



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. 25-75

Date Posted: August 27, 2025

Written Response Due Date: September 3, 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: FOCUS Premium Care Renewal**
- **AMOUNT (This is an acquisition with an estimated value of): \$4994.00**
- **VENDOR: FARO TECHNOLOGIES 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/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**

Chelsey Rodgers

Pre-Director Approver(s) (?)

		Name
1		Nicole Brown

Department *

POLICE

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 ***

FOCUS Premium Complete Care Renewal for Year Three (3), 10/01/25 - 09/30/2026.

Note - Vendor is requiring payment before FY ends.

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 FARO Laser Scanner was procured under a Sole Source solicitation SS No. 23-100 on September 5, 2023. The equipment remains in active use and is critical to agency operations.

This request is for an additional one-year renewal of the FARO Focus Premium Complete Care coverage for the period October 1, 2025 – September 30, 2026. The Complete Care package provides manufacturer warranty coverage, repairs, software updates, calibration services, and technical support that are essential to maintaining the functionality and reliability of the scanner.

FARO is the original equipment manufacturer and the only source authorized to provide this proprietary Complete Care coverage. No other vendor can provide the required maintenance, updates, and warranty support for this equipment. Without renewal, the scanner would be at risk of costly downtime and repairs, which could significantly disrupt operations and increase long-term costs.

Renewing coverage through FARO ensures continuity of service, extends the useful life of the equipment, and represents a cost-effective alternative to replacing the unit.

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

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 ***Supporting backup ***

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

FY2022-23 FARO Tech PD 65333.92 S (PO 50211).pdf

2.94MB

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	FOCUS Premium Complete Care - One Year Renewal Period: 10/01/2025 - 09/30/2026	Yr	1.00	\$4,994.00	\$4,994.00

Shipping (?) * Total Charges
\$0.00 \$4,994.00

Accounts (?)

	Dept *	Account # (?) *	Project #	Amount *
1		001-2100-521.46-01		\$4,994.00

Total Payments

\$4,994.00

Comments to Budget (?)

Sent vendor "We intend to issue a purchase order near the start of the new fiscal year on October 1, 2025, with the payment check expected to be issued around November 1, 2025. Could you please confirm that this timeline aligns with your requirements and that coverage will remain continuous under these terms?" However response back was "Your warranty expires 9/30/2025, so you have until this date to renew your warranty. "

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.

Memo & Quote.pdf	485.15KB
RE_Confirmation of Quote and Renewal - FARO Focus Premium Complete Care (10_1_25 - 09_30_26).pdf	284.62KB
Risk 900.2 Insurance Requirements No Risk.pdf	219.39KB
Updated_FARO Quote_06700440_07.02.2025_\$4994.00.pdf	55.66KB

Vendor Details**Vendor Information** (?)

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

Vendor Name *

FARO TECHNOLOGIES INC

Vendor Number *

6769

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

faroorders@faro.com

Remittance Address

PO BOX 116908, ATLANTA, GA 30368-6908

Phone

407-333-9911

Vendor Documentation Current (?) * Yes No**Risk Documentation Current** (?) * Yes No Waiver Attached**YTD Expenses** (?)**Department Inclusive** (?) *

\$9,054.00

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

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



FARO Technologies Inc
125 Technology Park, Lake Mary FL
32746-6204
Phone No: 407-333-9911

Account Manager: Joi Haner
Email: joi.haner@faro.com
Sales Support: Ainel Grana
Contact Person: Scott Smith

Quotation No: 06700440
Quotation Date: 07/02/2025
Expiration Date: 09/12/2025
Lead Time: 2-6 weeks
Ship: Standard/Ground
Payment Terms: 30 Days net
Delivery Terms: Ex Works Origin

Bill To:	Ship To:
North Port Police Department 4970 City Hall Blvd North Port,FL,34286-4100 US	North Port Police Department North Port,United States 4980 City Hall Blvd North Port,FL,34286-4100 US

Notes:

UNIT COSTS				
ITEM NO.	DESCRIPTION	QTY	UNIT PRICE	TOTAL AMOUNT
SV2-SCN-1Y-R	FOCUS Premium Complete Care-1 Yr Rnwl Complete care coverage for Focus Premium scanners. Includes parts and labor for repairs and annual cleaning and calibration. One year renewal. Contract Date: 10/01/2025 - 09/30/2026 LLS092332309	1	\$ 4,994	\$ 4,994

RECURRING COSTS				
ITEM NO.	DESCRIPTION	YRS	ANNUAL PRICE	SUBTOTAL
			Total Unit Price:	\$ 4,994.00
			Total Recurring Costs:	\$ 0.00
			Sub Total:	\$ 4,994.00

Check Payments:
FARO Technologies, Inc.
PO Box 116908
Atlanta, GA 30368-6908

FARO Technologies Inc., 125 Technology Park, Lake Mary FL 32746-6204

Electronic Payments:
FARO Technologies, Inc.
ABA: 061000104
Swift Nbr: SNTRUS3A
USD Account #: 1000009578609

Phone No: 407-333-9911
www.faro.com
Nasdaq: FARO

Continued

Quotation No: 06700440

Shipping & Handling:	\$ 0.00
Total Excluding Tax:	\$ 4,994.00
Total Taxes:	\$ 0.00
Total Due: (USD)	\$ 4,994.00

FARO Technologies Inc., 125 Technology Park, Lake Mary FL 32746-6204

Check Payments:
FARO Technologies, Inc.
PO Box 116908
Atlanta, GA 30368-6908

Electronic Payments:
FARO Technologies, Inc.
ABA: 061000104
Swift Nbr: SNTRUS3A
USD Account #: 1000009578609

Phone No: 407-333-9911
www.faro.com
Nasdaq: FARO

Continued

Quotation No: 06700440

****Note: Taxes on this quote are budgetary estimates and are not binding. Taxes charged will be based on applicable tax rates assessed at the time of final invoice.**

Quote, including FARO Standard Delivery Terms and Conditions, accepted

Signature: _____ **Print:** _____

Title: _____ **Date:** _____

Accounts Payable Name: _____ **Email:** _____

Do you require a PO number to be referenced on the invoice () No () Yes - PO #: _____

Check Payments:
FARO Technologies, Inc.
PO Box 116908
Atlanta, GA 30368-6908

Electronic Payments:
FARO Technologies, Inc.
ABA: 061000104
Swift Nbr: SNTRUS3A
USD Account #: 1000009578609

Phone No: 407-333-9911
www.faro.com
Nasdaq: FARO

Continued

Quotation No: 06700440

PURCHASE AGREEMENT AND CONDITIONS OF SALE: As a condition of this agreement, the applicable contract terms are FARO's Standard Terms and Conditions of Sale, or, if the Parties have entered into current master sales terms, such negotiated master terms.

The FARO Standard Terms and Conditions can be found at the following Web link (if such is not an active link, please copy and paste the Web address into a Web browser):

<https://www.faro.com/terms/>

You can also obtain the terms from your FARO sales representative or please email Contracts.AMER@faro.com for a copy.

The following article contains all our calibration information under their respective product headings

https://knowledge.faro.com/Essentials/Hardware/Compensation_Calibration_and_Certification_Standards_for_FARO_Devices

FARO Technologies Inc., 125 Technology Park, Lake Mary FL 32746-6204

Check Payments:
FARO Technologies, Inc.
PO Box 116908
Atlanta, GA 30368-6908

Electronic Payments:
FARO Technologies, Inc.
ABA: 061000104
Swift Nbr: SNTRUS3A
USD Account #: 1000009578609

Phone No: 407-333-9911
www.faro.com
Nasdaq: FARO

REQUISITION BY: RACHEL CIGICH

STATUS: PURCHASING AGENT
REASON: FARO LASER SCANNER PURCHASE

S

DATE: 8/22/23

SHIP TO LOCATION: POLICE DEPARTMENT

SUGGESTED VENDOR: 6769 FARO TECHNOLOGIES INC

DELIVER BY DATE: 9/30/23

LINE NBR	DESCRIPTION	QUANTITY	UOM	UNIT COST	EXTEND COST	VENDOR PART NUMBER
1	FARO FOCUS PREMIUM COMMODITY: CMPTR PARTS ENVIR CERT SUBCOMMOD: SCANNERS, DOCUMENT/ ENV C	1.00	EA	39767.0000	39767.00	
2	BATTERY POWER BLOCK COMMODITY: CMPTR PARTS ENVIR CERT SUBCOMMOD: SCANNERS, DOCUMENT/ ENV C	1.00	EA	610.0000	610.00	
3	TRIPOD COMMODITY: CMPTR PARTS ENVIR CERT SUBCOMMOD: SCANNERS, DOCUMENT/ ENV C	1.00	EA	1140.0000	1140.00	
4	NOTEBOOK COMMODITY: CMPTR PARTS ENVIR CERT SUBCOMMOD: SCANNERS, DOCUMENT/ ENV C	1.00	EA	5310.5000	5310.50	
5	SITE UPGRADE COMMODITY: CMPTR PARTS ENVIR CERT SUBCOMMOD: SCANNERS, DOCUMENT/ ENV C	1.00	EA	9130.0000	9130.00	
6	TRIPOD BAG COMMODITY: CMPTR PARTS ENVIR CERT SUBCOMMOD: SCANNERS, DOCUMENT/ ENV C	1.00	EA	150.0000	150.00	
7	FARO ZONE 3D EXPERT COMMODITY: CMPTR PARTS ENVIR CERT SUBCOMMOD: SCANNERS, DOCUMENT/ ENV C	1.00	EA	1710.0000	1710.00	
8	SSA0900-SCENE COMMODITY: CMPTR PARTS ENVIR CERT SUBCOMMOD: SCANNERS, DOCUMENT/ ENV C	1.00	EA	1938.0000	1938.00	
9	FOCUS PREMIUM COMPLETE CARE YEAR 2 COMMODITY: CMPTR PARTS ENVIR CERT SUBCOMMOD: SCANNERS, DOCUMENT/ ENV C	1.00	EA	1710.0000	1710.00	
10	FARO ZONE 3D EXPERT COMMODITY: CMPTR PARTS ENVIR CERT SUBCOMMOD: SCANNERS, DOCUMENT/ ENV C	1.00	EA	1800.0000	1800.00	
11	SCENE RENEWAL COMMODITY: CMPTR PARTS ENVIR CERT SUBCOMMOD: SCANNERS, DOCUMENT/ ENV C	1.00	EA	2040.0000	2040.00	
12	SHIPPING COMMODITY: CMPTR PARTS ENVIR CERT SUBCOMMOD: SCANNERS, DOCUMENT/ ENV C	1.00	EA	28.4200	28.42	

