost associated with adopting this ordinance amendment.

Recommendation

Staff recommends the Mayor and City Commission approve the proposed ordinance amending Section 2-554, Sections 2-736 through 2-739, Sections 2-766 through 2-772, and Sections 2-796 through 2-845 of the City of Key West Code of Ordinances to more efficiently and expeditiously procure goods and services throughout the City of Key West.