



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@northportfl.gov



NOTICE OF INTENT TO AWARD A SOLE/SINGLE SOURCE PROCUREMENT

Sole/Single Source No: SS NO. 25-24

Date Posted: February 26, 2025

Written Response Due Date: March 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: Aveva Software Renewal**
- **AMOUNT** (This is an acquisition with an estimated value of): **\$44,105.77**
- **VENDOR: Insource Software Solutions, 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 Michael White, Contract Administrator I, at 941.429.7174. 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.

February 18, 2025

City of North Port
Attn: Ruth Agosto
6644 W Price Blvd
North Port, FL 34287

REF: Representation of AVEVA Operator Interface Products

This letter is to certify that InSource Solutions is the only authorized distributor in the area of industrial operator interface products from AVEVA and the only company authorized by AVEVA to sell and support our products.

As the authorized distributor of AVEVA operator interface products in Florida, InSource Solutions is the only authorized distributor in the area for City of North Port to purchase AVEVA software, support and training.



AVEVA industrial operator interface products and training needs may be procured and supported by contacting InSource Solutions. Please call me or anyone at InSource Solutions whenever we can be of service

Sincerely,



Eric Talbott
AVEVA Software, LLC
Commercial Manager, Americas
Ph: 949-639-8609

AVEVA Software, LLC
26561 Rancho Parkway South
Lake Forest, CA 92630 USA
Phone: +1 949 727 3200
Fax: + 1 949 727 3270

 [linkedin.com/company/aveva](https://www.linkedin.com/company/aveva)
 [@avevagroup](https://twitter.com/avevagroup)

[aveva.com](https://www.aveva.com)



Friday, February 14, 2025

City of North Port
Robert Davies
ATTN: Finance Department
4970 City Hall Blvd
North Port, FL 34286-4100
rdavies@northportfl.gov

Dear Robert,

InSource appreciates the opportunity to continue to support your organization's operations with our Subscription and Software Maintenance Programs. The features include:

- All Security Releases
- New version upgrades. You decide when to upgrade your Subscription or Perpetual Licenses.
 - (Upgrades for Perpetual Licenses without an active Software Maintenance Agreement cost roughly 50% of the current list price of your licenses).
- Domestic phone/email technical support from a team of trained and certified specialists in our Davidson, NC office. Unlike a national call center, our local team offers the familiarity you need.
- Tech Alert communications and access to the InSource and Wonderware software support websites:

[InSource Knowledge Center](#)

[AVEVA Knowledge & Support Center](#)

Details of the Customer First benefits of your Subscription and Software Maintenance Programs can be found in the [Aveva Customer First Client Brochure](#).

Here is the quote to renew your Subscription and Software Maintenance Programs.

To place your order, please provide the following information to orderentry@insourcess.com or fax to 804-378-8648:

1. Purchase order with InSource quote number
2. Tax exemption certificate (if exempt)
 - If you are not tax exempt, add state and county tax amounts to your purchase order.
3. Credit application (if applicable)

Taxes, shipping, handling and other fees may apply.

Please contact me if I can be of further assistance on this or other matters.

Tammy Paulette
Sales Operations
InSource Solutions
804.419.1345



AVEVA Wonderware & Flex Subscription Renewal

Quote Information:

Quote #: 032015
 Version: 2
 Friday, February 14, 2025
 Expiration Date: 06/08/2025

Prepared for:

City of North Port
 Robert Davies
 ATTN: Finance Department 4970 City
 Hall Blvd
 North Port, FL 34286-4100
 rdavies@northportfl.gov
 (941) 429-6267

Account Executive:

Chad Magee
 804.419.9117
 cmagee@insourcess.com

Prepared by:

