



**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. 25-52**

**Date Posted: May 9, 2025**

**Written Response Due Date: May 16, 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:** Purchase of Ammo and less-lethal munitions
- **AMOUNT** (This is an acquisition with an estimated value of): \$6419.40
- **VENDOR:** Ultimate Training Munitions 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/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](mailto: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

Michael Bodmer

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

		Name
1		Susan Wagner

#### Department\*

POLICE

#### Division(s)

#### 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\*

These are less-lethal munitions that we use for training. They are vital to the preparedness of our officers to safely do their job. The handguns are equipped to only fire blanks. The guns we currently have to do this are not functioning.

*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 item is a sole source product, please see the letter attached.

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

N/A Sole source letter attached.

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

N/A

##### 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 \*

Only company we can get the items from.

#### Supporting backup \*

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

UTM Sole Source.pdf

438.44KB

#### 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	Glock 19 / 45 Gen 5 Blank MOS Kit	EA	2.00	\$731.00	\$1,462.00
2	9MM BBR	EA	1,000.00	\$0.66	\$660.00
3	5.56MM MMR Red	EA	1,800.00	\$1.03	\$1,854.00
4	9 MMR Red	EA	3,000.00	\$0.75	\$2,250.00

##### Shipping (?) \*

\$193.40

##### Total Charges

\$6,419.40

##### Accounts (?)

	Dept*	Account # (?) *	Project #	Amount*
1		001-2100-521.52-50		\$6,419.40

##### Total Payments

\$6,419.40

#### 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.

UTM Quote.pdf

427.42KB

UTM Waiver.pdf

244.76KB

**Vendor Details****Vendor Information (?)**

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

**Vendor Name \***

ULTIMATE TRAINING MUNITIONS INC

**Vendor Number \***

7992

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

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

**Remittance Address**

55 READINGTON ROAD, NORTH BRANCH, NJ 08876

**Phone**

908-725-9000

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

Yes  No

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

Yes  No  Waiver Attached

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

\$6,419.40

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

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



# Order Quotation

Ultimate Training Munitions  
55 Readington Road  
North Branch, NJ 08876  
Phone: (908)725-9000  
Fax: (908)698-4806

Quote#: 21228

Quote Date: 2025-04-23

Customer		Service to		
NORTH PORT POLICE DEPARTMENT		NORTH PORT POLICE DEPARTMENT 4980 CITY HALL BLVD. NORTH PORT, FL, 34286, US		
Contact		Phone Number	Email	Account#
SINEATH, ERIC D.		941-429-7346	ESINEATH@NORTHPORTPDFL.GOV	16609
Quote Name		Quote Expiration Date	ARO Days	Terms
		2025-05-21		30 NET
Entered By	Sales Rep.	Currency		Freight Terms
GGARZA	House account	USD		FCA TX

**Note:**

Line	UTM PART# / Description / Note	Quantity	UOM	Unit Price	Total Net	Sales Tax	FET
1	01-4120 GLOCK 19 / 45 GEN 5 BLANK MOS KIT P2 ESTIMATED 120 DAYS LEAD TIME	2	Ea	731.00000	1,462.00000	0.00000	0.00000
2	01-3090 9MM BBR ESTIMATED 120 DAYS LEAD TIME	1000	Ea	0.66000	660.00000	0.00000	0.00000
3	01-0971 .>> 5.56MM MMR RED ESTIMATED 120 DAYS LEAD TIME	1800	Ea	1.03000	1,854.00000	0.00000	0.00000

Customer will not sell or ship any Products purchased from Ultimate Training Munitions, Inc. outside of the contiguous United States, Alaska and Hawaii unless Customer has the appropriate authorization and complies with all applicable laws, rules and regulations including but not limited to a) International Traffic in Arms Regulations (ITAR) and b) for Products that originate in United Kingdom, an authorization from UK Department of International Trade which among other things require a completed End User Certificate (EUC) per <https://www.gov.uk/government/publications/end-user-undertaking-euu-form>.

GSA pricing available on contract items: Contract # 47QSWA19D00AS



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North Branch, NJ 08876  
Phone: (908)725-9000  
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GGARZA	House account	USD		FCA TX

**Note:**

Line	UTM PART# / Description / Note	Quantity	UOM	Unit Price	Total Net	Sales Tax	FET
4	01-0976 .>> 9MM MMR RED ESTIMATED 120 DAYS LEAD TIME	3000	Ea	0.75000	2,250.00000	0.00000	0.00000
5	FREIGHT CHARGE FREIGHT CHARGES ADDED GROUND	1	Ea	193.40000	193.40000	0.00000	0.00000

For your convenience we also accept all major Credit Cards.  
A 3% convenience charge will be added to the payment.

