

**MANATEE COUNTY GOVERNMENT**  
**NOTICE OF INTENT TO AWARD**  
**A SINGLE SOURCE CONTRACT**

<b>SUBJECT/TITLE</b>	ScanPro 3500, Maintenance Plan and Hardware Services	<b>DATE POSTED</b>	MC Website _____
<b>PROCUREMENT REPRESENTATIVE</b>	Kelly Driscoll, Procurement Agent I	<b>DATE CONTRACT SHALL BE AWARDED</b>	November 10, 2023
<b>DEPARTMENT</b>	County Administration	<b>REQUISITION NO.</b>	R083315
<b>AUTHORIZED BY</b>	Jacob Erickson, Purchasing Official	<b>SIGNATURE DATE</b>	

**NOTICE OF INTENT TO AWARD A SINGLE SOURCE CONTRACT**

The Manatee County Procurement Division provides notice of its intent to award a single source contract with a value of \$36,720.00 with Image One for the provision of ScanPro 3500, Maintenance Plan and Hardware Services.

**ENABLING/REGULATING AUTHORITY**

**Federal/State law(s), administrative ruling(s), Manatee County Comp Plan/Land Development Code, ordinances, resolutions, policy.**

Manatee County Code of Laws

**BACKGROUND/DISCUSSION**

Manatee County Procurement Division has completed a due diligence review and intends to procure ScanPro 3500, Maintenance Plan and Hardware Services from Image One without conducting a competitive solicitation process for the following reason(s):

The County libraries currently use ScanPro machines daily. The machines are critical to everyday use and require maintenance to work properly. The County has been leasing machines from Image One since 2014. Image One no longer leases equipment but will provide maintenance on equipment purchased through the company. An internet search that was conducted has shown that no other company can provide or maintain the equipment.

Current employees are knowledgeable on how to operate current equipment, so no further training is required.

Any company that believes it can provide this good/service, must submit detailed information about its good/service to the Manatee County Procurement Division at [purchasing@mymanatee.org](mailto:purchasing@mymanatee.org) no later than November 9, 2023 for evaluation and consideration.