



**THE CITY OF KEY WEST**

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

**To: Gregory Veliz, City Manager  
Mark Finigan, Finance Director**

**From: Karen Olson, Deputy Director Port & Marine Services**

**Date: April 8, 2021**

**Reference: Purchase of Gator Docks for Tarpon Pier**

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".

The existing Tarpon Pier is a Gator Dock floating structure with finger piers. The sole source procurement for the finger pier extensions to be designed and manufactured by the original supplier is to assure compatibility and structural continuity with the existing structure.

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 Gator Dock, a wholly owned subsidiary of CMI Limited, is the sole source for this purchase.

  
Karen Olson  
Deputy Director

4-8-21

Date

  
Approved by David Sermak  
Purchasing Agent

4/8/21

Date

MEMORANDUM