Tammy Paulette
 804.419.1345
 tpaulette@insourcess.com

Annual Software Subscription Renewal

| Part # | Description | Maintenance Site | Agreement | Start Date | End Date | Price | | | | | | | | |
|--|---|--|---------------|----------------------------|-----------------|--------------------------|-------------|---------------------------|-------------|--|--|--|--|--|
| CF-Standard-Renewal | AVEVA Wonderware Customer FIRST - Standard Level Software Maintenance - Renewal. | City of North Port5655 North Port BlvdNorth Port FL 34287 | 103694 | 6/9/2025 | 6/8/2026 | \$38,936.18 | | | | | | | | |
| <table border="1"> <tr> <td>Client Installed License Value:</td> <td>\$380,992.00</td> </tr> <tr> <td>Customer First List Price:</td> <td>\$72,463.48</td> </tr> <tr> <td>Renewal Volume Discount:</td> <td>\$33,527.30</td> </tr> <tr> <td>Net Customer First Price:</td> <td>\$38,936.18</td> </tr> </table> | | Client Installed License Value: | \$380,992.00 | Customer First List Price: | \$72,463.48 | Renewal Volume Discount: | \$33,527.30 | Net Customer First Price: | \$38,936.18 | | | | | |
| Client Installed License Value: | \$380,992.00 | | | | | | | | | | | | | |
| Customer First List Price: | \$72,463.48 | | | | | | | | | | | | | |
| Renewal Volume Discount: | \$33,527.30 | | | | | | | | | | | | | |
| Net Customer First Price: | \$38,936.18 | | | | | | | | | | | | | |
| FLEX-C-St-1-R | AVEVA Flex-Cloud-Customer FIRST Standard 1 Yr Renew - 276 Flex Credits | City of North Port5655 North Port BlvdNorth Port FL 34287 | 103694 | 6/9/2025 | 6/8/2026 | \$5,169.59 | | | | | | | | |

Subtotal: **\$44,105.77**

X0 Health - Gold

* Optional

| Description | Price | Qty | Ext. Price |
|---|--------------------|----------|--------------------|
| With your continued investment in AVEVA Software and the reliance that your team has upon it, why risk system health issues, or preventable system downtime? Let InSource Subject-Matter experts monitor your systems health while you focus on the activities that make your company profitable. | | | |
| EPS-HE-T6-GOLD InSource X0 Solutions – X0 Health – Gold | \$29,500.00 | 1 | \$29,500.00 |

* Optional Subtotal: **\$29,500.00**



Quote Summary

| Description | Amount |
|--------------------------------------|--------------------|
| Annual Software Subscription Renewal | \$44,105.77 |
| Total: | \$44,105.77 |

*Optional Expenses

| Description | One-Time |
|---------------------------|--------------------|
| X0 Health - Gold | \$29,500.00 |
| Optional Subtotal: | \$29,500.00 |

Taxes, Shipping, handling and other fees may apply. Your order will be pre-processed awaiting final processing after we receive your purchase order at orderentry@insourcess.com or by fax at 804.378.8970. We reserve the right to cancel orders arising from pricing or other errors.

In certain circumstances, tariffs may impact the pricing of products and services relied upon by ISS from its vendors. In such a case where a Quotation is affected by a tariff after its issuance, ISS reserves the right to withdraw its Quotation and offer a new Quotation based upon pertinent impacts of tariffs.

Effective 7/1/24: Where applicable by law, a 2% surcharge will be assessed when paying by credit card. This surcharge is not greater than our cost of acceptance. To avoid the fee please remit payment via ACH (InSource preferred method), debit card, or check.

