



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. 24-07**

Date Posted: **December 6, 2023**

Written Response Due Date: **December 13, 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:** **Skid Mounted Gas Engine Driven Trav-L-Vac**
- **AMOUNT** (This is an acquisition with an estimated value of): **\$27,800.00**
- **VENDOR:** **EH Wachs**

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.

STATUS: PURCHASING AGENT  
REASON: VAC TRAILER - E. H. WACHS

DATE: 11/02/23

REQUISITION BY: CRYSTAL OSBORNE

SHIP TO LOCATION: FLEET MAINTENANCE

SUGGESTED VENDOR: 6670 EH WACHS

DELIVER BY DATE: 9/30/24

LINE NBR	DESCRIPTION	QUANTITY	UOM	UNIT COST	EXTEND COST	VENDOR PART NUMBER
1	WACHS SKID MOUNTED GAS ENGINE DRIVEN TRAV-L-VAC 30 Per Quote HC204389 COMMODITY: TRAILERS SUBCOMMOD: TRAILER VARIOUS NOC	1.00	EA	27800.0000	27800.00	
REQUISITION TOTAL:					27800.00	

A C C O U N T I N F O R M A T I O N

LINE #	ACCOUNT	PROJECT	%	AMOUNT
1	42060635366400 CAPITAL MACHINERY & EQUIP	U24NVE NEW VEHICLES & EQUIPMENT	100.00	27800.00
				27800.00

REQUISITION IS IN THE CURRENT FISCAL YEAR.

REQUISITION COMMENTS:

REQ RETURNED PER C OSBORNE 11/8/23 BM  
PLEASE PROVIDE UPDATED VENDOR AND RISK  
DOCS/APPROVAL. RESUBMIT REQ WHEN UPDATED.  
11/27/23 BM



# 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: PW/Fleet Management NAME OF REQUESTOR: Crystal Osborne

If Applicable: COMMISSION MEETING DATE: N/A AGENDA ITEM NUMBER: N/A

*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)

This is to purchase a Wachs Skid Mounted Gas Engine Driven Trav-L-Vac 300 designed specially for valve and buffalo box cleanout, on Trailer for the Utilities Department.

**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)

The E.H. Wachs Valve and Buffalo Box Maintenance Trailer is essential in increasing productivity and efficiency of city staff as well as ensuring the appropriate operation of the valves. This unit is the same as the current unit utilized by the department. This will allow ease of use and understanding as well as equipment standardization.

**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**):

There are specific features of this valve maintenance unit that are patented to E.H. Wachs and no other vendor or manufacturer can offer these features.



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



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**):

Other vendors contacted would have to purchase through the same contact this quote came from.

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\*



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



☐ The part(s)/equipment are required to permit standardization and operating efficiencies within the organization and the parts and equipment are only available thorough 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: E. H. Wachs Vendor Number: 6670  
Address: 600 Knightsbridge Pkwy. Lincolnshire, IL 60069  
Contact: Shannon Gooch Phone: 813-557-5336 Email: shannon.gooch@itw-ocw.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: \$ 27,800.00

Account # 420-6063-536-6400 Project # U24NVE Subtotal \$ 27,800.00  
Account # \_\_\_\_\_ Project # \_\_\_\_\_ Subtotal \$ \_\_\_\_\_  
Account # \_\_\_\_\_ Project # \_\_\_\_\_ Subtotal \$ \_\_\_\_\_  
Account # \_\_\_\_\_ Project # \_\_\_\_\_ Subtotal \$ \_\_\_\_\_

Line Item No.	Description	Unit of Measure	Quantity	Unit Price	Extended Price
<b>1</b>	Wachs Skid Mounted Gas Engine Driven Trav-L-Vac 300 on Trailer	<b>EA</b>	<b>1</b>	\$27,800.00	\$27,800.00
	Per Quote HC204389				
	Shipping (FOB Destination)				
				<b>Total</b>	<b>\$27,800.00</b>

