

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 ONLY 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	
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Department Name: Tourism and Economic Development	Division Name: Community and Administrative Services
Will the Annual Amount Exceed \$50,000.00?	<input checked="" type="radio"/> Yes <input type="radio"/> No

Part II: Vendor Information	
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Vendor Name: Half Mile Timing	Vendor Contact Name: Scott Peters
Vendor Contact Phone: 352-682-1171	Vendor Contact Email: scott@halfmiletiming.com

Part III: Single/Sole Source Justification (check one or more)	
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DESCRIPTION OF PURPOSE: The Manufacturer, model number and / or generic description.

Half Mile timing provides full-service track & field event services and has been the producer of Alachua County Sports and Events Center owned events since 2023. Based in Alachua County, Florida, this vendor is only one of a select few in the country, and the only Florida based vendor that provides this full suite of services.

1	Parts/Equipment can Only be Obtained from Original Manufacturer - Not Available through Distributors.
2	Only Authorized Area Distributor of The Original Manufacturer.
3	Proprietary Item/Service <u>(Explain Below)</u>
4	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	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 (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>

Half Mile Timing is one of dozens of timing companies in the United States that has the equipment to provide comparable timing services at the Alachua County Sports and Events Center. However, other timing companies are limited to that one function, making Half Mile Timing the only company that provides the full suite of services and has the historical/institutional knowledge to continue ACSEC's success in the area of indoor track & field. From development of meet formats/concepts, management, recruitment of teams/clubs, timing, registration and more, Half Mile Timing is a sole source in the state of Florida and has a significant advantage, having its equipment storage and business operations in Alachua County, Florida.

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.)

The timing pricing provided is reasonable for industry standards, as the vendor is local and does not need to ship or transport specialized equipment including display boards. The administrative costs are reasonable in comparison to revenues generated by the creation of the events, which was in excess of \$273,000 gross in Fiscal Year 2025. The business plan to support the operation of an indoor track requires the creation of events to drive revenues and tourism during the season.

Part VI: Department

Jessica Hurov

Requester Name

Jessica Hurov

Requester Signature

9/13/2025

Date of Signature

Director

Director Signature

9/13/2025

Date of Signature

Part VII: Procurement & BOCC



Single Source



Sole Source

TJ White

Procurement Manger

TJ White

Procurement Manger Signature

Oct 28, 2025

Date of Signature

Chair

Chair Signature

Date of Signature



www.halfmiletiming.com
Phone: 352-682-1171

5745 SW 75th Street #303
Gainesville, Fl. 32608
E-mail: halfmiletiming@yahoo.com

Alachua County
Tourism and Economic Development Department
Attn: Stephen Rodriguez
12 SE 1st Street
Gainesville, Florida 32601

Thank you for considering the following contract offer from Half-Mile Timing, Inc. (HMT) to continue both our timing and event management duties for Track and Field at the Alachua County Sports and Events Center (ACSEC) and for Alachua County (AC). As you know, HMT has been the timing provider since the ACSEC held the first event in 2023. HMT's principal operator (Scott Peters) also was hired by the ACSEC and the previous management group to provide all the Event Management items listed below. To continue successful execution of Track and Field events as the transition of management takes place, HMT is committed to providing the below services from now through the 2028 track season. The following schedule is for the 2026 season, however, HMT will work with ACSEC to help fill event dates throughout the term of this agreement.

For the 2026 Track season, events that fall within this contract as Alachua County “owned events” are:

1/23/26- 1/24/26 ACSEC College Invitational and Multi-Event.
1/24/26 Visit Gainesville High School Invitational
1/25/26 National HS Multi-Event Challenge
1/30/26-1/31/26 Legends of Alachua County Track Meet (College and HS sections run together)
2/6/26 RunFlorida University Classic
2/7/26 Florida HS Indoor Championship
2/8/26 Florida Youth Indoor Championship presented by FLYRA

*Note: Event names are for purposes of producing this agreement and are subject to the approval of Alachua County, which reserves the right to determine the names and markings (logos) of each event.

For the 2026 Track season, currently planned events that fall within this contract as “Rental” events are:

1/15/26-1/18/26 Jimmy Carnes Invitational
2/20/26-2/21/26 Sun Conference / Southern States Conference Combined Indoor Championships
2/23/26 Peachbelt Conference Indoor Championship

For the 2026 Track season, currently planned events that fall within this contract as National and International hosted “Bid” events are:

3/5/26-3/8/26 NAIA National Championship

Any additional events that are added will fall into the specific category of their origin. 2027 and 2028 meets will be listed and defined as they are added to the calendar.

