



THE CITY OF KEY WEST

Post Office Box 1409 Key West, FL 33041-1409 (305) 809-3700

MEMORANDUM

**To: Jim Scholl, City Manager**

**From: Sue Snider, Purchasing Agent**

**CC: Sarah Spurlock, Assistant City Manager**  
**Nancy Kielman, Finance Director**  
**Donald Craig, Planning Director**

**Date: October 28, 2014**

**Reference: Purchase of Esri ArcGIS Mapping Small Government Term Enterprise License Agreement**

Pursuant to purchasing Code 2-844 relating to Brand Name Specifications, "Since use of a brand name specification is restrictive of product competition, it may be used only when the purchasing agent makes a written determination that only the identified brand name item will satisfy the City's needs."

Additionally, "The Purchasing Agent shall seek to identify sources from which the designated brand name item can be obtained and shall solicit such sources to achieve whatever degree of price competition is practicable. If only one source can supply the requirement, the procurement shall be made under the sole source procurement provisions of section 2-797".

In this case Esri (Environmental Systems Research Institute) is the only source that can grant a right to copy and deploy enterprise Software within our organization (Enterprise). Also, domestically Esri is the only source of maintenance (updates & technical support) for all Esri software,

Purchasing Code 2-797 (1) b. states, "A contract may be awarded without competition when the department head makes a written determination and the purchasing agent verifies that, after conducting a good faith review of available sources, there is only one source for the required commodity or contractual service."

After a good faith review, this memorandum confirms Esri is the sole source provider of all U.S. domestic Small Municipal and County Enterprise License Agreements (ELA).

Approved by Jim Scholl,  
City Manager

Date

10/28/14

Approved by Sue Snider,  
Purchasing Agent

Date

*Key to the Caribbean – average yearly temperature 77 ° Fahrenheit.*