



## THE CITY OF KEY WEST

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MEMORANDUM

**TO:** Jim Scholl, City Manager  
**FROM:** Rod Delostrinos, Director of Transportation  
**VIA:** Greg Veliz, Assistant City Manager  
**DATE:** January 24, 2018

**SUBJECT:** Authorize the purchase of a Transportation Department replacement administrative vehicle for \$31,368 from Niles Sales and Service.

**ACTION STATEMENT:** Authorizes the purchase of one (1) Chevy Equinox for \$31,368 via the Florida Sheriffs Association and Florida Association of Counties Bid No. FSA17-VEL25.0. Police Rated, Administrative, Utility Vehicles, Trucks & Vans without formal competitive procurement under Sec 2-797 (3) Purchases and acquisitions under contracts of federal government and the state or its political subdivisions as a Transportation Department replacement administrative vehicle. The match bid from Niles Sales and Service for \$31,368 is accepted under Sec 278 (b) (1) Local business enterprise preference.

**BACKGROUND:**

The City Commission approved Resolution 15-318 accepting Grant GOS29 in the amount of \$43,580.00 to be used for purchase of administrative vehicle.

The Transportation Department's request for a replacement administrative vehicle for \$31,549 was approved by the City Commission for Fiscal Year 17-18.

On October 1, 2017, the Florida Sheriffs Association published a memorandum stating they have successfully conducted its 25<sup>th</sup> nationwide competitive bid for vehicles which includes Police Rated, Administrative, Utility Vehicles, Trucks and Vans. The contract is effective beginning October 13, 2017 through September 30, 2018.

Contract prices are extended and guaranteed to any local government or political subdivision of the state, public educational institutions, other public agencies or authorities with the State of Florida, and entities.

City staff has determined through informal solicitation that the contract price is fair and reasonable. Although Alan Jay Fleet Sales provided an equitable

*Key to the Caribbean – Average yearly temperature 77° F.*

price based on the Sheriff's Association contract, Niles Sales and Service provided a full price match. In accordance with the City Code of Ordinances, Niles Sales and Service is considered a local business enterprise and therefore their price bid may be accepted.

**PURPOSE AND JUSTIFICATION:** The administrative vehicle is critical to transit operations. This vehicle will provide transportation support for:

- federally mandated department accident investigation response
- cost effective transportation to public transportation conferences, training events, and meetings throughout Monroe County and statewide.
- Emergency Support Function (ESF)-1 Transportation Command and Control

**FINANCIAL IMPACT:**

Purchase of a replacement administrative vehicle is fully funded under a Florida Department of Transportation (FDOT) grant program.

**RECOMMENDATION:**

Staff recommends approval for the purchase of a replacement administrative vehicle for \$31,368 from Niles Sales and Service.