



City of North Port
FINANCE DEPARTMENT/PURCHASING DIVISION
4970 CITY HALL BLVD
NORTH PORT, FLORIDA 34286
Office: 941.429.7170
Fax: 941.429.7173
Email: purchasing@cityofnorthport.com



NOTICE OF INTENT TO AWARD A SOLE/SINGLE SOURCE PROCUREMENT

Sole/Single Source No: **SS NO. 19-61**

Date Posted: **AUGUST 13, 2019**

Written Response Due Date: **AUGUST 20, 2019**

This is **not** a Request for Proposals and there is no solicitation available. The proposed contract action is for product or services for which the City intends to negotiate and award with only one contractor/vendor under the authority of and in accordance with Florida State Statute 287.057(5)(c). Any responses received as a result of this Notice of Intent shall be considered solely for the purpose of determining whether to conduct a competitive procurement. Responses will **not** be considered as proposals, bids, or quotes.

☞ **DESCRIPTION OF SERVICE/PRODUCT:** **NEPTUNE (AMR) METERS, REPAIR & MAINTENANCE**

☞ **AMOUNT** (This is an acquisition with an estimated value of): **\$824,970.00**

☞ **VENDOR:** **SUNSTATE METER & SUPPLY INC**

Interested firms or individuals may identify their interest and capability to respond to the requirement by submitting in writing their name, address, point of contact, telephone number, e-mail, and a statement regarding capability to provide the specified procurement per the attached specifications. Interested firms will be considered only if they respond with clear and convincing documentation that they are capable of meeting or exceeding the requirements stated herein. All responses received within seven (7) calendar days after the date of publication of this synopsis will be reviewed by the City. A determination by the Procurement Manager not to compete this proposed action based on the responses to this notice is solely within the discretion and approval of the Procurement Manager and City Manager.

All sole/single source purchases exceeding the formal threshold indicated in the policies and procedures manual will require Commission Approval.

All responses must be in writing and returned to **ATTENTION: PURCHASING**, City of North Port, 4970 City Hall Boulevard, Suite 337, North Port, Florida, 34286 or by: Fax 941-429-7173, or by e-mail purchasing@cityofnorthport.com. Note the number of the Sole Source Information inquiry on documentation.

Information regarding this Intent may be viewed and downloaded from DemandStar's website at www.demandstar.com. Links to DemandStar are also available from the City website at www.cityofnorthport.com. This Notice of Intent is posted on the City FTP site at <http://apps.cityofnorthport.com/ftpinfo/>. If you have any questions, concerns, or problems accessing this request using the link, please contact Lauri Cucchi, Purchasing Specialist II, at 941.429.7114. Request for additional information or clarification regarding the specifications must be sent via facsimile to 941.429.7173 or via email to purchasing@cityofnorthport.com. No verbal requests will be honored.



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 Utilities NAME OF REQUESTOR Nicole Brown

Sections 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:

Purchase of Neptune automatic meter reading (AMR) meters, reading equipment, software and necessary repair and maintenance services for the Neptune meter reading system.

B. Vendor Information

Vendor Name: Sunstate Meter & Supply Inc. Vendor Number: 146
Address: 14001 W Newberry Rd. Newberry, FL 32669-2710
Contact: Jay Meyers Phone: 1-800-342-3409 Email: _____

C. 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)

The City of North Port has been converting the water meters in its system from manual read meter to Neptune AMR meters to increase customer service, efficiency and staff safety. As this system and software are proprietary, compatible equipment, parts and service may only be obtained through Neptune's authorized representative, Sunstate Meter & Supply, Inc.

What steps were taken to verify that these features 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**):

The City of North Port has been converting the water meters in its system from manual read meter to Neptune AMR meters to increase customer service, efficiency and staff safety. As this system and software are proprietary, compatible equipment, parts and service may only be obtained through Neptune's authorized



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



representative, Sunstate Meter & Supply, Inc.

