



**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: 11/12/2019 AGENDA ITEM NUMBER: 19-1128

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**):

N/A



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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):

N/A

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*



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



Please provide the amount of the purchase for this product or service: \$ 53,836.00

Account # 001-0710-516-46-01 Project # _____ Subtotal \$ 53,836.00
 Account # _____ Project # _____ Subtotal \$ _____
 Account # _____ Project # _____ Subtotal \$ _____
 Account # _____ Project # _____ Subtotal \$ _____

Line Item No.	Description	Unit of Measure	Quantity	Unit Price	Extended Price
	ESRI Enterprise License Agreement	Ea	1	53,836.00	53,836.00
Shipping (FOB Destination)					
Total					53,836.00

Attach Additional Pages if Necessary

AB

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

Requesting Department Director: *Jan Pina* Date: 10/3/19
 Budget Administrator: *K. Heuma* Date: 10/8/19 *balance \$164,126*
 Purchasing: *[Signature]* Date: 10/8/19
 Finance Director (If applicable): *[Signature]* Date: 10/9/19
 Assistant City Manager (If applicable): _____ Date: _____
 City Manager (If applicable): _____ Date: _____

10/19

SOLE SOURCE LETTER

**Environmental Systems Research Institute, Inc. (Esri)
380 New York Street
Redlands, CA 92373**



DATE: September 23, 2019

TO: City of North Port, FL

FROM: Jackie Ricks, Esri Contracts and Legal Services

RE: Esri Sole Source Justification for Small Municipal and County Government Enterprise Agreement

This letter confirms Esri, as **owner and manufacturer**, is the sole source provider of all U.S. domestic Small Municipal and County Government Enterprise Agreements (EA). The Small Municipal and County Government EA is a bundled package of term limited software licenses and maintenance that includes the right to copy.

Esri is the only source that can grant a right to copy and deploy Enterprise Software within your organization (Enterprise). Also, domestically Esri is the only source of maintenance (updates and technical support) for all Esri® software.

If you have further questions, please feel free to call our Contracts and Legal Services Department at 909-793-2853, extension 1990.

Sincerely,

Jackie Ricks
Contract Coordinator



Contracts & Legal Services Dept.
380 New York Street
Redlands, CA 92373
Voice 909.793.2853 Ext. 1-1990
jricks@esri.com

Scrutinized Company Certification Form

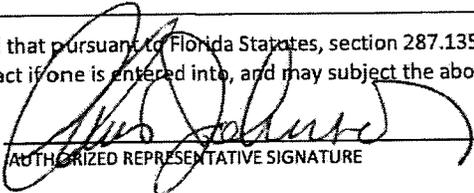
Company Name: <u>Environmental Systems Research Institute, Inc.</u>			
Authorized Representative Name and Title: <u>Chris Johnson - Manager, Commercial & Government Contracts</u>			
Address: <u>380 New York Street</u>	City: <u>Redlands</u>	State: <u>CA</u>	ZIP: <u>92373</u>
Phone Number: <u>(909) 793-2853</u>	Email Address: <u>info@esri.com</u>		

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.	
Certified By: 	_____
AUTHORIZED REPRESENTATIVE SIGNATURE	
Print Name and Title: <u>Chris Johnson - Manager, Commercial & Government Contracts</u>	
Date Certified: <u>09 / 23 / 2019</u>	

Solicitation/Contract/PO Number (Completed by Purchasing): _____