Payment Terms: Net 45



Additional Information About Order

List of supported licenses available upon request from your Customer First Representative

[Aveva Customer First Client Brochure](#)

[Maintenance Programs and Technical Support Services](#)

[InSource Training Center](#)

Important note regarding expiration: Subscription and Software Maintenance Programs carry no "grace period" beyond the expiration date

For Subscription Programs: If an agreement is allowed to lapse, Client access to the Subscription may be restricted or terminated

For Software Maintenance Programs: The Client has 60 days after expiration to renew with a mandatory 10% penalty fee. Beyond 60 days, the renewal still requires a 10% penalty AND the agreement loses its license volume-based discount

Order Terms:

Taxes, Shipping, handling and other fees may apply. Your order will be pre-processed awaiting final processing after we receive your purchase order at orderentry@insourcess.com or by fax at 804-378-8970. We reserve the right to cancel orders arising from pricing or other errors. In certain circumstances, tariffs may impact the pricing of products and services relied upon by ISS from its vendors. In such a case where a Quotation is affected by a tariff after its issuance, ISS reserves the right to withdraw its Quotation and offer a new Quotation based upon pertinent impacts of tariffs.

Products/Maintenance: See Payment Terms Above.

Training: Pre-pay or payment of invoice prior to class attendance.

Services: Net 30 Days from date of invoice with approved credit and credit limit. Fixed Cost Services (including Ready to Go Services) invoiced 50% at time of order and 50% upon project completion. Travel and Living Expenses billed separately and at cost. Time & Expense Services are priced for use during standard business hours. A minimum billing of 8 hours is required at receipt of order for contracts less than 40 hours. A minimum of 25% is required for contracts of 40 hours or more. Any unused hours automatically expire one year after issue of PO and are not subject to refund. Hours used after the initial minimums are billed as consumed and invoiced monthly.

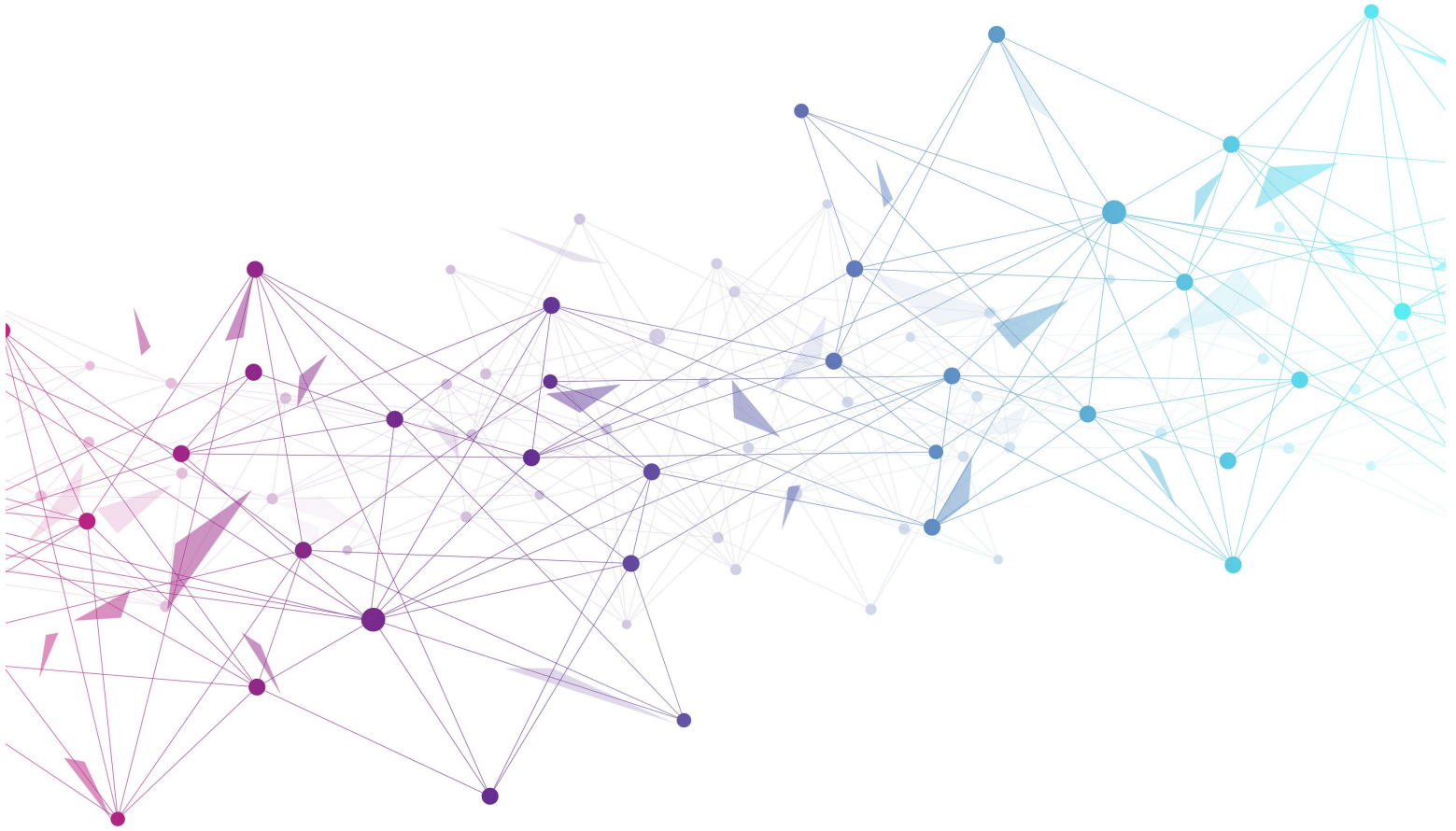
NOTE: You may receive separate invoices for individual Products, Maintenance, Training, Services.

