



THE CITY OF KEY WEST

P. O. BOX 1409
KEY WEST, FLORIDA 33041-1409
www.keywestcity.com

TO: Sarah Spurlock, Assistant City Manager

FROM: Patti McLauchlin, IT Director

DATE: September 18, 2014

SUBJECT: Office 365 Software Purchase

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.