



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

**REQUEST FOR SOLE SOURCE PURCHASE**

To: Purchasing Manager

From: **Road and Bridge**

Department / Division Name

Date: **11/4/2021**

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: **Ready Mix Concrete**

Supplier Name: **Jahna Concrete**

Supplier Contact Information: **103 CR 17A W, Avon Park, FL (863)453-4353**

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

<input checked="checked" type="checkbox"/>	Goods or services can be obtained from only one (1) supplier. Describe the unique characteristics of the product or service.
<input type="checkbox"/>	Continuity of existing research/work
<input type="checkbox"/>	Compatibility with existing equipment
<input type="checkbox"/>	Critically important features (detail the features and your research of comparable items).
<input type="checkbox"/>	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 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 type="checkbox"/>	Repairs, replacement parts, or technical service available only from manufacturer or authorized distributor
<input 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.
<input type="checkbox"/>	Uniqueness of a product (explain your research/work requirements and the relevance of the product).
<input type="checkbox"/>	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.
<input type="checkbox"/>	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.
<input type="checkbox"/>	Other - Explain below

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

Jahna Concrete is the only concrete vendor available/located in Highlands County. We are unable to obtain any quotes from vendors outside the county because of location.



Approved



Denied

**Christine Davis**

Digitally signed by Christine Davis  
Date: 2021.11.05 15:06:53 -04'00'

Purchasing Manager

Date