



# 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/Wastewater NAME OF REQUESTOR: Brittany Kammerer

If Applicable: COMMISSION MEETING DATE: 09/26/2023 AGENDA ITEM NUMBER: 23-1284

*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)

Installing new Kohler 1200amp automatic transfer switch with 5 year warranty.

**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)

TAW is the exclusive Kohler Power Systems distributor for sales, service, parts and literature for the state of Florida. TAW has the ability to service all of the engines that Kohler utilizes.

**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**):

We obtained a sole source letter from Tampa Armature Works stating that they are the sole distributor for sales, service, parts and literature for the state of Florida.



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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**):  
Since TAW is the sole distributor for Kohler 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**) \*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\***

Since TAW is the sole distributor for Kohler no other vendors were contacted.

## E. Vendor Information

Vendor Name: Tampa Armature Works Power Systems Vendor Number: 1137

Address: 6312 78th St. Riverview. FL 33578

Contact: Stephen McGuire Phone: 813-840-3500 Email: Stephen.McGuire@tawinc.com

### Vendor Tracking:

Check if Vendor Documents Current

YTD Dept Exp. (Inclusive): \$ 426,985.00

### 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: \$ 278,300.00

Account # 420-6062-535-64-00 Project # U23SSG Subtotal \$ 278,300.00  
 Account # \_\_\_\_\_ Project # \_\_\_\_\_ Subtotal \$ \_\_\_\_\_  
 Account # \_\_\_\_\_ Project # \_\_\_\_\_ Subtotal \$ \_\_\_\_\_  
 Account # \_\_\_\_\_ Project # \_\_\_\_\_ Subtotal \$ \_\_\_\_\_

Line Item No.	Description	Unit of Measure	Quantity	Unit Price	Extended Price
1	Replacement of Kohler 1200 amp ATS	\$\$	1	278,300.00	278,300.00
Shipping (FOB Destination)					
<b>Total</b>					<b>278,300.00</b>

**\*Attach Additional Pages if Necessary\***

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

Requesting Department Director: Nancy Gallinaro Digitally signed by Nancy Gallinaro  
Date: 2023.08.24 11:51:25 -04'00' Date: \_\_\_\_\_

Budget Administrator: Lisa Herrmann Digitally signed by Lisa Herrmann  
Date: 2023.08.29 12:05:27 -04'00' Date: \_\_\_\_\_

Purchasing: Alla V. Skipper Digitally signed by Alla V. Skipper  
Date: 2023.08.28 16:59:48 -04'00' Date: \_\_\_\_\_

Finance Director (If applicable): Irina Kukharenko Digitally signed by Irina Kukharenko  
Date: 2023.08.29 16:08:39 -04'00' Date: \_\_\_\_\_

Assistant City Manager (If applicable):  Date: 2023.08.29  
16:50:00 -04'00' Date: \_\_\_\_\_

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

**Print Form**   **Clear All Fields**



**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](mailto:purchasing@cityofnorthport.com)**



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

**Sole/Single Source No: SS NO. 23-98**

**Date Posted: August 28, 2023**

**Written Response Due Date: September 5, 2023**

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: Kohler Automatic Transfer Switch Install**
- **AMOUNT** (This is an acquisition with an estimated value of): **\$278,300**
- **VENDOR: Tampa Armature Works (TAW)**

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@northportfl.gov](mailto:purchasing@northportfl.gov). 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.northportfl.gov](http://www.northportfl.gov). This Notice of Intent is posted on the City FTP site at <https://northportfl.gov/filesshare>. If you have any questions, concerns, or problems accessing this request using the link, please contact Bernice Moen, Purchasing Specialist II, at 941.429.7114. Request for additional information or clarification regarding the specifications must be sent via facsimile to 941.429.7173 or via email to [purchasing@northportfl.gov](mailto:purchasing@northportfl.gov). No verbal requests will be honored

*Ryan Little*  
*Director of Sales – Central Region*  
*Chicago, IL*  
*Phone 779-801-4780*

Date: Aug.24,2023

Re: Authorized Kohler Distributor for Florida

Two Whom it May Concern,

Please be advised that Tampa Armature Works (TAW) is the exclusive Kohler Power Systems distributor for sales, service, parts, and literature for the state of Florida. This authorization includes the ability to service all of the engines that Kohler utilizes in its product, which include Kohler natural gas and diesel, John Deere, Volvo, Doosan, Detroit, MTU and Mitsubishi.

Please do not hesitate to contact me should you have any questions.

Sincerely,



Ryan Little  
Director of Sales – Central Region

Cc: Regis McCafferty - TAW

Please visit our Web Site at [kohlerpower.com](http://kohlerpower.com)

***Specify Kohler Generators***



**TAW Power Systems**  
**KOHLER GENERATORS**

6312 78<sup>th</sup> St.  
Riverview, FL 33578  
Tel: 813-621-5661  
Fax: 813-217-8462

# Proposal

Attn: Northport Utilities – Pan American Bld.  
DATE: 6-12-23  
Re: Automatic Transfer Switch  
OFFER: SM22964-59  
Email: jcolvin@northportfl.gov

TAW is pleased to offer the following proposal for your consideration.

- TAW will bypass and or replace components needed for this unit to no longer use existing switchgear.
- TAW will provide and install a new Kohler 1200amp service entrance automatic transfer switch.
- TAW will disconnect Normal feeders and extend. TAW will connect new Normal feeders to Kohler ATS.
- TAW will disconnect Emergency feeders and extend. TAW will connect new Emergency feeders to Kohler ATS.
- TAW will test and certify the emergency generator system after repair is completed.
- TAW will provide a 5-year comprehensive warranty with said ATS.

The lead time is 64-62 weeks.

**TOTAL COST: \$278,300.00**  
**State and County Tax If Applicable.**

- The proposal does not include any additional work or material required due to unforeseen problems that may be discovered after work has begun.
- This proposal is separate from any previous proposal written or implied and requires authorization and purchase order to proceed.
- Proposal includes above parts, disposal of waste materials, shipping/handling and labor to perform job described above during normal working hours Mon-Fri 8:00AM to 4:30PM.

Submitted by  
Tampa Armature Works Inc.  
Stephen McGuire  
Fax signed offer to: 813-217-8462

**CUSTOMER ACKNOWLEDGMENT TO PROCEED**

**NAME** \_\_\_\_\_ **DATE** \_\_\_\_\_

**TITLE** \_\_\_\_\_ **PO#** \_\_\_\_\_

PROPOSAL VALID FOR 30 DAYS

**Call Stephen McGuire**