



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



NOTICE OF INTENT TO AWARD A SOLE/SINGLE SOURCE PROCUREMENT

Sole/Single Source No: SS NO. 24-21

Date Posted: April 25, 2024

Written Response Due Date: May 2, 2024

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: MowerMax Equipment Repair Services**
- **AMOUNT** (This is an acquisition with an estimated value of): **\$10,000.00**
- **VENDOR: ATMAX Equipment Co.**

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. 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. Links to DemandStar are also available from the City website at 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, Contract Administrator I, 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. No verbal requests will be honored



March 7, 2024

City of North Port
4970 City Hall Blvd
North Port FL 34286-4100

RE: Single Source

This letter is to inform you that the *MowerMax Boom mower* and its boom and front attachments are single source products manufactured and distributed exclusively by ATMAX Equipment Co. located in Tampa, FL.

If you desire additional information, don't hesitate to contact me at 813-781-0100 at any time or visit our website at www.mowermax.com. Thank you for your interest in our products.

Sincerely,

Tim

Timothy B. Ward
President



Procurement Request

City of North Port

Request

Request Type*

Sole/Single Source/Standardization

Capital? (?) No Yes**PRR-EX (?)** Yes**FY***

2024

Type code***Preparer**

Barbara Wolf

Pre-Director Approver (?)

Chelsea Buell

Department*

PUBLIC WORKS

Division(s)

FLEET

Commission Meeting?* Yes No**Commission Override (?)** Yes No

Purchase

Payment Method* Visa Purchase Purchase Order**Purchase Type*** Single Purchase (current FY)
 Blanket Purchase (current FY)**Purchase SubType*** None Change Order
 Amendment**Description***

Procure repair services for the City of North Port's MowerMax brand mowing equipment including OEM or factory authorized replacement parts and repairs as required.

Section 2-407 of the City of North Port Procurement Code provides guidelines for determining if good(s) or service(s) is/are a sole/single source. All Sole/Single source requests will be posted on DemandStar & the City's Purchasing site for seven (7) calendar days.

Exemption Explanation (?) *

ATMAX Equipment Co. is the sole source dealer of MowerMax mowing equipment, and the technicians are trained in and supplied with the hardware and OEM software to make repairs that other companies would not be able to perform. This allows for the most up-to-date current specifications for optimum performance and operations of the City's MowerMax equipment.

Steps taken to verify these goods and/or services are not available elsewhere (?) *

The Department of Public Works uses MowerMax boom mowers used in keeping vegetation not otherwise capable of being cut by other department equipment. By not utilizing the authorized ATMAX Equipment Co. dealer the Department of Public Works would be severely hampered by delays in repairs.

Other vendors that were contacted (?) *

None

Technology Related? (?) * Yes Renewal No

Exemption

Reason*

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 statement(s):

- Patent, copyright or unique design restrictions. (Sole Source)

- 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)

- 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)

- 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)

- 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)

- 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)

- 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)

- 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. For brand-specific items, quotes should still be obtained. (Standardization)

Other: Name reasons of the above apply. Provide detailed justification below.

Explanation *

Supporting backup *

Click the Preview icon or right click link and select open in new tab or window to avoid downloading.

North Port FL - Single Source Letter.pdf	184.43KB
<hr/>	
ATMAX pricing.pdf	109.89KB

DemandStar
For Purchasing Division

Date Posted

Sole/Single Source Number Effective Date Expiration Date

PostedPlusSeven
Hidden

Purchase Details

Line Items

Item #	Description *	Unit of Measure	Quantity *	Unit Price *	Subtotal
1	Blanket for the repair of MowerMax Boom Mowers	\$\$	10,000.00	\$1.00	\$10,000.00
	Hourly labor rate \$145.00 per hour				
	Field Labor Rate \$295.00 each				

Shipping (?) * Total Charges

\$0.00

\$10,000.00

Accounts (?)

	Dept *	Account # (?) *	Project #	Amount *
1	FL	520-3035-519.46-70		\$10,000.00

Total Payments

\$10,000.00

Comments To Budget (?)

Use the 52-02 Fuel account we will be submitting a Budget amendment in mid-April.

Backup Attachments



Click the Preview icon or right click link and select Open link in new tab or window to avoid downloading.

Additional Backup

Related NavLine Req, price sheet, quote, drawings, specifications, risk waiver, etc.

Outsource - Fuel Accounts 4-23-24.pdf	242.49KB
ATMAX pricing.pdf	109.89KB

Vendor Details

Vendor Information (?)



Except for Emergency purchases, vendor MUST already be setup as a vendor in NaviLine.

Vendor Name *

ATMAX EQUIPMENT CO

Vendor Number *

7545

Vendor Name CST

Contact

David MacGregor

Vendor Email

tomr@mowermax.com

Remittance Address

6902 E 7TH AVE, TAMPA, FL 33619

Phone

813-634-1111

Vendor Documentation Current (?) *

Yes No

Risk Documentation Current (?) *

Yes No Waiver Attached

YTD Expenses (?)

Department Inclusive (?) *

City Inclusive (?) *

\$10,000.00

Highest Approver (?) *

FD and CM will be skipped on the back end, as needed.

Purchasing Approver



Quote

ATMAX Equipment Co.
6902 E. 7th Ave
Tampa, FL, 33619
Phone: 813-634-1111
Web: www.mowermax.com

Order No.: 016103
Order Date: 3/22/2024
Delivery Date:
Expiration Date: 5/21/2024
Customer ID: C002899
Currency: USD
Contract:

BILL TO:
North Port, FL, City of
4970 City Hall Blvd
North Port FL 34286
United States of America

SHIP TO:
North Port Fleet Maintenance
1100 N. Chamberlain Blvd
North Port FL 34286
United States of America

CUSTOMER P.O. NO.

TERMS

CONTACT

Net 30 Days

Barb Wolf

FOB POINT

SHIPPING TERMS

SHIP VIA

NO.	ITEM	QTY.	UOM	PRICE	DISC.	EXTENDED PRICE
1	SERVICE-CALL: Service Call	1.0000	EA	295.0000	0%	295.00
2	SERVICE-LABOR: Service Labor	1.0000	HOUR	145.0000	0%	145.00

Sales Total: 440.00
Freight & Misc.: 0.00
Less Discount: 0.00
Tax Total: 0.00
Total (USD): 440.00