



City of Ocala

Request for Sole Source Procurement

This form **MUST** be used for commodities or services that are available from only one source and there are no alternates. Forward to bids@ocalafl.org sixty (60) days prior to actual need.

Date Submitted: 01/09/2025 Requesting Division/Department: OUS Warehsoue

Contact Person: Mary Ann St. Laurent Telephone Number: 352-351-6705

Commodity/Service: Purchase new switches and replacement cabinets for S&C Switch Gear

Describe the commodity or service and its function: Cabinets to replace old or damaged cabinets beyond repair and new switches for installation

Cost of Commodity or Service: \$ 11,949.00

Vendor Name: Irby Contact Name: Jack Griffin

Address: 38 Skyline Drive City/State/Zip: Lake Mary, Florida 32746

Contact Phone Number: (407)548-0507 Contact E-Mail Address: JGriffin@irby.com

This purchase is clearly and legitimately limited to a Sole Source because the commodity or service is: Standardization of S&C vista switch gear after several decades of utilization.

Item(s) are available from only one source and there are no alternates (*initials required*): MS
Initials

Attach vendor documentation* certifying that the vendor is the only source for the commodities or services in question or holds the production, copyrights, trademark, and/or patent to the item.

Check the following statement(s) that apply:

- ☒ The vendor holds the exclusive distribution rights for the item in question.
- ☒ The commodity to be purchased is the only item compatible with existing equipment owned by the City.
- ☒ The vendor is the sole provider of the commodities or services which have unique characteristics essential to the needs of the City to perform the intended function and no other goods or service will be suitable for use by the City.

**Note: Certifying documentation must be attached to this form or it will be rejected.*

What steps were taken to verify that these features are not available elsewhere?

- ☐ Other brands/manufacturers were examined (please list names, phone numbers, and explain why they are not suitable for use by the City. Attach additional pages as necessary): _____
- ☐ Other vendors were contacted (please list names, phone numbers and explain why those contacted would not meet the needs of the City. Attach additional pages as necessary): _____
- ☐ State why this is the only source for the required commodity or service (attach additional pages as necessary): After several decades of usage Electric has determined the switches performance and aesthetics fit best within our utility's infrastructure.

I hereby certify that to the best of my knowledge, this request is a sole source and the information provided herein is accurate and truthful.

Mary A St. Laurent Digitally signed by Mary A St. Laurent
Date: 2025.01.09 12:28:00 -05'00'

Requester's Signature

Date

Doug Peebles Digitally signed by Doug Peebles
Date: 2025.01.09 18:33:09 -05'00'

Requesting Director's Signature

Date

For Procurement Use Only

Sole Source Number (if applicable): SSP - 232

Date Listing Posted: 1-15-25

This request appears to be sole source.

☒ Yes

☐ No

If, no. Is this a standardization?

☒ Yes

☐ No

Is Council approval required?

☐ Yes

☒ No

Was this Procurement posted on the Internet?*

☒ Yes

☐ No

*this requirement is for sole sources

Comments/Justification:

SSP Closed on 2-5-25 with no responses.
Standardized inventory item.

If Protested successfully, Vendor who provides similar goods/services: NA

Date Sole Source Terminated: 2-5-25

B. Anthony C.
Procurement Staff Reviewer Signature

2-10-25
Date

Approved ☐ Denied ☐

[Signature]
Chief Procurement & Contracting Officer

2-12-25
Date

NOTE: Section 838.22 Florida Statutes, it is unlawful (**second degree felony**) for a public servant with corrupt intent to obtain a benefit for any person (company) or to cause unlawful harm to another, to circumvent a competitive bidding process required by law or rule by using a sole-source contract for commodities (goods) or services.