

## **M E M O R A N D U M**

**Purchasing #25-004**

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**DATE:** December 31, 2024

**TO:** Mark Berman, City Attorney

**THROUGH:** Mary Rivero, Director of Procurement & Contracts

**FROM:** Eric Seifer, Purchasing Supervisor

**SUBJECT:** Request for Ordinance – Piggyback Agreement for Alan Jay Automotive Management, Inc.

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Please review the attached documents as a request for a City Ordinance for the City Commission to enter into a piggyback agreement with Alan Jay Automotive Management, Inc. for City-Wide purchases of new municipal vehicles, cars, vans, sport utility vehicles, and light trucks. The City is piggybacking off of the agreement between the City of Tallahassee and Alan Jay Automotive Management, Inc., which will expire on January 12, 2027. The total cost of the contract is appropriated by the approved and adopted Capital Outlay.

Please let us know if you have any questions or concerns regarding this request.