



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. 25-15**

Date Posted: **January 22, 2025**

Written Response Due Date: **January 29, 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:** **RTA Fleet Management Software Program Licenses and Renewal**
- **AMOUNT** (This is an acquisition with an estimated value of): **\$26,069.00**
- **VENDOR:** **Ron Turley Associates 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. 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.



Ron Turley Associates, Inc.
17437 N 71st Drive, Ste. 110
Glendale, AZ 85308

November 26th, 2024

City of North Port,

Ron Turley Associates, Inc. (RTA), located at 17437 North 71st Dr, Suite #110, in Glendale, AZ, is the sole source provider for the RTA Fleet Management Software program. RTA created and develops the software independently, maintaining full and exclusive rights for source code, programming modifications, distribution of the software, software training, and support contracts.

If you have any questions, please feel free to contact me at (623) 581-2447, or email at Invoices@rtafleet.com.

Sincerely,

James Mwesige
Accounting Specialist

A handwritten signature in black ink, appearing to be "J. Mwesige", written over a horizontal line.

Ron Turley Associates Inc - Invoice #66610

FROM

Ron Turley Associates Inc
RTA Fleet Management Software
17437 N 71st Drive Ste 110
Glendale, AZ 85308
(623) 581-2447

INVOICE SUMMARY

Invoice Number 66610
Date 02/01/2024
Terms Net 30
Due Date 03/02/2024

BILL TO

City of North Port
Attn: Finance Department/
Accounts Payabl
4970 City Hall Blvd
North Port, FL 34286
USA

SHIP TO

City of North Port
Attn: Finance Department/
Accounts Payabl
4970 City Hall Blvd
North Port, FL 34286
USA

Amount Due (USD) \$ 26,069.00

DESCRIPTION

AMOUNT

Your Annual SaaS Renewal fee for the term starting 04/01/2024 and ending 03/31/2025.	26,069.00
Amount Due (USD)	\$ 26,069.00

ACH/Wire Instructions:

MidFirst Bank
3030 E Camelback Rd, Phoenix, AZ 85016
Routing #122187445 / Account # 2063003600

Payment via Check:

17437 N 71st Drive Ste 110, Glendale, AZ 85308



INVOICE SUMMARY

Invoice Number 66610
Terms Net 30
Due Date 03/02/2024
Amount Due (USD) \$ 26,069.00

City of North Port
Attn: Finance Department/Accounts Payabl
4970 City Hall Blvd
North Port, FL 34286
USA

Comments from Sara Burnam

Products & Services

Item & Description	Quantity	Unit Price	Total
RTA Platinum Tier SaaS - Users (Unlimited Assets) Track UNLIMITED assets, and your organization's user logins with our Platinum Tier FMIS software. RTA FMIS Includes: Vehicle Information Preventive Maintenance (PM) Scheduling Parts Inventory Tracking Parts-Kit Functionality Purchase Orders Work Orders Repair Histories Mechanic Productivity Tracking RTA Mobile App Customizable Dashboards Over 40+ Reports. Platinum Tier Benefits: SSO Motor Pool Shop Scheduler RTA Inspect Annual Fleet Health Review (1-Hour) FREE Ticket(s) to RTA Conferences. Always Included: RTA Technical Support Updates & Enhancements Simultaneous Backups Webinar Access Unlimited Virtual Training Classes Embedded Guided Tours & Tutorials.	5	\$3,101.00 / year	\$6,519.85 / year after 57.95% discount
Annual subtotal			\$6,519.85 after \$8,985.15 discount
Total			\$6,519.85



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 ***

Annual renewal of the Fleet Management software RTA (Ron Turly Associates) license agreement and updates and additional user licenses. Fleet Management has been using the RTA Fleet software since 2012.

*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 (?) *

The Hosted Cloud version of RTA is automatically updated and backed up by RTA with unlimited support and many additional options and training opportunities available. It would not be cost effective to change Fleet Management software at this time.

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

This software is the current Fleet Management software being utilized for tracking vehicle/equipment and passing these expenditures on to the City departments/divisions for Fleet Management reimbursement. It would not be cost effective to change software at this time.

Other vendors that were contacted (?) *

None

Technology Related? (?) *☐ Yes ☒ Renewal ☐ No**Technology type ***

Hosted Webapp, Subscription

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 thorough 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.](#)

Sole Source letter.pdf

11.54KB

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	Annual renewal of RTA Saas Hosting fee	ea	1.00	\$26,069.00	\$26,069.00
2	5 additional User licenses	ea	1.00	\$6,519.85	\$6,519.85

Shipping (?) *

\$0.00

Total Charges

\$32,588.85

Accounts (?)

	Dept *	Account # (?) *	Project #	Amount *
1		520-3035-519.54-00		\$32,588.85

Total Payments

\$32,588.85

Comments to Budget (?)

Please see attached account balance.

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
User license quote.pdf	82.67KB
invoice_66610.pdf	52.37KB

Vendor Details

Vendor Information (?)



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

Vendor Name *

RON TURLEY ASSOCIATES INC

Vendor Number *

5059

Vendor Name CST

Contact

Vendor Email

invoices@rtafleet.com

Remittance Address

17437 N 71ST DR, SUITE 110, GLENDALE, AZ 85308-8466

Phone

623-581-2447

Vendor Documentation Current (?) *

☒ Yes ☐ No

Risk Documentation Current (?) *

☒ Yes ☐ No ☐ Waiver Attached

YTD Expenses (?)

Department Inclusive (?) *

\$32,588.85

City Inclusive (?) *

Highest Approver (?) *

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

Purchasing Approver