

SOLE SOURCE REPORT CHECKLIST

Contract # **20250316**

Sole Source Vendor: Bluefield Ranch Environmental Mitigation Bank, LLC

- A. Is a purchase for supplies, services, or construction. **Services**
B. The supply, service, or construction is available from only one source. **Yes**
C. If a proprietary item, there is not more than one potential bidder or offeror for that item.
D. The purchase complies with one of the following sole source procurement requirements (please indicate which): 7

1. Where the compatibility of equipment, accessories, or replacement parts is the paramount consideration;
2. Where a sole supplier's item is needed for trial use or testing;
3. Where public utility services are to be procured;
4. Where the item is a used item which is subject to immediate sale;
5. Where additional supplies or services are needed to complete an existing and ongoing scope of work, even when the supplies or services were not contemplated at the onset of the project;
6. Where the item is a component or replacement part for which there is no commercially available substitute, and which can be purchased only from the manufacturer or distributor; or
7. Other. Please explain: _____

Bluefield Ranch Mitigation Bank is the only wetland mitigation bank available for Port St. Lucie area.

2. The Department has provided a Sole Source Justification Memo and/or Sole Source Letter [Section 35.08(a)(24)(b)]. **N/A**

3. The Procurement Director, or his or her designee, approves negotiations with the sole source supplier, as appropriate, as to price, delivery, and the term and conditions of the award [Section 35.08(a)(24)(c)]. **Yes**

4. If the Contract requires City Council approval, this checklist, including all items references/consulted for the above questions, shall be included in any agenda summary submitted to Council as a Report [Section 35.08(a)(24)(d)]. **Yes.**

5. The sole source or sole provider purchase has been bid out on the City's Quote system for a period of at least seven (7) business days. [Procurement Manual, Section 4.05 Sole Source/Sole Provider Purchases]. **Yes**

Approved ✓

Not Approved _____

Signature

Caroline Sings

Request Information	
Date of Request:(09-10-25)	
Procurement Department Information	
Procurement Agent: Alaina Knofla	
Procurement Agent E-Mail Address: aknofla@cityofpsl.com	Telephone: 772-871-7612
Request Submitted By	
Name: Summer Burdick	
Department and Title: Utility Systems Department, Accreditation & Performance Manager	
e-Mail Address: sburdick@cityofpsl.com	
Request Details	
Sole-Source – A purchasing situation in which the procurement is available from only one source. Identify efforts made to locate other possible sources.	
Contractor Name: Bluefield Ranch Environmental Mitigation Bank, LLC	Telephone: 772-545-3676
Contractor Contact: Freda Posin (Consultant)	
Scope of Work Provide a detailed description of commodities/services to be provided. Also, include the following details: exact or estimated quantity, per unit price, and the total estimated value of the open contract to include the estimated quantity X unit price (if the exact quantities are not known). <ul style="list-style-type: none"> • \$275,000.00 per Mitigation Credit • 0.34 mitigation credits are needed. • Total Price: \$93,500.00 	

**Complete the Following: (For justifying a
Sole Source/Sole Brand)**

Provide an explanation why only a particular style, model, type or manufacturer is required (i.e. why the commodity is the only commodity which will meet the City's needs). Bluefield Ranch Mitigation Bank is the only wetland mitigation bank available for the Port St. Lucie area. When banks are permitted, they have very specific mitigation service areas (MSA) from which clients can purchase credits. As of now, the only Bank serving this area with freshwater wetland credits is Bluefield.
Letter from Original Equipment Manufacturer (required): Exclusive Capability Provide a detailed description of proposed source's unique capabilities and/or personnel to perform the work and why this is the only source. N/A

Sole-Source Justification

To Be Used for Procurement Records Only	
CONTRACT #:	2025 0316
REQUISITION ID #:	
If Publicly Solicited, Number of Protests:	
Outcome:	
<input type="checkbox"/> Awarded Sole-Source	
<input type="checkbox"/> Issued PO / Contract	
<input type="checkbox"/> Not Awarded / Competitively Bid	Bid #: