



**HIGHLANDS COUNTY**  
**BOARD OF COUNTY COMMISSIONERS**  
 Purchasing Division

**Notice of Intent to Award Sole Source**

**REQUEST FOR SOLE SOURCE PURCHASE**

To: Purchasing Manager  
 From: Emergency Operations  
 Department / Division Name \_\_\_\_\_  
 Date: June 15, 2023 \_\_\_\_\_

A written request is being made to exercise the Sole Source Procurement outlined in Section 9 of the Highlands County Purchasing Manual. In accordance with the Sole Source Policy, the requesting department must submit a written justification that supports the request for Sole Source.

Brief Description of Good or Service: Maintenance and repair to emergency management generators.

Supplier Name: Pathfinder Power Solutions

Supplier Contact Information: Gabriel Berkebile, (863) 848-2980, Gabriel.Berkebile@pathfinderpower.com

**CHECK ALL THAT APPLY (EXPLAIN REASONS BELOW):**

<input checked="" type="checkbox"/>	Goods or services can be obtained from only one (1) supplier. Describe the unique characteristics of the product or service.
	Continuity of existing research/work
<input checked="" type="checkbox"/>	Compatibility with existing equipment
<input checked="" type="checkbox"/>	Critically important features (detail the features and your research of comparable items).
	Must match existing piece of equipment available only from the same source of original equipment. Provide documentation from supplier supporting that no other supplier can supply this.
<input checked="" type="checkbox"/>	Repair/Maintenance service requires expertise in operations on unit. Necessary parts unavailable from any source except original equipment manufacturer or their designated servicing dealer. Provide explanation of expertise or documentation supporting that this is the only designated dealer.
<input checked="" type="checkbox"/>	Repairs, replacement parts, or technical service available only from manufacturer or authorized distributor
<input checked="" type="checkbox"/>	Technical services in connection with the assembly, installation or servicing of equipment of a highly technical or specialized nature. Provide explanation of services required and why another supplier cannot be used.
	Uniqueness of a product (explain your research/work requirements and the relevance of the product).
	Upgrade to proprietary software or hardware. Available only from the producer of the software or hardware who sells on a direct basis only. Provide documentation showing that this is the only supplier that sells the software or can perform the upgrade.
	Use of this supplier is required by contract/agreement or granting or other governing agency. Please attach a copy of the award page or requirement page referencing this requirement.
	Other - Explain below

**LIST EVIDENCE FOR JUSTIFICATION (SUCH AS COMMITTEE REVIEW, VENDOR FEEDBACK, ETC..)**

Current vendor, Tradewinds, is unable to service and/or repair emergency generators due to shuttering of stores and loss of employees. Pathfinder Power has local technicians and they are the sole local distributor for Perkins Engine (see attached source letter).

**Posted VendorRegistry.com 06/19/2023-06/26/2023**

Approved  Denied

\_\_\_\_\_  
 Purchasing Manager

\_\_\_\_\_  
 Date

**PATHFINDER POWER SOLE  
SOURCE LETTER**

[Date]

To Whom It May Concern:

This letter is to confirm that the Perkins Engine is a sole source product, manufactured, sold and distributed exclusively by Pathfinder Power Solutions. No division of Pathfinder Power Solutions, nor any other company, makes a similar or competing product.

This product must be purchased directly by institutions from Pathfinder Power Solutions at the address listed above. There are no agents or dealers authorized to represent this product.

Additionally, competition is precluded by the existence of an agreement with the manufacturer, who has given us an exclusive right to market this product (or patent, copyright, secret process or monopoly). *(Select and modify sentence to specify which is applicable.)*

There is no other like item(s) or product(s) available for purchase that would serve the same purpose or function and there is only one price for the above name(s) item(s) or product(s) because of exclusive distribution or marketing rights. *(Use any portion of this statement that is applicable as in the case of a film, manuscript, book, captive replacement part or component.)*

If you desire additional information, don't hesitate to contact me at (863) 838-2980 at any time or visit our website at PathfinderPower.com. Thank you for your interest in our product(s).

Sincerely,

Gabriel Berkebile

Product Support Sales Representative, Pathfinder Power Solutions

Gabriel.Berkebile@pathfinderpower.com

*(Signature)*  
\_\_\_\_\_  
**SUBSCRIBED AND SWORN to before me on this 15 day of JUNE, 2023.**

*(Signature)*  
\_\_\_\_\_  
Notary Public Signature

**DANIEL J. APPLEWHITE**  
\_\_\_\_\_  
Printed Name

**7-29-2027**  
\_\_\_\_\_

My Commission Expires:

