



MEMORANDUM

Date: August 29, 2023

To: Albert P. Childress
City Manager

Christina Bervaldi
Finance Director

Via: Jessica Durocher
Purchasing Agent *A.H.*

From: Kelly Crowe, P.E.
Utilities Director

Subject: **Sole Source Declaration for Mettler Toledo to Conduct Power Cell Replacement, Baseplate Replacement and Refurbishment of the Scale Decks at the City Transfer Station, Located on Rockland Key**

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, the sole source vendor, Mettler Toledo is the only vendor capable of providing power cell replacement, baseplate replacement and refurbishment of existing scale decks at the City of Key West Transfer Station. Replacement of existing components and refurbishment of existing scale decks is more cost effective than full system and scale replacement.

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 confirms that Mettler Toledo is the only vendor capable of providing power cell replacement, baseplate replacement and refurbishment of the existing scale decks necessary to keep the scales at the City Transfer Station operational, avoiding a more costly full replacement of all equipment and infrastructure.



Approved by Jessica Durocher
Purchasing Agent

A.H.



Date