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*) *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*) *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*) *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 product(s), which is available from only one source. Testing must be performed as often as practical (*Single Source*) *Attach verification from Manufacturer*
- 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*) *Attach verification from Manufacturer*
- The part(s)/equipment are required to permit standardization (*Standardization*)
Must provide justification. 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



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



request must be attached to this form*

Vendor Tracking:

Check if Vendor Documents Current

YTD Dept Exp. (Inclusive): \$ 824,970.00

To be completed by Purchasing:

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

(For Purchasing Division)

Verified By: Luicchi Dates Posted: 8-13-19 - 8-20-19

Sole/Single Source Number: SS 19-61 Eff. Date: 8-20-19 Exp. Date: 8-20-21



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



PURCHASE DETAILS

Please provide the amount of the purchase for this product or service: \$ 824,970.00

Please provide the estimated fiscal year expenditure for this product or service: \$ 824,970.00

Account # 420-6063-536.52-62 Project # N/A Subtotal \$ 819,120.00

Account # 420-6063-536.46-11 Project # N/A Subtotal \$ 5,850.00

Account # _____ Project # _____ Subtotal \$ _____

Description	Unit	Qty	Unit Price	Total
Meters	\$\$	1	\$819,120	\$ 819,120.00
Software Agreement	\$\$	1	\$ 850	\$ 850.00
Handheld repair and maintenance	\$\$	1	\$ 5,000	\$ 5,000.00
				\$
				\$
				\$
				\$
				\$
				\$
				\$
				\$
				\$
				\$
				\$
				\$
				\$
				\$
Shipping (FOB Destination)				\$
				\$ 824,970.00

Requesting Department Director: [Signature] Date: 8-6-19

Budget Administrator: [Signature] Date: 8/21/19 *contingent upon approval of FY 19/20 budget*

Purchasing: [Signature] Date: 8/21/19

Finance Director (If applicable): _____ Date: _____

Assistant City Manager (If applicable): _____ Date: _____

City Manager (If applicable): _____ Date: _____

Commission Meeting Date (if applicable): _____



August 12, 2019

Nickie Brown
Business Services Coordinator
North Port Utilities
6644 W Price Blvd
North Port, FL 34291

This letter is valid from October 1, 2019 thru September 30, 2020.

Please note that Sunstate Meter and Supply, Inc., is the sole authorized Neptune Distributor with a resell supply agreement in the State of Florida. This includes the maintenance and repair of meter reading equipment.

The geographical area of responsibility assigned to them includes all Counties within the State of Florida.

Sunstate Meter and Supply cannot sell Neptune products outside of the State of Florida, NOR can any other Neptune Distributor sell Neptune products in the State of Florida.

Please note that Neptune's current hourly rate to repair meter reading equipment is \$85 per hour. That rate is subject to change without notification.

Thank you in advance for your cooperation.

Sincerely,

Terry D. Gullett

Terry D. Gullett
Senior Territory Manager
Neptune Technology Group, Inc.



Sunstate Meter & Supply, Inc.
 14001 W. Newberry Road
 Newberry FL 32669-2710
 Phone: 352 332-7106