Remit-To-Address: InSource Solutions, PO Box 72804, Richmond, VA 23235

After You Order:

After Purchase Order acceptance, order processing takes 3-5 business days. Your order will arrive via email from InSource and will contain a link to download media (if needed) along with an attached ZIP file consisting of license file(s), license certificate(s) and the maintenance agreement. Invoicing occurs within 48 hours of delivery of the InSource email. NOTE: Physical delivery of product available upon request at the time of order. Freight, if required, is FOB shipping point - freight is prepaid and added to invoice.

ISS Standard Terms and Conditions apply and can be viewed [here](#)



X0 Health Monitoring

X0 Health is a software solution used to monitor your AVEVA applications and system hardware. Using the X0 Health solution, InSource personnel, who monitor your system daily, can identify upset conditions and alert end users to potential issues before they manifest into real problems like software application errors or machine downtime events.



WHAT YOU NEED TO KNOW ABOUT OUR X0 HEALTH SOLUTION

What does this Solution do?

InSource X0 Solutions™ subscriptions include a health and wellness program. Health checks are done online daily, which enables us to take the pulse of your entire system.

Notifications are configured based on your desired support level. We take care of your AVEVA applications so that you can take care of business. System Health Checks & Mitigation Coaching.

What Makes this Solution Unique?

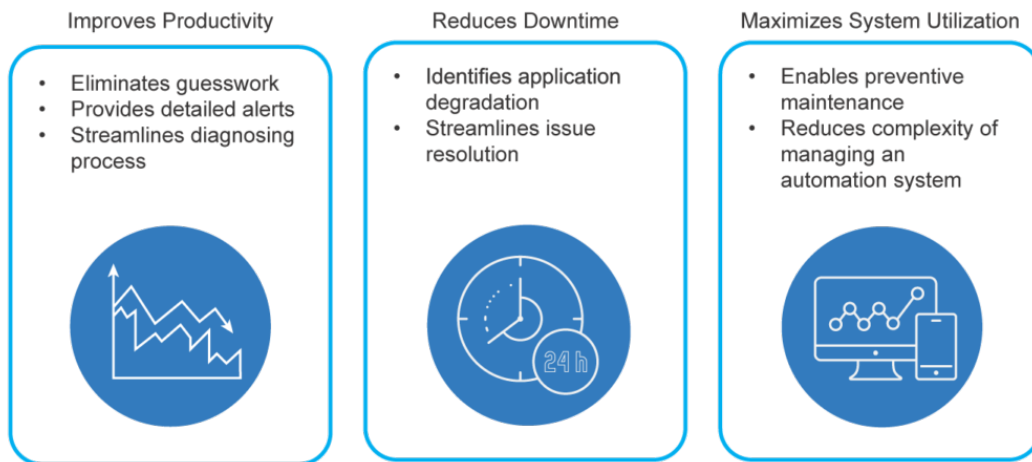
Are you looking for a weekend Project? Yes, we can literally stand up an X0 Health instance in 48 hours, and we have. What normally would take 3 months to deploy has been done in 2 days.