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

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

Requesting Department Director: Chuck Speake Digitally signed by Chuck Speake  
Date: 2023.11.01 13:55:57 -04'00' Date: \_\_\_\_\_

Budget Administrator: \_\_\_\_\_ Date: \_\_\_\_\_

Purchasing: \_\_\_\_\_ Date: \_\_\_\_\_

Finance Director (If applicable): \_\_\_\_\_ Date: \_\_\_\_\_

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

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

**Print Form**

**Clear All Fields**

October 17, 2023

To whom it may concern,

This letter serves as a sole source document for the Trav-L-Vac Part #59-000-01. This proposed package is solely manufactured by E.H. Wachs, Utility Products Division. In the domestic US, regional distribution is only through direct Territory Manager or exclusive territory dealers; for your area, I am the only outlet to purchase this product. To the best of my knowledge, no other vendor manufacturers and distributes these units. Please feel free to call me with any questions at 847-778-8824

I am at your service,

*Hassan A. Cruz*

Hassan A. Cruz

South East Territory Sales Manager

E.H. Wachs Utility Division



600 Knightsbridge Parkway, Lincolnshire, Illinois 60069  
(847) 537-8800 | Fax (847) 520-1147  
turnvalves.com

## Quotation

Page 1 of 1

TO: **Tom Davel**  
City of North Port Utility  
6644 W. Price Blvd.  
North Port, FL 34291

Date: 10/16/2023  
Quotation Number: HC204389  
Payment Terms: Net 30  
Shipping Terms: FOB Origin  
Valid Through: 12/15/2023  
Estimated Delivery: See Below  
Reference: SG190787

E.H. Wachs is pleased to offer the following quotation.

Item Number	Description	Qty	U/M	Unit Price (USD)	Line Total (USD)
1	59-000-01 Wachs Skid Mounted Gas Engine Driven Trav-L-Vac 300 designed specially for valve and buffalo box cleanout. Complete with Kohler 20 H.P. Gas Engine with Tach/Hour Meter, 345 CFM at 14" HG Heavy Duty Positive Displacement Blower with Discharge Silencer, 90 Gallon Spoils Tank with Manually Activated Dump Gate, Washable/Reusable 3 Stage Filtration System, Vacuum Relief Valve, High Liquid Level Shut Off Switch, 2-1/2" x 15' Flexible Suction Hose with Cam Lock Quick Disconnects, 2" X 6-1/2' Wand.	1	EA	22,495.00	22,495.00
2	59-401-01 Wachs Trav-L-Vac 300 2" Ball Trailer Kit. Complete with Tongue, 2" Ball Coupler, Swing Away Jack, Trailer Lights, Wiring Harness, Fenders, Axle, Independent Torsion Suspension, 14" Radial Tires, Dexter Mod Wheels, Chrome Center Caps and Chrome Lug Nuts. Some assembly required.	1	EA	4,245.00	4,245.00
				<b>Subtotal</b>	<b>26,740.00</b>
				<b>Shipping &amp; Handling</b>	<b>1,060.00</b>
				<b>Total (USD)</b>	<b>\$27,800.00</b>

We will prepay and add shipping charges to your order, or we can ship collect via your choice of carrier service. If you have any questions please feel free to call Shannon Gooch at 813-557-5336.

(SALES TAX!!!!) We collect sales tax in all but the following states: AK, DE, MT, OR and NH. If you are tax exempt please supply your identification number and certificate with your order. If your exempt number is not on file, tax will be added to your invoice.

Please reference this quote number when placing your order. Thank You.

Shannon Gooch  
South Florida Territory Manager  
813-557-5336  
sgooch@turnvalves.com

Sales of E.H. Wachs products and services are expressly limited to and made conditional on acceptance of its current Terms and Conditions of Sale, found at [www.ehwachs.com](http://www.ehwachs.com) ("Terms"). Any additional or different terms are hereby rejected. Commencement of work by E.H. Wachs or acceptance of delivery of products by you constitutes your acceptance of the Terms.