

SINGLE/SOLE SOURCE JUSTIFICATION FORM

Complete this form when requesting an exception to the county's competitive procurement policy where only one firm has a product that will meet the project's needs or product specifications, or only one firm can do the work requested. Completing this form does not guarantee that the proposed vendor will be selected. It is the requester's responsibility to provide all required information and documentation as indicated in this form.

Procurement Manager reserves the right to competitively bid, negotiate, or solicit additional information and remains the final authority on all procurement issues.

Type of Source
<p>Sole Source: The <i>ONLY</i> known supplier for unique products and services where no other options are available</p> <p>Single Source: Though there may be alternate sources for the product or service requested, circumstances dictate the use of the proposed vendor, i.e., availability, timeliness, location, etc.</p>

Part I: General Requester Information

Department Name: PUBLIC WORKS	Division Name: FLEET MANAGEMENT
Will the Annual Amount Exceed \$50,000.00? <input checked="" type="radio"/> Yes <input type="radio"/> No	

Part II: Vendor Information

Vendor Name: HALE TRAILER BRAKE & WHEEL	Vendor Contact Name: RICH GARCIA
Vendor Contact Phone: 904-378-1900	Vendor Contact Email: rgarcia@haletrailer.com

Part III: Single/Sole Source Justification (check one or more)

DESCRIPTION OF PURPOSE: The Manufacturer, model number and / or generic description.

KEITH parts and service for the repair of walking floor waste trailers.

1	Parts/Equipment can Only be Obtained from Original Manufacturer - Not Available through Distributors.
2	<input checked="" type="checkbox"/> Only Authorized Area Distributor of The Original Manufacturer.
3	Proprietary Item/Service (Explain Below)
4	<input checked="" type="checkbox"/> Parts/Equipment Not Interchangeable with Similar Parts of Another Manufacturer (Explain Below)
5	This is the Only Known Item/Source that will Meet the Specialized Needs of this Department Or Perform the Intended Function. (Explain Below)
6	Parts/Equipment are Required from this Vendor to Provide Standardization (Explain Below)
7	Upgrade to Existing Software. Available Only from The Producer of this Software Who Sells on Direct Basis Only.
8	An Awarding Agency or Passthrough that Was Competitively Procured.
9	None of the Above Apply. Detailed Explanation for Source Request (Explain Below) <i>Describe the full scope of work contemplated including installation if required; items should include brand, model and part number if applicable;</i>

Hale Trailer Brake & Wheel is the only certified parts and sales services center in the area for KEITH WALKING FLOOR systems.

Alachua County delivers trailers to Hale Trailer Brake & Wheel the closest certified service center for Keith Walking Floor Systems. Mileage to the business is 64.1 miles. A second certified vendor is 152 miles away.

Part IV: Confirmation of Documentation

Have you provided required documentation including vendors quote, for this request in support of the justification in Parts III of this form?



Yes



No

You may also attach any additional information not specifically requested on this form to support your single/sole source justification.

Part V ESTABLISHMENT OF PRICE REASONABLENESS

Analysis of offer and/or offers has determined that the price proposed is determined to be fair, reasonable and in the best interests of the County based on the following:

- 1 Price obtained was from a catalog or standard price list regularly maintained by the vendor covering standard commercial products sold. (Attach copy of vendor's price list.)
- 2 Price obtained includes a discount from current list prices. (Attach copy of quote showing list price and net price paid.)
- 3 Other. (Explain Below.)

Alachua County account is set up with a minimum 10% discount on Keith parts/

Part VI: Department

Requester Name	Requester Signature	Date of Signature
Gerald Bailey	<i>Gerald D. Bailey</i>	10/04/24
Director	Director Signature	Date of Signature

Part VII: Procurement & BOCC



Single Source



Sole Source

Procurement Manger	Procurement Manger Signature	Date of Signature
TJ White	<i>TJ White</i>	Apr 18, 2024
Chair	Chair Signature	Date of Signature

From: [Gerald D. Bailey](#)
To: [Mandy Mullins](#)
Subject: Hale Trailer Single Source.
Date: Tuesday, April 16, 2024 11:59:19 AM
Attachments: [AC_logo-150ppi_b0554e81-2d50-477d-8264-0219cbd8ac34.png](#)
[Home2_44a3d51e-b983-4237-8082-72394e0032c7.png](#)
[fb_logo_150ppi_9dd00851-99d8-4342-8932-10cac01030c6.png](#)
[twitter_150ppi_9c3d56ae-20c9-4509-b852-4aaed552edd.png](#)
[insta_150ppi_5be81f1b-b06b-49ca-b309-54edd0545f55.png](#)
[youtube_150ppi_0da7ed3a-56a8-459c-b04c-ed8dfa1a388a.png](#)
[county_news_150ppi_14250fe5-78c3-4aa5-b059-283cc85fd4ea.png](#)

Mandy,
Yes, we deliver the trailers to the vendor for needed repairs, so distance to the vendor is very important.

