



**THE CITY OF KEY WEST**

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

**To: Greg Vellz, City Manager  
Mark Finigan, Finance Director**

**From: Sean Brandenburg, Chief of Police**

**Date: 1/15/2020**

**Reference: Brand Name/Sole Source Exception: FARO Technologies 3D mapping equipment**

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, FARO Technologies 3D mapping equipment is the only equipment brand that can comport with the FBI (FARO users) in the event of a catastrophic event at one of our ports.

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 FARO Technologies, Inc. is the only authorized vendor for FARO products in the state of Florida.

*Sean T. Brandenburg*

*2/6/2020*

Date

*David Sermak*

*2/6/20*

Approved by David Sermak  
Purchasing Agent

Date

MEMORANDUM