

Jim Scholl
City Manager



THE CITY OF KEY WEST

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To: City Commission

From: Jim Scholl, City Manager

Date: September 14, 2015

Reference: **Exemption to Competitive Bidding for Bus Repair Parts in an amount not to exceed \$64,862.**

- Pursuant to Sec. 2-797 (1) and (2) of the City of Key West City Ordinances, exemptions to competitive bidding are deemed appropriate by the City of Key West City Manager in the procurement of Bus Repair Parts in an amount not to exceed \$64,862. Sole source procurement of Original Equipment Manufacturer (OEM) repair parts is required to maintain the buses to the proper safety standards. Emergency procurement of these bus repair parts can avoid expenditures for unscheduled maintenance for other buses, provide proper climate-controlled buses for public health, and maximize the amount of buses available under the emergency management mass evacuation plan. Sole source and emergency procurement shall be ratified by the city commission at the next scheduled city commission meeting. **Cummins Power South** is the regional distributor for the required engines. **Gillig** is the manufacturer of the buses and is the distributor for the air conditioning system compressors.

Background: There are currently five (5) buses that are not in operation for the following reasons:

Administrative #	Deficiency	Remarks
Bus 803	A/C Inoperative	Public Health Issue
Bus 812	A/C Inoperative	Public Health Issue
Bus 813	A/C Inoperative	Public Health Issue
Bus 814	Engine Inoperative	Mechanical Failure
Bus 811	Engine Inoperative	Mechanical Failure

The reduction in available buses significantly increases the operational requirements of the remainder of the fleet

potentially prompting unscheduled maintenance and/or premature equipment failures.

Justification:

- City Buses are an integral part of the upcoming Fantasy Fest special event.
 - Helps reduce vehicle congestion in the downtown Key West area by offering patrons alternative transportation options.
 - Gives patrons alternative transportation options rather than potentially operating vehicles while impaired.
 - Provides the City of Key West with increased transportation revenue.
- All City Buses are also assets of the Emergency Management Mass Evacuation plan. Inoperative Equipment may curtail mass evacuation operations.

Staff Actions:

- Original Equipment Manufacturer (OEM) repair parts are required to safely and properly maintain the buses; Non-Competitive Procurement is in the best interest of the City of Key West. Cummins Power South is the regional distributor for the required engines. Gillig is the manufacturer of the buses and is the distributor for the air conditioning system compressors.
- Piggy Back Contacts: Unable to locate federal government, state or political subdivisions contracts/schedules that match the City of Key West bus repair parts requirements.

Funding:

The total procurement cost of the bus repair parts will not exceed \$64,862. The breakdown of the requisition funding is as followed:

Cost	Description	Accounts
\$19,999.98	A/C Compressors 3	411-4402-544.4600 50%
	Each (Bus 803, 812 & 813)	411-4405-544.4600 50%
\$22,430.91	Engine (Bus 814)	411-4402-544.4600 50%
		411-4405-544.4600 50%
\$22,430.91	Engine (Bus 811)	411-4402-544.4600 50%
		411-4405-544.4600 50%

Sincerely,

Jim Scholl
City Manager