

From: [City of Ocala - Contracting Officer](#)
To: [Tom Duncan](#); [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: Tuesday, August 12, 2025 5:41:34 PM

Your policy exception has been **approved**.

Approval Comments: drobinson@ocalafl.org

The department is CONDITIONALLY approved to piggyback Jacksonville Transportation Authority's (JTA) contract with Tolar Manufacturing Company for the purchase of a 10' radius roof transit shelter and related accessories. JTA's contract with Tolar for transit shelters, amenities and outdoor equipment was awarded on December 2, 2019 for a term of 5 years with a single 5 year renewal option. The attachments do not include a copy of the price analysis required by FTA regulations. PLEASE PROVIDE A COPY OF SAID ANALYSIS. The solicitation conducted by JTA appears to have been conducted in compliance with 2 CFR 200. Tolar has agreed to extend the same pricing to the City of Ocala that was offered to JTA under the contract. PENDING REVIEW OF THE PRICE ANALYSIS CONDUCTED, staff has found this pricing to be fair and reasonable. PLEASE ESTABLISH A MUNIS CONTRACT NUMBER AND ISSUE A REQUISITION SO THAT A PURCHASE ORDER CONTAINING THE CITY AND FTA TERMS AND CONDITIONS CAN BE GENERATED. THE CONTRACT WILL NEED TO BE TAKEN TO COUNCIL FOR APPROVAL ONCE THE DEPARTMENT IS READY TO PROCEED. PLEASE ENSURE THIS EXCEPTION APPROVAL IS ATTACHED TO THE MUNIS CONTRACT, REQUISITION, AND AGENDA ITEM.



Procurement/Contract/P-Card Exception

Select exception type:

Procurement

Reason for procurement exception:

Piggyback Request in Lieu of Bid

Enter a brief description of your exception request:

SunTran is seeking approval to piggyback on the Jacksonville Transportation Authority's competitively procured contract for the purchase of 15 bus shelters. The JTA contract complies with all Federal, State, and City procurement requirements, and the selected vendor, Tolar Manufacturing, meets all Buy America/Build America provisions.
SUN/250756

[12096.pdf](#)
[Quote 23690SW.pdf](#)

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

[RE_Pricing for Transit Shelters Under JTA Contract __P-19-010.pdf](#)
[12958-18.pdf](#)
[Contract JTA - P19-010 - Third Amendment.pdf](#)
[Contract JTA - P19-010 - Second Amendment.pdf](#)
[P-19-010 JTA - NOITA 2 - Tolar Manufacturing.pdf](#)
[Contract JTA 08282030 - P-19-010.pdf](#)
[Federally Required & Other Model Contract Clauses.pdf](#)

Department

(SUN) SUNTRAN

Requestor Name

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Requestor Email

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Who authorized requesting this exception?

Tom Duncan