Gerald

Sent from my Verizon, Samsung Galaxy smartphone



Gerald D. Bailey

Fleet Manager
Public Works
5620 NW 120th Lane • Gainesville • FL • 32653
352-548-1259 (office) • 352-213-4828 (mobile) • 386-418-0331 (fax)



PLEASE NOTE: Florida has a very broad public records law (F.S.119).
All e-mails to and from County Officials and County Staff are kept as public records. Your e-mail communications, including your e-mail address, may be disclosed to the public and media at any time.



KEITH Manufacturing Co.
World Headquarters

www.keithwalkingfloor.com
sales@keithwalkingfloor.com
401 NW Adler St.
P.O. Box 1
Madras, OR 97741
800-547-6161
541-475-3802
541-475-2169 fax

18 October 2023

Hale Trailer Brake & Wheel
271 Halsema Road South
Jacksonville, FL 32221


ATT: Rich Garcia

RE: Authorized KEITH Sales & Service Center

To Whom It May Concern:

Please accept this letter as our confirmation that Hale Trailer Brake & Wheel is a certified Parts Dealer and qualified Sales and Service Center for KEITH Manufacturing Co., and the KEITH® WALKING FLOOR® system.

Sincerely,


Mike Robinson
Sales Director

MDR/drc



KEITH

Mandy Mullins

From: Gerald D. Bailey
Sent: Wednesday, August 25, 2021 4:25 PM
To: Mandy Mullins
Subject: FW: Bailey, Gerald D - Purchasing Division Signature Authorization
Attachments: AUTHORIZATION 05072018 Bailey, Gerald D - Purchasing Division Signature Authorization.pdf;
AUTHORIZATION 08252021 Bailey, Gerald D - Purchasing Division Signature Authorization.pdf

See below and attached



Gerald D. Bailey

Fleet Manager
Public Works
5620 NW 120th Lane • Gainesville • FL • 32653
352-548-1259 (office) • 352-213-4828 (mobile) • 386-418-0331(fax)



PLEASE NOTE: Florida has a very broad public records law (F.S.119).
All e-mails to and from County Officials and County Staff are kept as public records. Your e-mail communications, including your e-mail address, may be disclosed to the public and media at any time.

From: Ramon D. Gavarrete
Sent: Wednesday, August 25, 2021 3:42 PM
To: Larry M. Sapp <lsapp@alachuacounty.us>
Cc: Gerald D. Bailey <gbailey@alachuacounty.us>; Darryl R. Kight <dkight@AlachuaCounty.US>
Subject: Bailey, Gerald D - Purchasing Division Signature Authorization

Larry,

As requested, I am authorizing Mr. Gerald D. Bailey, Fleet Manager, to have signatory authority for County Purchasing Cards and Sole Certifications.

I have e-signed the same form that you have had on-file since May of 2018.

Thank you for your assistance.

Sincerely,



Ramon D. Gavarrete, PE

Public Works Director/County Engineer
Public Works
5620 NW 120th Lane • Gainesville • Florida • 32653
(352) 548-1214 (office) • (863) 381-6875 (mobile) • (352) 337-6243(fax)



PLEASE NOTE: Florida has a very broad public records law (F.S.119).
All e-mails to and from County Officials and County Staff are kept as public records. Your e-mail communications, including your e-mail address, may be disclosed to the public and media at any time.


PURCHASING DIVISION SIGNATURE AUTHORIZATIONS

EFFECTIVE DATE: Monday, May 07, 2018
TO: Larry M Sapp, Purchasing Manager
FROM: Ramon Gavarrete, PE
DEPARTMENT NAME: Public Works Fleet Management
SUBJECT: PURCHASING DESIGNEE AUTHORIZATIONS

For the purpose of internal controls, I have signed my name below as the official authorized signature to be used on Purchasing Functions. I may delegate this authority to the signatories below for all Purchasing Card (P-Card), Request for Assistance (RFA), Bid Approvals, Finance Reports, HTE User Authorization and HTE Account Code Access.