REQUISITION TOTAL: 65333.92

REQUISITION BY: RACHEL CIGICH

STATUS: PURCHASING AGENT
REASON: FARO LASER SCANNER PURCHASE

S

DATE: 8/22/23

SHIP TO LOCATION: POLICE DEPARTMENT

SUGGESTED VENDOR: 6769 FARO TECHNOLOGIES INC

DELIVER BY DATE: 9/30/23

LINE NBR	DESCRIPTION	QUANTITY UOM	UNIT COST	EXTEND COST	VENDOR PART NUMBER
A C C O U N T I N F O R M A T I O N					
LINE #	ACCOUNT		PROJECT	%	AMOUNT
1	10521005216400	CAPITAL MACHINERY & EQUIP	PD23CH	100.00	39767.00
2	10521005215201	OPERATING SUPPLIES	CLARINET AVE HSE PROCEEDS		
		OTHER OPERATING SUPPLIES	PD23CH	100.00	610.00
3	10521005215250	OPERATING SUPPLIES	CLARINET AVE HSE PROCEEDS		
		MINOR OPERATING EQUIPMENT	PD23CH	100.00	1140.00
4	10521005216400	CAPITAL MACHINERY & EQUIP	CLARINET AVE HSE PROCEEDS		
		CLARINET AVE HSE PROCEEDS	PD23CH	100.00	5310.50
5	10521005216400	CAPITAL MACHINERY & EQUIP	CLARINET AVE HSE PROCEEDS		
		CLARINET AVE HSE PROCEEDS	PD23CH	100.00	9130.00
6	10521005215201	OPERATING SUPPLIES	CLARINET AVE HSE PROCEEDS		
		OTHER OPERATING SUPPLIES	PD23CH	100.00	150.00
7	10521005215250	OPERATING SUPPLIES	CLARINET AVE HSE PROCEEDS		
		MINOR OPERATING EQUIPMENT	PD23CH	100.00	1710.00
8	10521005215250	OPERATING SUPPLIES	CLARINET AVE HSE PROCEEDS		
		MINOR OPERATING EQUIPMENT	PD23CH	100.00	1938.00
9	10521005215250	OPERATING SUPPLIES	CLARINET AVE HSE PROCEEDS		
		MINOR OPERATING EQUIPMENT	PD23CH	100.00	1710.00
10	10521005215250	OPERATING SUPPLIES	CLARINET AVE HSE PROCEEDS		
		MINOR OPERATING EQUIPMENT	PD23CH	100.00	1800.00
11	10521005215250	OPERATING SUPPLIES	CLARINET AVE HSE PROCEEDS		
		MINOR OPERATING EQUIPMENT	PD23CH	100.00	2040.00
12	10521005216400	CAPITAL MACHINERY & EQUIP	CLARINET AVE HSE PROCEEDS		
		CLARINET AVE HSE PROCEEDS	PD23CH	100.00	28.42
		CLARINET AVE HSE PROCEEDS			65333.92

EVER-TERM
SOLE SOURCE SS23-100

REQUISITION IS IN THE CURRENT FISCAL YEAR.

