



# 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: Utliits/Wastewater NAME OF REQUESTOR: Nicole Brown  
If Applicable: COMMISSION MEETING DATE: 11/10/2020 AGENDA ITEM NUMBER: 20-2782

*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)

Purchase and installation of replacement of two bar screens at the headworks at the Pan American Wastewater Treatment Plant

**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)

Parkson is the manufacturer of all four bar screens currently in place at the headworks of the plant. Replacing two of the four with like-kind allows Utilities to ensure compatibility with the existing equipment and to avoid engineering, programming and fabrication costs that would be incurred if a alternative brand is used.

**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**):

Purchase, installation and warranty services for this equipment is available only through the equipment manufacturer.



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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\*



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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\***

## E. Vendor Information

Vendor Name: Parkson Corporation Vendor Number: 4576  
Address: 1401 W Cypress Creek Rd, Suite 100 Fort Lauderdale, FL 33309  
Contact: Kevin Gabbert Phone: 913-249-0080 Email: \_\_\_\_\_

### Vendor Tracking:

Check if Vendor Documents Current

YTD Dept Exp. (Inclusive): \$ 305,815.00

### To be completed by Purchasing:

YTD City Wide Exp. (Inclusive): \$ 305,815.00

(For Purchasing Division)

Verified By: Keith Raney Date Posted: 10-15-20 - 10-22-20

Sole/Single Source Number: SS21-16 Eff. Date: 10-23-20 Exp. Date: 10-23-21

## 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: \$ 305,815.00

Account # 420-6062-535.63-00 Project # U21WWI Subtotal \$ 305,815.00  
 Account # \_\_\_\_\_ Project # \_\_\_\_\_ Subtotal \$ \_\_\_\_\_  
 Account # \_\_\_\_\_ Project # \_\_\_\_\_ Subtotal \$ \_\_\_\_\_  
 Account # \_\_\_\_\_ Project # \_\_\_\_\_ Subtotal \$ \_\_\_\_\_  
 Account # \_\_\_\_\_ Project # \_\_\_\_\_ Subtotal \$ \_\_\_\_\_

Line Item No.	Description	Unit of Measure	Quantity	Unit Price	Extended Price
1	Purchase and installation of 2 bar screens at the WWTP	\$\$	305815.00	1.00	\$305,815.00
Shipping (FOB Destination)					
<b>Total</b>					<b>\$305,815.00</b>

**\*Attach Additional Pages if Necessary\***

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

Requesting Department Director: Richard Newkirk Digitally signed by Richard Newkirk  
Date: 2020.10.15 07:07:55 -04'00' Date: \_\_\_\_\_

Budget Administrator: \_\_\_\_\_ Date: \_\_\_\_\_

Purchasing: \_\_\_\_\_ Date: \_\_\_\_\_

Finance Director (If applicable): \_\_\_\_\_ Date: \_\_\_\_\_

Assistant City Manager (If applicable): \_\_\_\_\_ Date: \_\_\_\_\_

City Manager (If applicable): \_\_\_\_\_ Date: \_\_\_\_\_

**Print Form**   **Clear All Fields**



NUMBER: B020R1

DATE: October 7, 2020

TO: City of North Port  
Attn: Chad Nosbisch

REF.: North Port, FL WWTP  
Screen Replacement

Parkson Corporation is pleased to provide a quotation for the following equipment.

