



**BREVARD COUNTY BOARD OF COUNTY COMMISSIONERS  
SINGLE/SOLE SOURCE JUSTIFICATION AND APPROVAL FORM**

**Sole Source:** The *ONLY* known supplier for unique products and services where no other options are available.  
**Single Source:** Though there may be alternate sources for the product or service requested, circumstances dictate the use of the proposed vendor. (i.e., availability, timeliness, location, etc.)

**PART I – GENERAL REQUESTOR INFORMATION**

Date Submitted: 12/14/2020 Requesting Department: Public Safety

Requisition #: \_\_\_\_\_ Contact Person/Phone #: Craig Engelson, 633-1981

One-time Purchase ☐ // Annual Purchase ☒

Amount of Purchase: \_\_\_\_\_ (One time) // \$200,000.00 (Estimated annual amount)

**PART II – RECOMMENDED VENDOR INFORMATION**

Vendor/Contractor Name: Steward Rockledge Hospital, Inc.

Vendor/Contractor Contact Name: Linda Sullivan

Vendor/Contractor Phone: 255-8021

Vendor/Contractor Email: Linda.Sullivan2@Steward.org

**PART III – SINGLE/SOLE SOURCE VALIDATION**

**1. Provide a detailed description of service/commodity to be provided by the vendor.**

Histology and toxicology laboratory services for the Medical Examiner Office.

**2. State why the recommended vendor is the only one capable of providing the required supplies and/or commodities. Include any back-up information or documentation that supports your recommendation. (Acceptable responses to this question will include strong pragmatic/technological information that supports the claim that there is only one vendor that can provide the services and/or commodities). Attach vendor letter and additional sheet if necessary.**

Please see attached.

**3. List any other sources that have been contacted and explain in detail why they cannot fulfill the County's requirements. (Responses to this section should include information pertaining to any research that was conducted to establish that the vendor is a sole source. Responses should include information pertaining to discussions with other potential suppliers, and why they were no longer being considered by the County).**

Please see attached.

Check all entries below that apply to the proposed purchase which exempt formal competition. Attach a memorandum containing complete justification and support documentation as directed in the selected entry. (More than one entry will apply to most sole source products/services requested).

- ☐ 1. SOLE SOURCE REQUEST IS FOR THE ORIGINAL MANUFACTURER OR PROVIDER. THERE ARE NO REGIONAL DISTRIBUTORS. (Attach the manufacturer's written communication that no regional distributors exist. Item no. 4 must also be completed.)
- ☐ 2. SOLE SOURCE REQUEST IS FOR THE ONLY STATE OF FLORIDA DISTRIBUTOR OF THE ORIGINAL MANUFACTURER OR PROVIDER. (Attach the manufacturer's - not the distributor's - written certification that identifies all regional distributors. Item no. 4 must also be completed.)
- ☐ 3. THE PARTS/EQUIPMENT ARE NOT INTERCHANGEABLE WITH SIMILAR PARTS OF ANOTHER MANUFACTURER. PARTS ARE "DIRECT REPLACEMENTS" PARTS/COMPONENTS FOR EXISTING EQUIPMENT. (Explain in a separate memorandum.)
- ☒ 4. THIS IS THE ONLY KNOWN ITEM OR SERVICE THAT WILL MEET THE SPECIALIZED NEEDS OF THIS DEPARTMENT OR PERFORM THE INTENDED FUNCTION. (Attach separate memorandum with details of specialized function or application.)
- ☐ 5. THE PARTS/EQUIPMENT REQUIRED FROM THIS SOURCE ARE TO PERMIT STANDARDIZATION. (Attach separate memorandum describing the basis for standardization request.)
- ☐ 6. NONE OF THE ABOVE APPLIES. A DETAILED EXPLANATION AND JUSTIFICATION FOR THIS SOLE SOURCE REQUEST IS CONTAINED IN AN ATTACHED MEMORANDUM.

#### PART IV – CERTIFICATION AND APPROVALS

I have reviewed the following Single/Sole Source justification and concur with the request, fully understanding the implications of Section 838.22 of the Florida Statutes:

(2) "It is unlawful for a public servant or a public contractor who has contracted with a governmental entity to assist in a competitive procurement to knowingly and intentionally obtain a benefit for any person or to cause unlawful harm to another by circumventing a competitive solicitation process required by law or rule through the use of a sole-source contract for commodities or services."