PURCHASING DEPARTMENT
VENDOR TRACKING
Prior PO Total: \$0
New PO Total: \$65,333.92
YTD Dept Exp (Incl): \$65,333.92
YTD CW Exp (Incl): \$65,333.92



CITY OF NORTH PORT PROCUREMENT REQUEST FORM SOLE/SINGLE SOURCE/STANDARDIZATION



Please indicate: Visa Purchase Purchase Order

Single Purchase Blanket Purchase Change Order Amendment
(For current FY) (Ongoing purchases for current FY)

DEPARTMENT/DIVISION: Police NAME OF REQUESTOR: Rachel Cigich

If Applicable: COMMISSION MEETING DATE: 07/25/2023 AGENDA ITEM NUMBER: RES No. 2023-R-04

Section 2-407 of the City of North Port Procurement Code states a Sole/Single source purchase is defined as a non-competitive purchase of supplies, equipment and contractual services that is either: the only item that will produce the desired results; or is available from only one source of supply who possesses the unique and singularly available capability to meet the requirement of the solicitation (such as technical qualifications, ability to deliver at a particular time, or services from a public utility). Sole Source services must be available only from vendors (firms or individuals) who are uniquely qualified to perform such services. All Sole/Single source requests will be posted on DemandStar & the City's Purchasing site for seven (7) calendar days.

A. Please describe all products and/or services to be procured under this exemption:

(If additional space is needed, please attach a separate memo)

FARO Focus Premium with accessories

B. Briefly explain why it is in the best interest of the City to exempt this procurement from competition:

(If additional space is needed, please attach a separate memo)

This is a sole source item. Building on FARO's history of accuracy and reliability, the FARO® Focus Premium Laser Scanner is the fastest, most accurate and most data-sharing-enabled scanner on the market to date, featuring entirely new components with a proven design.

C. What steps were taken to verify that these goods and/or services are not available elsewhere?

Other brands/manufacturers were examined (please list name and phone numbers, and explain why they are not suitable for use by the City – attach additional pages as necessary, **do not leave blank**):

N/A. Sole source product



CITY OF NORTH PORT PROCUREMENT REQUEST FORM SOLE/SINGLE SOURCE/STANDARDIZATION



Other vendors were contacted (please list names and phone numbers, and explain why those contacted would not meet the needs of the City – attach additional pages as necessary, **do not leave blank**):

D. 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 statements:

Patent, copyright or unique design restrictions (**Sole Source**) *Attach verification from Manufacturer*

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**) *Must attach verification from Manufacturer*

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**) * Must attach verification from Manufacturer*

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**) * Must attach verification from Manufacturer*

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**) * Must attach verification from Manufacturer*

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**). *Must attach backup/supporting documentation to this form.

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**) * Must attach verification from Manufacturer*



CITY OF NORTH PORT PROCUREMENT REQUEST FORM SOLE/SINGLE SOURCE/STANDARDIZATION



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. **(Standardization)** *Must attach justification to this form. For brand-specific items, quotes should still be obtained*

Other: None or some of the above apply. *Detailed explanation and justification for this sole/single source request must be provided below. Attach additional pages as necessary*

E. Vendor Information

Vendor Name: FARO Technologies, Inc. Vendor Number: 6769

Address: 250 Technology Park Lake Mary, FL 32746

Contact: Joi Haner Phone: 407-333-9911 Email: faroorders@faro.com

Vendor Tracking:



Check if Vendor Documents Current

YTD Dept Exp. (Inclusive): \$ 65,333.92

To be completed by Purchasing:

YTD City Wide Exp. (Inclusive): \$ 65,333.92

(For Purchasing Division)

Verified By: B. Moen Date Posted: 8/28/23 to 9/5/23

Sole/Single Source Number: SS23-100 Eff. Date: 9/6/23 Exp. Date: 9/5/24

PURCHASE DETAILS



CITY OF NORTH PORT PROCUREMENT REQUEST FORM SOLE/SINGLE SOURCE/STANDARDIZATION



Please provide the amount of the purchase for this product or service: \$ 65,333.92

Account #	105-2100-521-64-00	Project #	n/a	PD23CH	Subtotal \$	54,235.92
Account #	105-2100-521-52-00-01	Project #	n/a	PD23CH	Subtotal \$	760.00
Account #	105-2100-521-52-50	Project #	n/a	PD23CH	Subtotal \$	10,338.00
Account #		Project #			Subtotal \$	

Line Item No.	Description	Unit of Measure	Quantity	Unit Price	Extended Price
1.	Faro Focus Premium	ea	1	\$39,767.00	\$39,767.00
2.	3D AC LS FocusS Battery Power Block	ea	1	\$610.00	\$610.00
3.	3D AC LS Std Carbon Fiber Tripod	ea	1	\$1200.00	\$1,140.00
4.	VR Ready Notebook	ea	1	\$5,10.50	\$5,310.50
5.	OnSite Forensic site upgrade	ea	1	\$9130.00	\$9130.00
6.	Laser Scanner Training - no charge				0
7.	Tripod bag	ea	1	\$150.00	\$150.00
	Shipping (FOB Destination)				
				Total	

Attach Additional Pages if Necessary

I approve the Sole/Single Source/Standardization procurement(s) as requested herein:

Requesting Department Director: **SEE NEXT PAGE** Date: _____

Budget Administrator: _____ Date: _____

Purchasing: _____ Date: _____

Finance Director (If applicable): _____ Date: _____

Assistant City Manager (If applicable): _____ Date: _____

City Manager (If applicable): _____ Date: _____

[Print Form](#) [Clear All Fields](#)



CITY OF NORTH PORT PROCUREMENT REQUEST FORM SOLE/SINGLE SOURCE/STANDARDIZATION



Please provide the amount of the purchase for this product or service: \$ 65,333.92

Account #	105-2100-521-64-00	Project #	PD23CH	Subtotal \$	54,235.92
Account #	105-2100-521-52-01	Project #	PD23CH	Subtotal \$	760.00
Account #	105-2100-521-52-50	Project #	PD23CH	Subtotal \$	10,338.00
Account #		Project #		Subtotal \$	

Line Item No.	Description	Unit of Measure	Quantity	Unit Price	Extended Price
8.	FARO Zone 3D Expert	ea	1	\$1710.00	\$1710.00
9.	Single user soft lock - no charge	ea			0
10.	SSA0900-Scene	ea	1	\$1938.00	\$1938.00
11.	Single user soft lock	ea	1	0	0
12.	Focus Premium Complete Care Year 2	ea	1	1,710.00	1,710.00
13.	FARO Zone 3D Expert	ea	1	1,800.00	1,800.00
14.	Scene Renewal	ea	1	2,040.00	2,040.00
	Shipping (FOB Destination)				28.42
				Total	65,333.92

Attach Additional Pages if Necessary

I approve the Sole/Single Source/Standardization procurement(s) as requested herein:

Requesting Department Director: Chief Todd R. Garrison Digitally signed by Chief Todd R. Garrison
Date: 2023.08.23 10:28:42 -04'00' Date: _____

Budget Administrator: Approved in Naviline 8/28/23 Date: _____
Purchasing: Alla V. Skipper Digitally signed by Alla V. Skipper
Date: 2023.09.06 09:00:36 -04'00' Date: _____

Finance Director (If applicable): Kimberly Williams Digitally signed by Kimberly Williams
Date: 2023.09.06 17:45:08 -04'00' Date: _____

Assistant City Manager (If applicable): N/A Date: _____
City Manager (If applicable): A. Jerome Fletcher Digitally signed by A. Jerome Fletcher
DN: C=US, OU=City Manager, O=City of North Port, CN=A. Jerome Fletcher, E=jfletcher@cityofnorthport.com
Reason: I am the author of this document
Location: _____
Date: 2023.09.07 17:04:59 -04'00'
Foxit PDF Reader Version: 12.1.2

[Print Form](#)

[Clear All Fields](#)



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@cityofnorthport.com



NOTICE OF INTENT TO AWARD A SOLE/SINGLE SOURCE PROCUREMENT

Sole/Single Source No: SS NO. 23-100

Date Posted: August 28, 2023

Written Response Due Date: September 5, 2023

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: FARO Laser Scanner**
- **AMOUNT (This is an acquisition with an estimated value of): \$65,333.92**
- **VENDOR: FARO Technologies 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/fileshare>. If you have any questions, concerns, or problems accessing this request using the link, please contact Bernice Moen, Purchasing Specialist II, at 941.429.7114. 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

Account Manager: Joi Haner

Quotation No: 02290147

Email: joi.haner@faro.com

Quotation Date: 02/03/2023

Sales Support: Bob Zink

Expiration Date: 08/19/2023

Contact Person: Scott Smith

Lead Time: 2-6 weeks

Tracker Lead Time: 10-12 weeks

Ship: Standard/Ground

Payment Terms: 30 Days net

Delivery Terms: Ex Works

Bill To:

North Port Police Department
 4980 City Hall Blvd
 North Port, FL, 34286
 US

Ship To:

North Port Police Department
 4980 City Hall Blvd
 North Port, FL, 34286
 US

Notes:

UNIT COSTS

ITEM NO.	DESCRIPTION	QTY	UNIT PRICE	TOTAL AMOUNT
LS9-HU	FARO Focus Premium USA  Laser Scanner Focus Premium ships with: 1x Focus Premium scanner head, 1x Status Indicator, 1x Quick Release, 1x Power Block Battery, 1x Battery Power Dock, 1x Power Supply, 1x 64GB High-Speed SD Card and reader, 1x rugged transport case, 1x calibration certificate, 1x quick start guide, manufacturer warranty	1	\$41,860.00	\$39,767.00
ACCS-PWR-0014	3D_AC_LS_FocusS Battery Power Block Power Block battery for Focus laser scanner and Freestyle.	1	\$610.00	\$610.00
ACCSS8032	3D_AC_LS_Standard Carbon Fiber Tripod Carbon fiber tripod, super lightweight, highly stable, low-	1	\$1,200.00	\$1,140.00

