

## Single/Sole Source Justification

**Vendor:** American Emergency Vehicles  
**Commodity/Service:** Parts and repair services  
 Estimated expenditure for the current term of contract or annually  
 whichever is greater, for the above Commodity/Service: \$ 90,000.00

Requests over \$50,000, after review Procurement  
will send to County Manager for Authorization

*Initial the entry below that applies to the proposed purchase.*

         SINGLE SOURCE REQUEST is for: licensed, patented goods/services, the original manufacturer, for existing equipment, software, or is required from this source to permit standardization.

  X   SOLE SOURCE REQUEST is for: the only qualified supplier possessing the unique and singular available capability to meet the requirements of the department. Please obtain and include a letter from manufacturer regarding the product or service.

\*\*\* Single & Sole sources are required to be publicly posted by Procurement for a minimum of 15 days prior to approval. \*\*\*

In all cases, negotiations have been performed in order for the County to receive the best value.

The undersigned requests that competitive procurement be waived and that the vendor identified as the supplier of the service or material described in this single/sole source justification be authorized as a single source for the service or material.

Janet Meyers	239-533-5353		8-17-23
Requisitioned by:	Telephone Extension	Signature: Department Director/Designee	Date
Fleet Management			
Department		Department Director/Designee (PRINT OR TYPE)	

(PROCUREMENT MANAGEMENT DIVISION USE ONLY)			
Single/Sole Source No.	55230591 JBD	Received Date	08-18-2023
Posted Date	From 08-24-2023 To 09-14-2023	(15 days) <a href="http://www.legov.com/procurement">www.legov.com/procurement</a> and/or <a href="http://www.demandstar.com">www.demandstar.com</a>	
<input type="checkbox"/> Approved	<input type="checkbox"/> Disapproved	Signature of Procurement Director/Designee	Date
Reason for disapproval			

<b>Single/Sole Source OVER \$50,000 Require County Manager or Designee Approval</b>			
<input checked="" type="checkbox"/> Approved	<input type="checkbox"/> Disapproved		Date 8/17/23
Presented to Commission: _____		Commission Response: _____	

Amount	\$	Vendor:
1. Detailed Description of services and/or items: Describe the product/service you are requesting and its function.		
<p>ETR, LLC. provides the County with factory authorized and custom parts, repair service and warranty work for American Emergency Vehicles (AEV). The parts supplied are for repairs needed to the "box" portion of the ambulance which is custom built to Lee County EMS specifications</p>		
2. Justification for Single/Sole Source/Special Circumstances: Explain why this vendor is the only source from which to obtain this product or service.		
<p>Fleet Management currently provides repairs and service to 43 Sprinter Ambulance vehicles. To facilitate the maintenance of this equipment, Fleet Management utilizes ETR to purchase OEM parts and any specialty tools that are needed to complete necessary maintenance and repairs. ETR is our only known outlet to order parts for our custom built ambulance "boxes".</p>		
3. Efforts to Identify Other Vendors: Describe steps taken to make this determination, vendors contacted, etc.		
<p>Staff researched and contacted American Emergency Vehicles to confirmed that ETR is the only factory authorized dealer available for parts for these custom ambulances. Attached is a Sole Source letter stating this.</p>		
<p>If required by the Procurement Management Director, attach a letter from vendor declaring solesource.</p>		
<p>Funding Source: _____</p> <p style="text-align: center;">Identify if State, Federal, or other outside County Funding</p>		