How much does it cost? What type of ROI should I expect?

InSource X0 Solutions™ save annual IT labor costs, troubleshooting and maintenance time, and unplanned downtime. All InSource X0 Solutions are subscription based, making it easier to get started and easier to budget. The bottom line, InSource X0 Solutions™ projects are lower cost and quicker to deploy.

Where is it typically used?

Because InSource X0 Solutions™ are incredibly scalable, you can place our solutions in one facility or spread across your entire enterprise and still have one portal. It is a one-stop shop for all your data. Start small and grow.

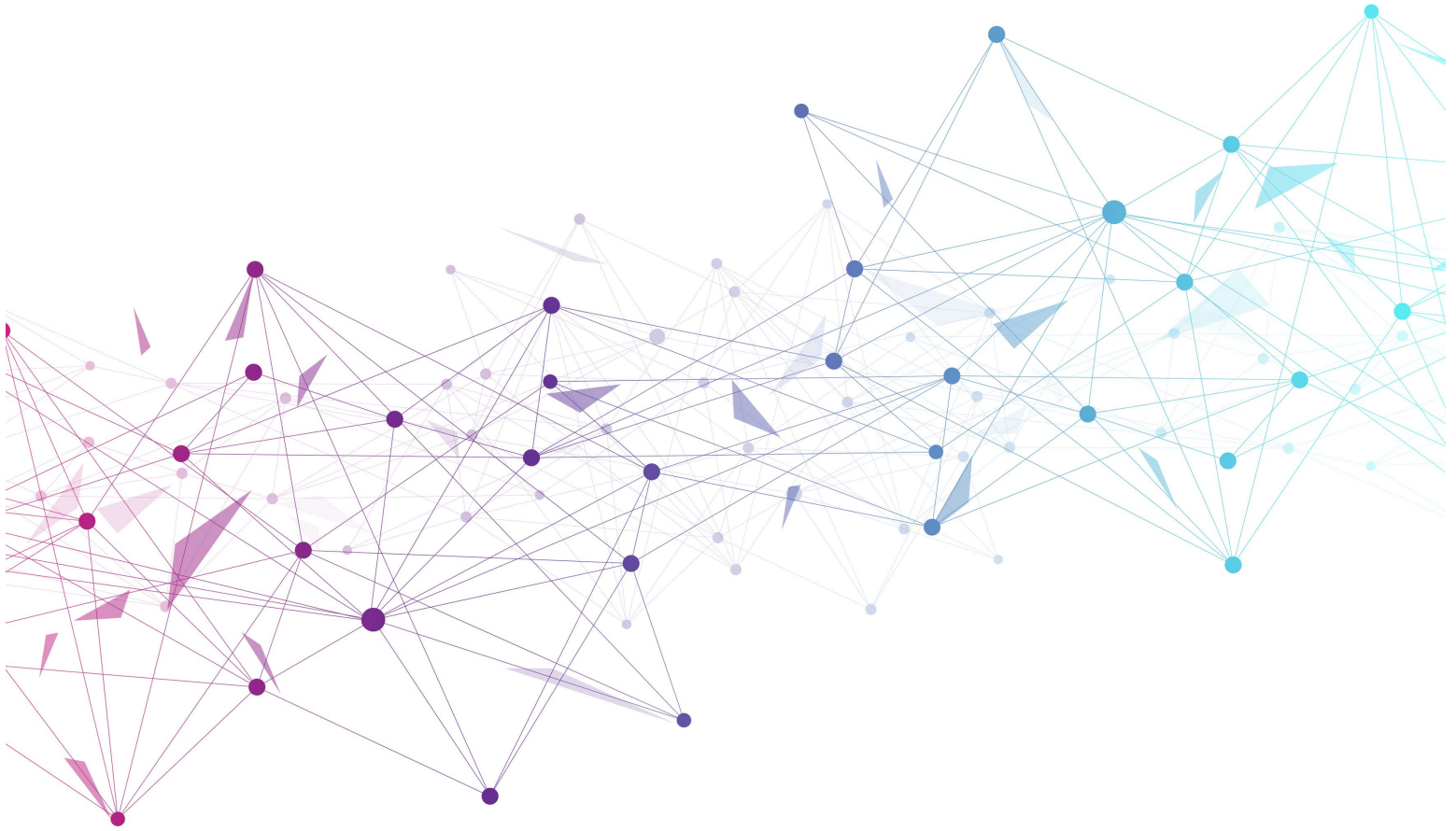


ACTIVE DAILY SYSTEM ENGAGEMENT (CONTINUOUS HEALTH MONITORING)

- Install Log Collection Server and deploy agents to remote PC's for Data Collection
- Daily review of AVEVA System Monitor logs Monday to Friday 8 AM to 5 PM
 - *** Requires remote access
- Asses reviewed alert severity and respond accordingly
- Assisted issue resolution
- Monitor health of hardware/operating systems: CPU, Memory, Event Logs, Performance Counters, and HD Space available
- Monitor health of Terminal Services, 3-rd Party IO services
- In-depth monitoring of SQL Server health
 - Database IO
 - Memory Clerk
 - Performance Counters
 - Memory Reads and Writes Monitoring
 - Temp DB Monitoring
 - Resource Governor
 - Server properties
 - Wait stats
 - Schedulers
 - SQL Requests
- Monitor MES services status
- Monitor Arcestra services status
- Monitor System Platform redundant DI and AOS status
- Monitor System Platform – Platform and engine status attributes
- Monthly SQL DB backups and off-site secure storage
- Monthly Galaxy backup and off-site secure storage
- Monthly Historian data block backup (differential) and offsite secure storage
- Assisted system restoration

ANNUAL ASSET MANAGEMENT REVIEW

- Expert install and configure Software Asset Manager
- *** One-time event performed during initial system installation and configuration
- Detailed information of currently supported versions and associated compatible operating systems & SQL versions
