



THE CITY OF KEY WEST
Post Office Box 1409 Key West, FL 33041-1409 (305) 809-3700

To: Brian L. Barroso, City Manager
Christina Bervaldi, Finance Director

From: Lucas Torres-Bull, Procurement Manager

Date: 03/04/2025

Reference: Approval Purchase Exception (Sole-Source) for Wilo Submersible Sewage Pump from PSI Technologies, Inc.

In accordance with Purchasing Code 2-844, which governs Brand Name Specifications, it is stated that "Since the use of a brand name specification restricts product competition, it may only be used when the Purchasing Agent provides a written determination that only the identified brand name item will meet the City's needs."

Furthermore, the Purchasing Agent is required to identify potential sources for the specified brand name item and solicit those sources to achieve the maximum degree of price competition. If only one source is available, the procurement may proceed under the sole source provisions outlined in Section 2-797.

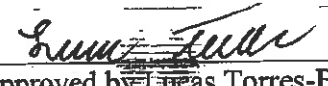
In this instance, the sole source vendor is PSI Technologies, Inc., and the requested product is a Wilo Submersible Sewage Pump for Pump Station "A." This item will enable the City to begin standardizing pumps across stations and at the wastewater treatment facility.

As per Purchasing Code 2-797 (1) b., "A contract may be awarded without competition when the department head makes a written determination and the Purchasing Agent verifies, after a good faith review of available sources, that there is only one source for the required commodity or service."

This memorandum confirms that, after a thorough and diligent review, PSI Technologies, Inc. has been determined to be the sole-source provider for Wilo USA, LLC. It is the recommendation of staff that proceeding with this purchase is in the best interest of the City.

MEMORANDUM

 2-18-2025
Matt Willman Date
Utilities Director

 02/18/2025
Approved by Lucas Torres-Bull Date
Procurement Manager

Key to the Caribbean – average yearly temperature 77 ° Fahrenheit.