




## MEMORANDUM

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**Date:** May 2, 2023

**To:** Honorable Mayor and Commissioners

**Via:** Albert P. Childress   
City Manager

**From:** Kelly Crowe, P.E.  
Utility Director

**Subject:** **Approval of a Purchase Exception per Section 2-797(3) of the Code of Ordinances to Purchase One (1) 2023 F-250 Pickup Truck with Liftgate, and One (1) F-350 Crane Truck from Duval Ford in the Amount of \$149,422**

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### Introduction

Staff requests a purchase exception per Section 2-797(3) of the Code of Ordinances for the cooperative purchase of one (1) 2023 F250 Truck with Lift-gate, and one (1) 2023 Ford F-350 Crane Truck, for a total of \$149,422.00.

### Background

The City of Key West through our contractor, Operations Management International, Inc. (OMI), operates and maintains our sanitary sewer utility. Heavy vehicles are a critical tool in assisting our operations staff in performing necessary tasks. Lift-gate trucks are needed to load heavy equipment onto medium duty trucks for transport within town. The lifts are integrated into the body of the vehicle and obviate the need for additional lifting equipment, Crane trucks are used to lift and maneuver heavy equipment into place. Both vehicles are used extensively in daily operations. Currently, a significant portion of our fleet of heavy vehicles is approaching 20 years of service life. Given the aggressive environment in which these vehicles operate, replacement of the fleet is warranted.

In the approved FY 22/23 budget, the purchase of two new heavy vehicles, one (1) Ford F-250 Pickup Truck with Lift-gate and one (1) Ford F-350 Crane Truck was approved in the amount of \$45,000 and \$100,000 respectively. Staff received quotes from Duval Ford in the amount of 52,689.00 for the Ford F-250 and \$96,733.00 for the F-350. The combined total is \$149,422 which exceeds their approved budget by \$4,422. Staff requests a budget transfer to complete the purchase.

The proposed purchase is through the Florida Sheriffs Association (FSA) Cooperative Purchasing Program (Program). Duval has a contract through the FSA program. Staff has reviewed the pricing from Duval Ford and the quotes are consistent with the pricing in the FSA contract for item FSA22-20.0VEH

for the F-350 and FSA22-30.0VEL for the F-250. Staff believes the additional cost is reasonable and recommends following through with the purchase to replace a portion of our fleet of older service vehicles.

**Procurement**

This purchase is exempt per the Code of Ordinances Section 2-797(3), "*Purchases and acquisitions under contracts of federal government, the state or its political subdivisions, and governmental purchasing cooperative programs.*", but must be authorized by City Commission per Section 2-797(3)(c) since the cost exceeds \$50,000. Duval Ford's contract with the Florida Sheriffs Association was competitively bid and is consistent with Section 2-797(3) of our code.

The vehicles were budgeted in FY 22/33 within Account 401-3504-535-6400/Machinery & Equipment in the amount of \$145,000. The quoted costs for both vehicles are \$149,422.00, which will require a budget transfer in the amount of \$4,422.00 from 401-3501-535-9803/Operating.

**Recommendation**

Staff recommends authorizing the purchase (1) 2023 F250 and (1) 2023 F350 from Duval Ford in the amount of \$149,422.00 in accordance with the Code of Ordinances Section 2-797(3) and authorize any necessary budget transfers.