Total w/o Sales Tax or FET:	6,419.40
Sales Tax Total:	0.00
FET Total:	0.00
Quotation Total:	6,419.40

Customer will not sell or ship any Products purchased from Ultimate Training Munitions, Inc. outside of the contiguous United States, Alaska and Hawaii unless Customer has the appropriate authorization and complies with all applicable laws, rules and regulations including but not limited to a) International Traffic in Arms Regulations (ITAR) and b) for Products that originate in United Kingdom, an authorization from UK Department of International Trade which among other things require a completed End User Certificate (EUC) per <https://www.gov.uk/government/publications/end-user-undertaking-euu-form>.  
GSA pricing available on contract items: Contract # 47QSWA19D00AS

## UTM - GENERAL TERMS AND CONDITIONS

The following terms and conditions are those under which **Ultimate Training Munitions, Inc.** (hereinafter referred to as "Seller") shall quote for sale, or shall sell, non-lethal training ammunition and related conversion kits, along with related accessories and personal protective equipment (hereinafter collectively referred to as the "Products") to any person or entity (hereinafter referred to as "Buyer") offering to purchase or purchasing the Products. These terms and conditions supersede any contained in any prior proposals, negotiations and representations made by Seller, if any.

1. PRICES. Written Price quotations expire thirty (30) calendar days from the date on which they are issued and are subject to cancellation by the Seller within that period on notice to the Buyer.

All Prices quoted for the Products are subject to change without notice. On orders calling for future delivery, Seller reserves the right to invoice the Buyer for the Products purchased at the Prices for those Products that are in effect at the time of shipment of those Products.

Prices on the Products are exclusive of all city, state, and federal excise taxes including, without limitation, taxes on manufacture, sales, receipts, gross income, occupation, use and similar taxes. Wherever assessed in connection with the Buyer's purchase or use of the

Products, the amount of any tax or taxes on the Products will be added to the invoice as a separate charge or charges to be paid by the Buyer. In order to eliminate the need for Seller to collect any such taxes, the Buyer agrees to provide Seller with a tax exemption certificate issued by the relevant taxing authorities.

2. TERMS OF PAYMENT. Unless otherwise agreed, payment for all Products will be Payment in Advance. If in Seller's sole opinion the financial condition of the Buyer at any time does not justify continuance of production or shipment on the terms of payment specified, Seller may require full or partial payment in advance. Buyer shall have no right to withhold or to set off against any payments to Seller to compensate for any claims Buyer allegedly has against Seller.

Interest at the rate of one and one-half percent (1½%) per month, but not in excess of any applicable lawful maximum amount, may be assessed on, and added to, all invoices issued to Buyer that are considered overdue. All costs of collection, including reasonable attorney's fees, expended by Seller in connection with any outstanding amounts owed by Buyer shall be added to the unpaid balance of Buyer's account with Seller.

3. ORDERING: Complete model number and product description should be given for each Product ordered. To avoid possible errors and delays, orders initially entered by telephone should be confirmed by a follow-up written purchase order. All change or add orders must be received within two (2) working days of original order date.

4. ORDER ACKNOWLEDGEMENT AND ACCEPTANCE: Seller will acknowledge each purchase order with a Promise Ship Date based on availability at the time the order is placed. Buyer agrees to update their purchase order with the acknowledged Promise Ship Date. Seller will consider the order accepted after twenty-four (24) hours from acknowledgement unless changes are communicated by the Buyer. Once accepted, all orders become non-cancelable, and the Products non-returnable, at Seller's sole discretion.

5. RISK OF LOSS. Buyer assumes responsibility for all risk of loss and damage to the goods when Seller places the Products at the disposal of Buyer, or when Seller places the goods with a common carrier at Seller's place of business in Brownsville, Texas, or at such other location as Seller may designate. Identification of the goods to the contract shall occur as each shipment is placed in the hands of the carrier. All shipments are insured at the purchaser's expense.

6. DELIVERY. Unless freight is paid directly by the Buyer, the Buyer will be invoiced FCA Seller's warehouse or distribution location to point specified on the purchase order. When direct airfreight shipments are requested, freight will be invoiced FCA Seller's point of origin to delivery point specified on the purchase order. Buyer will be invoiced for freight on original invoice forwarded when goods are shipped. Shipments made within fifteen days after specified scheduled ship date shall constitute good delivery. Unless an order is marked "Complete Shipment Only", and unless otherwise agreed in writing at the time an order is placed, Seller reserves the right to make partial shipments to Seller independently of the remaining portion of the order, and to submit invoices for partial shipments in accordance with these terms and conditions.

Stated delivery dates are non-binding estimates only unless specifically stated in writing by the Seller to be binding. In no event shall the contract of sale be subject to cancellation by the Buyer as a result of delays in delivery or for any other cause, except by mutual written agreement of the parties. In no event shall Seller be obligated to purchase goods from others in order to enable it to supply Products to Buyer.

