



## MEMORANDUM

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Date: August 6, 2025

To: Honorable Mayor and Commissioners

Via: Brian L. Barroso  
City Manager

From: Rogelio Hernandez  
Director of Transportation

Subject: 25-4118 Authorization to Procure a ChargePoint Battery Electric Bus (BEB) Charging Station and Charger in the Amount of \$228,989

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### **Introduction**

Authorize the purchase of a ChargePoint Battery Electric Bus (BEB) charging station, including charger, in an amount not to exceed \$228,989 from Gillig, Inc., through piggybacking on the Pinellas County Transit Authority (PSTA) Florida Electric Transit Buses with Charging & Associated Equipment – RFP 21-980369, pursuant to Section 2-797(3) of the City of Key West Code of Ordinances: Purchases and acquisitions under contracts of the federal government, the state, or its political subdivisions.

### **Background**

In January 2024, the Commission passed Resolution 24-009, approving the purchase of one (1) 35-foot Gillig Battery Electric Bus. The Battery Electric Bus (BEB) charger is a critical component, as it directly impacts the ability to efficiently and reliably charge the vehicle. Designed to fully recharge the bus in eight hours or less—depending on the initial state of charge—the charger ensures dependable performance. The purchase includes two (2) plug-in dispensers, a six-year extended warranty, a three-year network service plan, and comprehensive training covering system familiarization, troubleshooting, and high-voltage safety protocols. This equipment will also support the charging needs of future electric support vehicles.

### **Procurement**

Pursuant to purchasing Code 2-796 relating to Competitive Bidding, “All purchases of commodities and contractual services when the estimated total cost thereof shall exceed \$50,000.00 shall be awarded by the city commission through the process of competitive, sealed bidding or competitive request for proposals except as otherwise provided in this division.”

Additionally, pursuant to purchasing Code 2-797(3) relating to Competitive Bidding Exemption, “The following are exempt from the requirements of formal competitive procurement:

Purchases and acquisitions under contracts of federal government, the state or its political subdivisions, and governmental purchasing cooperative programs. All purchases of commodities or contractual services under the provisions of local, state, federal or governmental purchasing cooperative purchasing contracts shall be exempt from the competitive procurement requirements, provided that the following criteria are all satisfied:

- a. The terms and conditions of the original contract by the federal, state or local government, other than the city, are satisfactory to the city and such terms and conditions are expressly extended to other municipalities pursuant to the bid documents or by the original successful bidder.
- b. The purchasing agent has performed an informal solicitation to determine if the prices of the original contract are fair and reasonable and to ensure local vendors have an opportunity to compete.
- c. The city commission authorizes such procurement when the cost of the commodities or contractual services exceeds \$50,000.00.

In this case, Pinellas County Transit Authority (PSTA) is the governmental agency who processed the bid documents deriving from Florida Electric Transit Buses with Charging & Associated Equipment – RFP 21-980369, where Gillig has been the selected vendor to fulfil the equipment requirements of the Transit Department.

After a good faith review, this memorandum confirms that the contract pricing (RFP 21-980369) is fair and reasonable based on the discounted pricing provided and online websites searched.

This ChargePoint Battery Electric Bus (BEB) Charging Station and Charger acquisition will be fully reimbursed under FDOT 5311 Capital Grant – PTGA G3101 at 100%, incurring zero cost to the City.

### **Recommendation**

The City Manager's Office recommends the Mayor and Commission authorize the purchase of the ChargePoint Battery Electric Bus (BEB) Charging Station with Charger in the amount of \$228,989.