- Highlighted risks associated with your system in relation to the latest available software versions
- Steps required to migrate currently deployed applications to the latest versions
- Steps required to migrate currently deployed applications to the latest versions
- Information on the latest features and functionality available



Why InSource Solutions?

InSource Solutions is your adept partner, providing the insight, experience and expertise to help businesses like yours drive continuous improvement initiatives — with proven world-class solutions. Today, those solutions are at work within some of the world's largest and most complex manufacturing environments.



Procurement Request

City of North Port

Request

Request Type *

Sole/Single Source/Standardization

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

2025

Type code ***Preparer**

Ruth Agosto

Pre-Director Approver(s) (?)

| | Name |
|---|---------------|
| 1 | Michelle Tipp |

Department *

UTILITIES

Division(s)

WATER

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 ***

Renewal annual support and maintenance agreement for Wonderware SCADA platforms at the water and wastewater plants.

*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 (?) *

This software is specialized and as such, only and authorized vendor may offer sales and support services. The only authorized vendor for the Wonderware platform is Insource Software Solutions.

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

A sole Source letter was obtained from the vendor.

Other vendors that were contacted (?) *

No other vendor was contacted as we have been going to the sole source since 2013.

Grant? * Yes No**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 *

This software is specialized and as such, only and authorized vendor may offer sales and support services. The only authorized vendor for the Wonderware platform is Insource Software Solutions.

Original Purchase (?) *

01/01/2013

Standardization cannot be on the first purchase.

