



## THE CITY OF KEY WEST

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MEMORANDUM

**TO:** Patti McLaughlin, Interim City Manager  
Todd Stoughton, Interim Asst. City Manager

**FROM:** John Paul Castro, Utilities Director

**DATE:** June 9, 2021

**SUBJECT:** Authorize the purchase of a 2021 Ford Escape for \$20,981, a 2022 Ford F250 for \$35,293, a 2022 Ford F250 Extended Cab for \$31,366 and a 2022 Ford F350 with 3,000-pound auto crane for \$54,418 from Duval Ford for a total amount of \$142,058.

**ACTION STATEMENT:** Authorize the purchase of a 2021 Ford Escape for \$20,981, a 2022 Ford F250 for \$35,293, a 2022 Ford F250 Extended Cab for \$31,366 and a 2022 Ford F350 with 3,000 pound auto crane for \$54,418 from Duval Ford for a total amount of \$142,058 via the Florida Sheriffs Association and Florida Association of Counties, Cab & Chassis Trucks & Other Fleet Equipment without formal competitive procurement under Sec 2-797 (3) Purchases and acquisitions under contracts of federal government and the state or its political subdivisions.

**BACKGROUND:**

The Utilities Department request for these vehicles was approved by the City Commission for Fiscal Year 19-20, due to the COVID-19 pandemic the vehicles were put on hold.

The terms and conditions of the original contract are extended and guaranteed to any and all units of local governments and political subdivisions including, but not limited to, county, local county board of public instruction, municipalities and/or police agencies, other local public or public safety agencies or authorities within the State of Florida.

The vehicles are all listed in the Florida Sheriffs Association and Florida Association of Counties. There are options listed as add/delete in the bid that allow the end user to configure the equipment according to his/her requirements.

City staff has determined through informal solicitation that the contract price is fair and reasonable. The required equipment is not available locally.

**PURPOSE AND JUSTIFICATION:** The 2021 Ford Escape is used with the lab for testing nearshore waters and ensuring water quality. The 2022 Ford F250, 2022 Ford F250 with extended cab, and the 2022 Ford F350 with 3,000-pound auto crane are all used for cleaning and maintaining the City of Key West Sewer system.

**OPTIONS:**

1. Approve the purchase of a 2021 Ford Escape for \$20,981, a 2022 Ford F250 for \$35,293, a 2022 Ford F250 Extended Cab for \$31,366 and a 2022 Ford F350 with 3,000-pound auto crane for \$54,418 from Duval Ford for a total amount of \$142,058.
2. Disapprove the purchase of a 2021 Ford Escape for \$20,981, a 2022 Ford F250 for \$35,293, a 2022 Ford F250 Extended Cab for \$31,366 and a 2022 Ford F350 with 3,000-pound auto crane for \$54,418 from Duval Ford for a total amount of \$142,058. A potential degradation in upkeep of water quality, sewer cleaning and maintenance is possible.

**FINANCIAL IMPACT:**

Purchase of one (1) 2021 Ford Escape, one (1) 2022 Ford F250, one (1) 2022 Ford F250 Extended Cab and one (1) 2022 Ford F350 with 3,000 pound auto crane was approved in the Fiscal Year 2020 budget but the economic uncertainties of the pandemic placed the acquisition of these four vehicle/trucks on hold. Unfortunately, the four vehicle/trucks were not “reappropriated” in the Fiscal Year 2021 budget, but the need remains immediate and critical. Rather than budget for the upcoming Fiscal Year 2022 budget, the Utility Director has requested a budget transfer be authorized from Utilities/Sewer/Reserves 401-3501-535-9900 to Utilities/Sewer/Collections/Machinery & Equipment 401-3503-535-6400 and Utilities/Sewer/WWTP/Machinery & Equipment 401-3504-535-6400 to cover the costs of these four vehicle/trucks. The Finance Department has reviewed this request and supports the budget transfer.

**RECOMMENDATION:**

Staff recommends approval Option 1; Approve the purchase of a 2021 Ford Escape for \$20,981, a 2022 Ford F250 for \$35,293, a 2022 Ford F250 Extended Cab for \$31,366 and a 2022 Ford F350 with 3,000 pound auto crane for \$54,418 from Duval Ford for a total amount of \$142,058.