



CITY OF NORTH PORT PROCUREMENT REQUEST FORM SOLE/SINGLE SOURCE/STANDARDIZATION



Please indicate: Visa Purchase Purchase Order

Single Purchase (For current FY) Blanket Purchase (Ongoing purchases for current FY) Change Order Amendment

DEPARTMENT/DIVISION: CMO/IT NAME OF REQUESTOR: Vicki Edwards
If Applicable: COMMISSION MEETING DATE: 12/13/2022 AGENDA ITEM NUMBER: 22-3746

Section 2-407 of the City of North Port Procurement Code states a Sole/Single source purchase is defined as a non-competitive purchase of supplies, equipment and contractual services that is either: the only item that will produce the desired results; or is available from only one source of supply who possesses the unique and singularly available capability to meet the requirement of the solicitation (such as technical qualifications, ability to deliver at a particular time, or services from a public utility). Sole Source services must be available only from vendors (firms or individuals) who are uniquely qualified to perform such services. All Sole/Single source requests will be posted on DemandStar & the City's Purchasing site for seven (7) calendar days.

A. Please describe all products and/or services to be procured under this exemption:

(If additional space is needed, please attach a separate memo)

ArcGIS Enterprise License Agreement renewal.

B. Briefly explain why it is in the best interest of the City to exempt this procurement from competition:

(If additional space is needed, please attached separate memo)

ESRI is the sole provider of maintenance and training for this software which is utilized by multiple departments in the city for rendering geographic info for multiple applications utilized by employees as well as citizens.

C. What steps were taken to verify that these goods and/or services are not available elsewhere?

Other brands/manufacturers were examined (please list name and phone numbers, and explain why they are not suitable for use by the City – attach additional pages as necessary, **do not leave blank**):

NA



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Other vendors were contacted (please list names and phone numbers, and explain why those contacted would not meet the needs of the City – attach additional pages as necessary, **do not leave blank**):

NA

D. Attach documentation from the manufacturer certifying the vendor selected is the only distributor/dealer/contractor for the products or services in question and/or holds the production, unique capability, copyrights, trademark, and/or patent to the item, and check the following applicable statements:

Patent, copyright or unique design restrictions (**Sole Source**) *Attach verification from Manufacturer*

Proprietary rights in technical data and/or product formulations (e.g. cleaning compounds, lubricating oils, paint, etc.), which can only be determined through extensive laboratory analysis and examination (**Sole Source**) *Must attach verification from Manufacturer*

Only producer, such as utility supplier or construction material supplier, that will meet the specialized needs of the department or perform the intended function (**Sole Source**) * Must attach verification from Manufacturer*

Direct replacement parts, equipment or supplies that must be compatible with original equipment already installed but available only from the original equipment manufacturer. Most manufacturers have more than one dealer or distributor for their products. When this is the case, competition between dealers and/or distributors may be possible, eliminating the “sole or single source” restriction (**Single Source**) * Must attach verification from Manufacturer*

When tests and/or demonstrations of equipment, supplies, part, etc. under actual operating conditions reveal superior quality, performance, design or other characteristics in a brand product(s), which is **available** from only one source. Testing must be performed as often as practical (**Single Source**) * Must attach verification from Manufacturer*

Purchases for a brand product are to be made from one selected **supplier**, even though there are other suppliers that provide similar products. Options, such as pricing, availability, servicing, have been vetted and a supplier has been chosen that best meets the City’s needs (**Single Source**). *Must attach backup/supporting documentation to this form.

Maintenance, repair services or warranty which require specialized test equipment, procedures, and technical expertise available only from the original equipment manufacturer or authorized/licensed dealer/field service representative (**Single Source**) * Must attach verification from Manufacturer*



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The part(s)/equipment are required to permit standardization and operating efficiencies within the organization and the parts and equipment are only available through a sole or single source. If competition is available, the parts and equipment must be competed. **(Standardization)** *Must attach justification to this form. For brand-specific items, quotes should still be obtained* Per documents on file, Standardized since 2012

Other: None or some of the above apply. *Detailed explanation and justification for this sole/single source request must be provided below. Attach additional pages as necessary*

E. Vendor Information

Vendor Name: Environmental Systems Research Institute Inc. Vendor Number: 3730
Address: PO Box 741076, Los Angeles, CA 90074-
Contact: _____ Phone: 909-793-2853 Email: info@esri.com

Vendor Tracking:

Check if Vendor Documents Current

YTD Dept Exp. (Inclusive): \$ 55,000.00

To be completed by Purchasing:

YTD City Wide Exp. (Inclusive): \$ _____

Standardization

(For Purchasing Division)

Verified By: B. Moen Date Posted: N/A

Sole/Single Source Number: SS23-25 Eff. Date: _____ Exp. Date: _____

PURCHASE DETAILS



CITY OF NORTH PORT PROCUREMENT REQUEST FORM

SOLE/SINGLE SOURCE/STANDARDIZATION



Please provide the amount of the purchase for this product or service: \$ 55,000.00

Account # 001-0710-516-46-01 Project # _____ Subtotal \$ 55,000.00
 Account # _____ Project # _____ Subtotal \$ _____
 Account # _____ Project # _____ Subtotal \$ _____
 Account # _____ Project # _____ Subtotal \$ _____

| Line Item No. | Description | Unit of Measure | Quantity | Unit Price | Extended Price |
|----------------------------|-----------------------------------|-----------------|----------|------------|------------------|
| 1 | ESRI Enterprise License Agreement | Each | 1 | 55,000 | 55,000.00 |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| Shipping (FOB Destination) | | | | | |
| Total | | | | | 55,000.00 |

Attach Additional Pages if Necessary

I approve the Sole/Single Source/Standardization procurement(s) as requested herein:

Requesting Department Director: Aaron Bourquin Digitally signed by Aaron Bourquin
DN: DC=northport, DC=city, OU=Departments, OU=IT, CN=Aaron Bourquin, E=aabourquin@cityofnorthport.com
Reason: I am the author of this document
Location:
Date: 2022.11.09 15:47:48-05'00'
Foxit PDF Editor Version: 12.0.0 Date: 11/9/22

Budget Administrator: Heidi B. Hallas Digitally signed by Heidi B. Hallas
Date: 2022.11.17 11:45:32 -05'00' Date: _____

Purchasing: Ginny Duyn Digitally signed by Ginny Duyn
Date: 2022.11.17 13:14:14 -05'00' Date: _____

Finance Director (If applicable): Kimberly Williams Digitally signed by Kimberly Williams
Date: 2022.11.17 14:57:06 -05'00' Date: _____

Assistant City Manager (If applicable): Juliana B. Bellia Digitally signed by Juliana B. Bellia
Date: 2022.11.18 11:45:21 -05'00' Date: _____

City Manager (If applicable): _____ Date: _____

Print Form **Clear All Fields**



Quotation # Q-461420

Date: November 21, 2022

Customer # 16335 Contract #

City of North Port
 Information Technology Div
 4970 City Hall Blvd
 North Port, FL 34286-4100

ATTENTION: Jon Kalfsbeck
 PHONE: 941-429-7088
 EMAIL: jkalfsbeck@cityofnorthport.com

Environmental Systems Research Institute, Inc.
 380 New York St
 Redlands, CA 92373-8100
 Phone: (909) 793-2853
 DUNS Number: 06-313-4175 CAGE Code: OAMS3

*To expedite your order, please attach a copy of this quotation to your purchase order.
 Quote is valid from: 8/19/2022 To: 2/15/2023*

| Material | Qty | Term | Unit Price | Total |
|---|-----|--------|-------------|-------------|
| 168179 | 1 | Year 1 | \$55,000.00 | \$55,000.00 |
| Populations of 50,001 to 100,000 Small Government Term Enterprise License Agreement | | | | |
| 168179 | 1 | Year 2 | \$55,000.00 | \$55,000.00 |
| Populations of 50,001 to 100,000 Small Government Term Enterprise License Agreement | | | | |
| 168179 | 1 | Year 3 | \$55,000.00 | \$55,000.00 |
| Populations of 50,001 to 100,000 Small Government Term Enterprise License Agreement | | | | |

| | |
|---|---------------------|
| Subtotal: | \$165,000.00 |
| Sales Tax: | \$0.00 |
| Estimated Shipping and Handling (2 Day Delivery): | \$0.00 |
| Contract Price Adjust: | \$0.00 |
| Total: | \$165,000.00 |

Esri may charge a fee to cover expenses related to any customer requirement to use a proprietary vendor management, procurement, or invoice program.

| | | |
|--|------------------------------------|-------------------------------------|
| For questions contact: Ben McCrary | Email: bmccrary@esri.com | Phone: 704-541-9810 x1666 |
|--|------------------------------------|-------------------------------------|

The items on this quotation are subject to and governed by the terms of this quotation, the most current product specific scope of use document found at <https://assets.esri.com/content/dam/esrisites/media/legal/product-specific-terms-of-use/e300.pdf>, and your applicable signed agreement with Esri. If no such agreement covers any item quoted, then Esri's standard terms and conditions found at <https://go.esri.com/MAPS> apply to your purchase of that item. If any item is quoted with a multi-year payment schedule, then unless otherwise stated in this quotation, Customer is required to make all payments without right of cancellation. Third-party data sets included in a quotation as separately licensed items will only be provided and invoiced if Esri is able to provide such data and will be subject to the applicable third-party's terms and conditions. If Esri is unable to provide any such data set, Customer will not be responsible for any further payments for the data set. US Federal government entities and US government prime contractors authorized under FAR 51.1 may purchase under the terms of Esri's GSA Federal Supply Schedule. Supplemental terms and conditions found at <https://www.esri.com/en-us/legal/terms/state-supplemental> apply to some US state and local government purchases. All terms of this quotation will be incorporated into and become part of any additional agreement regarding Esri's offerings. Acceptance of this quotation is limited to the terms of this quotation. Esri objects to and expressly rejects any different or additional terms contained in any purchase order, offer, or confirmation sent to or to be sent by buyer. Unless prohibited by law, the quotation information is confidential and may not be copied or released other than for the express purpose of system selection and purchase/license. The information may not be given to outside parties or used for any other purpose without consent from Esri. Delivery is FOB Origin for customers located in the USA.

SOLE SOURCE LETTER - NONFEDERAL
Environmental Systems Research Institute, Inc. (Esri)
380 New York Street
Redlands, CA 92373



DATE: November 1, 2022

TO: City of North Port

FROM: Jackie Ricks, Esri Contracts Specialist I/Contracts & Legal Department

RE: Esri Sole Source Justification for Geographic Information System Software

This letter confirms that Esri is the sole-source provider of Esri products and related maintenance services in the U.S. commercial, state, and local government marketplace, subject to the disclosures set forth below.

Esri has authorized certain resellers to resell sole source products, including Esri enterprise agreements, to state agencies of the State of California only under the California Software License Program (SLP). Esri distributes Esri software licenses and maintenance in combination with non-Esri hardware, software or services through open-market value-added resellers, system integrators and OEMs. Esri also distributes Esri software licenses, subscriptions, and subscription renewals separately or in combination with non-Esri software or services through resellers to customers that provide architectural, engineering, and construction services. On request, Esri will provide open-market quotes for Esri products and maintenance to pass-through customer-designated resellers.

If you have further questions, please contact me at jricks@esri.com.


Jackie Ricks