Supporting backup *

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

CoNP.pdf

46.66KB

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 | Wonderware annual maintenance and support | \$\$ | 22,052.89 | \$1.00 | \$22,052.89 |
| 2 | Wonderware annual maintenance and support | \$\$ | 22,052.88 | \$1.00 | \$22,052.88 |

Shipping (?) *

\$0.00

Total Charges

\$44,105.77

Accounts (?)

| | Dept * | Account # (?) * | Project # | Amount * |
|---|--------|--------------------|-----------|-------------|
| 1 | | 420-6061-533.46-01 | | \$22,052.89 |
| 2 | | 420-6062-535.46-01 | | \$22,052.88 |

Total Payments

\$44,105.77

Comments to Budget (?)

Updated Vendor docs (affidavits) sent to purchasing for update in Naviline and AAA files 2-18-2025.

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.

| | |
|---|----------|
| 2025 Renewal Quote.pdf | 1.05MB |
| INS WAIVER InSource UT SCADA Software Exp 5-13-25.pdf | 208.07KB |

Vendor Details

Vendor Information (?)



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

| | |
|---------------------------------|------------------------|
| Vendor Name * | Vendor Number * |
| INSOURCE SOFTWARE SOLUTIONS INC | 5823 |

Vendor Name CST

| | |
|----------------|--|
| Contact | Vendor Email |
| | mbaldwin@insourcess.com |

Remittance Address
 PO BOX 72804, RICHMOND, VA 23235-2804

Phone
 804-419-0674

Vendor Documentation Current (?) *

Yes No

Risk Documentation Current (?) *

Yes No Waiver Attached

YTD Expenses (?)

| | |
|-----------------------------------|-----------------------------|
| Department Inclusive (?) * | City Inclusive (?) * |
| \$44,105.77 | |

Highest Approver (?) *

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



City of North Port

Human Resources Department
Risk Management
4970 City Hall Boulevard
North Port, FL 34286
Phone: 941.429.7200
Fax: 941.429.7135

Print Form

Date submitted:

This form is NOT used for the purchase of services (vendors coming on site) or any purchases utilizing a piggyback.

Insurance Requirements Waiver Form for Supplies

Primary Department:

Secondary Department:

Requested by / Phone#:

Amount of Purchase:

Provide a DETAILED description of the items being purchased:

Is this an online order (delivered) Is this an in store pick-up

Supplies to be purchased (based on Delivery ONLY) - NO INSTALLATION

- Apparel / Uniforms: *(City must provide artwork/logo and approves proof)*
- Tools for the Trade: Hand tools, weapons, cameras, badges, safety apparatus
- Cleaning Supplies: *Examples of acceptable items include - paper towels, hand soap, toilet paper, cleaning detergent, that do not exceed five (5) gallons per unit*
- Business cards, envelopes, stationary: *(City provides logo/artwork and approves proof)*
- City promotional items: *(City provides logo/artwork and approves proof)*
- Going to local store to purchase items: Hobby Lobby, Lowes, Home Depot, Wal-Mart, Michaels, etc.
- Vehicle / Light or Heavy Equipment *(Cannot use this form if under contract with piggyback)*
- Mechanical Parts for Repairs / Maintenance
- Gym or Fitness Equipment
- Office Supplies
- Computer Software *(No remote access, City purchases and IT installs, maintains and troubleshoots)*
- Back Packs & school supplies
- Professional Memberships

NOTE: As the requester, the Department accepts liability for the submission of this form and the request to waiver insurance requirements. By the submission of this form, it is understood that this is a supply only purchase and that no vendor will be coming on site, installing products, or accessing a computer system remotely.

If you are not sure, it is the responsibility of the requester to submit form 900.1 Insurance Requirements Request Form for risk review at RiskServices@cityofnorthport.com. ALL procurement procedures still apply.

Requester _____

Date _____

All fields must be completed; incomplete forms will be returned to the requester.