



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](mailto:purchasing@northportfl.gov)



## NOTICE OF INTENT TO AWARD A SOLE/SINGLE SOURCE PROCUREMENT

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

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:** CCTV Sewer Inspection repair parts and services
- **AMOUNT** (This is an acquisition with an estimated value of): \$7,320.00
- **VENDOR:** Carters Equipment and Specialty Products, 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 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](mailto:purchasing@northportfl.gov). No verbal requests will be honored.



RE: Sole Source Letter

To whom it may concern:

This letter is to confirm Carter's Equipment & Specialty Products is the only reseller of the Rausch equipment and Rausch ancillary brands for their assigned, protected territory of Florida and Alabama.

If you desire additional information, please do not hesitate to contact me our main office at 717-709-1005 at any time or visit our website at [www.rauschusa.com](http://www.rauschusa.com) . Thank you for you interest in our product.

Best Regards,

A handwritten signature in black ink, appearing to read "JRager".

Jeff Rager  
Rausch USA  
National Sales Manager  
270-725-1036  
[jrager@rauschusa.com](mailto:jrager@rauschusa.com)

A handwritten signature in black ink, appearing to read "GHall".

Greg Hall  
Rausch USA  
President  
717-709-1005  
[ghall@rauschusa.com](mailto:ghall@rauschusa.com)

## Action History (UTC-05:00)

Submit

by Karen Nix 10-25-2024 07:36:31 AM (Start Form)

Submit

by Michelle Tipp 10-25-2024 12:45:57 PM (Pre-Director approval)

- The task was assigned to Michelle Tipp 10/25/2024 7:36:35 AM

Approve

by Nancy Gallinaro 10-25-2024 02:12:46 PM (Director Approval)

- The task was assigned to Michael Vuolo, Nancy Gallinaro, Susan Brasefield 10/25/2024 12:45:57 PM
- Nancy Gallinaro assigned the task to Nancy Gallinaro 10/25/2024 2:12:42 PM

Approve

by Heidi Hallas 10-25-2024 02:35:05 PM (Budget Approval)

- The task was assigned to Heidi Hallas, Nicole Brown, Lisa Herrmann 10/25/2024 2:12:47 PM
- Heidi Hallas assigned the task to Heidi Hallas 10/25/2024 2:28:15 PM

Reviewed

by Bernice Moen 10-26-2024 03:42:31 PM (Purchasing Specialist - 4S)

🗨 EVER-BLKT-TERM  
STANDARDIZATION

- The task was assigned to Bernice Moen, Geoff Thomas 10/25/2024 2:35:06 PM
- Bernice Moen assigned the task to Bernice Moen 10/26/2024 3:39:59 PM

Approve

by Alla Skipper 10-28-2024 08:54:55 AM (Purchasing Approval)

- The task was assigned to Alla Skipper, Ginny Duyn, Keith Raney 10/26/2024 3:42:32 PM
- Alla Skipper assigned the task to Alla Skipper 10/28/2024 8:54:35 AM



## Procurement Request

### City of North Port

#### Request

**Request Type \***

Sole/Single Source/Standardization

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

2025

**Type code \***

S

**Preparer**

Karen Nix

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

	Name
1	Michelle Tipp

**Department \***

UTILITIES

**Division(s)**

FIELD OPERATIONS

**Purchase****Payment Method \***☐ Visa Purchase ☒ Purchase Order**Purchase Type \***☐ Single Purchase (current FY)  
☒ Blanket Purchase (current FY)**Purchase SubType \***☒ None ☐ Change Order  
☐ Amendment**Description \***

Repair parts and services for the specialty equipment involved in the CCTV sewer mainline inspection operations.

*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 City of North Port Utilities purchased a Rausch CCTV van for the sewer mail line inspections. Carter's Equipment and Specialty Products is the only authorized dealer for repairs and parts in the area.

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

Rausch equipment is proprietary and only Rausch brand parts are compatible with existing equipment. No other brands or manufacturers were examined.

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

No other vendors were contacted because Carter's Equipment is the sole dealer serving Florida.

