



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. 25-17

Date Posted: January 29, 2025

Written Response Due Date: February 5, 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:** Petersen Grapple Trucks Repairs, As Needed
- **AMOUNT** (This is an acquisition with an estimated value of): \$20,000.00
- **VENDOR:** Petersen Industries 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.



Sole Source Letter

January 21, 2025

Barb Wolf
City of NorthPort, FL
4970 City Hall Blvd.
North Port, FL 34286

Please be advised that Petersen Industries offers Petersen Lightning Loader Grapple Trucks and accessories including sales, service, preventative maintenance, safety inspections and factory authorized replacement parts for all Petersen Lightning Loaders. With over 60 years of manufacturing experience, Petersen Industries offers complete service for all Petersen Lightning Loaders.

All Petersen Lightning Loader parts are manufactured and assembled at the Petersen Industries factory in Lake Wales, Florida. Petersen Industries is the only manufacturer of Petersen Lightning Loader parts and sole provider of service in the State of Florida.

If you have any questions, please do not hesitate to reach out.

Best Regards,

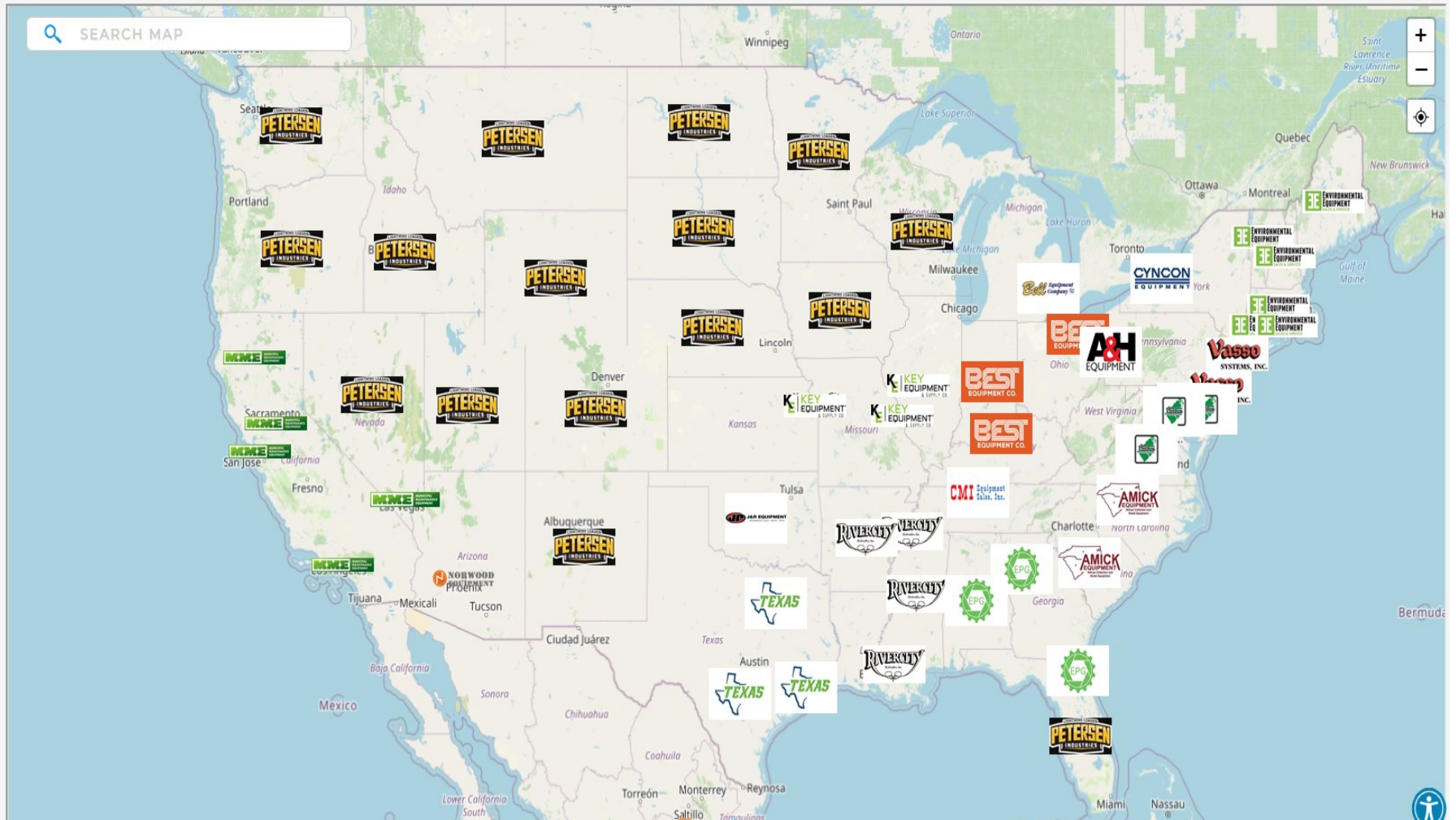
A handwritten signature in blue ink, appearing to read "Daniel Andrews", is written over a horizontal line.

