



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. 25-46

Date Posted: April 23, 2025

Written Response Due Date: April 30, 2025

This is not a formal solicitation and there are no submissions required. 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:** Annual software maintenance for NaviLine
- **AMOUNT** (This is an acquisition with an estimated value of): \$928.43
- **VENDOR:** CentralSquare Technologies

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/fileshare>. 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

Vicki Edwards

Department*

INFORMATION TECHNOLOGY

Division(s)

Commission Meeting?*

Commission Override (?)

Yes No

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 software maintenance for NaviLine.

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 (?)*

Central Square provides the maintenance, training, support and software upgrades to various departments. It has standardized on this hardware/software for our ERP system.

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

NA

Other vendors that were contacted (?) *

NA

Grant?*

Yes No

Technology Related? (?) *

Technology type*

Yes Renewal No

Maintenance

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 *

Central Square is the sole provider of support for their products.

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.

Sole Source Letter_20240930_181007.pdf

362.93KB

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	NaviLine Web Enablement Annual Fee	Each	1.00	\$928.43	\$928.43

Shipping (?) *

\$0.00

Total Charges

\$928.43

Accounts (?)

	Dept *	Account # (?) *	Project #	Amount *
1		001-0710-516.54-00		\$928.43

Total Payments

\$928.43

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.

City of North Port , FL August-2025-Renewal Document.pdf

194.08KB

Vendor Details

Vendor Information (?)

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

Vendor Name*

CENTRALSQURE TECHNOLOGIES LLC

Vendor Number*

7840

Vendor Name CST**Contact****Vendor Email**

gregory.dubois@centsquare.com

Remittance Address

SUPERION LLC, 12709 COLLECTION CENTER DRIVE, CHICAGO, IL 60693

Phone

800-727-8088

Vendor Documentation Current (?) *

Yes No

Risk Documentation Current (?) *

Yes No Waiver Attached

YTD Expenses (?)**Department Inclusive (?) ***

\$261,433.18

City Inclusive (?) ***Highest Approver (?) ***

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



Renewal Order prepared by:

Shanteal Marcks

shanteal.marcks@centsquare.com

Renewal Order #: Q-214784

Start Date: August 17, 2025

End Date: September 30, 2026

Billing Frequency: Yearly

Subsidiary: Superior, LLC

Renewal Order prepared for:

Vicki Edwards, Senior Business Administrator

City of North Port

4970 City Hall Boulevard

North Port, FL 34286

941-429-7141

Thank you for your continued business. We at CentralSquare appreciate and value our relationship and look forward to serving you in the future. CentralSquare provides software that powers over 8,000 communities. More information about all of our products can be found at www.centsquare.com.

WHAT SOFTWARE IS INCLUDED?

PRODUCT NAME	QUANTITY	TOTAL
1. NaviLine Web Enablement Annual Maintenance Fee	1	928.43 USD
Renewal Order Total:		928.43 USD

Billing Information

This is not an invoice. Prices shown do not include any taxes that may apply. Any such taxes are the responsibility of the Customer.

For customers based in the United States or Canada, any applicable taxes will be determined based on the laws and regulations of the taxing authority(ies) governing the Ship To location provided by the Customer on the Renewal Order Form.

Please note that the Total Price shown above has been rounded to the nearest two decimal places for display purposes only. The actual price may include as many as five decimal places. For example, an actual price of \$21.37656 will be shown as a Total Price of \$21.38. The Total for this quote has been calculated using the actual prices for the product and/or service, rather than the Total Price displayed above.



CentralSquare Technologies, LLC
1000 Business Center Drive
Lake Mary, FL 32746

September 30, 2024

Vicki Edwards
City of North Port
4970 City Hall Boulevard
North Port, FL, 34286

Dear Vicki Edwards,

This letter is in response to City of North Port's request for a sole source letter from our company. This letter is to confirm that CentralSquare's Public Safety and Public Administration software are sole source products, manufactured, sold, serviced, and distributed exclusively by CentralSquare Technologies, LLC (CentralSquare). These products must be purchased directly by institutions from CentralSquare at the address listed above. There are no agents or dealers authorized to resell these products. CentralSquare's Public Safety and Public Administration software are sold only as a direct transaction between CentralSquare and end Clients.

Sincerely,

A handwritten signature in black ink, appearing to read 'Matt Korte'.

Matt Korte
Vice President of Sales, Public Administration
CentralSquare Technologies, LLC