



THE CITY OF KEY WEST

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

M E M O R A N D U M

To: Jim Scholl, City Manager
Mark Finigan, Asst. City Manager
David Fernandez, Asst. City Manager

From: Sue Snider, Purchasing Agent

Date: 08/25/10

Reference: Software upgrade from GFI Fairbox, Inc.

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, GFI Incorporated is the authorized supplier of fareboxes. GFI, Inc. provided fareboxes, parts, and supplies for the City of Key West buses.

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 GFI Farebox, Inc. is the only authorized and compatible vendor to provide software upgrade on our bus fareboxes.

Approved by James Fitton
Director of Port and Transit Authority

Date

8/25/10

Approved by Sue Snider,
Purchasing Agent

Date