Daniel Andrews
FL Regional Sales Manager
863.381.2650
dandrews@petersenind.com

WWW.PETERSENIND.COM

4000 SR 60 West | Lake Wales, FL 33859-8234 | t 800.930.LOAD (5623) | p 863.676.1493 | f 863.676.6844

Search for Your Petersen Industries Dealer by State, Name or County in the Search Box. You can also Click on a Dealer in the Map to Find Your Local Grapple Truck Dealer Information.





January 1, 2025

To whom it may concern:

Below are Petersen Industries' current labor rates:

- \$150/Hr. In Shop
- \$185/Hr. Service Calls (For NET30 Customers only)

Please feel free to contact me with any questions.

Sincerely,

Nicholas Filer
Municipal Sales Director / Petersen Industries
4000 State Road 60 West
Lake Wales, FL 33859
Cell: 210-288-6170
NFiler@PetersenInd.com

WWW.PETERSENIND.COM

4000 SR 60 West | Lake Wales, FL 33859-8234 | t 800.930.LOAD (5623) | p 863.676.1493 | f 863.676.6844



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 ***

Procure repair services for the City of North Port's Petersen grapple trucks including OEM or factory authorized replacement parts and repairs.

*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 repair of the City of North Port's grapple trucks with Petersen grapples that require specialized diagnostics and knowledge from factory trained technicians.

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

A single source letter has been received from Petersen Industries stating "they are the manufacturer and provider of service throughout the state of Florida for Petersen Lightning Loader Grapple Trucks.

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 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 921.91KB

Google Petersen provider map.pdf 276.54KB

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 repair of Petersen Grapple trucks	\$\$	20,000.00	\$1.00	\$20,000.00

Shipping (?) *

\$0.00

Total Charges

\$20,000.00

Accounts (?)

	Dept *	Account # (?) *	Project #	Amount *
1		520-3035-519.46-70		\$20,000.00

Total Payments

\$20,000.00

Comments to Budget (?)

Please see the 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.

46-70 Balance 1-28-25.pdf	148.71KB
2025 Petersen Hourly Labor rate letter.pdf	83.71KB

Vendor Details

Vendor Information (?)



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

Vendor Name *	Vendor Number *
PETERSEN INDUSTRIES INC	2806
Vendor Name CST	
Contact	Vendor Email
Daniel Andrews	dandrews@pertersenind.com
Remittance Address	
4000 SR 60 W, LAKE WALES, FL 33859	
Phone	
863-381-2650	
Vendor Documentation Current (?) *	
<input checked="" type="radio"/> Yes <input type="radio"/> No	
Risk Documentation Current (?) *	
<input checked="" type="radio"/> Yes <input type="radio"/> No <input type="radio"/> Waiver Attached	

YTD Expenses (?)

Department Inclusive (?) *	City Inclusive (?) *
\$20,000.00	

Highest Approver (?) *

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

Purchasing Approver