Department Director/Deputy/Assistant County Manager Authorization:

Print Name: Ramon Gavarrete, PE Date: 05 / 07 / 2018

Signature:  Phone/Ext #: _____

Listed Below Are the Authorized Designee/Signers:

1. Type Name: Gerald D. Bailey

Designee Signature: 

Authorization/s for (Mark Appropriate Box/s Below):

- Visa Requests for Assistance (RFA) Emergency Certifications
- Finance Report Formal (>\$50k) Bid/RFP Approvals
- Sole Source Certification HTE User Authorization/Account Code Access

2. Type Name: Click here to enter text.

Designee Signature: _____

Authorization/s for (Mark Appropriate Box/s Below):

- Visa Requests for Assistance (RFA) Emergency Certifications
- Finance Report Formal (>\$50k) Bid/RFP Approvals
- Sole Source Certification HTE User Authorization/Account Code Access

_SOLE SOURCE_HALE TRAILER_04.08.2024

Final Audit Report

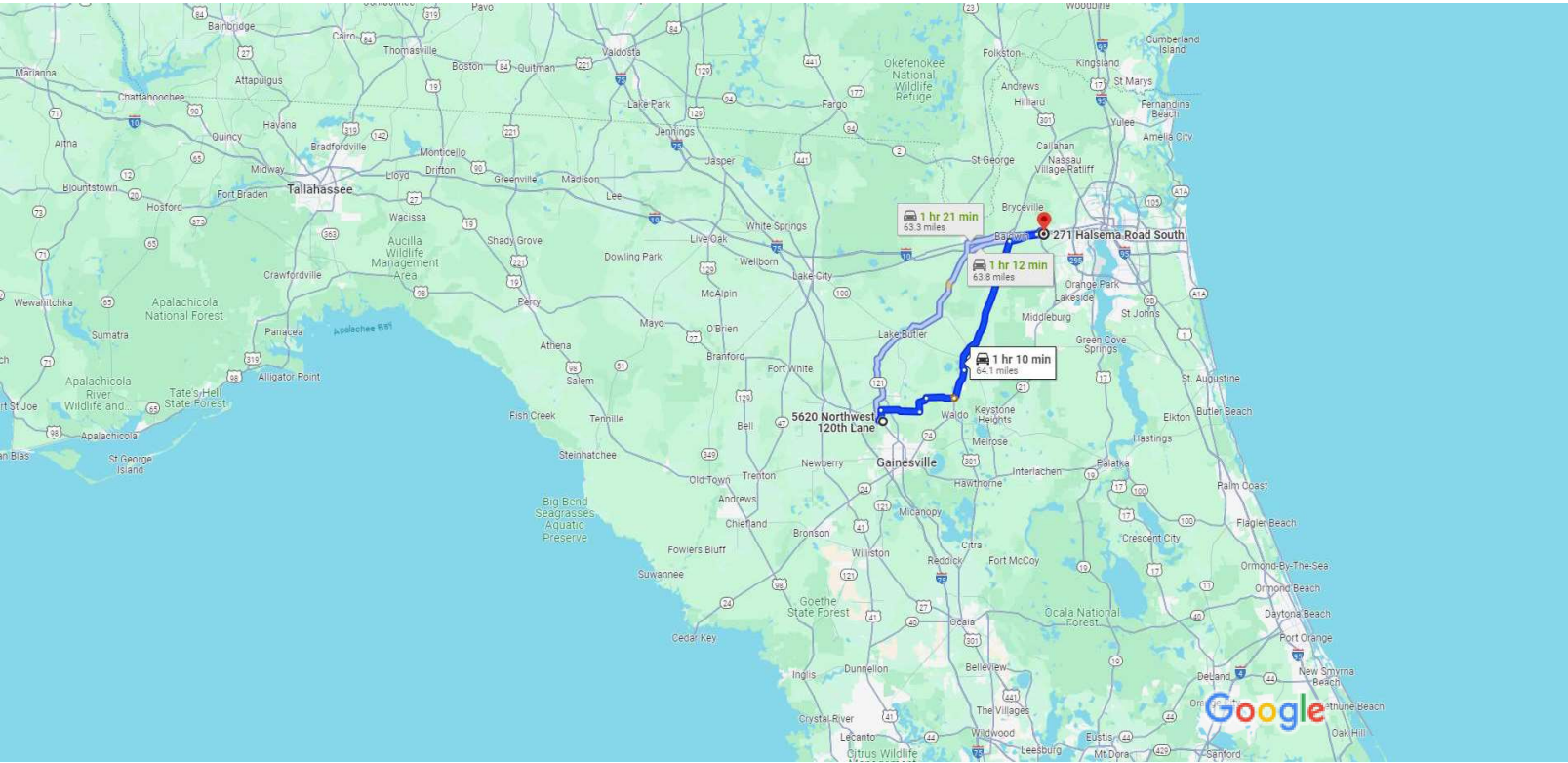
2024-04-10

Created:	2024-04-10
By:	Alex Corales (acorales@alachuacounty.us)
Status:	Signed
Transaction ID:	CBJCHBCAABAAa9yB8bO6dFWS3KT2kPTfl_nmiYLKHuzg


"_SOLE SOURCE_HALE TRAILER_04.08.2024" History