## 1. EQUIPMENT

**Two (2) Aqua Guard® Ultra Clean™ self-cleaning bar/filter screens model AGUC-MN-A**

### 1.A. Equipment Description:

1. Units shall be 2'-6" wide (W) and designed for installation in a channel 2'-6" wide x 4'-6" deep (H). Solids larger than 6 mm nominal screen opening shall be removed from the flow and conveyed to a discharge point approximately 4'-6" above the top of the channel. When installed, the screen shall be inclined 75° from the horizontal and have a total discharge height (H1) of 9'-0" (as measured from the base of the screen to the discharge point).
2. Units shall be capable of passing a peak flow of 5.4 MGD. The head loss across the screen at this flow will not exceed 12" assuming a downstream water level of 2'. The head loss calculation is based on assumption of a clean screen, clean water and **steady state flow**.
3. Materials of construction will be as follows:  
Frame: Type 316 stainless steel, 3/16" thick.  
Filter elements: High impact plastic.  
Side plates: High impact plastic.  
Shafts, chain links, guide rails, drive sprocket inserts: Type 316 stainless steel.  
Rollers: 400 series stainless steel (heat treated).  
Chain bushings: 400 series stainless steel (heat treated).  
Side seals: Neoprene rubber, with type 316 stainless steel backing plates.
4. Screen drive with a 3/4 HP, 230/460V, 3  $\Phi$ , 60 Hz TEFC motor.
5. Manifold lubrication system.
6. Screen washing system consisting of two (2) type 316 stainless steel spray bars with quick release spray nozzles and NEMA 4X brass body solenoid valve with a 1" NPT connection.
7. Brush assembly of hybrid construction, with a side mounted door to provide access for brush replacement.
8. Brush drive with a 1/2 HP, 230/460V, 3  $\Phi$ , 60 Hz TEFC motor.
9. Electrical overload device consisting of SSAC current monitors.
10. Front and rear covers fabricated of 14 gauge type 316 stainless steel, to enclose the portion of the screen above the channel.
11. Discharge chute fabricated of 14 gauge type 316 stainless steel, to direct screenings into the existing conveyor inlet chute.
12. E-stop pushbutton in a NEMA 4X polycarbonate enclosure.
13. Anchor bolts, type 316 stainless steel.
14. The Aqua Guard® screens shall be factory assembled and tested.



The installation scope of supply will include the following (for each Screen installation)

- Mobilization to Project Site.
- Acceptance of the Equipment upon shipment from the Factory.
- Removal of the existing Step Screens (2 units)
- Prepare/clean channels.
- Layout for installation of the anchors.
- Installation of the Ultra Clean screens.
- Installation of the interconnecting chutes.
- Installation of the water supply line from within 15-20 ft. of the installed equipment.
- Crane/Lifting Device to accommodate installation of the equipment.
- Checkout unit for mechanical startup of the supplied equipment operationally.

**Please Note:**

No electrical tasks are included in this proposal. All Control Panel modifications and running of the required conduit and wiring is "by other than Parkson."

**2.B Drawings and Installation, Operation and Maintenance (IO&M) Manuals:**

- 1. Approval drawings: 6 prints included
- 2. Certified drawings: 6 prints included
- 3. IO&M manuals: 6 included

**2.C Start-Up Assistance:**

Parkson will furnish a factory representative for a total of two (2) days during one (1) trip to the jobsite to assist in installation inspection, start-up supervision, and operator training. Dates of service to be scheduled upon Purchaser's written request.

**2.D Mechanical Warranty:**

Per Section XVI of the Standard Conditions of Sale.

**PURCHASE PRICE:**

All of the above for ..... \$305,815.00.

F.O.B. shipping point, freight allowed to jobsite, taxes excluded.

**VALIDITY:**

Purchase Price is valid for 120 days from quotation date, for shipment of equipment within the timetable stated below.

**PAYMENT TERMS:**



at 30 days after shipment, 10% not to exceed 120 days after delivery.

**DELIVERABLES:**

Submittals/Engineering Services – 25%; Equipment Shipment – 75%

**TIMETABLE GUIDELINE:**

Within ten (10) business days of receiving a written Purchase Order in Parkson's office, if necessary, Parkson will submit a written Request for Additional Information requesting items including, but not limited to, full-scale drawings, specification sections, amendments and other documents necessary for Parkson to begin work on this Project. No work can be done on this Project until all Additional Information is received by Parkson, thus beginning the Submittal Phase. If you do not receive such a Request for Additional Information within the stated ten (10) business days, then the Submittal Phase will begin on the eleventh (11<sup>th</sup>) business day following receipt of the written Purchase Order in Parkson's office. The Shipment Phase is thereafter contingent upon your final approval of all submitted Approval Drawings. Once said final approval is received in Parkson's offices, the Shipment Phase will begin.

