



JUSTIFICATION FOR SOLE SOURCE CERTIFICATION

Sole Source Purchases are defined clearly, based upon a legitimate need, and are limited to a single supplier. Sole source purchases are normally not allowed except when based upon strong technological grounds such as operational compatibility with existing equipment and related parts or upon a clearly unique and/or cost effective feature requirement. The use of sole source purchases must be justified and shall be limited only to those specific instances in which compatibility or technical performance needs are being satisfied.

Sole Source Services are defined as a service provider providing technical expertise of such a unique nature that the service provider is clearly and justifiably the only practicable source available to provide the service. The justification shall be based on the uniqueness of the service, sole availability at the location required, or warranty or defect correction service obligations of the service provider.

This form must be filled out for the request to purchase any good or non-professional service that requires a competitive procurement process (informal quotes (\$1001-\$10,000), formal quotes (\$10,001 - \$19,999.99), or formal bid (\$20,000 or more) as defined in the LFUCG's Purchasing Manual. This form must be completed in its entirety and attached to the purchase requisition.

Note: Sole Source Purchase requests for goods exceeding \$20,000 will require approval by the Urban County Council by submitting an Administrative Review Form. A copy of this form must be signed off by Central Purchasing and attached to the Administrative Review Form.

Requesting Division

Name Curtis Mitchell Division/Dept. Parks & Recreation

Phone (859) 288-2969 Email cmitchell@lexingtonky.gov

Type of Purchase: (X) Goods/Materials/Equipment () Services

Cost: _____

One Time Purchase (X) To Establish Sole Source Provider Contract
(subject to annual review and approval by Central Purchasing and/or Urban County Council)

Vendor Information

Business Name Harrell's, LLC

Contact Name Lee Simpson

Address 2172 Madrone Way, Lexington, KY 40513

Phone (859) 475-3869



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STATEMENT OF NEED: (Add additional pages as needed)

My division/department's recommendation for sole source is based upon an objective review of the product/service required and appears to be in the best interest of the LFUCG. I know of no conflict of interest on my part, and I have no personal involvement in any way with this request. No gratuities, favors, or compromising actions have taken place. Neither has my personal familiarity with particular brands, types of equipment, materials, persons or firms been a deciding influence on my request to sole source this purchase when there are other known suppliers to exist.

1. Describe the product or service and list the necessary features this product provides that are not available from any other option.

Biometric time clocks and software for management and reporting of time within the Division. The Division currently has multiple clocks from this company in use and this will allow for integration of existing clocks and new clocks

2. Below are eligible reasons for sole source. Check one and describe.

Licensed or patented product or service. No other vendor provides this. Warranty or defect correction service obligations to the consultant. Describe why it is mandatory to use this licensed or patented product or service.

See attached letter from vendor.

Existing LFUCG equipment, inventory, custom-built information system, custom-built data inventory system, or similar products or programs. Describe. If product is off-the-shelf, list efforts to find other vendors (i.e. web site search, contacting the manufacturer to see if other dealers are available to service this region, etc.)

Describe.

The LFUCG has established a standard for this manufacturer, supplier, or provider and there is only one vendor. Attach documentation from manufacturer to confirm that only one dealer provides the product.

Factory-authorized warranty service available only from this single dealer. Sole availability at the location required. Describe.

Used item with bargain price (describe what a new item would cost). Describe.

Other – The above reasons are the most common and established causes for an eligible sole source. If you have a different reason, please describe:



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3. Describe efforts to find other vendors or consultants (i.e. phone inquires, web site search, contacting the manufacturer to see if other dealers are available to service region, etc.).

SEE ATTACHED LETTER

4. How was the price offered determined to be fair and reasonable?
(Explain what the basis was for comparison and include cost analyses as applicable.)

SEE ATTACHED LETTER

5. Describe any cost savings realized or costs avoided by acquiring the goods/services from this supplier.

SEE ATTACHED LETTER



5105 New Tampa Highway

Lakeland, FL 33815

863.687.2774

800.282.8007

contact@harrells.com

www.harrells.com



November 18th , 2021

Harrell's, LLC
P.O Box 807
Lakeland, FL 33802

To Whom It May Concern,

Harrell's is proud to be the exclusive United States formulator and distributor of all POLYON® branded products which includes POLYON® NPK, POLYON® K-mag, POLYON® SOP, POLYON® MOP, and POLYON® MAP. The POLYON® technology (owned by Koch Agronomic Services, LLC) is a patented process which cannot be duplicated.

Any fertilizer products containing POLYON® purchased in the United States must be purchased from Harrell's, LLC or its authorized distributor. This includes all nitrogen, phosphorous, potassium and minor elements which have been coated with POLYON®. Harrell's is also a sole custom formulator and authorized agent to sparge Barricade 0.38% on fertilizer for the state of Kentucky

Sincerely,

Matt Gregg

Matt Gregg
Sales Director, Coastal Plains
Harrell's, LLC