



# 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: 01/12/2021 AGENDA ITEM NUMBER: 20-2999

*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)

Annual software maintenance for NaviLine

**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)

Central Square provides the maintenance, training, support and software upgrades to various departments. It has standardized on this hardware/software for our ERP system.

**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\***

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\***

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**E. Vendor Information** SUPERION LLC, A CENTRAL SQUARE COMPANY

Vendor Name: Central Square Technologies, LLC Vendor Number: 6779

Address: 1000 Business Center Drive Lake Mary FL 32746

Contact: Robert Holt Phone: 407-304-4075 Email: robert.holt@centralsquare.com

<p><b>Vendor Tracking:</b></p> <p><input checked="" type="checkbox"/> Check if Vendor Documents Current</p> <p>YTD Dept Exp. (Inclusive): \$ <u>221,799.65</u></p> <p><b>To be completed by Purchasing:</b></p> <p>YTD City Wide Exp. (Inclusive): \$ <u>262,848.54</u></p>
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<b>(For Purchasing Division)</b>		
Verified By: <u>STANDARDIZATION</u>	Date Posted: _____	
Sole/Single Source Number: _____	Eff. Date: _____	Exp. Date: _____

### PURCHASE DETAILS



**Renewal Order #:** Q-13334  
**Start Date:** October 1, 2020  
**End Date:** September 30, 2021  
**Billing Frequency:** Yearly**Renewal Order prepared for:**  
Vicki Edwards, Business Administrator  
North Port, FL  
4970 City Hall Blvd  
NORTH PORT, FL 34286  
(941) 429-7141

Thank you for your continued business. We at CentralSquare appreciate and value our relationship and look forward to serving you in the future. CentralSquare provides software that powers over 8,000 communities. More information about all of our products can be found at [www.centralsquare.com](http://www.centralsquare.com).

## WHAT SOFTWARE IS INCLUDED?

PRODUCT NAME	QUANTITY	UNIT PRICE	TOTAL
ASP - Technical Annual Access Fee	1	180,750.76 USD	180,750.76 USD
NaviLine Cash Receipts-Annual Access Fee	1	0.00 USD	0.00 USD
NaviLine Document Management Services Annual Access Fee	1	0.00 USD	0.00 USD
NaviLine Fixed Assets-Annual Access Fee	1	0.00 USD	0.00 USD
NaviLine Fleet Management-Annual Access Fee	1	0.00 USD	0.00 USD
NaviLine GMBA w/Extended Reporting Annual Access Fee	1	0.00 USD	0.00 USD
NaviLine Land/Parcel Mgmt-Annual Access Fee	1	0.00 USD	0.00 USD
NaviLine Purchasing/Inventory-Annual Access Fee	1	0.00 USD	0.00 USD
NaviLine Payroll/Personnel-Annual Access Fee	1	0.00 USD	0.00 USD

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NaviLine Cash Receipts Lock Box Interface Annual Access Fee	1	0.00 USD	0.00 USD
NaviLine P-Card Annual Access Fee	1	0.00 USD	0.00 USD
NaviLine Work Orders/Facility Management Annual Access Fee	1	0.00 USD	0.00 USD
NaviLine Time & Attendance Interface-Generic Annual Access Fee	1	0.00 USD	0.00 USD
NaviLine Human Resources Annual Access Fee	1	0.00 USD	0.00 USD
NaviLine Accounts Receivable-Annual Access Fee	1	0.00 USD	0.00 USD
OnePoint Point-of-Sale Annual Access Fee	1	0.00 USD	0.00 USD
NaviLine RecTrac Interface to GM Annual Access Fee	1	0.00 USD	0.00 USD
NaviLine RecTrac Interface to CR Annual Access Fee	1	0.00 USD	0.00 USD
CX Voice Response Selectron - Tier B Annual Access Fee	1	0.00 USD	0.00 USD
NaviLine CIS Voice Response Interface-Generic Annual Access Fee	1	0.00 USD	0.00 USD
NaviLine Delinquency Call Out Listing Interface-Generic Annual Access Fee	1	0.00 USD	0.00 USD
NaviLine Click2Gov3 Customer Information System Annual Access Fee	1	0.00 USD	0.00 USD
NaviLine m.WorkOrders Annual Access Fee	1	0.00 USD	0.00 USD
NaviLine m.MobileUser License Annual Access Fee	22	0.00 USD	0.00 USD

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NaviLine Click2Gov3 Core Annual Access Fee	1	0.00 USD	0.00 USD
NaviLine Mobile Server Framework Annual Access Fee	1	0.00 USD	0.00 USD
NaviLine Click2Gov3 Test Server Annual Access Fee	1	0.00 USD	0.00 USD
Cognos BI: Base Bundle-ASP Annual Access Fee	1	0.00 USD	0.00 USD
Cognos BI: Café (Analysis for Excel) Annual Access Fee	1	0.00 USD	0.00 USD
Modifications Annual Access Fee	30	0.00 USD	0.00 USD
ACOM Annual Access Fee	1	0.00 USD	0.00 USD
Cognos BI: Base Bundle NaviLine Multi-Data Source Annual Maintenance Fee	1	0.00 USD	0.00 USD
NaviLine Customer Information System Annual Access Fee	1	0.00 USD	0.00 USD
NaviLine CIS IVR Credit Card Interface-Generic Annual Maintenance Fee	1	0.00 USD	0.00 USD
NaviLine User Interface	1	0.00 USD	0.00 USD