Seller shall not be liable for unavoidable delays in delivery caused indirectly or directly or in any manner by floods, accidents, riots, acts of God, war, government interference, embargoes, strikes, labor difficulties, shortage of labor, fuel, power, materials or supplies, transportation delays or any other cause or causes (whether or not similar in nature to any of the specified herein) either beyond Seller's control or which it cannot remedy without great economic hardship. Seller shall have the right, in the event of the happening of any of the above contingencies, at its option, to cancel this contract, or any part thereof, without any resulting liability.

If completion or delivery of the Products is delayed due to the fault of the Buyer, Buyer shall be charged for storage of the Products. Seller shall be entitled to dispose of the Products if Buyer delays delivery of the Products beyond a reasonable period of time. Any delivery not in dispute shall be paid for regardless of other controversies relating to other delivered or undelivered merchandise. If Buyer proves that Seller has failed to comply with a binding delivery date through its own fault, Buyer shall be entitled to actual damages suffered by it because of the late delivery. However, such damages shall not exceed five percent (5%) of the value of the Products delivered late.

Customer will not sell or ship any Products purchased from Ultimate Training Munitions, Inc. outside of the contiguous United States, Alaska and Hawaii unless Customer has the appropriate authorization and complies with all applicable laws, rules and regulations including but not limited to a) International Traffic in Arms Regulations (ITAR) and b) for Products that originate in United Kingdom, an authorization from UK Department of International Trade which among other things require a completed End User Certificate (EUC) per <https://www.gov.uk/government/publications/end-user-undertaking-euu-form>.

GSA pricing available on contract items: Contract # 47QSWA19D00AS

7. ACCEPTANCE OF ORDERS. All orders are subject to acceptance and approval at Seller's office in North Branch, New Jersey.
8. WARRANTY. Seller warrants the Products to be free from defects in material and workmanship under normal use and service for a period of six (6) months from the date of shipment. If the Products should fail to conform to this Agreement or to any warranty outlined herein, Buyer's remedies shall be limited to the repair or replacement, at Seller's option, of the nonconforming Products or parts thereof.  
Seller makes no representations or warranties except such as are expressly contained herein.  
Buyer shall return any defective Products or parts, freight prepaid, to the Seller's service facilities in the continental United States. Buyer shall bear all costs of labor and installation pertaining to any such defective Products or parts. No Products or parts may be returned without Seller's prior written approval. Any defective Products or parts that have been replaced by Seller shall become Seller's property.  
THE FOREGOING WARRANTIES ARE EXCLUSIVE AND SELLER DISCLAIMS ALL OTHER WARRANTIES, WHETHER EXPRESS OR IMPLIED, WRITTEN OR ORAL, INCLUDING THE WARRANTY OF MERCHANTABILITY AND THE WARRANTY OF FITNESS  
FOR A PARTICULAR PURPOSE. THE REMEDIES PROVIDED IN THIS PARAGRAPH SHALL BE THE SOLE AND EXCLUSIVE REMEDIES OF BUYER, OF SUBSEQUENT BUYERS, AND OF ANY OTHER PERSON, WITH RESPECT TO THE BREACH OF SUCH WARRANTIES.
9. EXCLUSION OF CERTAIN CLAIMS  
IN NO EVENT SHALL SELLER BE LIABLE UNDER THIS AGREEMENT, OR WITH RESPECT TO THE PRODUCTS OR THEIR USE, FOR ANY INCIDENTAL, INDIRECT, SPECIAL, OR CONSEQUENTIAL DAMAGES, INCLUDING LOST PROFITS, WHETHER CLAIMED ON THE BASIS OF BREACH OF CONTRACT OR WARRANTY, TORT (INCLUDING STRICT LIABILITY) OR ANY OTHER LEGAL THEORY, EVEN IF SELLER IS ADVISED OF THE POSSIBILITY OF SUCH DAMAGES.
10. INSPECTION. Buyer shall, within ten (10) days after delivery of the Products to the Buyer, notify Seller of any claim or objection that would be reasonably discoverable upon inspection of the Products. All claims for breakage, damage and non-delivery should be made to the transportation company handling shipment. Seller will offer its reasonable assistance in presenting any such claims. The retention of the Products by Buyer beyond that time period, or the use of the Products by the Buyer for any purpose whatsoever shall, in either instance, constitute an unconditional acceptance of the Products by Buyer with respect to any such defects, and no claim or liability in this respect shall thereafter survive or be enforceable against Seller.
11. CHANGES AND CANCELLATION. Orders accepted by Seller are not subject to change, cancellation or suspension, except with Seller's written consent, and upon terms that will indemnify Seller against loss.
12. SHORTAGES AND RETURNS. All claims for shortages must be made by Buyer to Seller within ten (10) days after receipt of shipment by Buyer. Seller must obtain prior written authorization from Seller's home office before any Products are returned. Seller reserves the right to refuse shipments of Products from Buyer that returned without authorization, and to return any such shipments to Buyer on a collect basis. Products that are returned by Buyer to Seller may be subject to a restocking fee.
13. AGREEMENT. The terms and conditions herein shall supersede any provisions, terms, and conditions contained on any Purchase Order, confirmation, or any other writing Buyer may give or receive, and the rights of the parties shall be governed exclusively by the provisions, terms, and conditions hereof. Seller hereby objects to and rejects any and all additional or different terms proposed by Buyer, no matter where contained.  
If this quotation is accepted and Buyer's order form is used for that purpose, it is expressly understood and agreed between the parties hereto that the terms and conditions herein set forth shall prevail insofar as the same may in any way conflict with the terms and conditions set forth in such order form, and the issuance of such order by Buyer shall be deemed to note Buyer's assent to the foregoing.  
In the event that this document is deemed to be an offer, acceptance is expressly conditioned on Buyer's assent to all terms hereof, including those which are additional to or different from the terms contained in any terms and conditions of Buyer. Acceptance of the Products sold hereunder shall constitute assent to these conditions. If these terms and conditions are not assented to, Buyer must notify Seller at once, but in any event, within five (5) days after receipt hereof.
14. MODIFICATION. No sales representative, agent or employee of Seller is authorized to alter, vary or waive any of the terms and conditions herein, and no terms or conditions other than those stated herein, and no agreement or understanding, oral or written, purporting to modify those terms and conditions, shall be binding on Seller unless hereafter made in writing and signed by an officer of Seller.
15. SEVERABILITY. If, for any reason, any of the terms or provisions of this Agreement are or hereafter become void, the other terms or provisions shall remain in force and effect.
16. NO WAIVER. The failure or omission of Seller to insist, in any instance, upon strict performance by Buyer of any terms or condition of this Agreement, or to exercise any of Seller's rights hereunder, shall not be deemed to be a modification of any terms hereof or a waiver or relinquishment of the future performance of any such terms or condition by Seller, nor shall such failure or omission constitute a waiver of the right of Seller to insist upon future performance by Buyer of any such term or condition.
17. APPLICABLE LAW. This quotation and the acceptance of it shall be governed by and construed in accordance with the laws of the State of Delaware. Exclusive jurisdiction over this Agreement, or otherwise relating to the commercial relationships of the parties, shall be vested in the federal or state courts located in the State of Delaware and, for this purpose, the parties hereby submit to the personal jurisdiction of such court(s)

