MEMORANDUM

Date: February 11, 2026

To: Honorable Mayor and Commissioners

Via: Brian L. Barroso
City Manager

CC: Rogelio Hernandez, Transportation Director

From: Jack Burns, Transit Support Manager

Subject: **26-4950 Approving the purchase of one (1) 2026 F-150 Crew Cab XLT Service Vehicle with accessories from Tropical Ford not to exceed $70,000 pursuant to section 2-797 (3) of City of Key West Code of Ordinances under Florida State Purchasing Contract #25100000-23-STC.**

Introduction

Requesting approval of the purchase of one (1) 2026 F-150 Crew Cab XLT service vehicle from Tropical Ford not to exceed $70,000 pursuant to section 2-797 (3) of City of Key West Code of Ordinances: Purchases and acquisitions under contracts of the federal government, the state, or its political subdivisions as per Florida State Purchasing Contract #25100000-23-STC.

Background

On June 6, 2024, the City Commission passed Resolution 24-129 approving the Public Transportation Grant Agreement between the Florida Department of Transportation and the City of Key West for SFY 2024 FTA section 5339 Rural Bus and Bus Facility Capital Funds in an amount not to exceed $70,000 to provide capital assistance for the purchase of support equipment for buses and transit facility .

On November 5, 2025, the City Commission passed Resolution 25-330, to extend the extend the expiration to October 1, 2026 and change the scope from purchasing one vehicle (Van), to “up to two (2) vehicles.”

Procurement

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.

This vehicle will be purchased through State Contact #25100000-23-STC, and the project is 100% funded. The Funding is provided entirely through the PTGA grant, which was approved by the City Commission on 06/06/2024, reference page 3 of 29, item 9 Project Cost section B and Exhibit A, item C. See below:

b. The department agrees to participate in the Project cost up to the maximum amount of $70,000 and, the Department's participation in the Project shall not exceed 100% of the total eligible cost of the Project, and as more fully described in Exhibit "B", schedule of Financial Assistance. The Agency agrees to bear all expenses in excess of the amount of the Department's participation and any cost our runs or deficits involved.

The match for this agreement is being covered by Toll Revenue Credits (TRCs). However, if actual costs are greater than the estimated total cost, it will be the responsibility of the agency to provide the difference. If actual costs are less than the estimated total cost, the difference will remain in the Department's general program fund and will be used to advance any remaining grant requests.

Recommendation

The City Manager's Office recommends the Mayor and Commission authorize the purchase of one (1) 2026 F-150 Crew Cab XLT service vehicle from Tropical Ford not to exceed $70,000 pursuant to section 2-797 (3) of City of Key West Code of Ordinances for use by the Department of Transportation.