Scott Peters
Half-Mile Timing, Inc.



www.halfmiletiming.com
Phone: 352-682-1171

5745 SW 75th Street #303
Gainesville, FL 32608
E-mail: halfmiletiming@yahoo.com

Alachua County (AC) / Half-Mile Timing, Inc. (HMT) Event Management Contract

Timing (Exclusive timer of all events that take place in the ACSEC for Track and Field): \$4500/day

- Timing of all running events with two independent Finishlynx camera systems on each finishline.
- Data management coordination from online entry, download and seeding of entries, meet day operations, and results posting online.
- Produce official paperwork for each day once the heats / flights have been approved. These will be sent to the host for distribution as they see fit.
- Use Fieldlynx units for vertical field events.
- Electronic display for each field event venue.
- Total stations and Fieldlynx units for horizontal field events
- Event by Event results will be posted at live.halfmiletiming.com
- Electronic version of daily results for host with USB drive or emailed at the conclusion of each session or day.
- Connection to the facility video display board to show results as events occur.
- Single line run time displays (2) to show current running time at the common finish and opposite corner of the track.
- HDMI Output of results to provide to ESPN+, etc.
- Production team coordination. Any additional services needed above the HDMI listed here. Cost vary based on level of support required. **Not to exceed \$4000/day requested.**
- Reactime False start detection system for events 400m and under. (By request only for potential WA Record Attempts). **\$1000 additional/day requested.**

***Single Event Buyout:**

If a Track and Field Rental Client of ACSEC has an existing contract with another timing contractor, the following options can be selected:

1. The ACSEC can exercise a buyout option for that specific event of \$500/day of competition. HMT equipment would stay at the venue but only display the logo for the ACSEC.
OR
2. The outside timing contractor can negotiate a use agreement with HMT for equipment and/or personnel. If an agreement can be reached, then HMT would waive the buyout option for the ACSEC.

Officials Coordination: \$1500/meet

- Secure enough officials to complete each track meet scheduled with certified officials.
- Provide a review of best practices, ACSEC policies and practices for officiating Track and Field, assign officials to duties based on expertise.
- Gather payment/tax information, clothing sizes, meal restrictions for officials.
- Assign rooming lists for officials.
- Coordinate with Officials associations to provide evaluations to meet development requirements.

Options:

- Distribute payment to each official through HMT at the completion of each track meet. **\$300/meet additional**



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Alachua County “owned” Meet Management: \$3000/meet

- Secure dates on the calendar for all AC hosted meets.
- Create Time schedule for each meet that allows for good competition, creates interest from participants, and is practical for staff, officials, and fans.
- Recruit teams and individuals to participate in events. Advertise on Track based sites to raise awareness of these events.
- Create and manage the online entry process for all participants and teams. Coordinate with AC to complete the payout section of this online entry to go directly to AC.
- Create and manage the online ticket process for spectators and VIP. Coordinate with AC to complete the payout section of this online ticket process to go directly to AC.
- Coordinate with local and track specific media outlets to raise awareness and promote each event.
- Provide staffing needs to ACSEC for each meet including announcers.
- Coordinate and assist in execution marketing efforts with ACSEC staff for each event.
- Event pages information pages may be hosted on Half Mile Timing website and/or the ACSEC (or designated) website. Content provided by Half Mile Timing.
- Coordinate with ACSEC to establish working budgets for each event.
- Coordinate with and assist ACSEC staff in preparation for each meet.
- Coordinate with GeoSurfaces or alternate track construction company to have track assembled prior to the first meet and dis-assembled after the last meet of each season.

“Rental” Event Meet Management: \$1000/meet + \$500 per day

- This service is provided as needed and shall be incorporated into the rental cost of these events.
- Secure dates on the calendar for all Rental meets.
- Provide guidance to Rental groups in regard to time schedules and facility limitations.
- Coordinate with ACSEC for staffing needs for each meet.
- Coordinate and assist ACSEC staff in preparation for each meet.
- Coordinate with Rental hosts to complete hotel forms required by ACSEC for all events.

Bid-based National and International events: \$1000/meet + \$500 per day + \$30/hour in meetings (in person, zoom, phone)

- This service is provided as needed and shall be incorporated into the event budget for these events.
- Secure dates on the calendar for all Bid-based meets.
- Provide guidance to Bid-based groups in regard to time schedules and facility limitations.
- Coordinate with ACSEC for staffing needs for each meet.
- Coordinate and assist ACSEC staff in preparation for each meet.
- Coordinate with Bid-based hosts to complete hotel forms required by ACSEC for all events.

Additional Venue Work: \$30/hour

- Use HMT staff to assist ACSEC with events outside the sport of Track and Field.


SS Form Half Mile Timing


Final Audit Report


2025-10-28


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