



City of North Port
FINANCE DEPARTMENT/PURCHASING DIVISION
4970 CITY HALL BLVD
NORTH PORT, FLORIDA 34286
Office: 941.429.7174
Email: purchasing@northportfl.gov



NOTICE OF INTENT TO AWARD A SOLE/SINGLE SOURCE PROCUREMENT

Sole/Single Source No: SS NO. 25-30
Date Posted: March 13, 2025
Written Response Due Date: March 20, 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:** Rectrac Software Subscription and Training
- **AMOUNT** (This is an acquisition with an estimated value of): \$9855.00
- **VENDOR:** Vermont Systems 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.



Procurement Request

City of North Port

Request

Request Type *

Sole/Single Source/Standardization

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

2025

Type code ***Preparer**

Lisa Guerreiro

Pre-Director Approver(s) (?)

	Name
1	Garrett Woods
2	Chelsea Buell

Department *

PUBLIC WORKS

Division(s)

ROAD AND DRAINAGE

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 ***

Vermont Systems RecTrac software for Public Works.

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 (?) *

Vermont Systems is the sole provider of the maintenance and upgrades of this software

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

N/A

Other vendors that were contacted (?) *

N/A

Grant? *☐ Yes ☒ No**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 *

Vermont Systems is the sole provider of the maintenance and upgrades of this software.

Original Purchase (?) *

01/01/2016

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.](#)

Vermont Systems - SS letter.pdf

505.26KB

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	Rectrac software subscription and remote training	\$\$	9,855.00	\$1.00	\$9,855.00

Shipping (?) *

\$0.00

Total Charges

\$9,855.00

Accounts (?)

	Dept *	Account # (?) *	Project #	Amount *
1		120-3032-534.54-00		\$9,855.00

Total Payments

\$9,855.00

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.

PW Quote #18635-Z4G4P9.pdf

548.09KB

Vendor Details

Vendor Information (?)



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

Vendor Name *

VERMONT SYSTEMS INC

Vendor Number *

5346

Vendor Name CST

Contact

Vendor Email

aprill@vermontsystems.com

Remittance Address

PO BOX 1377, WILLISTON, VT 05495

Phone

802-276-5330

Vendor Documentation Current (?) *

☒ Yes ☐ No

Risk Documentation Current (?) *

☒ Yes ☐ No ☐ Waiver Attached

YTD Expenses (?)

Department Inclusive (?) *

\$9,855.00

City Inclusive (?) *

Highest Approver (?) *

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

Prepared For: City of North Port

North Port, FL

Contact Name: Garrett Woods, Senior Business Manager

Contact Email: gwoods@cityofnorthport.com

Contact Phone: 941-240-8087

Prepared By: Joshua Karson (Senior Sales Manager)

Email: JoshuaK@VermontSystems.com

Toll Free: 877-883-8757

Direct Phone: 802-276-5604

Explanation of Quote: FLNorthPort_Bundle_2nd_DB

Notes:

Services (recurring)	Qty	Unit Price	Monthly	Price
Software Subscription				
Core/Foundation Software Subscription Bundle - up to 5 users †(7)	1	\$540.00	\$540.00	\$6,480.00
				Tax: \$0.00
				Total: \$6,480.00

Services (non-recurring)	Qty	Unit Price	Price
Vermont Systems Scheduled Service Cancellation Policy			
Cancellation Fee Policy - See Footnotes †(2)	1	\$0.00	\$0.00

Training & Expenses	Qty	Unit	Unit Price	Price
Project Implementation/Training - remote (estimated)	25.0	Hour	\$125.00	\$3,125.00
Project Discovery - remote (estimated)	2.0	Hour	\$125.00	\$250.00
				Tax: \$0.00
				Total: \$3,375.00

TOTALS:

Services (recurring) (prorated year 1)	\$6,480.00
Training & Expenses	\$3,375.00
Total:	\$9,855.00

For planning purposes, the annual recurring cost will be: \$6,480.00

† **Footnotes:**

- 2 Scheduled Service Cancellation Fees:
10% of the price per scheduled block of time/minimum \$175.00
How to avoid Cancellation Fees:
- Hourly Services – Customer is required to provide notice at least 3 business days prior to the scheduled training.
 - Multi Day or On-Site Services – Customer is required to provide notice at least 3 weeks prior to the scheduled training.
- 7 Vermont Systems RecTrac Core/Foundation Software Bundle for up to 5 Users includes:
- VS Standard Level Hosting
 - RecTrac/WebTrac for:
 - Activity Registrations
 - Facility Reservations
 - Pass Management/Memberships
 - POS/Inventory/Tickets/Gift Cards
 - Equipment/Site Rentals
 - League Scheduling
 - PayTrac (with 2 Mids) Ecom/Retail at PayTrac List rate: 2.80% & \$.25 per trans
 - SMS Texting (12k Texts/yr)
 - GI Interface - Standard Template Option
 - Activity Brochure Standard Template Option
 - RecTrac SSO (Single Sign-on)

Additional features, modules and capabilities are available at the Workgroup and Premium Subscription Bundle Levels.