**Submittal Phase:** Approval drawings will be submitted six (6) weeks from receipt of all requested Additional Information if necessary, or if not necessary, from the eleventh (11<sup>th</sup>) business day following receipt of a written Purchase Order in Parkson's office.

**Shipment Phase:** Sixteen (16) weeks following receipt of final approval of all submitted Approval Drawings in Parkson's office.

If the Submittal Phase is waived, the Shipment Phase will begin on receipt of all requested Additional Information if necessary, or if not necessary, on the eleventh (11<sup>th</sup>) business day following receipt of a written Purchase Order in Parkson's offices.

**Dates are subject to confirmation upon receipt of written Purchase Order.**

**TERMS AND CONDITIONS:**

This Quotation is governed by and subject to Parkson's Standard Conditions of Sale, which are incorporated by reference and accessible at: <http://www.parkson.com/files/documents/Sales-conditions.pdf>.

**BUYER/OWNER RESPONSIBILITY:**

- Spare parts.
- Control panels or modifications to existing control panel.
- Level sensors.
- Concrete or steel supports.
- Local disconnects or junction boxes.
- Control panel supports or mounting.
- Heat tracing and power for heat tracing of spray wash water piping.
- Manual shutoff valves, gate valves, check valves, butterfly valves, Y-strainers.
- Pressure gauges.
- Screenings dumpster.
- Lubricants.
- Shop or field painting.



Readiness of the equipment before requesting start-up service. Non-readiness may incur additional charges.

- Electrical connection and interconnecting wiring (including any of the following: Solenoid valves, level sensors, motors, E-stops, main controls); wiring and conduit from each unit-mounted electrical device to a terminal box or control panel.
- Interconnecting piping.
- Piping connections, platforms, ladders, gratings and railings unless stated otherwise.
- Determining the compatibility of equipment materials of construction and process conditions (air and water) is the responsibility of the owner and/or consulting engineer. Note that even relatively low levels of H2S and/or Chlorides can cause corrosion of 304SS and thus it is important for the owner and/or consulting engineer to pay particular attention to materials suitability for the specific water/wastewater in which the equipment will be operated. Higher grades of stainless steel like 316 are options.
- Any other auxiliary equipment or service not detailed above.

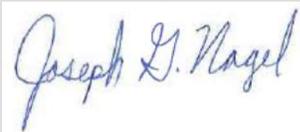
Please return one signed copy of this Quotation, or your Purchase Order, to Parkson Corporation at the address below. Refer to this Quotation, date, and related correspondence.

**Issued By:**

**Accepted By:** (Herein called the Buyer)

**PARKSON CORPORATION**

562 Bunker Court  
Vernon Hills, IL 60061



Name: Joseph G. Nagel  
Title: Municipal Sales  
Date: October 7, 2020

Name  
Title:  
Date:



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](mailto:purchasing@cityofnorthport.com)



**NOTICE OF INTENT TO AWARD A SOLE/SINGLE SOURCE PROCUREMENT**

**Sole/Single Source No: SS NO. 21-16**

**Date Posted: OCTOBER 15, 2020**

**Written Response Due Date: OCTOBER 22, 2020**

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: Purchase and Installation of 2 bar screens at the WWTP**

☞ **AMOUNT** (This is an acquisition with an estimated value of): \$305,815.00

☞ **VENDOR: Parkson Corporation**

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](mailto: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](http://www.demandstar.com). Links to DemandStar are also available from the City website at [www.cityofnorthport.com](http://www.cityofnorthport.com). This Notice of Intent is posted on the City FTP site at <http://apps.cityofnorthport.com/ftpinfo/default.aspx>. If you have any questions, concerns, or problems accessing this request using the link, please contact Keith Raney, Contract

Administrator II, at 941.429.7103. 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](mailto:purchasing@cityofnorthport.com). No verbal requests will be honored.