



THE CITY OF KEY WEST

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

MEMORANDUM

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

From: John Wilkins

Date: June 26, 2020

Reference: Purchase 26 Cale CWO Parking Paystations

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".


In this case, the sole source vendor, Cale America, Inc. manufactures Cale CWO parking paystations of make and model that the City of Key West has purchased in recent years. Parking Meter technicians are certified to service this model without voiding warranty, have specific repair parts and supplies in stock that maintain this make and model.

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 Cale America Inc. is the only authorized vendor of Cale CWO parking paystations. Purchasing this make and model of paystation is in the best interest of the City of Key West.


Approved by John Wilkins
Parking Director


Date


Approved by David Sermak
Purchasing Agent


Date