(3) "It is unlawful for any person to knowingly agree, conspire, combine, or confederate, directly or indirectly, with a public servant or a public contractor who has contracted with a governmental entity to assist in a competitive procurement to violate subsection (1) or subsection (2)."

(5) "Any person who violates this section commits a felony of the second degree, punishable as provided in s. 775.082, s. 775.083, or s. 775.084."

Each undersigned individual hereby attests that he/she took part in the non-competitive procurement identified above, and has reviewed Florida Statutes, Chapter 838 as it relates to sole source contracts, and that he/she is independent of, and has no conflict of interest in, the entity evaluated and selected.

Requisitioner Signature: Matthew Wallace Date: 12/14/2020

Requesting Department Director Signature: Wallace, Matthew Date: 12/15/20

Central Services Office Director or Purchasing Manager's approval: [Signature] Date: 16 DEC 2020

XXXXXXXXXXXXXXXXXXXXXXXXXXXX  
 Assistant County Manager/County Manager Approval  
 (as applicable—ACM, \$25K-\$50K // County Manager \$50K-\$100K):

BoCC Chair Approval \_\_\_\_\_ Date: \_\_\_\_\_

Sole Source Approval ID #: \_\_\_\_\_

**BREVARD COUNTY BOARD OF COUNTY COMMISSIONERS SINGLE/SOLE SOURCE JUSTIFICATION AND  
APPROVAL FORM**

Date Submitted: 12/14/2020

Requesting Department: Public Safety

**PART III – SINGLE/SOLE SOURCE VALIDATION**

2. The Medical Examiner's Office and Purchasing Services teamed together for the market analysis. After completing research, it was determined there are no viable available options in the market place. Additionally, while researching this issue, the team concluded it is a best practice to source this service locally to reduce risk of lost or delayed samples during shipment, especially in felony cases. Having this local service allows physical transfer of tissue samples eliminating the need to transport via commercial or private shipping services. Only one lab located in Brevard County (Steward Rockledge Hospital, Inc.) is able to provide both toxicology and histology services, which are required in a Medical Examiner's cause report.

**BREVARD COUNTY BOARD OF COUNTY COMMISSIONERS SINGLE/SOLE SOURCE JUSTIFICATION AND APPROVAL  
FORM**

	Date Submitted: 12/10/2020
	Requesting Department: Public Safety
	<b><u>PART III - SINGLE/SOLE SOURCE VALIDATION</u></b>
	<b><u>Number 3</u></b>
<b>District</b>	<b>Lab</b>
5 and 24	NMS for toxicology, AdventHealth Waterman Hospital (local to them) for histology
10	University of Florida for all services
15	Axis for toxicology (out of state)
17	Own tox lab, First Path for histology
19 and 25	Steward for all services
20	Miami/Dade's tox lab, Naples Pathology Associates for histology (hospital local to them)
23	NMS for toxicology, University of Florida Health for histology



**BOARD OF COUNTY COMMISSIONERS**

**Medical Examiner Office**

1750 Cedar Street  
Rockledge, FL 32955

**MEMORANDUM**

**SUBJECT:** Brevard County Board of County Commissioners Single/Sole Source Justification and Approval Form

**DATE:** 12/14/2020

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The Brevard County Medical Examiner's Office current contract for Toxicology and History Lab Services expires March 2021. On October 27, 2020 the Commission approved a four-month extension for staff to conduct market analysis and determine if competition exists for this service.

The Medical Examiner's Office and Purchasing Services teamed together for the market analysis. After completing research, it was determined there are no viable available options in the market place. Additionally, while researching this issue, the team concluded it is a best practice to source this service locally to reduce risk of lost or delayed samples during shipment, especially in felony cases. Having this local service allows physical transfer of tissue samples eliminating the need to transport via commercial or private shipping services. Only one lab located in Brevard County (Steward Rockledge Hospital, Inc.) is able to provide both toxicology and histology services, which are required in a Medical Examiner's cause report.

In accordance with BCC-25, Procurement, Single Source is allowed where there are multiple sources of supply, but for specific reasons the item or service must be purchased from a specified vendor. These purchases may include commodities and services affected by territorial distributorships, original equipment manufacturers and components; requirements to maintain a degree of continuity to the original or existing décor, equipment, or programs, and where an attempt to bid/quote could result in operational or functional inconsistency, or excessive delay.

  
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Craig Engelson, Program Manager, Medical Examiner Office

12/14/2020  
\_\_\_\_\_  
Date