



THE CITY OF KEY WEST

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

MEMORANDUM

**TO:** Jim Scholl, City Manager  
**FROM:** Rod Delostrinos, Director of Community Services  
**VIA:** Greg Veliz, Assistant City Manager- Operations  
Sarah Spurlock, Assistant City Manager- Administration  
**DATE:** October 8, 2015

**SUBJECT: Sole Source and Emergency Procurement Ratification for the purchase of city bus repair parts from Gillig, LLC and Cummins Power South in the amount of \$64,839.71.**

**ACTION STATEMENT:** Pursuant to City of Key West, Code of Ordinances, Section 2-797 (1) and (2), this resolution ratifies the sole source and emergency procurement authorized by the City Manager for the purchase of three bus air conditioning compressors from Gillig, LLC and two engines from Cummins Power South in the amount of \$64,839.71.

**BACKGROUND:**

Five city buses were not operational for the following reasons:

Administrative #	Deficiency	Remarks
Bus 803	A/C Inoperative	Public Health Issue
Bus 812	A/C Inoperative	Public Health Issue
Bus 813	A/C Inoperative	Public Health Issue
Bus 814	Engine Inoperative	Mechanical Failure
Bus 811	Engine Inoperative	Mechanical Failure

The reduction in available buses significantly increases the operational requirements of the remainder of the fleet potentially prompting unscheduled maintenance and/or premature equipment failures.

Sole Source and Emergency Non-Competitive Procurement was in the best interest of the City of Key West.

**PURPOSE AND JUSTIFICATION:**

- City Buses are an integral part of the upcoming Fantasy Fest special event.
- Helps reduce vehicle congestion in the downtown Key West area by offering patrons alternative transportation options.

*Key to the Caribbean – Average yearly temperature 77° F.*

- Gives patrons alternative transportation options rather than potentially operating vehicles while impaired.
- Provides the City of Key West with increased transportation revenue.

All City Buses are also assets of the Emergency Management Mass Evacuation plan. Inoperative Equipment may curtail mass evacuation operations.

**STAFF ACTIONS:**

Original Equipment Manufacturer (OEM) repair parts are required to safely and properly maintain the buses; Non-Competitive Procurement is in the best interest of the City of Key West. Gillig, LLC is the bus manufacturer and the distributor for the air conditioning system compressors. Cummins Power South is the regional distributor for the required engines.

Piggy Back Contacts: Unable to locate federal government, state or political subdivisions contracts/ schedules that match the City of Key West bus repair parts requirements.

**FINANCIAL IMPACT:**

The total procurement cost of the bus repair parts was \$64839.71. All expenditures impacted the previous FY 14-15 accounts. The breakdown of the requisition funding is as followed:

<b>Cost</b>	<b>Description</b>	<b>Accounts</b>
\$19,999.98	A/C Compressors 3 Each(Bus 803, 812 & 813)	411-4402-544.4600 50% 411-4405-544.4600 50%
\$22,415.71	Engine (Bus 814)	411-4402-544.4600 50% 411-4405-544.4600 50%
\$22,424.02	Engine (Bus 811)	411-4402-544.4600 50% 411-4405-544.4600 50%

**RECOMMENDATION:**

Staff recommends Sole Source and Emergency Procurement Ratification for the purchase of city bus repair parts from Gillig, LLC and Cummins Power South in the amount of \$64,839.71.