



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. 25-12

Date Posted: January 10, 2025

Written Response Due Date: January 17, 2025

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:** Overhead Crane Inspection and Repairs
- **AMOUNT** (This is an acquisition with an estimated value of): \$5,000.00
- **VENDOR:** Mazzella Lifting Technologies, Inc.

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, 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](mailto:purchasing@northportfl.gov). No verbal requests will be honored



2726 Southside Drive  
Tuscaloosa, AL 35401

**Phone:** 205-345-4701  
**Fax:** 205-345-4736

December 2, 2024

To Whom It May Concern:

This letter provides justification for the City of North Port to utilize Mazzella Lifting Technologies, Inc. ("Mazzella") as a sole-source supplier for the City's **OSHA Frequent & Periodic Crane & Hoist Inspections**. Mazzella should be used as a sole-source supplier because the program that Mazzella provides is based on safety requirements as well as basic electromechanical needs. Our detailed inspection checklist covers:

- OSHA, ASME, and CMAA regulations & requirements related to your equipment.
- Inspection checklist with details outlined.
- Identification of each piece of equipment denoting tons, manufacturer, etc.
- Documenting known field changes in equipment.
- Provide minor adjustments where needed during inspections such as adding oil to gearboxes, adjusting brakes, etc.
- Inspection deficiency repairs will be quoted once inspections have been completed.
- Equipment adjustments, repairs, or replacements can be made with customer approval and a change of order.

If you have questions or need additional information, please contact the undersigned at [symphony.champion@mazzellacompanies.com](mailto:symphony.champion@mazzellacompanies.com).

Sincerely,

**MAZZELLA LIFTING TECHNOLOGIES, INC.**

A handwritten signature in black ink that reads "Symphony Champion". The signature is written in a cursive style and is positioned above a horizontal line.

Symphony Champion  
Inspection Contract Manager



**2024 RATE SHEET**  
**FOR OVERHEAD CRANE FIELD SERVICE PERSONNEL**

<b>Travel / Labor</b>	<b>\$130.00 / Hour Per Tech</b> Monday through Friday first 8 hours of service working normal daylight business hours 7 AM – 4 PM
<b>Rates:</b>	<b>\$170.00 / Hour Per Tech</b> Saturdays, scheduled night shifts and Monday through Friday after 8-hours of Service 4 PM – 12 AM
	<b>\$230.00 / Hour Per Tech</b> Sunday and after hours' breakdown service calls
	<b>\$235.00 / Hour Per Tech</b> Holidays: 1/1, 5/27, 9/2, 11/28, 11/29, 12/24, 12/25

**Breakdown Service Calls:** Minimum of (4) four hours for 2 techs. will be invoiced for each called out on any breakdown service call.

**3% Consumables Charge** will be applied to labor only to cover small quantities of materials used while performing work such as grease, zip ties, wire, electrical connectors, anti-seize, electrical tape, rags, degreaser, safety supplies, etc.

**Rental Equipment:** Rental equipment charges will be invoiced at cost plus a **15%** administrative fee.

**Truck Charge: \$110.00**

**Manlifts (26' & 32'): \$255.00.**

**Travel Expenses:** Airfare, road tolls, share ride and rental car charges will be invoiced at cost plus **15%** administrative fee.

**Hotel / Motels Rate** of \$275.00 per night, per service technician

**Meal Expenses** will be invoiced at a per diem rate of \$47.00 for travel, \$65.00 per day, per service technician.

**Payment Terms:** Net 30 days from invoice date.



# Procurement Request

## City of North Port

### Request

**Request Type \***

Sole/Single Source/Standardization

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

2025

**Type code \*****Preparer**

Barbara Wolf

**Pre-Director Approver(s) (?)**

	Name
1	Chelsea Buell
2	Garrett Woods

**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 \***

Blanket for the inspection and repairs of the City of North Port's overhead Crane to ensure safe usage.

*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 (?) \***

Mazzella Lifting Technologies, Inc is the company that originally installed the overhead crane

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

Annual inspections are required by OSHA, ASME, and CMAA regulations and requirements. When inspections are performed by qualified personnel, they help protect users by ensuring that the lifts technicians work under are functioning properly and are maintained in accordance with the manufacturers instructions and general guidelines.

**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: None or some 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.

Mazzella Single Source Letter to City of North Port.pdf

580.54KB

**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 inspection and repair of the overhead lift	\$\$	5,000.00	\$1.00	\$5,000.00

**Shipping (?) \***      **Total Charges**  
 \$0.00                      \$5,000.00

**Accounts (?)**

	Dept *	Account # (?) *	Project #	Amount *
1		520-3035-519.46-03		\$5,000.00

**Total Payments**  
 \$5,000.00

**Comments to Budget (?)**

Please see the attached account balance sheet.

**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.

46-03 Balance 1-6-25.pdf

143.36KB

Mazzella Crane Service - 2024 Rate Sheet.pdf

160.53KB

**Vendor Details**

**Vendor Information (?)**



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

**Vendor Name \***

MAZZELLA LIFTING TECHNOLOGIES INC

**Vendor Number \***

8284

**Vendor Name CST**

**Contact**

Symphony Champion

**Vendor Email**

[symphony.champion@mazzellacompanies.com](mailto:symphony.champion@mazzellacompanies.com)

**Remittance Address**

PO BOX 74268, CLEVELAND, OH 44194-0002

**Phone**

440-239-7000

**Vendor Documentation Current (?) \***

Yes  No

**Risk Documentation Current (?) \***

Yes  No  Waiver Attached

**YTD Expenses (?)**

**Department Inclusive (?) \***

\$5,000.00

**City Inclusive (?) \***

**Highest Approver (?) \***

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

Purchasing Approver