

## 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	
Sole Source: The <b>ONLY</b> 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.	
Part I: General Requester Information	
Department Name: <b>Fleet Management</b>	Division Name: <b>Public Works</b>
Will the Annual Amount Exceed \$50,000.00? <input checked="" type="radio"/> Yes <input type="radio"/> No	
Part II: Vendor Information	
Vendor Name: <b>RING POWER</b>	Vendor Contact Name: Jason Martin
Vendor Contact Phone: 888-748-7464	Vendor Contact Email: martin_jason_a@cat.com
Part III: Single/Sole Source Justification (check one or more)	
DESCRIPTION OF PURPOSE: The Manufacturer, model number and / or generic description.	
Ring Power Corporation is the only local dealer recognized by Caterpillar to provide manufacture specific parts and service for Caterpillar construction and forestry equipment in this area.	
1	<input checked="" type="checkbox"/> 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 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	<input checked="" type="checkbox"/> 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	<input type="checkbox"/> Parts/Equipment are Required from this Vendor to Provide Standardization ( <u>Explain Below</u> )
7	<input type="checkbox"/> Upgrade to Existing Software. Available Only from The Producer of this Software Who Sells on Direct Basis Only.
8	<input type="checkbox"/> An Awarding Agency or Passthrough that Was Competitively Procured.
9	<input type="checkbox"/> 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 owns and leases Caterpillar brand construction equipment that requires OEM parts and service that is only available through a manufacture backed dealership.	

**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.)

In shop labor rate of \$143.00 per hour, parts are sold at Ring Power.

**Part VI: Department**

Jonathan Dotzler

Requester Name

*J P Dotzler*

Requester Signature

8/15/2024

Date of Signature

Brian Kauffman

Director

*Brian Kauffman*

Director Signature

8/15/2024

Date of Signature

**Part VII: Procurement & BOCC**

Single Source  Sole Source

TJ White

Procurement Manger

*TJ White*

Procurement Manger Signature

08/20/2024

Date of Signature

Chair

Chair Signature

Date of Signature



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 25-515-MM

### Intended Sole Source Purchase of Caterpillar Parts and Services from Ring Power Corporation

RESPONSE DEADLINE: September 10, 2024 at 5:00 pm

Tuesday, September 10, 2024

## SOLICITATION OVERVIEW

<b>Project Title</b>	Intended Sole Source Purchase of Caterpillar Parts and Services from Ring Power Corporation
<b>Project ID</b>	SS- ITA 25-515-MM
<b>Project Type</b>	Single-Sole Source
<b>Release Date</b>	August 20, 2024
<b>Due Date</b>	September 10, 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>Intended Sole Source Purchase of Caterpillar Parts and Services from Ring Power Corporation</p> <p><b><u>Justification for Single Source Acquisition:</u></b></p> <p>Ring Power Corporation is the only local dealer recognized by Caterpillar to provide manufacture specific parts and service for Caterpillar Construction and Forestry Equipment locally..</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 Ring Power Corporation 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 25-515-MM

Intended Sole Source Purchase of Caterpillar Parts and Services from Ring Power Corporation

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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 15 business days.

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

**Commodity or Service Required:**

Intended Sole Source Purchase of Caterpillar Parts and Services from Ring Power Corporation

**Justification for Single Source Acquisition:**

Ring Power Corporation is the only local dealer recognized by Caterpillar to provide manufacture specific parts and service for Caterpillar Construction and Forestry Equipment locally..

**Recommended Procurement Approach:**

For the reason stated above, Alachua County Procurement Division intends to utilize the Sole Source Procurement method to contract with Ring Power Corporation for supplying the above.

Contact Information

**Mandy Mullins**

Procurement Agent I

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

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

**Department:**

Procurement

Timeline

<b>OpenGov Project Release Date</b>	August 20, 2024
<b>OpenGov Submission Deadline</b>	September 10, 2024, 5:00pm

**SOLICITATION STATUS HISTORY**

Date	Changed To	Changed By
Aug 20, 2024 9:46 AM	Draft	Mandy Mullins

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Intended Sole Source Purchase of Caterpillar Parts and Services from Ring Power Corporation

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Date	Changed To	Changed By
Aug 20, 2024 10:18 AM	Review	Mandy Mullins
Aug 20, 2024 10:18 AM	Final	Mandy Mullins
Aug 20, 2024 10:18 AM	Post Pending	Mandy Mullins
Aug 20, 2024 10:19 AM	Open	Mandy Mullins
Sep 10, 2024 5:00 PM	Pending	OpenGov Bot
Sep 10, 2024 5:04 PM	Closed	Mandy Mullins

## PROPOSALS RECEIVED

Status	Vendor	Contact Info	Submission Date
No Bid	Fisher Scientific	John Bailey john.bailey@thermofisher.com	Aug 20, 2024 5:00 PM
No Bid	MURRAY FORD OF STARKE	Kenneth Vargas kwvargas@getyourford.com (904) 651-3675	Aug 20, 2024 10:24 AM
No Bid	Patterson Veterinary	Gregory Pounds pvs.orders.gov-institute@pattersonvet.com	Aug 20, 2024 10:55 AM
No Bid	Southern Foam Insulation, Inc	Terri Brown estimating@southernfoaminsulation.com	Aug 20, 2024 12:41 PM
No Bid	Unipak Corp.	Brian Marcus customercare@unipakcorp.net (888) 808-5120	Aug 20, 2024 10:38 AM

## QUESTIONS AND ANSWERS

No Questions Received.

## ADDENDA & NOTICES

ADDENDA ISSUED:

**Addendum #1**

Aug 20, 2024 10:55 AM

Attachment uploaded.

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

**Addendum #2**

Aug 21, 2024 9:24 PM

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

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Intended Sole Source Purchase of Caterpillar Parts and Services from Ring Power Corporation

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**Addendum #3**

Aug 23, 2024 4:43 AM

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
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Addendum #2

Proposal	Confirmed	Confirmed At	Confirmed By
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Addendum #3

Proposal	Confirmed	Confirmed At	Confirmed By
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NOTICES ISSUED:

*No Notices issued.*