CONTINUED

Quotation No: 02290147

	vibration, customized for Focus scanners for perfect performance and increased durability.			
COMP0123X64	VR Ready Notebook High-end notebook computer. Contact your FARO representative for current specifications.	1	\$5,590.00	\$5,310.50
TR-SCN-POS-FOR-O	OnSite Forensics Cust-Site Upg. 5 Day Available only at point of FARO system sale. Customer Site Upgrade - five day course that discusses forensic applications with FARO Scanner with FARO Software, setup, and basic measurements. Customer Site Trainings are designed for up to 4 people to ensure proper transfer of knowledge and understanding. Price per class. Training days must be taken together on consecutive days, and cannot be split into individual days.	1	\$9,130.00	\$9,130.00
TR-SCN-POS	Laser Scanner Tr. - FARO Fac. - Inc Available only at point of FARO system sale. Includes training for 2 Trainees.	1	\$0.00	\$0.00
ACCS-CASE-0012	Focus Standard Tripod Bag Carrying bag for a standard tripod. Attachable to a backpack.	1	\$150.00	\$150.00
SSA51007-1Y  Zone Expert	SSA51007-FARO Zone 3D Expert	1	\$1,800.00	\$1,710.00
SOFTL0001	Single User Soft Lock	1	\$0.00	\$0.00
SSA0900-1Y	SSA0900-Scene SCENE. New License. Includes standard maintenance. License	1	\$2,040.00	\$1,938.00

CONTINUED

Quotation No: 02290147

 SCENE	containers sold separately.			
SOFTL0001	Single User Soft Lock	1	\$0.00	\$0.00
SV2-SCN-Y2	FOCUS Premium Complete Care-Year 2 Complete care upgrade for Focus Premium scanners. Upgrades included 2 year manufacturer warranty to include an annual cleaing and calibration.	1	\$1,800.00	\$1,710.00
SSAR51007-1Y  Zone Expert	SSAR51007-FARO Zone 3D Expert	1	\$1,800.00	\$1,800.00
SSAR0900-1Y	SSAR0900-Scene Renewal	1	\$2,040.00	\$2,040.00

RECURRING COSTS

ITEM NO.	DESCRIPTION	YRS	ANNUAL PRICE	SUBTOTAL
	Total Unit Price			\$ 68,020.00
	Total Recurring Costs			\$ 0.00
	Total Discount			-(\$ 2,714.50)
	Sub-Total			\$65,305.50
	Shipping & Handling			\$28.42
	Total Excluding Tax			\$65,333.92
	Total Taxes		4.68%	\$3,059.10
	Total Due (USD)			\$ 68,393.02

CONTINUED

Quotation No: 02290147

**Note: Taxes on this quote are budgetary estimates and are not binding. Taxes charged will be based on applicable tax rates assessed at the time of final invoice.

Quote , including FARO Standard Delivery Terms and Conditions, accepted

Signature:_____ Print:_____ Title:_____ Date:_____

Accounts Payable Name:_____ Email:_____

Do you require a PO number to be referenced on the invoice No Yes - PO #:_____

COVID-19

FARO does not assume any risk for (i) late deliveries of goods, (ii) customers' inability or impracticability to receive or use our devices or software, and for (iii) delivery disruptions, that are due to the COVID-19 pandemic and ensuing government measures (shut downs, lock-downs, quarantines).

PURCHASE AGREEMENT AND CONDITIONS OF SALE: As a condition of this agreement, the applicable contract terms are FARO's Standard Terms and Conditions of Sale, or, if the Parties have entered into current master sales terms, such negotiated master terms.

The FARO Standard Terms and Conditions can be found at the following Web link (if such is not an active link, please copy and paste the Web address into a Web browser):

<https://www.faro.com/terms/>

You can also obtain the terms from your FARO sales representative or please email Contracts.AMER@faro.com for a copy.

The following article contains all our calibration information under their respective product headings

https://knowledge.faro.com/Essentials/Hardware/Compensation_Calibration_and_Certification_Standards_for_FARO_Devices



FARO Technologies, Inc.
250 Technology Park, Lake Mary, FL 32746
Tel: +1.407.333.9911 | Toll Free: 800.736.0234
Fax: +1.407.333.4181

Nasdaq: FARO
www.FARO.com

June 1, 2022

To Whom It May Concern,

This letter identifies FARO Technologies, Inc., a Florida corporation, as the sole developer and manufacturer of the FARO Focus Laser Scanners (including the Focus M, Focus S and Focus Premium), the FARO Freestyle 2, FARO Focus Thermal Covers, SCENE software and FARO Zone software. FARO is also the sole provider of the software service, warranty, maintenance, annual calibration, and training programs associated with FARO Focus Laser Scanners, SCENE Software, and FARO Zone software. Some of the foregoing goods and services are offered through distributors, but the origin of those goods and services are from FARO.

