



**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. 25-13**

**Date Posted: January 15, 2025**

**Written Response Due Date: January 22, 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: Controlled Access Pharmaceutical Dispensers**
- **AMOUNT** (This is an acquisition with an estimated value of): **\$55,300.00**
- **VENDOR: Bound Tree Medical 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, 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



January 18, 2024

To Whom It May Concern:

This letter is to confirm that the U-Select-It Corporation, Intelligent Dispensing Solutions and UCapIt program, as well as all of its associated components, are a single-source product.

Manufactured, sold and distributed by the U-Select-It Corporation d/b/a Intelligent Dispensing Solutions, a division of The Wittern Group in Des Moines, Iowa. No other division in the U-Select-It Corporation, or any other company, make a similar product. This program must be purchased directly through U-Select-It exclusive UCapIt partner BoundTree Medical.

This complete system represents a package of materials including custom designed hardware, and proprietary software. The software, tracking programs, and security measures are exclusive to these units, through the control board installed in the unit, and the software controlled by this exclusive board. No other manufacturer has the ability to maintain the services related to these units.

If you desire additional information, don't hesitate to contact us at 1-800-247-8709. Thank you for your interest in the U-Cap-It program.

A handwritten signature in black ink, appearing to read "John Van Horn", written over a horizontal line.

John Van Horn  
Vice President



**Quotation**

**Quotation#:** QUO-49679-V0Y7D5

**Last Modified:** 12/12/2024 8:55 AM

**Customer PO #:**

**Account Number:** 200236SHIP003

**Bill To:**

CITY OF NORTH PORT SHIP003  
4970 CITY HALL BLVD  
NORTH PORT, FL 34286-4100

Ship Method:

Payment Terms:

**Ship To:**

CITY OF NORTH PORT SHIP003  
1350 CITIZENS PKWY  
NORTH PORT, FL 34288-5000

Line No.	Item	Description	UOM	QTY	List Price	Your Price	Ext. Price
1	4800-0001H	*DS ONLY* CAP 5 Standard EMS Machine w/Controller and Parts Kit, BTM Black	EA	1	\$10,719.99	\$10,147.06	\$10,147.06
2	4800-43110	*DS ONLY* UCplIt Annual Software	EA	1	\$1,200.00	\$1,200.00	\$1,200.00

**Quote Total: \$11,347.06**

**Quote Expiration Date:**

Comments:

**Rick Braun**

Bound Tree | Account Manager

5000 Tuttle Crossing Blvd, Dublin OH 43016

Office Phone: (614) 932-2098 | Mobile Phone: 352-428-8571

Rick.Braun@boundtree.com

Sales Tax will be applied to customers who are not exempt.

Shipping charges will be prepaid and added to the invoice unless otherwise stated.

This quotation is valid until the quote expires or the manufacturer's price to Bound Tree Medical increases.

To place an order, please visit our website at [www.boundtree.com](http://www.boundtree.com), login, and add to your shopping cart

or call (800) 533-0523

fax (800) 257-5713



# Procurement Request

## City of North Port

### Request

**Request Type \***

Sole/Single Source/Standardization

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

2025

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

Kristina Smith

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

	Name
1	Deanna Marshall

**Department \***

FIRE

**Division(s)****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 \***

UCapIt (Controlled Access Pharmaceutical Dispensers) used in controlling access, tracking inventory, and dispensing EMS supplies. One is being purchased now, the others will be purchased later this year.

*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 (?) \***

Bound Tree Medical is the only distributor of the UCapIt machines. These machines have the proprietary software that will tie in to Fire Rescue's current inventory management software, OperativeIQ.

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

N/A

**Other vendors that were contacted (?) \***

N/A

**Technology Related? (?) \*** Yes  Renewal  No**Technology type \***

Software

**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 \***

Bound Tree Medical is the only distributor of the UCapIt machines. These machines have the proprietary software that will tie in to Fire Rescue's current inventory management software, OperativeIQ.

**Supporting backup \***

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

IDS SS.pdf

70.1KB

**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	Controlled Medical Supply Dispensers	\$\$	50,500.00	\$1.00	\$50,500.00
2	Annual Software	\$\$	4,800.00	\$1.00	\$4,800.00

**Shipping (?) \***      **Total Charges**  
\$0.00                      \$55,300.00

**Accounts (?)**

	Dept *	Account # (?) *	Project #	Amount *
1		151-2222-522.64-00	F25DIS	\$50,500.00
2		151-2222-522.49-14	F25DIS	\$4,800.00

**Total Payments**  
\$55,300.00

**Comments to Budget (?)**

Budget transfer needed for \$4,800 for annual software for 4 UCapit units. Purchasing one now, will purchase this others later this year.

**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.

NPFR- U Cap It 5.pdf

58.47KB

**Vendor Details**

**Vendor Information (?)**



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

**Vendor Name \***

BOUND TREE MEDICAL LLC

**Vendor Number \***

2982

**Vendor Name CST**

**Contact**

**Vendor Email**

[rick.braun@boundtree.com](mailto:rick.braun@boundtree.com)

**Remittance Address**

23537 NETWORK PLACE, CHICAGO, IL 60673-1235

**Phone**

800-533-0523

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

Yes  No

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

Yes  No  Waiver Attached

**YTD Expenses (?)**

**Department Inclusive (?) \***

\$220,510.00

**City Inclusive (?) \***

**Highest Approver (?) \***

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

Purchasing Approver