-  Document created by Alex Corales (acorales@alachuacounty.us)
2024-04-10 - 6:59:47 PM GMT- IP address: 163.120.80.11
-  Document emailed to Gerald Bailey (gbailey@alachuacounty.us) for signature
2024-04-10 - 6:59:52 PM GMT
-  Email viewed by Gerald Bailey (gbailey@alachuacounty.us)
2024-04-10 - 7:45:43 PM GMT- IP address: 163.120.80.11
-  Document e-signed by Gerald Bailey (gbailey@alachuacounty.us)
Signature Date: 2024-04-10 - 7:46:30 PM GMT - Time Source: server- IP address: 163.120.80.11
-  Agreement completed.
2024-04-10 - 7:46:30 PM GMT


Hale Trailer Brake & Wheel Inc



Map data ©2024 Google, INEGI 10 mi

 **via US-301 N** **1 hr 10 min**
 Fastest route now due to traffic conditions 64.1 miles

 **via FL-121 N** **1 hr 12 min**
 63.8 miles

 **via FL-121 N and US-90 E** **1 hr 21 min**
 63.3 miles

Explore nearby 271 Halsema Rd S



Restaurants



Hotels



Gas stations



Parking Lots



More



April 12, 2024

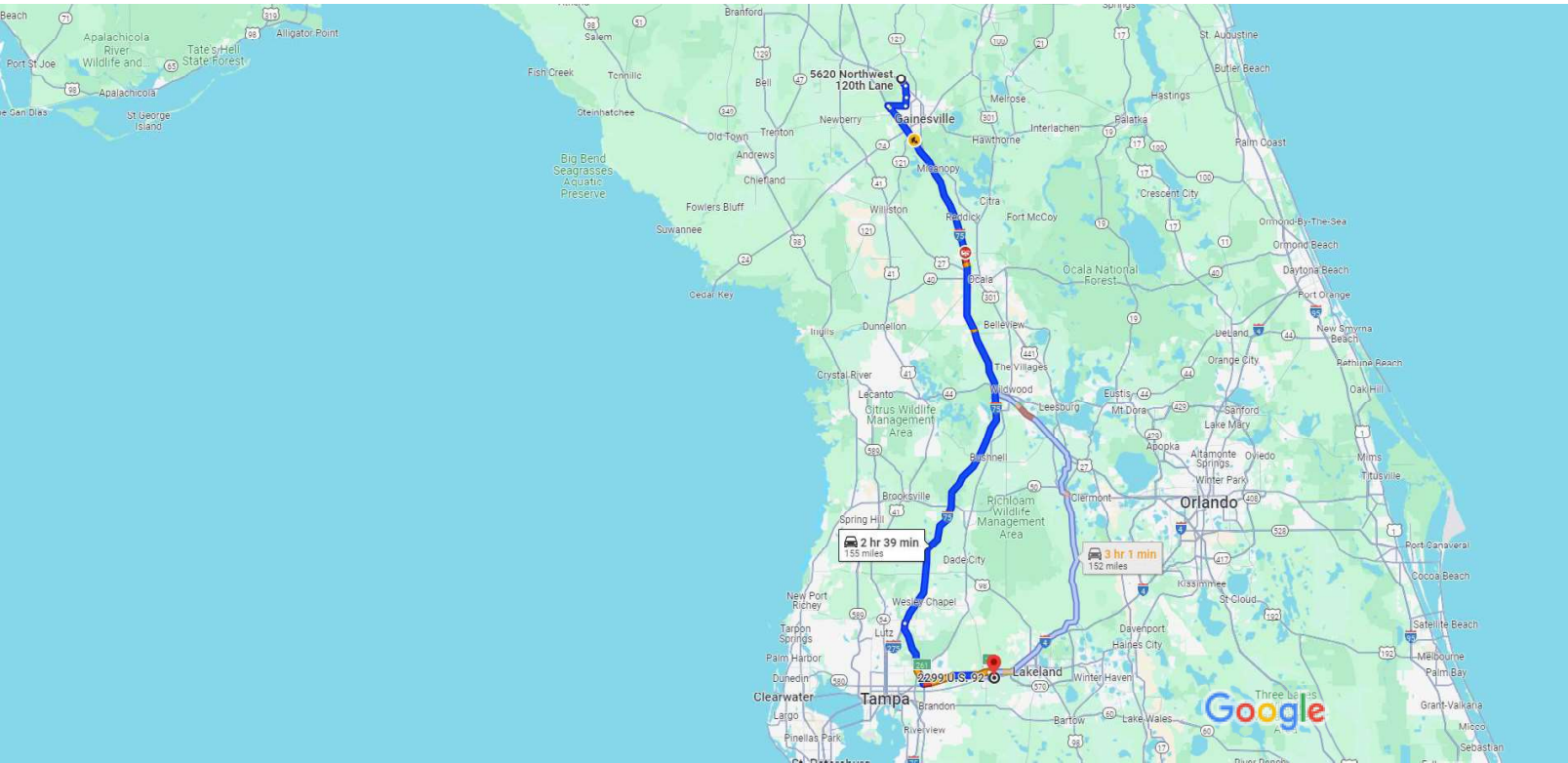
RE: Intended Sole Source Purchase of KEITH Parts and Service for Repair of Walking Floor Waste Trailers