**Software / Subscription Total:** 180,750.76 USD

## WHAT SERVICES ARE INCLUDED?

DESCRIPTION	TOTAL
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Blended Web Learning Subscription Plan Annual Subscription	\$0.00 USD
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Services include contract start-up fees, project management, technical services, consulting, development, training, and installation.

<b>Services Total:</b>	\$0.00 USD
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<b>Renewal Order Total:</b>	180,750.76 USD
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### Billing Information

Fees will be payable within 30 days of invoicing.

Please note that the Unit Price shown above has been rounded to the nearest two decimal places for display purposes only. The actual price may include as many as five decimal places. For example, an actual price of \$21.37656 will be shown as a Unit Price of \$21.38. The Total for this quote has been calculated using the actual prices for the product and/or service, rather than the Unit Price displayed above.

Prices shown do not include any taxes that may apply. Any such taxes are the responsibility of the Customer. This is not an invoice.

For customers based in the United States or Canada, any applicable taxes will be determined based on the laws and regulations of the taxing authority(ies) governing the "Ship To" location provided by Customer on the Renewal Order Form.



CentralSquare Technologies, LLC  
1000 Business Center Drive  
Lake Mary, FL 32746

**November 9, 2020**

**City of North Port**  
**4970 City Hall Boulevard**  
**North Port, FL 34286**

To Whom It May Concern:

This letter is in response to **City of North Port's** request for a sole source letter from our company. This letter is to confirm that **Public Safety and Public Administration** is a sole source product, manufactured, sold, serviced, and distributed exclusively by CentralSquare Technologies LLC. This product must be purchased directly by institutions from CentralSquare at the address listed above. There are no agents or dealers authorized to resell this product. The **Public Safety and Public Administration products** are sold only as a direct transaction between CentralSquare and end Clients.

Sincerely,

DocuSigned by:

A handwritten signature in black ink that reads "Brian Pagels".

D14DB38518AA405...

Brian Pagels

SVP, Sales

CentralSquare Technologies

Scrutinized Company Certification Form

Company Name: CentralSquare Technologies, LLC

Authorized Representative Name and Title: Michael Drywa

Address: 1000 Business Center Dr City: Lake Mary State: FL ZIP: 32746

Phone Number: 800-727-8088 Email Address: michael.drywa@centralsquare.com

A company is ineligible to, and may not, bid on, submit a proposal for, or enter into or renew a contract with the City of North Port for goods or services of any amount if, at the time of bidding on, submitting a proposal for, or entering into or renewing such contract, the company is on the Scrutinized Companies that Boycott Israel List, created pursuant to Florida Statutes, section 215.4725, or is engaged in a boycott of Israel.

A company is ineligible to, and may not, bid on, submit a proposal for, or enter into or renew a contract with the City of North Port for goods or services of \$1 million or more if, at the time of bidding on, submitting a proposal for, or entering into or renewing such contract, the company is on the Scrutinized Companies with Activities in Sudan List, the Scrutinized Companies with Activities in the Iran Petroleum Energy Sector List, created pursuant to Florida Statutes, section 215.473, or with companies engaged in business operations in Cuba or Syria.

**CHOOSE ONE OF THE FOLLOWING**

This bid, proposal, contract or contract renewal is for goods or services of less than \$1 million. As the person authorized to sign on behalf of the above-named company, and as required by Florida Statutes, section 287.135(5), I hereby certify that the above-named company is not participating in a boycott of Israel.

This bid, proposal, contract or contract renewal is for goods or services of \$1 million or more. As the person authorized to sign on behalf of the above-named company, and as required by Florida Statutes, section 287.135(5), I hereby certify that the above-named company is not participating in a boycott of Israel, is not on the Scrutinized Companies with Activities in Sudan List or the Scrutinized Companies with Activities in the Iran Petroleum Energy Sector List, and it does not have business operations in Cuba or Syria.

I understand that pursuant to Florida Statutes, section 287.135, the submission of a false certification may result in the termination of the contract if one is entered into, and may subject the above-named company to civil penalties, attorney's fees and costs.

DocuSigned by:  
 Certified By: Michael Drywa  
CRUSHED REPRESENTATIVE SIGNATURE

Print Name and Title: Michael Drywa Associate General Counsel

Date Certified: 11/10/2020

Solicitation/Contract/PO Number (Completed by Purchasing): \_\_\_\_\_

**Print Form** **Clear All Fields**