FARO Technologies, founded in 1982, is a global leader in the manufacture of 3D measurement technology. FARO Technologies, a global organization, designs, develops, manufactures, markets, and supports software-driven, three-dimensional measurement and imaging solutions. Technology from FARO permits high-precision 3D measurement, imaging, and comparison of parts and compound structures within production and quality assurance processes. The devices are used for inspecting, planning and documenting spaces or structures in 3D, as well as for law enforcement, forensics, accident reconstruction, crime scene investigation, arson investigation, post-blast investigation, fire and security pre-planning, bullet trajectory, bloodstain pattern analysis, and augmented/virtual reality applications.

FARO is the sole developer and supplier of FARO Zone Software, which incorporates direct integration of FARO Focus point cloud data from scans into a simple to use program for full scene documentation, 2D and 3D Diagrams, animations, crash reconstruction, bullet trajectory, and bloodstain pattern analysis.

Through FARO and its products, our customers are making an investment in projects with unsurpassed cost-value, which provides a major advantage when looking for the most cutting-edge technology that gets you the right results in an age of limited resources. Our forensic customers include the Department of Defense, the federal government, various intelligence organizations, the U.S. military, and many state and municipal law enforcement agencies.

Please feel free to contact us with any questions,

Jim Schwartz | Senior Solutions Director | Public Safety Analytics
FARO Technologies, Inc. | 250 Technology Park | Lake Mary, FL 32746
Office: 414.614.6421 | jim.schwartz@faro.com



City of North Port

RESOLUTION NO. 2023-R-04

A RESOLUTION OF THE CITY OF NORTH PORT, FLORIDA, APPROVING THE POLICE DEPARTMENT'S EXPENDITURE OF \$236,855.00 IN FORFEITURE FUNDS; PROVIDING FOR INCORPORATION OF RECITALS; PROVIDING FOR CONFLICTS; PROVIDING FOR SEVERABILITY; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, the North Port Police Department ("NPPD") is a law enforcement agency that serves and protects the community and the City of North Port, Florida; and

WHEREAS, pursuant to Florida Statutes Section 932.7055, the proceeds of property seized by NPPD are deposited in a special law enforcement trust fund ("forfeiture funds"); and

WHEREAS, Florida Statutes Section 932.7055 allows the use of forfeiture funds for certain purposes, including but not limited to crime prevention, safe neighborhood, drug abuse education and prevention programs, or other certain law enforcement purposes, provided that the City Commission grants authorization for the expenditure; and

WHEREAS, two-thousand dollars (\$2,000.00) in forfeiture funds will be allocated to the Florida FBI National Academy Associates, Inc. ("FBINAA"), which is a non-profit organization of 16,000+ senior law enforcement professionals dedicated to providing our communities, states, countries, and profession with the highest degree of law enforcement expertise, training, education and information; and

WHEREAS, thirty-five thousand forty-six dollars (\$35,046.00) will be allocated to City of North Port Crime Prevention, including the purchase of products and equipment to ensure the public health, safety, and welfare of citizens; and

WHEREAS, ten-thousand dollars (\$10,000.00) will be allocated to Child Protection Services which serves the community in assisting families working to stay safely together or be reunited, foster care placement, assisting youth and young adults transitioning from foster care to independence, and adoption services; and

WHEREAS, ten-thousand dollars (\$10,000.00) will be allocated to Teen Court of Sarasota which is a non-profit organization dedicated to creating a second chance for at-risk youth and helping teens to make healthy choices through meaningful consequences, peer mentorship, and civic engagement; and

WHEREAS, two-thousand one hundred sixty-eight dollars (\$2,168.00) will be allocated to the North Port Police Department's Drug Bin so that the citizens of the City of North Port can safely dispose of unused or expired prescription and nonprescription medicines; and

WHEREAS, one hundred seventy-seven thousand six hundred forty-one dollars (\$177,641.00) will be used for additional law enforcement equipment which includes new expenses for law enforcement purposes and shall not be used to meet normal operating expenses of the North Port Police Department; and

WHEREAS, the City Commission of the City of North Port, Florida finds that this resolution serves the public health, safety, and welfare of the citizens of the City of North Port.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COMMISSION OF THE CITY OF NORTH PORT, FLORIDA:

SECTION 1 – INCORPORATION OF RECITALS

1.01 The above recitals are true and correct and are incorporated in this resolution by reference.

SECTION 2 – RESOLUTION

2.01 The Chief of Police has presented his written certification, attached as Exhibit "A," that the use of forfeiture funds pursuant to this resolution is in compliance with Florida Statutes Section 932.7055(5).

2.02 The City Commission for the City of North Port, Florida finds that the requested use of forfeiture funds by the Chief of Police complies with the requirements of Florida Statutes Section 932.7055(5), in that the funds will not be used to meet normal operating expenses of the NPPD and will instead further crime prevention, safe neighborhood, and/or drug abuse prevention.