To Whom it may concern,


Warren Equipment Inc. has reviewed the bid for Keith parts and service and we are not only a KEITH certified repair shop in Plant City Florida but also a trailer O.E.M. that produces walking floor trailers in the state of Florida.


Thank You,

Robert Flavin
General Manager
Warren Equipment Inc.
2299 US 92 East
Plant City, FL 33563
P: (813) 754-7271



Map data ©2024 Google, INEGI 10 mi

 **via I-75 S** **2 hr 39 min**
 Fastest route now due to traffic conditions 155 miles

 **via I-75 S and FL-33 S** **3 hr 1 min**
 Some traffic, as usual 152 miles

Explore nearby 2299 US-92



Restaurants



Hotels



Gas stations



Parking Lots



More






Single Source_Hale Trailer 4-15-2024

Final Audit Report

2024-04-18

Created:	2024-04-16
By:	Mandy Mullins (mmmullins@alachuacounty.us)
Status:	Signed
Transaction ID:	CBJCHBCAABAAAA_bqBTK_gm3P8krILgBjM_sWSI1Whlu

"Single Source_Hale Trailer 4-15-2024" History

-  Document created by Mandy Mullins (mmmullins@alachuacounty.us)
2024-04-16 - 6:44:24 PM GMT- IP address: 163.120.80.11
-  Document emailed to TJ White (twhite@alachuacounty.us) for signature
2024-04-16 - 7:26:49 PM GMT
-  Email viewed by TJ White (twhite@alachuacounty.us)
2024-04-18 - 12:13:02 PM GMT- IP address: 163.120.80.11
-  Document e-signed by TJ White (twhite@alachuacounty.us)
Signature Date: 2024-04-18 - 12:14:44 PM GMT - Time Source: server- IP address: 163.120.80.11
-  Agreement completed.
2024-04-18 - 12:14:44 PM GMT



Alachua County, Florida

Procurement

Theodore "TJ" White, Jr. CPPB, Procurement Manager
County Administration Building, Gainesville, FL 32601
(352) 374-5202

EXECUTIVE SUMMARY

SS- ITA No. SS- ITA 23-491-MM

Intended Single Source Purchase of KEITH Parts and Service for Repair of Walking Floor Waste Trailers

