

# 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.**

<b>Types of Notice</b>
Sole Source: The <i>ONLY</i> known supplier for unique products and services where no other options are available  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.

<b>Part I: General Requester Information</b>	
Department Name: <b>Alachua County BOCC</b>	Division Name: <b>Alachua County Fleet</b>
Will the Annual Amount Exceed \$50,000.00? <input checked="" type="radio"/> Yes <input type="radio"/> No	

<b>Part II: Vendor Information</b>	
Vendor Name: <b>Matheny Fire &amp; Emergency</b>	Vendor Contact Name: <b>Dee Daniels</b>
Vendor Contact Phone: <b>352-629-6305</b>	Vendor Contact Email: <b>ddaniels@mathenyfire.com</b>

<b>Part III: Single/Sole Source Justification (check one or more)</b>	
DESCRIPTION OF PURPOSE: The Manufacturer, model number and / or generic description.	
<p><b>Matheny Fire &amp; Emergency is the sole authorized distributor of E-ONE firetruck OEM parts, service and warranty work in the State of Florida.</b></p>	

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 <u>(Explain Below)</u>
4	<input checked="" type="checkbox"/> Parts/Equipment Not Interchangeable with Similar Parts of Another Manufacturer <u>(Explain Below)</u>
5	This is the Only Known Item/Source that will Meet the Specialized Needs of this Department Or Perform the Intended Function. <u>(Explain Below)</u>
6	Parts/Equipment are Required from this Vendor to Provide Standardization <u>(Explain Below)</u>
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 <u>(Explain Below)</u> <i>Describe the full scope of work contemplated including installation if required; items should include brand, model and part number if applicable;</i>

<p><b>Matheny Fire &amp; Emergency sells E-ONE firetrucks and are the distributor for parts, service and supplies.</b></p>
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**Part IV: Confirmation of Documentation**

Have you provided required documentation including vendors quote, for this request in support of the justification in Part 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 via \_\_\_\_\_ from a catalog or standard price list regularly maintained by the vendor covering standard commercial product(s). (Attach copy of vendor's price list.)
2. Price obtained includes a discount from current list price(s). (Attach copy of quote showing list price and net price paid.)
3. Other. (Explain Below.)

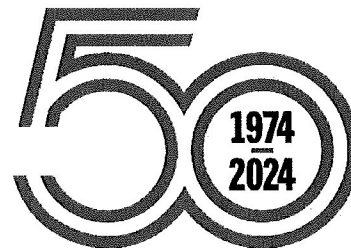
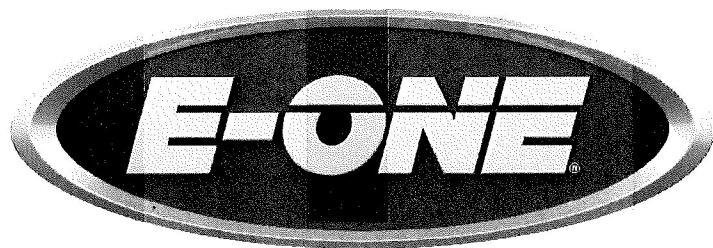
**Part VI: Department**

Requester Name	Requester Signature	Date of Signature
<u>X David O'Brien</u>	<u>Gerard D. Brady</u>	<u>6-26-24</u>
Director	Director Signature	Date of Signature

**Part VII: Procurement & BOCC**

Single Source  Sole Source

<u>TJ White</u>	<u>[Signature]</u>	<u>Jul 3, 2024</u>
Procurement Manger	Procurement Manger Signature	Date of Signature
Chair	Chair Signature	Date of Signature



Date: 06/11/2024

To: Alachua County BOCC

**RE: Dealer Exclusivity – Matheny Fire & Emergency (Florida)**

This letter shall serve to certify that Matheny Fire & Emergency is the exclusive dealer for the sale of E-ONE parts and emergency vehicles in the State of Florida. Matheny Fire & Emergency represents all of E-ONE's product lines including a full line of custom pumpers, aerials, and tankers.

In addition, Matheny Fire & Emergency operates factory authorized, fully staffed service center in Ocala, Florida. They also offer mobile road service, preventative maintenance programs, and custom equipment mounting. Matheny Fire & Emergency has the only fire apparatus warranty repair center in Florida authorized to carry out repairs on E-ONE apparatus to ensure warranty compliance. Additionally, Matheny Fire & Emergency is the only authorized E-ONE service provider for non-warranty work on E-ONE apparatus and proprietary E-ONE electrical, aerial, plumbing and hydraulic systems.

Sincerely,

A handwritten signature in black ink, appearing to read 'Chris McClung'.

Chris McClung  
VP Sales

## Mandy Mullins

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**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.

