



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: 11/14//2023 AGENDA ITEM NUMBER: 23-1526

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)

Renewal SeeClickFix

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)

This City has standardized on this vendor to provide a way for our citizens to report problems/issues to us.

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***

E. Vendor Information

Vendor Name: CivicPlus LLC Vendor Number: 7701
Address: 302 S 4th St Manhattan, KS 6602
Contact: _____ Phone: 888-228-2233 X291 Email: _____

Vendor Tracking:

Check if Vendor Documents Current

YTD Dept Exp. (Inclusive): \$ 26,029.50

To be completed by Purchasing:

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

(For Purchasing Division)

Verified By: _____ Date Posted: _____

Sole/Single Source Number: _____ Eff. Date: _____ Exp. Date: _____

PURCHASE DETAILS



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Please provide the amount of the purchase for this product or service: \$ 26,029.50

Account # 001-0710-516-54-00 Project # _____ Subtotal \$ 26,029.50
 Account # _____ Project # _____ Subtotal \$ _____
 Account # _____ Project # _____ Subtotal \$ _____
 Account # _____ Project # _____ Subtotal \$ _____

Line Item No.	Description	Unit of Measure	Quantity	Unit Price	Extended Price
1	SeeClickFix Annual License Renewal	Each	1	26,029.50	26,029.50
Shipping (FOB Destination)					
Total					26,029.50

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
Reason: I am the author of this document
Date: 2023.10.19 15:41:42-04'00'
Foxit PDF Editor Version: 12.0.0 Date: 10/19/23

Budget Administrator: Lisa Herrmann Digitally signed by Lisa Herrmann
Date: 2023.10.25 14:26:02 -04'00' Date: _____

Purchasing: Ginny Duyn Digitally signed by Ginny Duyn
Date: 2023.10.25 16:40:02 -04'00' Date: _____

Finance Director (If applicable): Kimberly Williams Digitally signed by Kimberly Williams
Date: 2023.10.26 09:55:16 -04'00' Date: _____

Assistant City Manager (If applicable): Juliana B. Bellia Digitally signed by Juliana B. Bellia
Date: 2023.10.26 11:02:26 -04'00' Date: _____

City Manager (If applicable): _____ Date: _____

Print Form **Clear All Fields**



CivicPlus

302 South 4th St. Suite 500
Manhattan, KS 66502
US

Quote #:
Date:
Customer:

Q-45422-1
6/21/2023 4:53 PM
NORTH PORT, FLORIDA

QTY	Product Name	DESCRIPTION
1.00	SeeClickFix Connector for Lucy Renewal	SeeClickFix-hosted integration with Lucy (CentralSquare Technologies). Requires Lucy Citizen Portal REST API.
1.00	Request Annual Renewal	Unlimited gov user licenses for service request management tool to intake citizen submissions via mobile app. Assign requests internally, resolve issues and measure request performance.
1.00	SeeClickFix Year 1 Annual Fee Discount	Year 1 Annual Fee Discount

Annual Recurring Services- Initial Term	USD 26,029.50
Annual Recurring Services- Year 2	USD 30,976.18

1. SeeClickFix, LLC, f/k/a SeeClickFix, Inc. ("SeeClickFix") has been engaged for the performance of services for [CUSTOMER] ("Customer"). In 2019, SeeClickFix was acquired and is wholly owned by CivicPlus, LLC ("CivicPlus"). Customer understands that CivicPlus has assumed and has been performing all of SeeClickFix's covenants and obligations for the purposes of delivering the services, and by signing below Customer consents to the assignment and assumption of the Customer by CivicPlus.
2. This renewal Statement of Work ("SOW") is between Customer and CivicPlus, LLC and shall be subject to the terms and conditions of the Master Services Agreement ("MSA") and the applicable Solutions and Services terms found at: www.civicplus.help/hc/p/legal-stuff (collectively, the "Terms and Conditions"). By signing this SOW, Customer expressly agrees to the Terms and Conditions throughout the Term of this SOW. The Terms and Conditions form the entire agreement between Customer and CivicPlus. The Parties agree the Terms and Conditions shall supersede and replace all prior agreements between the Parties with respect to the services provided by CivicPlus herein (the "Services").
3. This SOW shall remain in effect for an initial term starting at the Customer's next renewal date of 11/1/2023 and running for twelve months ("Initial Term"). In the event that neither party gives 60 days' notice to terminate prior to the end of the Initial Term, or any subsequent Renewal Term, this SOW will automatically renew for additional 1-year renewal terms ("Renewal Term"). The Initial Term and all Renewal Terms are collectively referred to as the "Term".
4. Customer shall be invoiced for the Annual Recurring Services on each renewal date of each calendar year subject to an annual increase of 5% each Renewal Term. Customer will pay all invoices within 30 days of the date of such invoice.

Acceptance

By signing below, the parties are agreeing to be bound by the covenants and obligations specified in this SOW.

IN WITNESS WHEREOF, the parties have caused this SOW to be executed by their duly authorized representatives as of the dates below.

Client

CivicPlus

By:

By:



Name:

Name:

A. Jerome Fletcher, II, IMCA-CM, MPA

Amy Vikander

Title:

Title:

City Manager

Senior Vice President of Customer Success

Date:

Date:

Attest:

HEATHER FAUST, MMC
CITY CLERK

Approved as to form and correctness:

AMBER L. SLAYTON, B.C.S.
CITY ATTORNEY