

From: [City of Ocala - Contracting Officer](#)
To: [Christina M. Guy](#); [Shayatta J. Roberts](#); [Daphne Robinson](#); [Megan Dugan](#); [Contracts](#); [Eileen M. Marquez](#); [Louis Joseph](#); [Ashley Presley](#); [David C. Williams](#); [Patricia Lewis](#)
Subject: Your policy exception has been approved.
Date: Thursday, October 9, 2025 4:04:53 PM

Your policy exception has been **approved**.

Approval Comments: drobinson@ocalafl.org

This exception is approved for the purchase of Ford and GM OEM vehicle parts and supplies from The Parts House under Sourcewell Contract 080124-FMC and 080124-GNL. As a political subdivision of the state of Florida, the City of Ocala qualifies as an eligible user of Sourcewell cooperative purchasing agreements. The products offered under these Sourcewell contracts have been competitively solicited by Sourcewell, a State of Minnesota agency and service cooperative, and evaluated and determined by the City's Procurement Department to be cost effective and to afford City best value. By the terms of these agreements, as a participating entity, the City of Ocala will be offered a not to exceed ceiling price which represents a significant discount from the Manufacturers Suggested Retail Pricing for its fleet vehicles, as well as receive 6% back on purchases through the Ford ProParts Loyalty Rewards Incentive Program. PLEASE ESTABLISH A MUNIS CONTRACT NUMBER WITH AN INITIAL EXPIRATION DATE OF NOVEMBER 14, 2028. PLEASE ENSURE A COPY OF THIS EXCEPTION APPROVAL AND THE CORRESPONDING SOURCEWELL CONTRACTS ARE ATTACHED. SHOULD AGGREGATE EXPENDITURES FOR THE CONTRACT TERM EXCEED \$50,000, THIS CONTRACT WILL NEED TO BE TAKEN TO COUNCIL FOR APPROVAL.



Procurement/Contract/P-Card Exception

Select exception type:

Contract

Reason for contract exception:

Direct Purchase off Governmental Contract (Goods Only)

The Fleet Management Department maintains and repairs a wide range of vehicles essential to City operations, including law enforcement, public works, and general vehicles and equipment. To ensure safe, reliable, and timely vehicle repairs, it is critical that high-quality, manufacturer-approved replacement parts are readily available.

Enter a brief description of your exception request:

The Parts House, through Sourcewell Contract No. 080124, provides Original Equipment Manufacturer (OEM) and approved aftermarket parts for both General

Motors (GM) and Ford vehicles. These two manufacturers represent a significant portion of the City's vehicle fleet, and sourcing parts directly from an authorized supplier ensures compatibility, warranty compliance, and reduced downtime.

Utilizing this Sourcwell agreement provides competitive pricing and operational efficiency.

Attach all documents related to the exception that can assist the Contracting Officer's decision.

[TPH - Sourcwell Authorization Motorcraft.pdf](#)
[ACDelco Bid Authorization Letter 5 1 2025 TPH.pdf](#)
[General Motors Contract 080124.pdf](#)
[Ford Contract 080124.pdf](#)

Department

(FLT) FLEET

Requestor Name

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Requestor Email

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Courtesy Copy Email 1

JKing@ocalafl.gov

Who authorized requesting this exception?

John King