**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 \*

ANNUAL REPAIR PARTS AND SERVICES AS NEEDED, SINCE 2019 (SS19-29)

Original Purchase (?) \*

01/01/2019

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.

Carter's sole source letter\_0001.pdf

144.5KB

#### DemandStar

For Purchasing Division

#### Date Posted

Sole/Single Source Number

SS25

Verified By

Bernice Moen

Effective Date

Expiration Date

PostedPlusSeven

Hidden

01/06/1900

#### Purchase Details

##### Line Items

Item #	Description *	Unit of Measure	Quantity *	Unit Price *	Subtotal
1	as needed repairs and Services for CCTV sewer inspections	\$\$	9,000.00	\$1.00	\$9,000.00

Shipping (?) \*

\$0.00

Total Charges

\$9,000.00

##### Accounts (?)

	Dept *	Account # (?) *	Project #	Amount *
1	UT	420-6063-536.46-60		\$9,000.00

Total Payments

\$9,000.00

#### Comments to Budget (?)

#### Vendor Details

##### Vendor Information (?)



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

Vendor Name \*

CARTERS EQUIP & SPECIALTY PRODUCTS

Vendor Number \*

7120

**Vendor Name CST**

**Contact**

**Vendor Email**

[sales@caretersequipment.com](mailto:sales@caretersequipment.com)

**Remittance Address**

95 ASHLEY STREET, HAVANNA, FL 32333

**Phone**

850-539-8068

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

☒ Yes ☐ No

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

☒ Yes ☐ No ☐ Waiver Attached

**YTD Expenses (?)**

**Department Inclusive (?) \***

\$9,000.00

**City Inclusive (?) \***

\$9,000.00



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Best Regards,

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Jeff Rager  
Rausch USA  
National Sales Manager  
270-725-1036  
[jrager@rauschusa.com](mailto:jrager@rauschusa.com)

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Greg Hall  
Rausch USA  
President  
717-709-1005  
[ghall@rauschusa.com](mailto:ghall@rauschusa.com)





# 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)**

FIELD OPERATIONS

**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 \***

Add to PO 051207 Repair parts and services for the specialty equipment involved in the CCTV sewer mainline inspection operations.

*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 City of North Port Utilities purchased a Rausch CCTV van for the sewer mail line inspections. Carter's Equipment and Specialty Products is the only authorized dealer for repairs and parts in the area.

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

Rausch equipment is proprietary and only Rausch brand parts are compatible with existing equipment. No other brands or manufacturers were examined.

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

No other vendors were contacted because Carter's Equipment is the sole dealer serving Florida.

**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 \*

ANNUAL REPAIR PARTS AND SERVICES AS NEEDED, SINCE 2019 (SS19-29)

#### Original Purchase (?) \*

01/01/2019

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.](#)

Carter's sole source letter\_0001.pdf 144.5KB

2025 CARTERS EQUIP & SPECIALTY PRODUCTS UT BLNKT S 9000.pdf 489.24KB

#### 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	Add to PO 051207 Repair parts and services for the specialty equipment involved in the CCTV sewer mainline inspection operations.	\$\$	7,320.00	\$1.00	\$7,320.00

Shipping (?) \*

\$0.00

Total Charges

\$7,320.00

##### Accounts (?)

	Dept *	Account # (?) *	Project #	Amount *
1		420-6063-536.46-11		\$7,320.00

Total Payments

\$7,320.00

Comments to Budget (?)

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.

Carter's sole source letter\_0001.pdf

144.5KB

Vendor Details

Vendor Information (?)

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

Vendor Name \*

CARTERS EQUIP & SPECIALTY PRODUCTS

Vendor Number \*

7120

Vendor Name CST

Contact

Vendor Email

[sales@caretersequipment.com](mailto:sales@caretersequipment.com)

Remittance Address

95 ASHLEY STREET, HAVANNA, FL 32333

Phone

850-539-8068

Vendor Documentation Current (?) \*

☒ Yes ☐ No

Risk Documentation Current (?) \*

☒ Yes ☐ No ☐ Waiver Attached

YTD Expenses (?)

Department Inclusive (?) \*

\$16,320.00

City Inclusive (?) \*

Highest Approver (?) \*

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