

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: Ag-Pro Co.	Vendor Contact Name: Thomas Hales
Vendor Contact Phone: 352-367-2632	Vendor Contact Email: thales@agproco.com

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

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

Ag Pro is the authorized John Deere equipment dealer in North Central FL. providing sales, service and parts for John Deere branded equipment.

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	<input checked="" type="checkbox"/> 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	<input checked="" type="checkbox"/> 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>

Alachua County has standardized mowing equipment across departments to minimize repair costs, inventory and downtime. Parts for John Deere ag and lawn equipment are required from an authorized distributor as most are not available aftermarket.

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.)

John Deere items are 10% below John Deere list price. Non John Deere specific parts are 15% below retail. Equipment is purchased from national contracts.

Part VI: Department

Gerald D. Bailey

Requester Name

Gerald D. Bailey

Requester Signature

9/18/2023

Date of Signature

Ramon D. Gavarrete

Director



Director Signature

9/18/2023

Date of Signature

Part VII: Procurement & BOCC

Single Source

Sole Source

TJ White

Procurement Manger



Procurement Manger Signature



Darryl Kight (Sep 27, 2023 07:21 EDT)

Oct 4, 2023

Date of Signature

Chair

Chair Signature

Date of Signature



JOHN DEERE

Agriculture & Turf Division
2000 John Deere Run. Cary, North Carolina 27513
Phone: 919-804-2678
Fax: 309-749-1575
Email: EngelmohrStacyA@JohnDeere.com

Stacy A. Engelmohr
Sr. Strategic Account Manager - Government Sales

August 28, 2023

Reference: Authorized John Deere Dealer

To whom it may concern:

AgPro is an authorized John Deere dealer for selling and servicing agricultural, turf and compact construction equipment in the following counties of Florida:
Marion, Levy, Gilchrist, Dixie, Alachua, Volusia, Flagler, ST Johns, Putnam, Clay, Duval, Bradford, Union, Nassau, Baker, Columbia, Hamilton, Suwannee, Lafayette, Jefferson, Madison, Taylor, Leon, Wakulla, Franklin, Gadsen, Liberty, Gulf, Calhoun, Jackson, Bay, Washington, Holmes, Walton, Okaloosa, Santa Rosa, Escambia

Within these counties AgPro is authorized to supply John Deere Parts, Service and Equipment for customers and agencies.

This information is also available on our public website at the following link by entering delivery address of the equipment and selecting the appropriate equipment category. https://dealerlocator.deere.com/servlet/country=US?locale=en_US

Respectfully,

Stacy A. Engelmohr

Stacy A. Engelmohr





Ag-Pro SS 10-2023

Final Audit Report

2023-10-04

Created:	2023-10-04
By:	Mandy Mullins (mmmullins@alachuacounty.us)
Status:	Signed
Transaction ID:	CBJCHBCAABAAUyBoHJ3dTbtdkUkb18AYdunPG1JTUS3

"Ag-Pro SS 10-2023" History

-  Document created by Mandy Mullins (mmmullins@alachuacounty.us)
2023-10-04 - 3:31:11 PM GMT- IP address: 163.120.80.11
-  Document emailed to TJ White (twhite@alachuacounty.us) for signature
2023-10-04 - 3:33:01 PM GMT
-  Document e-signed by TJ White (twhite@alachuacounty.us)
Signature Date: 2023-10-04 - 5:06:55 PM GMT - Time Source: server- IP address: 163.120.80.11
-  Agreement completed.
2023-10-04 - 5:06:55 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 24-484-LC

Intended Sole Source for Ag Pro Co.

RESPONSE DEADLINE: February 19, 2024 at 5:00 pm

Wednesday, May 8, 2024

SOLICITATION OVERVIEW

Project Title	Intended Sole Source for Ag Pro Co.
Project ID	SS- ITA 24-484-LC
Project Type	Single-Sole Source
Release Date	February 9, 2024
Due Date	February 19, 2024
Procurement Agent	Leira Cruz Cáliz, NIGP-CPP, CPPB, CAPM
Evaluators	Leira Cruz Cáliz, NIGP-CPP, CPPB, CAPM
Project Description	<p>This is a Notice for a Sole Source Source designation for Alachua County Board of County Commissioners.</p> <p><u>Commodity or Service Required:</u></p> <p>Ag-Pro is the authorized John Deere equipment dealer in North Central Fl. providing sales, service and parts for John Deere branded equipment.</p> <p><u>Justification for Single Source Acquisition:</u></p> <p>Alachua County has standardized mowing equipment across departments to minimize repair costs, inventory and downtime. Parts for John Deere ag and lawn equipment are required from an authorized distributor as most are not available aftermarket.</p> <p><u>Recommended Procurement Approach:</u></p> <p>For the reason stated above, Alachua County Procurement Division intends to utilize the Sole Source Procurement method to contract with Ag-Pro Co. 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

EXECUTIVE SUMMARY

SS- ITA No. SS- ITA 24-484-LC

Intended Sole Source for Ag Pro Co.

the authority of and in accordance with Florida State Statute 287.057(3)(c). Any responses received as a 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 Sole Source Source designation for Alachua County Board of County Commissioners.

