



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. 25-70

Date Posted: August 12, 2025

Written Response Due Date: August 19, 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: Material Handling/Onsite storage at Convention Center**
- **AMOUNT** (This is an acquisition with an estimated value of): **\$1321.42**
- **VENDOR: GES Logistics**

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**

Jacqueline Waterhouse

Pre-Director Approver(s) (?)

	Name
1	Katrina Romano

Department *

DEVELOPMENT SERVICES

Division(s)

ECONOMIC DEV

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 ***

To purchase the on-site services.

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 (?) *

Only Vendor allowed on-site

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

Verified with ICSC Show Liaison

Other vendors that were contacted (?) *

There are no other vendors.

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 *

GES is the only company allowed to provide material handling/palletization/onsite storage and during show services at the convention center.

Supporting backup *

[Click the Preview icon or right click link and select open in new tab or window to avoid downloading.](#)

Kim Romano ICSC - GES Email.pdf	559.56KB
FW_ GES Logistics - Vendor Forms.pdf	214.49KB

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	Labor - Storage Deliveries on 8/25/2025	\$\$	128.87	\$1.00	\$128.87
2	Labor - Storage Deliveries on 8/26/2025	\$\$	128.87	\$1.00	\$128.87
3	Installation and Dismantling (Palletization & Loading upon Event completion)	\$\$	136.85	\$1.00	\$136.85
4	Material Handling (Moving items to and from Booth to on-site storage)	\$\$	644.33	\$1.00	\$644.33
5	Skid and Trailer Storage (On-site Storage)	\$\$	192.77	\$1.00	\$192.77
6	6' Table Rental	\$\$	89.73	\$1.00	\$89.73

Shipping (?) * **Total Charges**
\$0.00 \$1,321.42

Accounts

(?)

	Dept *	Account # (?) *	Project #	Amount *
1		001-0830-552.42-00		\$1,321.42

Total Payments

\$1,321.42

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.

Espresso by GES - Onsite Services.pdf

103.46KB

Vendor Details

Vendor Information (?)



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

Vendor Name *

MISC VENDOR

Vendor Number *

5118

Vendor Name CST

Contact

GES

Vendor Email

Remittance Address

Phone

800-475-2098

Vendor Documentation Current (?) *

Yes No

Risk Documentation Current (?) *

Yes No Waiver Attached

YTD Expenses (?)

Department Inclusive (?) *

\$11,200.14

City Inclusive (?) *

Highest Approver (?) *

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

Jacqueline Waterhouse

From: Lori Barnes
Sent: Monday, July 28, 2025 11:28 AM
To: Jacqueline Waterhouse
Cc: Michael Meerman
Subject: FW: GES Logistics

Follow Up Flag: Follow up
Flag Status: Completed

Good morning, Jackie:

Per the Finance Director's email below, we can proceed with GES as a sole source; payment via P-card.

Thank you,



Lori Barnes, AICP, CPM
Deputy Director
Development Services Department

4970 City Hall Blvd., North Port, FL 34286

Office: 941-429-7221



From: Alaina Ray
Sent: Monday, July 28, 2025 10:57 AM
To: Irina Kukharenko <ikukharenko@northportfl.gov>; Jason Yarborough <jyarborough@northportfl.gov>
Cc: Julie Bellia <jbellia@northportfl.gov>
Subject: RE: GES Logistics

Good morning, Irina –

Thank you so much with your assistance with our shipping issue.

GES does provide the onsite set-up, electrical connections, tables/chairs, and boxed supplies storage and retrieval. They are the exclusive provider of these services for the ICSC tradeshows at both the Las Vegas and Orlando Convention Centers, and are the only provider allowed to be in the convention centers for those tradeshows.

Best regards,



Alaina Ray, AICP
Development Services Director

4970 City Hall Blvd., North Port, FL 34286
Office: 941-429-7098



From: Irina Kukharenko <ikukharenko@northportfl.gov>
Sent: Monday, July 28, 2025 9:59 AM
To: Jason Yarborough <jyarborough@northportfl.gov>; Alaina Ray <aray@northportfl.gov>
Cc: Julie Bellia <bellia@northportfl.gov>
Subject: GES Logistics

Good morning, Jason and Alaina,

It is my understanding that GES Logistics, while being procured as a sole source, refused to sign any of our forms. However, since the department will be using a P-card, which means Bank of America will handle IRS reporting directly, we can forego the requirement to have our standard forms signed, as we do with vendors like Amazon, Comcast, etc. Therefore, we can move forward with GES Logistics' shipping services as a sole source procurement, consistent with last year's precedent. That said, will GES Logistics be providing on-site setup in addition to shipping services?

Thanks,
Irina

From: Irina Kukharenko
Sent: Friday, July 25, 2025 2:37 PM
To: Jason Yarborough <jyarborough@northportfl.gov>; Alaina Ray <aray@northportfl.gov>
Cc: Julie Bellia <bellia@northportfl.gov>
Subject: RE: HubSpot Update

Still looking into that one. I should have an answer on Monday.

From: Jason Yarborough <jyarborough@northportfl.gov>
Sent: Friday, July 25, 2025 2:32 PM
To: Irina Kukharenko <ikukharenko@northportfl.gov>; Alaina Ray <aray@northportfl.gov>
Cc: Julie Bellia <bellia@northportfl.gov>
Subject: RE: HubSpot Update

Irina,

Thank you for reexamining this issue. It is appreciated. Any word about the conference shipping company issue?

Best regards,



JASON YARBOROUGH, ICMA-CM

Deputy City Manager

4970 City Hall Blvd, North Port, FL 34286

O:941.429.7085



STEP 1: SHOPPING CART

ITEMS IN YOUR CART:

LABOR



Storage Deliveries
Code: 705044
:
Hours: 1
Workers: 1
Base Price: \$121.00
Taxes: \$7.87

[Edit Item \(Item/705044?orderId=5082608\)](#)

[Remove Item](#)

Notes:

Total: \$128.87



Storage Deliveries
Code: 705044
:
Hours: 1
Workers: 1
Base Price: \$121.00
Taxes: \$7.87

[Edit Item \(Item/705044?orderId=5082610\)](#)

[Remove Item](#)

Notes:

Total: \$128.87



Installation & Dismantling
Code: 705000
:
Hours: 1
Workers: 1
Base Price: \$128.50
Taxes: \$8.35

[Edit Item \(Item/705000?orderId=5082625\)](#)

[Remove Item](#)

Notes:

Total: \$136.85

MATERIAL HANDLING



Standard Material Handling - 25lbs. or more, per lb.
Code: 200600
Weight: 605
Base Price: \$1.00
Taxes: \$39.33

[Edit Item \(Item/200600?orderId=5082603\)](#)

[Remove Item](#)

Total: \$644.33



Skid and Trailer Storage
Code: 200513
Quantity: 1
Base Price: \$181.00
Taxes: \$11.77

[Edit Item \(Item/200513?orderId=5082605\)](#)

[Remove Item](#)

Notes:

Total: \$192.77

STANDARD FURNITURE



6' Unskirted Table
Code: 300600
Quantity: 1
Base Price: \$84.25
Taxes: \$5.48

[Edit Item \(Item/300600?orderId=5084530\)](#)

[Remove Item](#)

Total: \$89.73

Show Order Total: \$1,321.42

[Next: Company Information](#)

Jacqueline Waterhouse

From: Romano, Kim <kromano@ICSC.com>
Sent: Monday, August 4, 2025 12:09 PM
To: Jacqueline Waterhouse
Subject: RE: [EXTERNAL] RE: Quick Question - ICSC Florida @Orlando



It does sound like the GES contract.

And, if you have any problems on site – just let me know. 😊

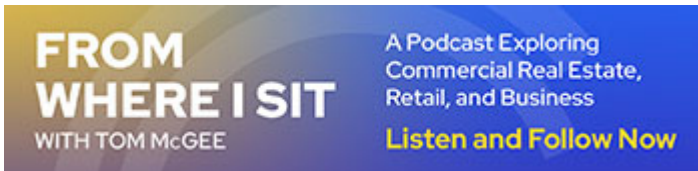


Kim Romano

Senior Manager, Trade Expositions

1251 Ave of the Americas, 45th Floor
New York, NY 10020-1104
O: 646.728.3468
kromano@ICSC.com

ICSC.com



[Email Confidentiality Notice](#)

From: Jacqueline Waterhouse <jwaterhouse@northportfl.gov>
Sent: Monday, August 4, 2025 12:02 PM
To: Romano, Kim <kromano@ICSC.com>
Subject: RE: [EXTERNAL] RE: Quick Question - ICSC Florida @Orlando

EXTERNAL EMAIL

Understood. I think that should be enough. We are shipping out marketing materials, purchasing on-site services such as on-site storage, a table rental, two points in time for access to that storage, labor for completion of the show to help load the boxes onto the pallet/shrink-wrap, and then to take the pallet to the loading dock for GES to then ship back to us. Would you agree this all falls under you active contract with GES?

Best regards,



Jackie Waterhouse
Administrative Services Specialist

Economic Development & Natural Resources
4970 City Hall Blvd., North Port, FL 34286
[Office: 941-429-7052](tel:941-429-7052)



From: Romano, Kim <kromano@ICSC.com>
Sent: Monday, August 4, 2025 11:35 AM
To: Jacqueline Waterhouse <jwaterhouse@northportfl.gov>
Subject: RE: [EXTERNAL] RE: Quick Question - ICSC Florida @Orlando



Yes, all of that is true. GES is our contracted show decorator and manages the dock and all shipments in and out of the building. However, for certain services like electrical and catering, we are required to go through the OCCC (Convention Center). We have other companies provide other services like floral and AV rentals, but you are not required to use that – you can use whomever you want.

As far as contracted vendors coming into the convention center... it depends on what services they provide. For example, you can't bring in outside food. Can tell what vendor or service you are looking for and I can try and assist.



