

# 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
<b>Sole Source:</b> The <i><b>ONLY</b></i> known supplier for unique products and services where no other options are available  <b>Single Source:</b> 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: PUBLIC WORKS	Division Name: FLEET MANAGEMENT
Purchase Order Request# (POR) If available: 2022-279	Total Amount of Purchase: 100,000.00

Part II: Vendor Information	
Vendor Name: CUMBERLAND INTERNATIONAL TRUCK	Vendor Contact Name: JOSH MOBLEY
Vendor Contact Phone: 352-732-8151	Vendor Contact Email: JMOBLEY@CLTTE.COM

Part III: Single/Sole Source Justification (check one or more)	
DESCRIPTION OF PURPOSE: The Manufacturer, model number and / or generic description.  COMMERCIAL SERVICES, REPAIRS, PARTS AND MISC SUPPLIES.	

1	<input 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 checked="" type="checkbox"/>	Proprietary Item/Service ( <a href="#">Explain Below</a> )
4	<input checked="" type="checkbox"/>	Parts/Equipment not Interchangeable with Similar Parts of Another Manufacturer ( <a href="#">Explain Below</a> )
5	<input type="checkbox"/>	This is the Only Known Item/Source that will meet the Specialized need of this Department or Perform the intended function. ( <a href="#">Explain Below</a> )
6	<input type="checkbox"/>	Parts/Equipment are Required from this Vendor to Provide Standardization ( <a href="#">Explain Below</a> )
7	<input type="checkbox"/>	Upgrade to existing software. Available only from the Producer of this Software Who Sells on a Direct Basis Only.
8	<input type="checkbox"/>	An Awarding Agency or Pass-through that was competitively Procured.
9	<input type="checkbox"/>	Non 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>

CUMBERLAND IS THE LOCAL DEALER FOR SERVICE AND PARTS FOR INTERNATIONAL BRAND TRUCKS.
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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 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.)

#### Part VI: DEPARTMENT

Requester Name  
**Gerald D. Bailey**  
Director

Requester Signature  
*Gerald D. Bailey*  
Director Signature

Date of Signature  
**08/18/2021**  
Date of Signature

#### Part VII: PROCUREMENT & BOCC

☒ Single Source

☐ Sole Source

**Larry M. Sapp**  
Procurement Manger

*[Red handwritten mark]*

*Larry M. Sapp*  
Procurement Manger Signature

**8/27/2021**  
Date of Signature

Chair

Chair Signature

Date of Signature

## Intended Single Source Purchase International Truck Parts, Supplies and Services

Active

0

Planholders

47

Broadcast to

0

Supplemental Suppliers

0

Watchers

0

Post Bid Viewers

### Bid Details

Agency Name	Alachua County Procurement
Bid Writer	<a href="#">Mandy Mullins</a>
Bid ID	NSA-2021-08-29 mm-0-2022/MM
Bid Type	NSA - Notice of Intent to Award a Sole Source
Broadcast Date	Aug 29, 2021 8:05pm (EDT)
Fiscal Year	2022
Due	Sep 9, 2021 6:30am (EDT)
Bid Status Text	This is not a Request for Proposals and there is no solicitation available. The proposed contract 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 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.

### Broadcast List Filtered

State	Florida
City	
Self Declaration	
Certifications	

### Scope of Work

Alachua County Board of County Commissioners Procurement Division  
12 SE 1st Street, 3rd Floor, Gainesville, FL 32601  
Phone-(352) 374-5202  
Intended Single Source Purchase  
International Truck Parts, Supplies and Services  
Date Posted: 8/29/2021 to 9/9/2021  
Contact: Mandy Mullins, Procurement Agent  
Alachua County Procurement Division  
12 SE 1st Street, 3rd Floor  
Gainesville, FL 32601  
352-384-3090  
mmmullins@alachuacounty.us

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

Commodity or Service Required:

International Truck Parts, Supplies and Services.