Add-on options are also available, including the WebTrac App, Access Control, Kiosk, GolfTrac, MainTrac, additional SMS Texts, additional PayTrac MIDs & Elevate Base/Standard/Premium.

October 23, 2024

City of North Port
4970 City Hall Blvd.
North Port, FL 34286

Vermont Systems Distinctness & Special Characteristics

Dear Vicki Edwards,

Vermont Systems specializes in providing application software and related services for parks and recreation operations across the country. We are proposing our fully hosted, browser-based **RecTrac 3.1** Recreation Tracking Software as the primary solution. RecTrac 3.1 is a comprehensive Parks and Recreation management system.

This letter confirms that Vermont Systems, Inc. is the sole source for licensing all Vermont Systems application software, as well as for all on-going maintenance support, which includes periodic software upgrades, immediate software repairs, and toll-free telephone support.

No other vendor has access to Vermont Systems source code, and there are no other authorized Vermont Systems software vendors. This applies to all current VS application software products including RecTrac, MainTrac, GolfTrac, WebTrac, PayTrac, Access Control, Mobile RecTrac, Mobile WebTrac, Mobile MainTrac and Mobile GolfTrac. This is also inclusive of all ID card integration interfaces, and financial application Interfaces.

Our proposed RecTrac and WebTrac applications also include the following special characteristics and features:

- Rule and Fees Criteria Engine (providing enhanced business workflow solutions)
- Global Sales across all system modules: one process to transact across all system modules. Sell any services from one process/screen.
- IntelliTrac business Intelligence & analytics
- Built in, standard, custom report building tool
- Screen Design: custom screen building tool providing user defined/flexible system screen layouts
- Language code: custom language feature
- Touch Screen Sales: Button based item sales across all system modules

- MainTrac Maintenance management feature (integrated module)
- GolfTrac Golf Course/Tee Time management feature (integrated module)
- Enroll-by-Day: “flexible” registration feature
- PayTrac: Fully integrated payment processing for credit cards
- Installment billing (with Autopay)
- WebTrac splash page: customizable Ecommerce landing page
- Finance Software Interface: Standard interface
- Single Sign on (SSO)
- SMS Texting
- RecConnect – Target marketing & notification engine (including emails and texts)

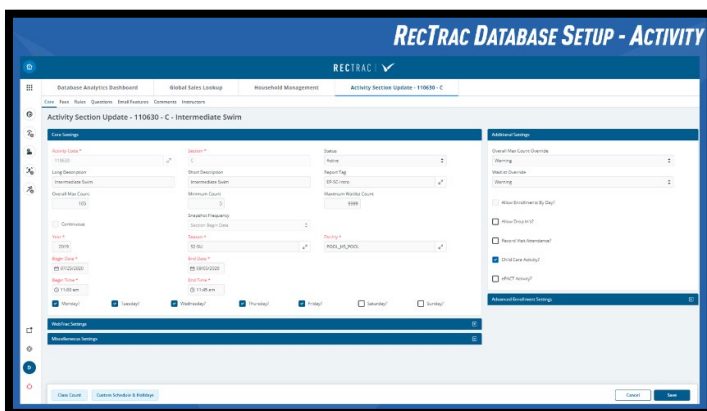
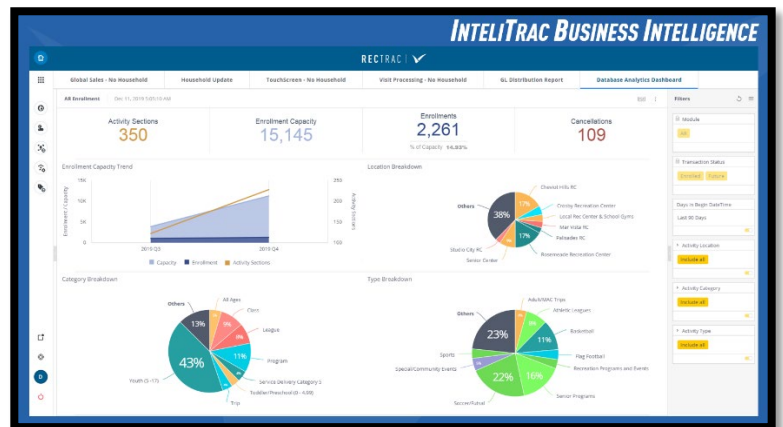
Vermont Systems also provides complete managed hosting services for the proposed applications. VS owns and manages redundant servers and communication devices installed at eastern and western data centers. Our solution also includes comprehensive support services. These include unlimited application support, software upgrades with new enhancements, project planning, on-site application training/installation services and available online training. The VS team is here to help ensure your success.

