



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/Multiple NAME OF REQUESTOR: Nicole Brown
If Applicable: COMMISSION MEETING DATE: 2/9/2021 AGENDA ITEM NUMBER: 21-0046

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)

WIMS data management software for the Water and Wastewater facilities, including implementation and training as needed.

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)

WIMS combines data from drinking water and wastewater sources in a central, secure database - optimizing operations and providing the tools needed for electronic and paper reporting, analysis, and monitoring. Because both the water and wastewater facilities have standardized to Hach laboratory and field analytical equipment and supplies, WIMS is best suited for our application as the software can directly communicate with this equipment and record the calibration history that is required by FDEP. WIMS also has the ability to interface with the Wonderware SCADA (Supervisory Control and Data Acquisition) system currently in place at all water and wastewater facilities.

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**):

This software is proprietary and, therefore, is not available from another source. Similar data management products available lack the ability to meet the specific reporting and data collection needs for the Water and Wastewater industry.



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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: Hach Vendor Number: 82
Address: PO Box 389 Loveland, CO 80539
Contact: _____ Phone: 800-227-4224 Email: orders@hach.com

Vendor Tracking:

Check if Vendor Documents Current

YTD Dept Exp. (Inclusive): \$ 148,776.00

To be completed by Purchasing: **148,776.00**

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

(For Purchasing Division)

Verified By: **Keith Raney** Date Posted: **12-28-20 - 1-5-21**

Sole/Single Source Number: **SS21-35** Eff. Date: **1-6-21** Exp. Date: **1-6-22**

PURCHASE DETAILS



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. 21-35**
Date Posted: **December 28, 2020**
Written Response Due Date: **January 5, 2021**

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 & Implementation of plant data management system at the MCWTO, WWTP and the SWWWRF, including staff training.**

☞ **AMOUNT** (This is an acquisition with an estimated value of): **\$79,776.00**

☞ **VENDOR: Hach**

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/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. No verbal requests will be honored.

The Sole Authorized Manufacturer and Direct Distributor Letter

10/28/2020

Customer Name: City of North Port
Customer Address: 6644 W Price Blvd
Customer City, State, Zip: North Port, FL 34291

Customer Account Number: 236518

Item(s): **Description(s):**

Hach is the manufacturer of Hach WIMS™, Hach JOB Cal®, CLAROS Collect, and Mobile Sensor Management (MSM) software products for the data management of operations, laboratory and maintenance specific to water and wastewater facilities.

The Hach Company is the sole manufacturer of this proprietary software, and is the only organization authorized to provide training and support. Any sales agent or representatives of these products are strictly governed by contracts held by the Hach Company.

This letter is to confirm that Hach Company is the sole authorized manufacturer and direct distributor of the item/items listed above.

Thank you for your interest in Hach Company Products. If we can be of further assistance, please contact us at 1-800-227-4224.

Thank you

