



PURCHASING ORDINANCE EXCEPTION RECORD

Department

TRANSIT

Requisition	Item	Vendor	Cost
028232	Collision Repairs	Southeast Truck Specialist	46305.04

Supporting Documentation

Southeast Truck Specialist 10636.pdf

When the department is seeking an exemption from the competitive requirements of small purchase (commodities and/or contractual services where the value is \$50,000 or less), such purchase may be made upon completion by the department of the Purchasing Ordinance Exception Record, pursuant to City of Key West Code of Ordinance Section 2-797-Exemptions.

Choose Type:

- ☐ Sole Source Procurement (CKW2-797)(1)
- ☐ Emergency Procurement (CKW2-797)(2)
- ☐ Purchases & Acquisitions under Federal/State/Local Govt. (CKW2-797)(3)
- ☒ Exempt Contractual Services (CKW2-797)(4)(b)

Justification / Other

In accordance with procurement policy, the department head has conducted a good faith review of available vendor sources for the procurement of Gillig bus collision repair services. After a thorough evaluation, it has been determined that Southeast Truck Specialist is the closest known vendor capable of meeting the department's operational and technical requirements for this service. Additionally, Risk Management has already submitted Subrogation Demand for reimbursement of funds for these collision repairs. Therefore, we feel its in the best interest of the City to have Southeast Truck Specialist complete the following collision repair.

▼ Department Director

Comments

Digitally Signed (identity verified)

Rogelio Hernandez

Sep 10, 2025

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▼ Purchasing Department

Comments

Digitally Signed (identity verified)

Jessica Durocher

Sep 10, 2025

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▼ Finance Department

Comments

Digitally Signed (identity verified)

 Christina Bervaldi

Sep 12, 2025

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▼ City Mananger

Comments

Digitally Signed (identity verified)

 Brian Barroso

Sep 12, 2025

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