THE CITY OF KEY WEST
Post Office Box 1409 Key West, FL 33041-1409 (305) 809-3700

MEMORANDUM

To: Todd C. Stoughton, Interim City Manager
Christina Bervaldi, Finance Director

From: Lucas Torres-Bull, Procurement Manager

Date: 11/05/2024

Reference: Approval of Cooperative Program Purchase – Sourcewell Contract (101221-VTR) from Environmental Products Group, which is a Sole-Source Representative for Vactor Manufacturing within Florida.

Pursuant to purchasing Code 2-796 relating to Competitive Bidding, "All purchases of commodities and contractual services when the estimated total cost thereof shall exceed $50,000.00 shall be awarded by the city commission through the process of competitive, sealed bidding or competitive request for proposals except as otherwise provided in this division."

Additionally, pursuant to purchasing Code 2-797(3) relating to Competitive Bidding Exemption, "The following are exempt from the requirements of formal competitive procurement:

Purchases and acquisitions under contracts of federal government, the state or its political subdivisions, and governmental purchasing cooperative programs. All purchases of commodities or contractual services under the provisions of local, state, federal or governmental purchasing cooperative 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 $50,000.00.

The Utilities Department has selected Environmental Products Group to fulfill its equipment requirements through the Sourcewell cooperative program. Environmental Products Group is the Sole-Source Representative for Vactor Manufacturing in Florida. As such, no local vendors are able to provide the specific heavy machinery required for this procurement.

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After a good faith review, this memorandum confirms that the contract pricing (101221-VTR) is fair and reasonable based on the discounted cooperative pricing.

M. Willman 11-5-2024

Matt Willman — Date

Utilities Director

Lucas Torres 11/05/2024

Approved by Lucas Torres-Bull — Date

Procurement Manager

Key to the Caribbean – average yearly temperature 77 ° Fahrenheit.