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**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)



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**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\_MATHENY\_06.27.2024

Final Audit Report

2024-07-03

Created:	2024-06-27
By:	Mandy Mullins (mmmullins@alachuacounty.us)
Status:	Signed
Transaction ID:	CBJCHBCAABAA4WIm7SObkQD7EZTGJw2GL3jNqFypQipl

## "\_SOLE SOURCE\_MATHENY\_06.27.2024" History

-  Document created by Mandy Mullins (mmmullins@alachuacounty.us)  
2024-06-27 - 3:16:06 PM GMT
-  Document emailed to TJ White (twhite@alachuacounty.us) for signature  
2024-06-27 - 3:17:42 PM GMT
-  Email viewed by TJ White (twhite@alachuacounty.us)  
2024-07-03 - 7:34:27 PM GMT
-  Document e-signed by TJ White (twhite@alachuacounty.us)  
Signature Date: 2024-07-03 - 7:35:55 PM GMT - Time Source: server
-  Agreement completed.  
2024-07-03 - 7:35:55 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 23-508-MM

### Sole Source Purchase E-One Firetruck OEM Parts, Service and Warranty Work in the State of Florida

RESPONSE DEADLINE: July 25, 2024 at 5:00 pm

Thursday, July 25, 2024

### SOLICITATION OVERVIEW

<b>Project Title</b>	Sole Source Purchase E-One Firetruck OEM Parts, Service and Warranty Work in the State of Florida
<b>Project ID</b>	SS- ITA 23-508-MM
<b>Project Type</b>	Single-Sole Source
<b>Release Date</b>	July 5, 2024
<b>Due Date</b>	July 25, 2024
<b>Procurement Agent</b>	Mandy Mullins
<b>Project Description</b>	<p>This is a Notice for a Sole Source Source designation for Alachua County Board of County Commissioners.</p> <p><b><u>Commodity or Service Required:</u></b></p> <p>E-One Firetruck OEM Parts, Service and Warranty Work</p> <p><b><u>Justification for Single Source Acquisition:</u></b></p> <p>Matheny Fire &amp; Emergency is the sole authorized distributor of E-One Firetruck OEM Parts, Service and Warranty Work in the State of Florida</p> <p><b><u>Recommended Procurement Approach:</u></b></p> <p>For the reason stated above, Alachua County Procurement Division intends to utilize the Sole Source Procurement method to contract with Matheny Motor Truck Company, Inc dba Matheny Fire &amp; Emergency 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 23-508-MM

Sole Source Purchase E-One Firetruck OEM Parts, Service and Warranty Work in the State of Florida

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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 15 business days.

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

**Commodity or Service Required:**

E-One Firetruck OEM Parts, Service and Warranty Work

**Justification for Single Source Acquisition:**

Matheny Fire & Emergency is the sole authorized distributor of E-One Firetruck OEM Parts, Service and Warranty Work in the State of Florida

**Recommended Procurement Approach:**

For the reason stated above, Alachua County Procurement Division intends to utilize the Sole Source Procurement method to contract with Matheny Motor Truck Company, Inc dba Matheny Fire & Emergency for supplying the above.

Contact Information

**Mandy Mullins**

Procurement Agent I

Email: [mmmullins@alachuacounty.us](mailto:mmmullins@alachuacounty.us)

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

**Department:**

Fleet Management Division

Timeline

<b>OpenGov Project Release Date</b>	July 5, 2024
<b>OpenGov Submission Deadline</b>	July 25, 2024, 5:00pm

**SOLICITATION STATUS HISTORY**

Date	Changed To	Changed By
Jul 5, 2024 6:38 AM	Draft	Mandy Mullins



EXECUTIVE SUMMARY

SS- ITA No. SS- ITA 23-508-MM

Sole Source Purchase E-One Firetruck OEM Parts, Service and Warranty Work in the State of Florida

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Date	Changed To	Changed By
Jul 5, 2024 6:56 AM	Review	Mandy Mullins
Jul 5, 2024 6:58 AM	Final	Mandy Mullins
Jul 5, 2024 6:58 AM	Post Pending	Mandy Mullins
Jul 5, 2024 6:58 AM	Open	Mandy Mullins
Jul 25, 2024 5:00 PM	Pending	OpenGov Bot

### PROPOSALS RECEIVED

Status	Vendor	Contact Info	Submission Date
No Bid	Patterson Veterinary	Gregory Pounds pvs.orders.gov- institute@pattersonvet.com	Jul 5, 2024 1:11 PM

### QUESTIONS AND ANSWERS

*No Questions Received.*

### ADDENDA & NOTICES

ADDENDA ISSUED:

*No Addenda issued.*

NOTICES ISSUED:

*No Notices issued.*