



**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. 24-09**

**Date Posted: December 12, 2023**

**Written Response Due Date: December 19, 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: Tekleen High Performance Screen (Filter)**
- **AMOUNT** (This is an acquisition with an estimated value of): **\$9,408.00**
- **VENDOR: Automatic Filters LLC**

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

REQUISITION BY: BRITTANY KAMMERER

STATUS: PURCHASING AGENT  
 REASON: ASR FILTER MAINTENANCE

DATE: 12/08/23

SHIP TO LOCATION: WATER TREATMENT PLANT

SUGGESTED VENDOR: 8108 AUTOMATIC FILTERS LLC

DELIVER BY DATE: 9/30/24

LINE NBR	DESCRIPTION	QUANTITY	UOM	UNIT COST	EXTEND COST	VENDOR PART NUMBER
1	HIGH PERFORMANCE SCREEN 10 7.0 SQ.FT. FOR ABW10-P COMMODITY: WATER SUPPLY/SEWAGE TREAT SUBCOMMOD: WATER FILTER/ELEMENTS	4334.00	\$\$	2.0000	8668.00	
2	LOWER OR UPPER O-RING COMMODITY: WATER SUPPLY/SEWAGE TREAT SUBCOMMOD: WATER FILTER/ELEMENTS	55.00	\$\$	4.0000	220.00	
3	SHIPPING COMMODITY: NON-BILLABLE MISC ITEMS SUBCOMMOD: POSTAGE RELATED PURCHASE	520.00	\$\$	1.0000	520.00	
REQUISITION TOTAL:					9408.00	

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

LINE #	ACCOUNT	PROJECT	%	AMOUNT
1	42060615334611	REPAIR & MAINTENANCE R&M SPECIAL EQUIPMENT	100.00	8668.00
2	42060615334611	REPAIR & MAINTENANCE R&M SPECIAL EQUIPMENT	100.00	220.00
3	42060615334611	REPAIR & MAINTENANCE R&M SPECIAL EQUIPMENT	100.00	520.00
				9408.00

REQUISITION IS IN THE CURRENT FISCAL YEAR.



# 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/Water NAME OF REQUESTOR: Brittany Kammerer

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)

Tekleens are the products for ASR filter maintenance.

**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)

Tekleen water filters are a sole source product and distributed exclusivley by Automatic Fifers, LLC - Tekleen.

**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**):

The Utilities Department obtained a sole source letter.



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

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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**):

No other vendors were contacted due to Tekleen providing a sole source letter.

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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 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      Automatic Filters**

Vendor Name: Tekleen Automatic Filters, LLC Vendor Number: 8108

Address: 2672 S La Cienega Blvd. Los Angeles, CA 90034

Contact: Norma Robles Phone: 310-839-2828x100 Email: office@tekleen.com

<b>Vendor Tracking:</b>	
<input checked="" type="checkbox"/>	Check if Vendor Documents Current
YTD Dept Exp. (Inclusive):	\$ <u>9408.00</u>
<b>To be completed by Purchasing:</b>	
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: \$ 9,408.00

Account # 420-6061-533-46-11 Project # \_\_\_\_\_ Subtotal \$ 9,408.00  
 Account # \_\_\_\_\_ Project # \_\_\_\_\_ Subtotal \$ \_\_\_\_\_  
 Account # \_\_\_\_\_ Project # \_\_\_\_\_ Subtotal \$ \_\_\_\_\_  
 Account # \_\_\_\_\_ Project # \_\_\_\_\_ Subtotal \$ \_\_\_\_\_

Line Item No.	Description	Unit of Measure	Quantity	Unit Price	Extended Price
1	High Performance Screen 10' 7.0 Sq.Ft. for ABW10-P 50µ	\$\$	2	4334.00	8668.00
2	Lower or Upper O-ring	\$\$	4	55.00	220.00
	Shipping (FOB Destination)				520.00
				<b>Total</b>	<b>9,408.00</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: 2023.12.05 14:44:14 -05'00' 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**



2672 S. La Cienega Blvd  
Los Angeles, CA 90034 USA  
(310) 839-2828 f (310) 839-6878  
www.tekleen.com info@tekleen.com

SOLE SOURCE

December 1, 2023

To Whom It May Concern:

This letter is to confirm that Tekleen Water Filters is a sole source product, manufactured, sold and distributed exclusively by Automatic Filters, LLC – Tekleen.

Sincerely,

A handwritten signature in black ink, appearing to read 'Dan Flanick'. The signature is fluid and cursive, with a long horizontal stroke at the end.

Dan Flanick  
SVP  
Automatic Filters, LLC - TEKLEEN

# Quotation #77235-2

Date: 12/4/2023

Sales Order #

Invoice #

P.O. #

**TEKLEEN®**

**AUTOMATIC FILTERS, LLC**

2672 S. La Cienega Blvd.

Los Angeles, CA 90034

(310) 839-2828 (800) 336-1942

Fax 310-839-6878

www.tekleen.com info@tekleen.com

**Chad Nosbisch**

**City of Northport, FL**

4970 City Hall Boulevard

North Port FL 34286

Ph: 941-628-3621

Fax:

Email: cnosbisch@northportfl.gov

Rep: Jandor Sales

Bob Janis

Request Date: Advise

Delivery: 1 week, subject to prior sale

Shipment: FedEx Next Day

Via: FedEx

Notes: This quote is valid for 30 days.

**RE: 2x ABW10-P Screen Change from 100µ to 50µ**

Item #	Part #	Description	Qty	Unit Price	Amount
1.00	4S-10	High Performance Screen 10" 7.0 Sq.Ft. for ABW10-P 50µ	2	\$4,334.00	\$8,668
2.00	16-10	Lower or Upper O-ring	4	\$55.00	\$220

Terms: Advise

**Subtotal** \$8,888

**Shipping** \$520 **TOTAL** \$9,408**NET**

Name: Bryan Carino

Signature: \_\_\_\_\_