



CITY OF ORLANDO REQUEST FOR A SOLE SOURCE PROCUREMENT

NOTE: This form is to be used for items that are available from only one source and there are no alternates. Forward to the Procurement and Contracts Division sixty (60) days prior to actual need.

Date Submitted: 6/2/2017 Requesting Division/Department: Fleet Management

Contact Person: Daryle Greenlee Telephone Number: 407.246.3065

Commodity / Service Request: Ambulance parts and services

Describe the commodity or service and its function: provides maintenance and distribution of the proprietary ambulances and parts.

Cost of Commodity or Service: \$ 110,000.00

Vendor Name: Rev Parts LLC Contact Name: Toby Steagall

Address: 245 S Executive Dr. STE 300 City/State/Zip: Brookfield, WI 53005

Contact Phone Number: 262.317.0004 Contact E-Mail Address: Toby.Steagall@RevGroup.com

Initial below:

This purchase is clearly and legitimately limited to a Sole Source because the commodity or service is:

Item(s) are available from only one source and there are no alternates: TS
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.
- Vendor documentation attached.
- The item to be purchased is the only item compatible with existing equipment owned by the City.
- Vendor documentation attached.
- The vendor is the sole provider of the goods or services which have unique characteristics essential to the needs of the program to perform the intended function and no other goods or service will be suitable for use by the City.
- Vendor documentation attached.

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): Rev is the single source for parts that are proprietary to the vehicles purchased from REV

Ambulances by the City of Orlando.

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

Masha J P 6/2/17
 Requester's Signature Date

[Signature] 6/15/17
 Office Head/Department Director's Signature Date

For Procurement Use Only

Date Received in Purchasing: 6/20/17 Purchasing Division Tracking Number: 517-0400

Requesting Division/Department: Fleet

Commodity / Service Request: Ambulance Parts and Services for REV ambulances

Purchasing Staff Reviewer: Lee Donate

- Verified that this request is the only source. Yes No
- Is Council Approval Required? Yes No
- Was this Procurement Posted on the Internet? Yes No

Comments: To date, REV Parts, LLC is the only firm identified as a source for the purchase of Proprietary parts and services for REV ambulances Owned by the City. A public notice of a Sole Source

Procurement was posted for 7 days with NO responses.

[Signature] 7/20/17
 Procurement Staff Reviewer Signature Date

Approved Denied

[Signature] 08.01.17
 Chief Procurement Officer Date




Rev Parts LLC
245 S Executive DR STE 300
Brookfield, WI 53005
Tel: 262.317.0004
Fax: 262.395.4064

May 31, 2017

To Whom It May Concern:

REV Ambulance is the single source for parts that are proprietary to the vehicles purchased from REV Ambulance by the City of Orlando. Any changes to this single source letter must be done in writing. If there are any questions or concerns, please feel free to contact REV Parts LLC.

Sincerely,



Toby Steagall
Controller – REV Parts Division
Toby.Steagall@RevGroup.com
CC: Nick.Kelly@Revparts.com

G.R. Regas
Director of Global Aftermarket Parts
gr.regas@revparts.com



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Vendors can register with the [eSupplier Vendor Registration Service](#) to receive email alerts for solicitations that are of interest to their business.

**THE CITY OF ORLANDO IS SEEKING TO PURCHASE
AMBULANCE PARTS AND SERVICES - S17-0400:**

The City of Orlando is seeking to purchase proprietary ambulance parts and services for City owned REV ambulances. To date, REV Parts, LLC is the only firm identified as a source for the purchase of proprietary parts and services for REV ambulances owned by the City, and is therefore a possible sole source for this procurement.

Any vendor who wishes to view the sole source documentation to determine if they can meet the City's requirements is invited to contact Lee Donate by phone at (407) 246-2329 or by e-mail at lee.donate@cityoforlando.net. This information will be available for review until 5:00 p.m., July 14, 2017.

✓ ⊕ 7-7-17

**The City of Orlando is seeking to purchase
Chlorine and Sulphur Dioxide System Parts- S17-0398**

The City of Orlando is seeking to purchase chlorine and sulphur dioxide system parts for existing units. To date Water Treatment and Controls Co. is exclusive authorized source for this purchase in the State of Florida.

Any vendor who wishes to view the sole source documentation to determine if they can meet the City's requirements is invited to contact Diane Wetherington by phone at (407) 246-3633 or by e-mail at diane.wetherington@cityoforlando.net. This information will be available for review until 5:00 p.m., July 14, 2017.

Click here to view the [Sole Source Procurement/...2014/03/SoleSource.pdf](#)

BUSINESS & FINANCIAL SERVICES

Procurement and Contracts Division

Vendor Information

eSupplier Registration

Term Contracts