Commodity or Service Required:

Ag-Pro is the authorized John Deere equipment dealer in North Central Fl. providing sales, service and parts for John Deere branded equipment.

Justification for Single Source Acquisition:

Alachua County has standardized mowing equipment across departments to minimize repair costs, inventory and downtime. Parts for John Deere ag and lawn equipment are required from an authorized distributor as most are not available aftermarket.

Recommended Procurement Approach:

For the reason stated above, Alachua County Procurement Division intends to utilize the Sole Source Procurement method to contract with Ag-Pro Co. for supplying the above.

Contact Information

Leira Cruz Cáliz, NIGP-CPP, CPPB, CAPM

Procurement Agent III

Email: lcruzcaliz@alachuacounty.us

Phone: [\(352\) 337-6268](tel:(352)337-6268)

Department:

Public Works

Timeline

OpenGov Project Release Date	February 9, 2024
OpenGov Submission Deadline	February 19, 2024, 5:00pm

SOLICITATION STATUS HISTORY

EXECUTIVE SUMMARY

SS- ITA No. SS- ITA 24-484-LC

Intended Sole Source for Ag Pro Co.

Date	Changed To	Changed By
Feb 6, 2024 9:13 AM	Draft	Leira Cruz Cáliz, NIGP-CPP, CPPB, CAPM
Feb 9, 2024 11:51 AM	Review	Leira Cruz Cáliz, NIGP-CPP, CPPB, CAPM
Feb 9, 2024 11:52 AM	Final	Leira Cruz Cáliz, NIGP-CPP, CPPB, CAPM
Feb 9, 2024 11:52 AM	Post Pending	Leira Cruz Cáliz, NIGP-CPP, CPPB, CAPM
Feb 9, 2024 12:00 PM	Open	OpenGov Bot
Feb 19, 2024 5:00 PM	Pending	OpenGov Bot
Feb 20, 2024 11:12 AM	Evaluation	Leira Cruz Cáliz, NIGP-CPP, CPPB, CAPM
Mar 1, 2024 3:53 PM	Award Pending	Leira Cruz Cáliz, NIGP-CPP, CPPB, CAPM
Mar 1, 2024 3:53 PM	Closed	Leira Cruz Cáliz, NIGP-CPP, CPPB, CAPM

SELECTED VENDOR

VENDOR AWARDED BY THE EVALUATION PROCESS

Vendor	Location
AG-PRO	GAINESVILLE, FL

PROPOSALS RECEIVED

Status	Vendor	Contact Info	Submission Date
Submitted	AG-PRO	STEVE LANDIS slandis@agproco.com (352) 367-2632	Feb 19, 2024 8:35 AM
No Bid	Pitsco Education, LLC	Angela Watson bids@pitsco.com (800) 835-0686	Feb 9, 2024 1:21 PM
No Bid	Unipak Corp.	Brian Marcus customercare@unipakcorp.net (888) 808-5120	Feb 9, 2024 12:18 PM
Disqualified	Aleem & Company Corp	Jonathan Aleem jonathanaleem@icloud.com (407) 755-7625	Feb 19, 2024 11:36 AM

VENDOR QUESTIONNAIRE PASS/FAIL

Question Title	AG-PRO
Is your firm able to provide this product/service?	Pass
Vendor Specifications and Information	Pass

QUESTIONS AND ANSWERS

No Questions Received.

ADDENDA & NOTICES

ADDENDA ISSUED:

No Addenda issued.

NOTICES ISSUED:

No Notices issued.

EVALUATION

PHASE 1

EVALUATORS

Name	Title	Agreement Accepted On
Leira Cruz Cáliz, NIGP-CPP, CPPB, CAPM	Procurement Agent III	Feb 20, 2024 11:12 AM

EVALUATION CRITERIA

Criteria	Scoring Method	Weight (Points)
Minimum Qualifications	Points Based	10 (100% of Total)

Description:

AGGREGATE SCORES SUMMARY

Vendor	Leira Cruz Cáliz, NIGP-CPP, CPPB, CAPM	Total Score (Max Score 10)
AG-PRO	10	10

VENDOR SCORES BY EVALUATION CRITERIA

EXECUTIVE SUMMARY

SS- ITA No. SS- ITA 24-484-LC

Intended Sole Source for Ag Pro Co.

Vendor	Minimum Qualifications Points Based 10 Points (100%)	Total Score (Max Score 10)
AG-PRO	10	10