Why Vermont Systems and RecTrac?

- Comprehensive, browser-based solution.
- Innovative user interface.
- Adaptable & flexible.
- Extensive help and support services to empower your team.

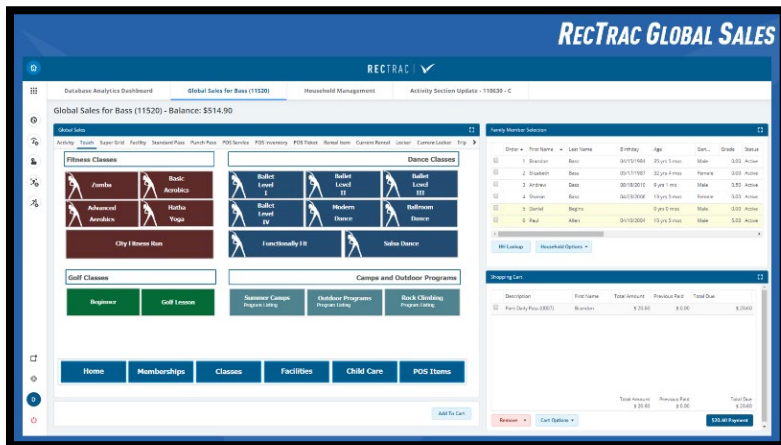
Why RecTrac works for the DIRECTOR

- Seamless accounting & accountability.
- Cloud-based and mobile friendly.
- Extensive Reporting.
- Business intelligence & analytics.



Why RecTrac works for the MANAGER

- Database flexibility.
- Customizable screens: build to fit.
- Real-time eCommerce: WebTrac.
- Integrated, PCI compliant credit card processing.

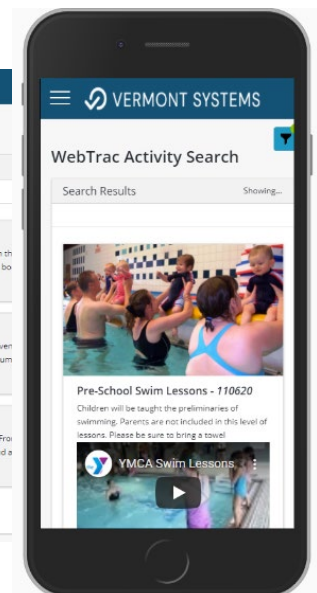
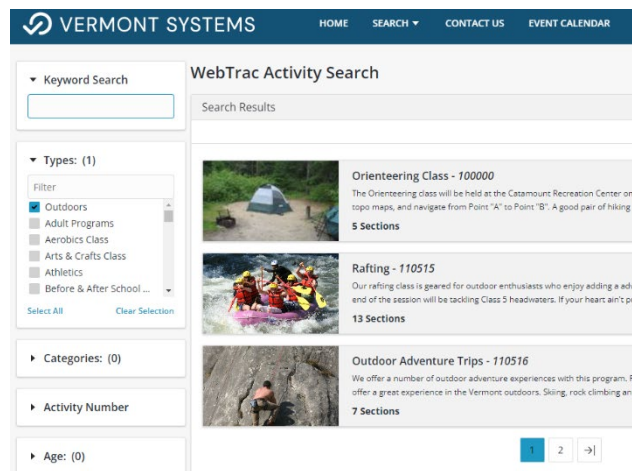


Why RecTrac works for EMPLOYEES

- Simple, easy to learn screens.
- Anywhere access.
- Streamlined end of day reporting.
- Global Sales: "One stop shop".

Why RecTrac works for PATRONS

- Real-time Online Processing: WebTrac.
- Database flexibility.
- Customizable screens: build to fit.



Please feel free to contact us should you require additional information. We look forward to working with you and appreciate your consideration in this proposal process.

Sincerely yours,

David Wirtz

David Wirtz
Director of Sales