Kim Romano
Senior Manager, Trade Expositions

1251 Ave of the Americas, 45th Floor
New York, NY 10020-1104
O: 646.728.3468
kromano@ICSC.com
ICSC.com



[Email Confidentiality Notice](#)

From: Jacqueline Waterhouse <jwaterhouse@northportfl.gov>
Sent: Monday, August 4, 2025 10:11 AM

To: Romano, Kim <kromano@ICSC.com>

Subject: RE: [EXTERNAL] RE: Quick Question - ICSC Florida @Orlando

EXTERNAL EMAIL

A statement will do. I am under the impression from both GES and outside vendors that GES is the only contracted firm to step foot inside the Convention Center. All outside vendors will have to coordinate with GES to get the shipments to the designated booths, or store the goods/materials at the GES warehouse and coordinate the drop off from the holding warehouse to the show via GES. Is this not true? That GES is the onsite vendor for all services, including during show services such as moving marketing materials to and from onsite storage?

Best regards,



Jackie Waterhouse
Administrative Services Specialist

Economic Development & Natural Resources

4970 City Hall Blvd., North Port, FL 34286

Office: [941-429-7052](tel:941-429-7052)



From: Romano, Kim <kromano@ICSC.com>

Sent: Monday, August 4, 2025 9:16 AM

To: Jacqueline Waterhouse <jwaterhouse@northportfl.gov>

Subject: RE: [EXTERNAL] RE: Quick Question - ICSC Florida @Orlando



Hi Jacqueline,

Would it be helpful to refer to the contract that states what is included in the booth package? They can see that furniture and other things you might need are not included and need to be ordered.

We don't require you to place orders with GES, so we don't have anything stating that.

Let me know if you think that will help. The contract is attached.

Kim



Kim Romano
Senior Manager, Trade Expositions

1251 Ave of the Americas, 45th Floor

New York, NY 10020-1104
O: 646.728.3468
kromano@ICSC.com
ICSC.com



[Email Confidentiality Notice](#)

From: Jacqueline Waterhouse <jwaterhouse@northportfl.gov>
Sent: Friday, August 1, 2025 9:47 AM
To: Romano, Kim <kromano@ICSC.com>
Subject: RE: [EXTERNAL] RE: Quick Question - ICSC Florida @Orlando

EXTERNAL EMAIL

Good morning 😊

I've done this. They have referred me to you. Any other guidance?

Best regards,



Jackie Waterhouse
Administrative Services Specialist

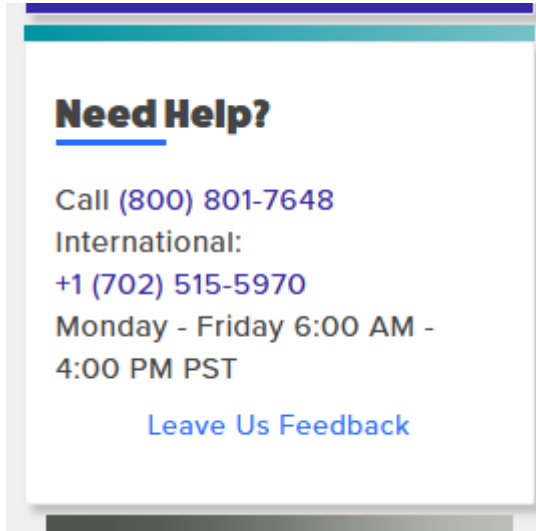
Economic Development & Natural Resources
4970 City Hall Blvd., North Port, FL 34286
Office: 941-429-7052



From: Romano, Kim <kromano@ICSC.com>
Sent: Friday, August 1, 2025 9:10 AM
To: Jacqueline Waterhouse <jwaterhouse@northportfl.gov>
Subject: [EXTERNAL] RE: Quick Question - ICSC Florida @Orlando

Hi Jacqueline,
Please give GES's customer service a call, I'm sure they can provide the documents you are looking for.
Kim

[Expresso by GES](#)



Need Help?

Call (800) 801-7648
International:
+1 (702) 515-5970
Monday - Friday 6:00 AM -
4:00 PM PST

[Leave Us Feedback](#)



Kim Romano
Senior Manager, Trade Expositions

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[Email Confidentiality Notice](#)

From: Jacqueline Waterhouse <jwaterhouse@northportfl.gov>
Sent: Thursday, July 31, 2025 2:39 PM
To: Romano, Kim <kromano@ICSC.com>
Subject: Quick Question - ICSC Florida @Orlando

EXTERNAL EMAIL

Hi Kim.

I was hoping that you had access to some type of documentation that states GES as your onsite vendor. I'm trying to get documents approved through our procurement department and we would avoid costly delays if I had something proving we had to contract with GES for these onsite services. Anything will help. I appreciate your time and effort.

Best regards,



Jackie Waterhouse
Administrative Services Specialist

Economic Development & Natural Resources

4970 City Hall Blvd., North Port, FL 34286

Office: 941-429-7052

