



**Marion County**  
**Board of County Commissioners**

**Procurement Services**

2631 SE Third St.  
Ocala, FL 34471  
Phone: 352-671-8444  
Fax: 352-671-8451

BSS \_\_\_\_\_  
PCA \_\_\_\_\_  
  
BCC \_\_\_\_\_  
CNT \_\_\_\_\_  
BONDS \_\_\_\_\_  
COI \_\_\_\_\_  
NTP \_\_\_\_\_

## PROCUREMENT REQUEST FORM

This form is to be used for General Requisitions, Task Order Requests and/or Solicitation Action. Some fields may not be applicable and may be left blank. Forms with incorrect or missing information may be sent back for correction. Use your cursor to hover over a field for help.

Date:  Type of Request:

Department Contact Name & Number:  *KAH*

Department:

Solicitation Number & Name or State/Cooperative Contract #:

Board Action Required?  If yes, Board Date Requested:  Quotes Attached:

Vendor Number:

Vendor Name/Address:

Vendor Email Address:   
(PO will be emailed to this address)

Ship To:

Street Address:

City:

Zip Code:

W-9 Attached (If new vendor)

Total Purchase Amount:

List all GL Accounts & Project Codes  
and Amounts by Line Item

AA317524-564101=\$128,987.10

**THIS SECTION FOR PROJECTS ONLY**

Contingency % Amount:  Contingency \$ Amount:

Substantial & Final Completion Dates:

Liquidated Damages:

Detailed Description/Scope of Work  
Grant Information if Applicable

To purchase three (3) 2025 Chevrolet Silverado 1500, 4WD Double Cab. To include all specifications detailed on quote prepared for Marion County BOCC on 11/4/24

Additional Information/County Admin.  
Notes for Agenda

One (1) vehicle to replace Asset#47822(P-250) which, has met the Fleet Department's replacement criteria. Two (2) additional vehicles.

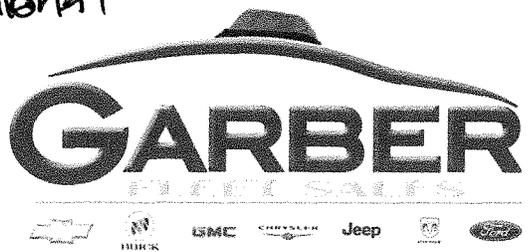
**(Procurement Only)**

Commodity Code:

P-230  
2 Additional

Code

Marion County BOCC



Specification #	152
Unit Description	CK10753

Prepared for: Prepared by:

11/4/2024  
Marion County BOCC  
Attn: Karen Holgate  
karen.holgate@marionfl.org  
352-671-8570

**Garber Chevrolet**  
Dan Drake  
(904) 264-2442 ext.2332 FAX: (904) 284-0054  
3340 Hwy 17 Green Cove Springs, FL 32043  
ddrake@garberautomall.com



**Florida Sheriffs Association**

Prices are published by the Florida Sheriffs Association ([www.fisheriffs.org](http://www.fisheriffs.org))  
Purchasing contract number is FSA24-VEL32.0 Pursuit Administrative & Other Vehicles,  
expiring September 30th, 2025. If you have any questions regarding this quote please call!

				Base Price
CK10753	2025 Chevrolet Silverado 1500 4WD Dbl Cab 147"			\$39,966.00
Codes	Optional Equipment	Unit Price	OEM Discount 2.00%	Net Price
1WT	Work Truck Preferred Equipment Group includes standard equipment	Included		\$0.00
L3B	Engine, TurboMax	Included		\$0.00
MFC	Transmission, 8-speed automatic	Included		\$0.00
GAZ	Exterior Paint Color: Summit White	Included		\$0.00
AZ3	Seats, front 40/20/40 split-bench	Included		\$0.00
H2G	Jet Black, Vinyl seat trim	Included		\$0.00
IOR	Audio system, Chevrolet Infotainment 3 system	Included		\$0.00
PCV	WT Convenience Package	565.00	(11.30)	\$553.70
<b>NON OEM OPTIONS:</b>				
TINT	Dealer Tint All Windows 20% Match Includes Windshield Strip	320.00		\$320.00
3K	Third Key Cut and Programmed Includes Key Fob (Qty 2)	530.00		\$530.00
COMP	Laptop Stand for Front Seat Area	895.00		\$895.00
TONNEAU	Truxedo LOPRO QT Roll Up Tonneau Cover	685.00		\$685.00
DEL	Delivery	Included		\$0.00
TTAG	Temporary Tag	6.00		\$6.00
<b>TOTAL PURCHASE AMOUNT PER VEHICLE</b>				<b>\$ 42,955.70</b>
<b>TOTAL PURCHASE AMOUNT X3</b>				<b>\$ 128,987.10</b>

OK M-L

## Request for Taxpayer Identification Number and Certification

**Give Form to the  
requester. Do not  
send to the IRS.**

▶ Go to [www.irs.gov/FormW9](http://www.irs.gov/FormW9) for instructions and the latest information.

1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank.

**GARBER CHEVROLET BUICK GMC INC**

2 Business name/disregarded entity name, if different from above

**DBA GARBER CHEVROLET BUICK GMC TRUCK**

3 Check appropriate box for federal tax classification of the person whose name is entered on line 1. Check only one of the following seven boxes.

Individual/sole proprietor or single-member LLC     C Corporation     S Corporation     Partnership     Trust/estate

Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=Partnership) ▶ \_\_\_\_\_

**Note:** Check the appropriate box in the line above for the tax classification of the single-member owner. Do not check LLC if the LLC is classified as a single-member LLC that is disregarded from the owner unless the owner of the LLC is another LLC that is not disregarded from the owner for U.S. federal tax purposes. Otherwise, a single-member LLC that is disregarded from the owner should check the appropriate box for the tax classification of its owner.

