




MEMORANDUM

Date: October 29, 2024

To: Honorable Mayor and Commissioners

Via: Todd Stoughton
Interim City Manager

From: Sean T. Brandenburg 
Chief of Police

Subject: Authorize the Key West Police Department to purchase a 2025 Ford F-350 pick-up truck for a cost of \$76,662.23 from Bartow Ford, through piggybacking on the Charlotte County purchasing contract 2021000541, pursuant to Section 2-797 (3)(a)(b)(c) - Purchase Under Government Contract and Section 2-797 4(b) - Best Interest of the Code of Ordinances.

Introduction

The Key West Police Department is seeking authorization to purchase a 2025 Ford F-350 pick-up truck for a cost of \$76,662.23 from Bartow Ford, through piggybacking on the Charlotte County purchasing contract 2021000541, pursuant to Section 2-797 (3)(a)(b)(c) - Purchase Under Government Contract and Section 2-797 4(b) - Best Interest of the Code of Ordinances. Authorizing any necessary budget transfers or adjustments; Authorizing the City Manager or designee to execute necessary documents upon consent of the City Attorney.

Background

The Key West Police Department is in need of a second Ford F-350 pick-up truck to be used on a daily basis by our Mounted Unit. The Mounted Unit is responsible for hauling/transporting our horses and horse trailers to various events and training both in town and out of town. We currently have only one F-350 pick-up truck that can transport our horse trailers. To avoid a single point of failure we are in need of this second F-350 pick-up truck.

Bartow Ford provided a quote with the requested truck/specifications. This truck meets the needs of the Key West Police Department's Mounted Unit. Bartow Ford was awarded the contract (2021000541) for the Charlotte County Sheriff's Office fleet in a competitive process.

Procurement

Funding for this purchase is available in our Infrastructure Surtax Fund, Machinery and Equipment account #101-2101-521-6400.

Recommendation

The Key West Police Department respectfully requests the approval to purchase this 2025 Ford F-350 pick-up truck from Bartow Ford.

Exhibits:

Exhibit A – Cover Memo

Exhibit B – Bartow Ford quote

Exhibit C – Charlotte County Purchasing Contract