THE CITY OF KEY WEST

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

MEMORANDUM

To: Brian Barroso, City Manager
Christina Bervaldi, Finance Director

From: Lucas Torres-Bull, Procurement Manager

Date: 09/19/2025

Reference: Approving the Cooperative Purchase (SourceWell Contract Number #120122-MBS) from Mitel Business Systems.

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.

In this case, SourceWell is the cooperative agency who processed the bid documents deriving from Proposal Invitation #120122-MBS, whereas Mitel Business Systems has been the selected vendor to fulfil the equipment requirements of the Information Technology Department.

After a good faith review, this memorandum confirms that the contract pricing, terms and conditions (#120122-MBS) are fair and reasonable and that no local vendor could provided

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the requested items at the discount provided, please see Mitel Contract for discounts associated with this request.

9/18/25

David Monroe
Director of Information Technology

Date

09/19/2025

Approved by Lucas Torres-Bull
Procurement Manager

Date