



THE CITY OF KEY WEST

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TO: Michael Davila, Chief of Operations
FROM: Sue Snider, Purchasing Agent *JS*
DATE: August 14, 2014
SUBJECT: Purchase of Ambulances

Pursuant to Section 2-797 (3) of the Code of Ordinance, purchases and acquisitions under contracts of federal government and the state or its political subdivisions. All purchases of commodities or contractual services under the provisions of local, state and federal purchasing contracts shall be exempt from the competitive procurement requirements, provided that the following criteria are all satisfied:

- a. The terms and conditions of the original contract by the federal, state or local government other than the city are satisfactory to the city and such terms and conditions are expressly extended to other municipalities pursuant to the bid documents or by the original successful bidder.
- b. The purchasing agent has performed an informal solicitation to determine if the prices of the original contract are fair and reasonable and to ensure local vendors have an opportunity to compete.
- c. The city commission authorizes such procurement when the cost of the commodities or contractual services exceeds \$20,000.00.

After a good faith review, this memorandum confirms that the prices of the original contract are fair and reasonable. There are no local vendors that build/supply ambulances.



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