

**CITY OF KEY WEST  
PURCHASING ORDINANCE EXCEPTION RECORD**

DEPARTMENT: HUMAN RESOURCES

ITEM: CLASSIFICATION AND BENEFITS STUDY

REQUISITION:

COST: \$43,000.00

VENDOR: EVERGREEN SOLUTIONS

- Sole Source Procurement (CKW 2 – 797) (1)
- Emergency Procurement (CKW 2 – 797) (2)
- Purchases & Acquisitions under federal/state/ local govt. (CKW 2 – 797) (3)
- Exempt contractual services (CKW 2 – 797) (4)
- Other

Please see attached Executive Summary.

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**AUTHORIZATION:**

**DEPARTMENT:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

**FINANCE:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

**CITY MANAGER:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

*DISPOSITION:*

- MANAGEMENT & FINANCE APPROVAL UP TO \$1,000.00
- CITY MANAGER APPROVAL UP TO \$20,000.00
- CITY COMMISSION APPROVAL RESOLUTION: \_\_\_\_\_ DATE: \_\_\_\_\_