



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: Public Works / Administration NAME OF REQUESTOR: Kristina King

If Applicable: COMMISSION MEETING DATE: 12/10/2019 AGENDA ITEM NUMBER: 19-1288

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)

Annual Zonar Systems Inc. communications charges for Public Works (Road & Drainage, Solid Waste, and Facilities Maintenance) and Public Utilities, for installed GPS units and Electronic Vehicle Inspection Remote (EVIR) devices. Also includes replacement equipment and additional equipment as needed for new vehicles and equipment for multiple departments.

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)

Prior to purchasing the first GPS system in 2009, competitive quotes were received and Zonar Systems Inc. was the successful bidder. Zonar has been utilized by both the Solid Waste and Road and Drainage divisions for several years, with Facilities Maintenance division and Public Utilities department as newer users. This purchase is for annual communications costs and for the GPS units and the Electronic Vehicle Inspection Remote units utilized by these various departments and divisions. The City currently has 215 vehicles using the Zonar service and has opted to standardize and install only Zonar equipment and devices in City vehicles.

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**):

Zonar Systems Inc. has proprietary rights for the EVIR equipment utilized by the city. This means the annual communications services and any replacement parts, equipment, or supplies guaranteed to work with the existing equipment are only available through Zonar Systems Inc.



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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: Zonar Systems, Inc. Vendor Number: 5065
Address: 18200 Cascade Avenue S., Seattle, WA 98188
Contact: Keith Powell Phone: (404)276-8187 Email: keith.powell@zonarsystems.com

Vendor Tracking:

Check if Vendor Documents Current

YTD Dept Exp. (Inclusive): \$ _____

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



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



Please provide the amount of the purchase for this product or service: \$ 85,000.00

Account # Please see attached breakdown Project # _____ Subtotal \$ _____
 Account # _____ Project # _____ Subtotal \$ _____
 Account # _____ Project # _____ Subtotal \$ _____
 Account # _____ Project # _____ Subtotal \$ _____

Line Item No.	Description	Unit of Measure	Quantity	Unit Price	Extended Price
	Annual Ignition / Turbo / V3R/V4R Services				\$61,609.92
	Additional devices and equipment for Public Works, Utilities, and Parks and Recreation				\$11,629.68
	Additional new devices, annual services, and equipment for other departments				\$13,862.08
	Shipping (FOB Destination)				
Total					\$85,000.00

Attach Additional Pages if Necessary

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

Requesting Department Director: [Signature] Date: 11/20/19
 Budget Administrator: [Signature] Date: 12/2/19
 Purchasing: [Signature] Date: 12/2/19
 Finance Director (If applicable): _____ Date: _____
 Assistant City Manager (If applicable): _____ Date: _____
 City Manager (If applicable): _____ Date: _____



18200 Cascade Ave S
 Seattle, WA 98188
 www.zonarsystems.com

Voice: 206.878.2459
Fax: 206.878.3082

NEW
Remit To:
 Zonar Systems Inc.
 P.O. Box 841580
 Dallas, TX 75284-1580

SALES INVOICE

Sales Invoice Number: SI431955
Recurring Document: SC011191
Invoice Date: 10/01/19
Page: 1

Sold To:
City of North Port-Prop Maint Attn: Accounts Payable 5455 Pan American Blvd. North Port, FL 34287 USA

Ship To:
City of North Port-Prop Maint 5455 Pan American Blvd. North Port, FL 34287 USA

Customer ID	Customer P.O.	Payment Terms	
NOR2843	NOR2843	Net 30 Days	
SalesPerson	Shipping Method	Ship Date	Due Date
Keith E. Powell	FEDEX GROUND SERVICE		10/31/19

Order Qty	Item	Description	This Invoice	Unit Price	Total
8	GPS002-S <i>Renewal</i>	Parks & Recreation V3 GTC <i>Service From: 10/01/19 to 09/30/20</i>	8	239.88	1,919.04

Subtotal	1,919.04
Total Sales Tax:	0.00
Total:	USD 1,919.04

If you have a question about your bill you can email: acct@zonarsystems.com
 or you can call us at: 877-843-3847 press option 4

Interested in Receiving your Invoices and Statements via Email?
Take the first step by visiting <https://zonarsystems.com/ebill> to update your contact information.

Bank Info For Electronic Payment

Bank Of America
 100 North Tryon Street
 Charlotte, NC 28255

Account #
 4451331227

Routing / ABA
 Wire - 026009593
 ACH - 111000012
 Swift - BOFAUS3N

Overnight Lockbox Address
 Bank Of America Lockbox Services
 Lockbox 841580
 1950 N. Stemmons Freeway
 Suite 5010
 Dallas, TX 75207



SALES INVOICE

18200 Cascade Ave S
Seattle, WA 98188
www.zonarsystems.com

Voice: 206.878.2459
Fax: 206.878.3082

NEW
Remit To:
Zonar Systems Inc.
P.O. Box 841580
Dallas, TX 75284-1580

Sales Invoice Number: SI421646
Recurring Document: SC012035
Invoice Date: 08/20/19
Page: 1

Sold To:
City of North Port Attn: Accounts Payable 4970 City Hall Blvd North Port, FL 34286-4100 USA

Ship To:
City of North Port 4970 City Hall Blvd North Port, FL 34286-4100

Customer ID	Customer P.O.	Payment Terms	
NOR0680	NOR0680 - UTILITIES	Net 30 Days	
SalesPerson	Shipping Method	Ship Date	Due Date
Keith E. Powell	FEDEX GROUND SERVICE		09/19/19