Description:

Alachua County Fleet Management is seeking to execute a Single source for International Truck Parts, Supplies and Services from Cumberland International Trucks

Intended Single Source:

Cumberland International Trucks

Justification for Single Source Acquisition:

Cumberland International Trucks, is the Single authorized distributor of International Truck Parts, Supplies and Services.

Recommended Procurement Approach:

For the reason stated above, Alachua County Procurement Division intends to utilize the Single Source Procurement method to contract with Cumberland International Trucks for supplying the above.

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Documents

Download all documents

Filename	Type	Date Modified	Status
<a href="#">Cumberland Internati...</a>	Attachment	Aug 29, 2021	Complete

Distribution Info

Bid Bond	N/A
Plan (blueprint)	None
eBidding	No
Distributed By	DemandStar
Distribution Method	Download and Mail
Distribution Options	Bid has no blueprints associated with it

Publications

[View Legal Ad](#)

Pre-Bid Conference

No Pre-Bid Conference Available

Statistics

Planholders	There are 0 Planholders for this bid.	
Filtered	Yes	
Broadcast List	47 Suppliers have been notified	<a href="#">Export</a>
Post-Bid Viewers	There are 0 Post-Bid viewers	
Supplemental Suppliers	0 Supplemental Suppliers	

Commodity Code

**[004-060-38]** Engines, Diesel, Including Replacement Parts, Automotive

**[004-060-40]** Engines, Gasoline: Complete, Short Block, and Parts

**[004-060-66]** Parts and Accessories, Automotive, Miscellaneous (Not Otherwise Classified)

**[004-065-86]** Truck Bodies and Parts (Not Otherwise Classified)

**[004-071-03]** Ambulances and Rescue Vehicles (See 072-30 for Fire Protection and Crash Rescue Trucks)

**[016-928-86]** Truck and Van Maintenance and Repair (Not Otherwise Classified)

**[016-928-87]** Truck Maintenance and Repair, Heavy

Show Less 



**Cumberland International Trucks**

**5221 Highway 40 West - Ocala, FL 34482**

**Sally Wilson – Director of Municipal Sales**

**T – 352-732-8151**

**swilson@CLTTE.com**

August 18, 2021

**RE: ALACHUA COUNTY**

Mr. Bailey,

This letter is to inform you that the Cumberland International Trucks is your authorized International Dealer. We're located at:

5221 West Highway 40  
Ocala, FL 34482

Please don't hesitate to contact me if you have any questions or require additional information.

Kind Regards,

*Sally Wilson*

Sally Wilson  
Director of Municipal Sales



Entry

Approval Status 0 of 1 at 6

Validation Status Valid

Printed Not Printed

Encumber Funds Yes

Department 1100 - Fleet Management

Purchasing Address CUMBERLAND INTER

Vendor 14475 - CUMBERLAND INTERNATIONAL TRUCKS INC

G/L Date 10/01/2021

Description M/\$9.14/EX28/FT/BR -CUMBERLAND INTERNATIONAL

Deliver by Date

Type Blanket Order

Expiration Date 09/30/2022

Form Type Custom PO - Blanket - Custor

Resolution Number SOLE SOURCE

Bill To Location FT - FLEET MANAGEMENT

Assign to Buyer 3 - MULLINS, MARY M

Item XBID EX 28 - Sole Sources Purchases

Number of Items 2 Total \$100,000.00 Encu

Item



Detail

Item XBID EX 28 - Sole Sources Purchases per

Description COMMERCIAL SERVICES

Quantity 1.0000

Unit of Measure NA - Not Applicable

Price per Unit \$10,000.0000 \$10,000.00

G/L Account 503.141.2300 - Inventories -materials and Supplies Fleet Ir

Project

Contract

Vendor Part Number

Employee

Ship Via

Ship To FT - FLEET MANAGEMENT

Freight Terms

Confirming Request

1099 IN

Taxable Item

Create New As

[Save](#) [Save/New Item](#) [Save/New PO](#) [Delete Item](#) [Delete PO](#) [Reset](#)

## 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