



City of North Port  
FINANCE DEPARTMENT/PURCHASING DIVISION  
4970 CITY HALL BLVD  
NORTH PORT, FLORIDA 34286  
Office: 941.429.7170  
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Email: [purchasing@cityofnorthport.com](mailto:purchasing@cityofnorthport.com)



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

Sole/Single Source No: SS NO. 2018-57

Date Posted: May 17, 2018

Written Response Due Date: May 24, 2018

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:** FIRE RESCUE RECORDS MANAGEMENT SYSTEM

**AMOUNT** (This is an acquisition with an estimated value of): \$73,748.43

**VENDOR:** IMAGETREND, 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](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/>. If you have any questions, concerns, or problems accessing this request using the link, please contact Lindsay Louke, Purchasing Specialist II, at 941.429.7110. 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.



## 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 Fire Rescue

NAME OF REQUESTOR Berman

*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:**

Replacement cloud-based, fire and medical incident reporting system, data archiving and training from ImageTrend, Inc.

**B. Vendor Information**

Vendor Name: ImageTrend, Inc.

Vendor Number:

Address: 20855 Kensington Blvd, Lakeville, MN 55044

Contact: Kevin Fink Phone: (952) 469-6178 Email: kfink@imagetrend.com

**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 attach separate memo)

ImageTrend, Inc. is the sole provider of this records management system. Through testing they have been identified as preferable over the current system (Firehouse Software) and another system by ESO Solutions, the parent company of Firehouse.



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



**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**):

Fire Rescue personnel have researched and tested alternatives and have identified ImageTrend as the better system to meet our needs. Our paramedics trialed the system for a month using fictitious data (so as not to violate privacy rules) found the system user-friendly, compatible with our equipment and reliable. Of significant benefit with the ImageTrend system is the interoperability among our mutual-aid partners. Emergency Medical Services units in Charlotte and Sarasota counties currently use ImageTrend. Should either one of those units arrive prior to our ambulances and start a patient care report on their computer, ImageTrend is designed to share that specific report to our computers for completion. This prevents any lost data during the face-to-face briefings between their personnel and ours.

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**):

ESO Solutions, Tim Irelan, Director of Business Development – Fire Products,  
tim.irelan@esosolutions.com, 951-367-5959 demonstrated their system.

Zoll, 11802 Ridge Parkway, Suite 400, Broomfield, Colorado 80021, 800-474-4489 was also researched and found not to have the interoperability features as ImageTrend.

- 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\*





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



- ☒ 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 request must be attached to this form\***

### 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: \_\_\_\_\_ Dates Posted: \_\_\_\_\_

Sole/Single Source Number: \_\_\_\_\_ Eff. Date: \_\_\_\_\_ Exp. Date: \_\_\_\_\_



**Fire Rescue/EMS**  
**Image Trend**

**Purchase Details**

<b>Account Number</b>	<b>Description</b>	<b>Amount</b>
001-2222-526-49-14	Annual Support	\$ 22,777.84
001-2222-526-54-00	Subscription-Web-Based	\$ 16,525.00
001-2222-526-55-00	Training & Education	\$ 2,058.88
110-2222-522-49-14	Annual Support	\$ 22,777.84
110-2222-522-54-00	Subscription-Web-Based	\$ 7,550.00
110-2222-522-55-00	Training & Education	\$ 2,058.88
<b>TOTAL</b>		<b>\$ 73,748.43</b>