PROPOSAL #65442

ACCOUNT NO.	SALESMAN NO.
020039	1

B I L L T O
 CITY OF NORTH PORT UTILITIES
 6644 W. PRICE BLVD.
 ATTN: JAMES MARINO
 NORTH PORT, FL 34287

S H I P T O
 CITY OF NORTH PORT UTILITIES
 6644 W. PRICE BLVD.
 NORTH PORT, FL 34287

USER	ORDER DATE	CUSTOMER P.O. NO.	SALES ORDER NO.	SHIPPING INSTRUCTIONS
JAYM	08/08/19		65442	Allow

Quantity	UM	EA	Part# / Description	Price	Amount
1	1	EA	ED2B31RPWG11SG89 5/8X3/4 T10 PROCODER R900i V4 PIT GALLON METER,W/6FT ANTENNA "CITY OF NORTH PORT SPECIAL" S/N	\$197.50	\$197.50
2	1	EA	ED2F21RPWG11 1" T-10 PROCODER R900i PIT GALLON METER, W/BRZ BTM. S/N	\$280.71	\$280.71
3	1	EA	ED2H11RPWG11 1 1/2" T-10 FLANGED PROCODER R900i PIT GALLON METER S/N	\$475.00	\$475.00
4	1	EA	ED2J11RPWG11 2" T10 PROCODER R900i PIT GALLON FLANGED METER S/N	\$625.00	\$625.00
5	1	EA	EC3BRPWG11 3" TRU/FLO PROCODER R900i PIT GALLON METER S/N	\$2,568.00	\$2,568.00
6	1	EA	EC3CRPWG11 4" TRU/FLO PROCODER R900i PIT GALLON METER S/N	\$3,246.00	\$3,246.00
7	1	EA	EC3DRPWG11 6" T/F PROCODER R900i PIT GALLON METER S/N	\$4,524.00	\$4,524.00

REMIT PAYMENT TO:	TERMS: Net 30 days	SALE AMOUNT
Sunstate Meter & Supply, Inc. 14001 W. Newberry Road Newberry FL 32669-2710		DISCOUNT
		TAX
		FREIGHT
		SUBTOTAL
		DEPOSIT
		TOTAL DUE

ALL FUNDS PAYABLE IN U.S. DOLLARS



Sunstate Meter & Supply, Inc.
 14001 W. Newberry Road
 Newberry FL 32669-2710
 Phone: 352 332-7106

PROPOSAL #65442

ACCOUNT NO.	SALESMAN NO.
020039	1

B I L L T O
 CITY OF NORTH PORT UTILITIES
 6644 W. PRICE BLVD.
 ATTN: JAMES MARINO
 NORTH PORT, FL 34287

S H I P T O
 CITY OF NORTH PORT UTILITIES
 6644 W. PRICE BLVD.
 NORTH PORT, FL 34287

USER	ORDER DATE	CUSTOMER P.O. NO.	SALES ORDER NO.	SHIPPING INSTRUCTIONS
JAYM	08/08/19		65442	Allow

Quantity	UM	Part# / Description	Price	Amount
1	EA	ET4CRPWG11 4" HPT PROCODER R900i PIT GALLON METER S/N	\$1,358.00	\$1,358.00
1	EA	ET4DRPWG11 6" HPT PROCODER R900i PIT GALLON METER S/N	\$2,550.00	\$2,550.00
1	EA	ET4ERPWG11 8" HPT PROCODER R900i PIT GALLON METER S/N	\$3,766.00	\$3,766.00
1	EA	53107-600 STRAINER 3 COMPLETE DUCTILE IR ON	\$742.00	\$742.00
1	EA	53107-700 STRAINER 4 COMPLETE DUCTILE IR ON	\$813.40	\$813.40
1	EA	52000-601 STRAINER 6 COMPLETE DUCTILE IR ON	\$1,429.00	\$1,429.00
1	EA	52000-704 STRAINER 8 COMPLETE DUCTILE IR ON	\$1,980.00	\$1,980.00
1	EA	ET2BR8G1 NEPTUNE, 3" FIRE HYDRANT METER D/R GALLON - W/BRZ. REGISTER TRIM - W/CONNECTIONS & BUILT IN STRAINER	\$1,503.00	\$1,503.00

16 Pricing is Good Through 9/30/2020
 Terms Net 30 Days Check/ACH

REMIT PAYMENT TO:	TERMS: Net 30 days	SALE AMOUNT
Sunstate Meter & Supply, Inc. 14001 W. Newberry Road Newberry FL 32669-2710		DISCOUNT
		TAX
		FREIGHT
		SUBTOTAL
		DEPOSIT
		TOTAL DUE

ALL FUNDS PAYABLE IN U.S. DOLLARS



SUNSTATE METER
& SUPPLY, INC.

PROPOSAL #65442

[Faint, illegible text, likely a table or list of items, possibly including quantities and prices.]