Other (see instructions) ▶ \_\_\_\_\_

4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3):

Exempt payee code (if any) \_\_\_\_\_

Exemption from FATCA reporting code (if any) \_\_\_\_\_

(Applies to accounts maintained outside the U.S.)

5 Address (number, street, and apt. or suite no.) See instructions.

**P.O. BOX 1600 ( 3340 HIGHWAY 17)**

6 City, state, and ZIP code

**GREEN COVE SPRINGS, FL 32043**

Requester's name and address (optional)

**MARION COUNTY**

**BOARD OF COUNTY COMMISSIONERS**

7 List account number(s) here (optional)

Print or type.  
See Specific instructions on page 3.

### Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN*, later.

**Note:** If the account is in more than one name, see the instructions for line 1. Also see *What Name and Number To Give the Requester* for guidelines on whose number to enter.

Social security number									

or

Employer identification number										
5	9		-	3	2	1	6	2	5	1

### Part II Certification

Under penalties of perjury, I certify that:

- The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
- I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
- I am a U.S. citizen or other U.S. person (defined below); and
- The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

**Certification instructions.** You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions for Part II, later.

**Sign Here**

Signature of U.S. person ▶

*Maria C Stalling*

Date ▶

*9-17-24*

### General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

**Future developments.** For the latest information about developments related to Form W-9 and its instructions, such as legislation enacted after they were published, go to [www.irs.gov/FormW9](http://www.irs.gov/FormW9).

### Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following.

- Form 1099-INT (interest earned or paid)

- Form 1099-DIV (dividends, including those from stocks or mutual funds)
- Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)
- Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)
- Form 1099-S (proceeds from real estate transactions)
- Form 1099-K (merchant card and third party network transactions)
- Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition)
- Form 1099-C (canceled debt)
- Form 1099-A (acquisition or abandonment of secured property)

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.

*If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See What is backup withholding, later.*

## Holgate, Karen

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**From:** Hough, Robin  
**Sent:** Tuesday, September 17, 2024 12:10 PM  
**To:** Holgate, Karen  
**Subject:** RE: QUOTE-FY25

The quote looks good. We are getting 2 NEW/ADDITIONAL vehicles and 1 REPLACEMENT for P-250. We'll need 2 additional GPS units for when the new trucks arrive.

Thanks

**Robin Hough, CEP**  
*Code Enforcement Supervisor*  
Growth Services  
Main: 352-671-8900 | Direct: 352-671-8916 | FAX: 352-671-8903  
*Empowering Marion for Success!*

**From:** Holgate, Karen <Karen.Holgate@marionfl.org>  
**Sent:** Tuesday, September 17, 2024 10:15 AM  
**To:** Hough, Robin <Robin.Hough@marionfl.org>  
**Subject:** QUOTE-FY25

Good Morning Robin,

The Duval quote I provided you for your budget is not valid because, this dealer is no longer selling Chevy's. I got another quote (GARBER) for your review and approval. With your approval can I moved forward with the Requisition Request on 10/1? Also confirm you are getting 2 vehicles.

Thank you for your time.

**Karen Holgate**  
*Administrative Manager*  
Fleet Management  
Main: 352-671-8570 | Direct: 352-671- 8572  
*Empowering Marion for Success!*

**From:** Holgate, Karen <Karen.Holgate@marionfl.org>  
**Sent:** Tuesday, February 20, 2024 11:22 AM  
**To:** Hough, Robin <Robin.Hough@marionfl.org>  
**Subject:** RE: Vehicle addition replacement justification.pdf

Yes. Please add 15%

Thank you.

**Karen Holgate**  
*Administrative Manager*  
**Fleet Management**  
Main: 352-671-8570 | Direct: 352-671- 8572  
*Empowering Marion for Success!*

**From:** Hough, Robin <Robin.Hough@marionfl.org>  
**Sent:** Tuesday, February 20, 2024 11:19 AM  
**To:** Holgate, Karen <Karen.Holgate@marionfl.org>  
**Subject:** RE: Vehicle addition replacement justification.pdf

Thanks Karen.

If I'm reading this correctly, I should use the \$51K number for each vehicle??

**Robin Hough, CEP**  
*Code Enforcement Supervisor*  
**Growth Services**  
Main: 352-671-8900 | Direct: 352-671-8916 | FAX: 352-671-8903  
*Empowering Marion for Success!*

**From:** Holgate, Karen <Karen.Holgate@marionfl.org>  
**Sent:** Monday, February 19, 2024 4:04 PM  
**To:** Hough, Robin <Robin.Hough@marionfl.org>  
**Subject:** RE: Vehicle addition replacement justification.pdf

Good Afternoon Robin,

Please see quote attached.

Thank you!

**Karen Holgate**  
*Administrative Manager*  
**Fleet Management**  
Main: 352-671-8570 | Direct: 352-671- 8572  
*Empowering Marion for Success!*

**From:** Hough, Robin <[Robin.Hough@marionfl.org](mailto:Robin.Hough@marionfl.org)>  
**Sent:** Monday, February 12, 2024 2:41 PM  
**To:** Holgate, Karen <[Karen.Holgate@marionfl.org](mailto:Karen.Holgate@marionfl.org)>  
**Subject:** Vehicle addition replacement justification.pdf

Hi Karen

Please see the attached vehicle addition form for two NEW vehicles for 2 new field officer positions. I'm still waiting to hear if any of the 4 existing vehicles scored high enough for replacement.

Thanks,

**Robin Hough, CEP**  
*Code Enforcement Supervisor*  
**Growth Services**  
Main: 352-671-8900 | Direct: 352-671-8916 | FAX: 352-671-8903  
*Empowering Marion for Success!*