RESPONSE DEADLINE: April 30, 2024 at 5:00 pm

Thursday, May 2, 2024

SOLICITATION OVERVIEW

Project Title	Intended Single Source Purchase of KEITH Parts and Service for Repair of Walking Floor Waste Trailers
Project ID	SS- ITA 23-491-MM
Project Type	Single-Sole Source
Release Date	April 12, 2024
Due Date	April 30, 2024
Procurement Agent	Mandy Mullins
Project Description	<p>This is a Notice for a Single Source Source designation for Alachua County Board of County Commissioners.</p> <p><u>Commodity or Service Required:</u></p> <p>Keith Parts for Walking Floor Trailers</p> <p><u>Justification for Single Source Acquisition:</u></p> <p>Hale Trailer Brake & Wheel is the only certified parts and sales services center in the central florida area for Keith Walking Floor Systems</p> <p><u>Recommended Procurement Approach:</u></p> <p>For the reason stated above, Alachua County Procurement Division intends to utilize the Single Source Procurement method to contract with Hale Trailer Brake & Wheel for supplying the above.</p>

Summary

This is not a formal solicitation and there are no submissions required. The proposed action is for product or services for which the County intends to negotiate and award with only one source under the authority of and in accordance with Florida State Statute 287.057(3)(c). Any responses received as a

EXECUTIVE SUMMARY

SS- ITA No. SS- ITA 23-491-MM

Intended Single Source Purchase of KEITH Parts and Service for Repair of Walking Floor Waste Trailers

result of this Notice of Intent shall be considered solely for the purpose of determining whether to conduct a competitive procurement. Responses will not be considered as proposals, bids, or quotes.

Summary

The description of services intended for purchase from a Single/Sole Source is posted in accordance with section 287.057(3)(c), Florida Statutes and will be posted for a minimum of 7 business days.

This is a Notice for a Single Source Source designation for Alachua County Board of County Commissioners.

Commodity or Service Required:

Keith Parts for Walking Floor Trailers

Justification for Single Source Acquisition:

Hale Trailer Brake & Wheel is the only certified parts and sales services center in the central florida area for Keith Walking Floor Systems

Recommended Procurement Approach:

For the reason stated above, Alachua County Procurement Division intends to utilize the Single Source Procurement method to contract with Hale Trailer Brake & Wheel for supplying the above.

Contact Information

Mandy Mullins

Procurement Agent I

Email: mmmullins@alachuacounty.us

Phone: [\(352\) 384-3090](tel:(352)384-3090)

Department:

Fleet Management Division

Timeline

OpenGov Project Release Date	April 12, 2024
OpenGov Submission Deadline	April 30, 2024, 5:00pm

SOLICITATION STATUS HISTORY

Date	Changed To	Changed By
Apr 11, 2024 8:03 PM	Draft	Mandy Mullins
Apr 11, 2024 8:25 PM	Review	Mandy Mullins

EXECUTIVE SUMMARY

SS- ITA No. SS- ITA 23-491-MM

Intended Single Source Purchase of KEITH Parts and Service for Repair of Walking Floor Waste Trailers

Date	Changed To	Changed By
Apr 11, 2024 8:25 PM	Final	Mandy Mullins
Apr 11, 2024 8:26 PM	Post Pending	Mandy Mullins
Apr 12, 2024 6:00 AM	Open	OpenGov Bot
Apr 30, 2024 5:00 PM	Pending	OpenGov Bot
May 2, 2024 6:18 AM	Closed	Mandy Mullins

PROPOSALS RECEIVED

Status	Vendor	Contact Info	Submission Date
Submitted	Hale Trailer Brake & Wheel	CARL JOHNSON cjohnson@haletrailer.com	Apr 15, 2024 8:22 AM
Submitted	Warren Equipment Inc	Rob Flavin rflavin@warrentrailers.com	Apr 12, 2024 6:30 AM

QUESTIONS AND ANSWERS

No Questions Received.

ADDENDA & NOTICES

ADDENDA ISSUED:

Addendum #1

Apr 18, 2024 9:31 AM

Updated to a Single Source Posting. Extended the date of posting and updated the attachment Single Source Form

Please use the [See What Changed](#) link to view all the changes made by this addendum.

ADDENDA ACKNOWLEDGEMENTS:

Addendum #1

Proposal	Confirmed	Confirmed At	Confirmed By
Warren Equipment Inc	X	Apr 22, 2024 8:55 AM	Rob Flavin
Hale Trailer Brake & Wheel	X	Apr 18, 2024 9:59 AM	CARL JOHNSON

NOTICES ISSUED:

No Notices issued.