Order Qty	Item	Description	This Invoice	Unit Price	Total
30	TRK003	Utilities Turbo Service <i>Service From: 08/01/19 to 07/31/20</i>	30	323.88	9,716.40

Subtotal	9,716.40
Total Sales Tax:	0.00
Total:	USD 9,716.40

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Bank Info For Electronic Payment

Bank Of America
100 North Tryon Street
Charlotte, NC 28255

Account #
4451331227

Routing / ABA
Wire - 026009593
ACH - 111000012
Swift - BOFAUS3N

Overnight Lockbox Address
Bank Of America Lockbox Services
Lockbox 841580
1950 N. Stemmons Freeway
Suite 5010
Dallas, TX 75207



18200 Cascade Ave S
Seattle, WA 98188
www.zonarsystems.com

Voice: 206.878.2459
Fax: 206.878.3082

NEW
Remit To:
Zonar Systems Inc.
P.O. Box 841580
Dallas, TX 75284-1580

SALES INVOICE

Sales Invoice Number: SI433846
Recurring Document: SC002150
Invoice Date: 10/31/19
Page: 1

Sold To:
City of North Port Public Works Dpt 1100 N Chamberlain Blvd North Port, FL 34286-7000 USA

Ship To:
City of North Port Attn: Bill Vest 1850 W Price Blvd Roads & Drainage North Port, FL 34286-6854

Customer ID	Customer P.O.	Payment Terms	
NOR0932	NOR0932	Net 30 Days	
SalesPerson	Shipping Method	Ship Date	Due Date
Keith E. Powell	FEDEX GROUND SERVICE		11/30/19

Order Qty	Item	Description	This Invoice	Unit Price	Total
53	TRK001 <i>Renewal</i>	Ignition Service <i>Service From: 10/01/19 to 09/30/20</i>	53	233.52	12,376.56
61	TRK003 <i>Renewal</i>	Turbo Service <i>Service From: 10/01/19 to 09/30/20</i>	61	317.52	19,368.72
1	V3R001-S <i>Renewal</i>	V3R GPS Service <i>Service From: 10/01/19 to 09/30/20</i>	1	167.88	167.88
3	V4R001-S <i>Renewal</i>	V4R GPS Service <i>Service From: 10/01/19 to 09/30/20</i>	3	167.88	503.64

Subtotal	32,416.80
Total Sales Tax:	0.00
Total:	USD 32,416.80

If you have a question about your bill you can email: acct@zonarsystems.com
or you can call us at: 877-843-3847 press option 4

Interested in Receiving your Invoices and Statements via Email?

Take the first step by visiting <https://zonarsystems.com/ebill> to update your contact information.

Bank Info For Electronic Payment

Bank Of America
100 North Tryon Street
Charlotte, NC 28255

Account #
4451331227

Routing / ABA
Wire - 026009593
ACH - 111000012
Swift - BOFAUS3N

Overnight Lockbox Address
Bank Of America Lockbox Services
Lockbox 841580
1950 N. Stemmons Freeway
Suite 5010
Dallas, TX 75207

Sole/Single Source/Standardization

Account #	001-0760-519.41-00	Subtotal	\$ 2,101.68
Account #	107-5000-541.41-00	Subtotal	\$ 32,416.80
Account #	107-5000-541.52-50	Subtotal	\$ 1,588.00
Account #	120-3032-534.41-00	Subtotal	\$ 15,456.00
Account #	306-0760-519.52-50	Subtotal	\$ 794.00
Account #	306-3038-572.52-50	Subtotal	\$ 2,713.04
Account #	306-5000-541.52-50	Subtotal	\$ 794.00
Account #	420-6062-535.52-50	Subtotal	\$ 3,176.00
Account #	420-6063-536.52-50	Subtotal	\$ 12,098.40
		Total	\$ 71,137.92

Road & Drainage

Quantity	Description	Unit Price	Extended Price
53	Annual Ignition Service (GPS only)	\$ 233.52	\$ 12,376.56
61	Annual Turbo Service (GPS and EVIR)	\$ 317.52	\$ 19,368.72
4	Annual V3R/V4R Service	\$ 167.88	\$ 671.52
4	Equipment for New Vehicle	\$ 794.00	\$ 3,176.00
		Total	\$ 35,592.80

Solid Waste

Quantity	Description	Unit Price	Extended Price
5	Annual Ignition Service (GPS only)	\$ 233.52	\$ 1,167.60
45	Annual Turbo Service (GPS and EVIR)	\$ 317.52	\$ 14,288.40
		Total	\$ 15,456.00

Facilities Maintenance

Quantity	Description	Unit Price	Extended Price
9	Annual Ignition Service (GPS only)	\$ 233.52	\$ 2,101.68
		Total	\$ 2,101.68

Parks & Recreation

Quantity	Description	Unit Price	Extended Price
8	Annual V3 Service	\$ 239.88	\$ 1,919.04
1	Equipment for New Vehicle	\$ 794.00	\$ 794.00
		Total	\$ 2,713.04

Utilities

Quantity	Description	Unit Price	Extended Price
30	Annual Ignition Service (GPS only)	\$ 323.88	\$ 9,716.40
7	Equipment for New Vehicle	\$ 794.00	\$ 5,558.00
		Total	\$ 15,274.40

TOTAL	\$ 71,137.92
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Additional funds will need to be identified if other departments choose to add Zonar equipment to their vehicles.