SOLE-SOURCE JUSTIFICATION FORM

Instructions: Complete this form for all Sole Source Purcahses that will exceed $1,000 where competition has not been obtained or is not available. This notice will be posted publically where the Purchasing Offices are located and on the internet at www.arcadia-fl.gov. The posting will be for 7 business days prior to acceptance.

By submitting this request, I certify that this justification is accurate and complete to the best of my kownledge and that I have no financial or other interest in selecting this vendor to provide the supplies or services indicated. I also understand the following applies to me as well: Per Florida Statute 838.22 "It is unlawful for a public servant with corrupt intent...to circumvent a competitive bidding process...by using a sole-source contract. Any person who violates this section commits a felony..." Also Florida Statute 838.022 "(1) Official misconduct means the commission of the following act by a public servant, with corrupt intent to obtain a benefit for himself or herself or another or to cause unlawful harm to another; knowingly falsifying or causing another to falsify any official record or official document. (2) Corrupt means done with knowledge that the act is wrongful and with improper motives. (3) Official misconduct...is a felony...

Requisition # if applicable: n/a	Amount: 33,600	Date: 7/24/15

Supply/Service being purchased:
Avgas Tank + CARDREADER -
additional Detailed Description Attached.

Proposed Vendor: World Fuel Serv	Vendor Number:
Requested by: Shelley Peacock	Approved by: [illegible]

The requested supply/service is a sole-source procurement due to (check one):

✓ **Availability/One of A Kind** – no competitive product in existence AND/OR IS AVAILABLE FROM ONLY ONE VENDOR

✓ **Compatibility** – Must match existing piece or brand of equipment for compatibility AND IS AVAILABLE FROM ONLY ONE VENDOR

____ **Replacement/Maintenance** – Repair or maintenance for specific brand of existing equipment AND IS AVAILABLE FORM ONLY ORIGINAL EQUIPMENT MANUFACTURER OR DESIGNATED SERVICE DEALER

____ **Used Equipment**

____ **Other** (Explanation must appear in field below)

Provide full explanations, complete descriptions, and/or list all relevant reasons to support this determination in the field below. Please be sure to include a signed letter provided by the proposed vendor on their company letterhead stating that they are indeed the ONLY vendor who can provide the goods or services requested. This form will not be posted until the company letter is on file with it.

I have checked with other airports, All referred me to this Company. Did not know of any others!

Shelley Peacock — Requester's signature

7-24-15 — Date

Please note that Sole Source approvals are valid for one fiscal year (Oct 1 - Sept 30)

July 23, 2015

World Fuel Services, Inc.
3000 Bayport Drive, Suite 470
Tampa, Florida 33607
Tel 800-544-3835

Shelley Peacock
Project Manager
City of Arcadia
23 N Polk Ave.
Arcadia, FL 34266

RE: Avgas Tank & Automated Card Reader

Dear Shelley:

Per our discussion, we are a sole source for contracting and subcontracting for the services and parts for the Avgas tank and credit card terminal project outlined in the following pages.

Please don't hesitate to contact me regarding any question or concerns.

Sincerely,

Wesley G. Earl
Sales Director – Business & General Aviation