



## 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 Valerie Malingowski

*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:**

Utilize Stantec Consulting Services, Inc. for professional services related to the continuation of the methodology, yearly assessment roll and future projections for the Road and Drainage District

**B. Vendor Information**

Vendor Name: Stantec Consulting Services, Inc. Vendor Number: 4298

Address: 777 South Harbour Island Boulevard Suite 600, Tampa, FL 33602

Contact: Michael Burton Phone: 904-247-0787 Email: michael.burton@stantec.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 attached separate memo)

At the August 21, 2018, Commission workshop, there was consensus to review the proposed 2018 methodology and determine how it can be amended to be more equitable. Stantec completed the 2018 study. They have Road and Drainage District information used for the 2018 study and to continue with another company would not be cost or time effective.



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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**):

No other brand or manufacturers were considered.

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**):

No other vendors were contacted.

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\*



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☐ 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\*

See Section C, page 1 - Consultant has already performed work and is amending the methodology previously used.

### 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: \_\_\_\_\_



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



## PURCHASE DETAILS

Please provide the amount of the purchase for this product or service: \$ 122,424

Please provide the estimated fiscal year expenditure for this product or service: \$ 122,424

Account # 107-5000-541.31-00	Project #	Subtotal \$ 122,424
Account #	Project #	Subtotal \$
Account #	Project #	Subtotal \$
Account #	Project #	Subtotal \$

Description	Unit	Qty	Unit Price	Total
Update methodology, rates and assessment roll	1	LS	122,424	\$ 122,424
Accomplish First Class mailing and notices of hearing and				\$
Implementation				\$
				\$
				\$
				\$
				\$
				\$
				\$
				\$
				\$
				\$
				\$
				\$
				\$
				\$
				\$
				\$
Shipping (FOB Destination)				\$
				\$ 122,424-

Requesting Department Director: J. B. Bellia Date: 10/4/18

Budget Administrator: June M. Prosser Date: 10/4/18

Purchasing: Ginny Duyn Digitally signed by Ginny Duyn Date: 2018.10.05 08:27:39 -04'00' Date: \_\_\_\_\_

Finance Director (If applicable): \_\_\_\_\_ Date: 10/09/18

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

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

Commission Meeting Date (if applicable): \_\_\_\_\_