

# PROCUREMENT DIVISION

## Non-Competitive Acquisition Allocation Request Form

### Section A

**Date** 05/15/2025

**To** Tyrone White  
(Procurement Division Contact; Phone and Email)

**From** Jonathan Pares  
(Procurement Liaisons of client departments)

**Subject** Golf Agronomics & Supply  
(Contract Number; Title; Term, From - To)

**Due Date** 05/15/2025

It is the policy of Cooper City to consistently purchase goods and services using full and open competition. The citizens of Cooper City are best served through sound business decisions based on competitive solicitations. Early acquisition planning that includes consultation with Procurement staff can help avoid delays and facilitates effective market research. However, there may be instances when other than full and open competition may be justified. When a client department determines that other than full and open competition is necessary or in the best interest of the City, appropriate justification for such course of action must be submitted to the Procurement Division for approval and execution to waive the competitive bid/proposal process. The provision of this form to a client department by Procurement Division does not constitute a recommendation, nor does it imply that such request will be substantiated by the Procurement Division's independent evaluation or authorized to proceed as a non-competitive acquisition.

**Instructions:** Complete and return document, with the appropriate attachments, by the due date to: Tyrone White

### Section B - To Be Completed by Client Department

Please provide the information requested below to support the need and feasibility for waiving the competitive bid/proposal process:

Department:	Parks & Recreation		
Project Manager Name:	Jonathan Pares	Project Manager Phone Number:	(561) 579 - 9897
Requisition No.:		*Requested Allocation:	N/A
Proposed Supplier/Vendor:	Golf Agronomics & Supply	Requested Contract Term:	
Funding Source:			
Will Federal funds be used to support the requested allocation: Yes ____ No ____		Will grant funds be used to support the requested allocation: Yes ____ No ____	
Previous Contract No.: (if applicable)	_____	Previous Contract Value: (if applicable)	_____

\*Allocations may be proportionally adjusted should there be a change to contract term.

## PROCUREMENT DIVISION

**Purpose of the Purchase**

Please describe the minimum requirements and the benefits of the non-competitive acquisition.

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**Best Interest of the City/Uniqueness of Product**

Please provide a detailed description as to why a waiver of formal bidding is in the City's best interest (e.g., product standardization, compatibility, proprietary access, or distributorship, how vendor is uniquely qualified to provide the needed product or service, etc.). Please note that a lack of advance planning is not acceptable justification for a non-competitive acquisition.

COMAND is manufactured by Life Soils. Golf Agronomics Supply & Handling is the sole-supplier and only distributor with the ability to supply premixed COMAND soil/sand enhanced bulk dressings in the State of Florida. They are also the supplier for all third-party distributors that sell premixed bulk dressings maximizing our cost savings opportunity thus, leading the way for a single-source procurement.

## PROCUREMENT DIVISION

### Market Research

Please describe the market research findings. This should include a description of other, similar sources or products available in the market, if any, and why these are not acceptable.

COMAND Enhanced topdressings are not available in the open market outside of utilizing Golf Agronomics and Supply as a supplier and then distributing the product that only they have authorization to sell blended. As far as, pre-blended topdressing option go in Florida, their no competitor suppliers in the space. Non-enhanced topdressings can be purchased but are actually more expensive then what Golf Agronomic has quoted us. A strong cross-reference would be to look at SEFLGP Bid No. 2022-006 Zone 4 pricing.

## PROCUREMENT DIVISION

### Proposed Actions

Please describe the actions the department will take to mitigate the present barriers to competition prior to any future acquisitions of this product or service.

Department Director Name/Initial

**Jennifer McMahon**

Date Approved

**05/15**

Purchasing Name/Initial

**Tyrone White**

Digitally signed by Tyrone White  
Date: 2025.05.15 15:23:11 -04'00'

Date Approved

**05/15**