Customer will not sell or ship any Products purchased from Ultimate Training Munitions, Inc. outside of the contiguous United States, Alaska and Hawaii unless Customer has the appropriate authorization and complies with all applicable laws, rules and regulations including but not limited to a) International Traffic in Arms Regulations (ITAR) and b) for Products that originate in United Kingdom, an authorization from UK Department of International Trade which among other things require a completed End User Certificate (EUC) per <https://www.gov.uk/government/publications/end-user-undertaking-euu-form>.

GSA pricing available on contract items: Contract # 47QSWA19D00AS



March 31, 2025

*Via e-mail only to:* esineath@northportpdfl.gov  
North Port Police Department  
North Port, Florida 34286

To Whom It May Concern:

This letter shall serve to confirm that the following item is a sole source product, manufactured, sold, and distributed exclusively by Ultimate Training Munitions (“UTM”) and its authorized dealers:

- **UTM GLOCK 19/45 GEN 5 BLANK MOS KIT P2 01-4120**
- **UTM 9MM BBR 01-3090**
- **>> 5.56MM MMR RED 01-0971**
- **>> 9MM MMR RED 01-0976**

Neither any division of UTM, nor any other company, makes a similar or competing product.

There are no other like items or products available for purchase that would serve the same purpose or function, and because of exclusive distribution or marketing rights, there is only one price for the above-named item or product.

If you have any questions, or if need any additional information, please feel free to contact us, toll-free, at (877) 886-7233, or visit our website at [www.utmworldwide.com](http://www.utmworldwide.com).

Thank you for your interest in our products.

*As real as it gets...*



# City of North Port

[Print Form](#)

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

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:

**Provide a DETAILED description of the items being purchased:**

Secondary Department:

Requested by / Phone#:

Amount of Purchase:

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/Certifications

**NOTE:** As the requester, the Department accepts liability for the submission of this form and the request to waive 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](mailto:RiskServices@cityofnorthport.com). ALL procurement procedures still apply.

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Requester

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Date

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