



THE CITY OF KEY WEST

Post Office Box 10000, Key West, Florida 33441-1000

MEMORANDUM

**To: Patti McLaughlin, City Manager  
Mark Finigan, Finance Director**

**From: Rodrigo Delostrinos, Transportation Director**

**Date: 10/21/2021**

**Reference: Odyssey Fareboxes / Legistar #21-7790**

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,

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

  
 \_\_\_\_\_ 10/21/2021

  
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 Approved by David Sermak  
 Purchasing Agent

Date  
 10/21/21  
 Date