2.03 The City Commission for the City of North Port, Florida authorizes the expenditure of two hundred thirty-six thousand eight hundred fifty-five dollars (\$236,855.00) from the forfeiture fund for the purpose of drug prevention, crime prevention, safe neighborhood, and for new and additional law enforcement equipment.

SECTION 3 – CONFLICTS

3.01 In the event of any conflict between the provisions of this resolution and any other resolution, in whole or in part, the provisions of this resolution will prevail to the extent of the conflict.

SECTION 4 – SEVERABILITY

4.01 If a court of competent jurisdiction finds that any section, subsection, sentence, clause, phrase, or provision of this resolution is for any reason invalid or unconstitutional, that provision will be

deemed a separate, distinct, and independent provision and will not affect the validity of the remaining portions of the resolution.

SECTION 5 - EFFECTIVE DATE

5.01 This resolution takes effect immediately.

ADOPTED by the City Commission of the City of North Port, Florida, in public session on July 25, 2023.

CITY OF NORTH PORT, FLORIDA


BARBARA LANGDON
MAYOR

ATTEST


HEATHER FAUST, MMC
CITY CLERK

APPROVED AS TO FORM AND CORRECTNESS


AMBER L. SLAYTON, B.C.S.
CITY ATTORNEY

EXHIBIT A
Resolution No. 2023-R-04

CERTIFICATION FOR USE OF FORFEITURE FUNDS

In my capacity as the Chief of Police for the City of North Port Police Department, I hereby request that the City Commission authorize the expenditure of two hundred thirty-six thousand eight hundred fifty-five dollars (\$236,855.00). Florida State Statute ("FSS") 932.7055(3) states any law enforcement agency that acquires at least fifteen thousand (\$15,000.00) within a fiscal year, must expend or donate no less than 25 percent of the proceeds for the support and operation of any drug treatment, drug abuse education, drug prevention, crime prevention, safe neighborhood, or school resource officer program or programs. The local law enforcement agency has the discretion to determine which program or programs will receive the designated proceeds.

To meet the statutory requirements of FSS 932.7055(3) fifty-nine thousand two hundred fourteen dollars (\$59,214.00) will be allocated to the following entities or department programs which must be spent for the benefit of the citizens of North Port:

FBINAA Retrainer	\$2,000.00
Crime Prevention	\$35,046.00
Child Protection Services	\$10,000.00
Teen Court	\$10,000.00
Drug Bin	\$2,168.00
NPPD Equipment	\$177,641.00
Total Expenditure	\$236,855.00

The one hundred seventy-seven thousand six hundred forty-one dollars (\$177,641.00) to be used for new and additional law enforcement equipment will not be used to meet normal operating expenses of the North Port Police Department as required in FSS 932.7055(5)(a).

I hereby certify that the use of forfeiture funds for the above-stated purpose complies with the provisions of Florida Statutes Section 932.7055(5).



Todd R. Garrison, Chief of Police

DEPARTMENT MEMORANDUM

TO: Captain Joseph Fussell *CF 7/21/25*

THROUGH: N/A

FROM: Commander Jason Selzer

DATE: 07/09/2025

SUBJ: FARO Warranty

Sir, I am writing this memorandum to bring to your attention and request the renewal of the FARO warranty and certification for the unit. The unit warranty is expiring on October 1st of this year, and it includes the unit being sent back to FARO for calibration, which is necessary for continued use. I am requesting four thousand eight hundred and seventy-two dollars (\$4,872) be allocated for this. This expense will also require addition into the 2026 budget. For the 2026 Budget, I would budget for five thousand, three hundred dollars (\$5,300) for the warranty and calibration, to cover any increases in that timeframe, and increase the software license fees for FARO for our allocated dates of 01/01/26 to 12/31/26 to five thousand dollars (\$5,000) also as this will cover a ten percent price increase. Please see the attached quote from FARO. If you have any questions please let me know.


Commander Jason Selzer #149





FARO Technologies Inc
125 Technology Park, Lake Mary FL
32746-6204
Phone No: 407-333-9911

Account Manager: Joi Haner
Email: joi.haner@faro.com
Sales Support: Ainel Grana
Contact Person: Scott Smith

Quotation No: 06700440
Quotation Date: 07/02/2025
Expiration Date: 08/01/2025
Lead Time: 2-6 weeks
Ship: Standard/Ground
Payment Terms: 30 Days net
Delivery Terms: Ex Works Origin

Bill To:	Ship To:
North Port Police Department 4970 City Hall Blvd North Port,FL,34286-4100 US	North Port Police Department North Port,United States 4980 City Hall Blvd North Port,FL,34286-4100 US

Notes:

UNIT COSTS				
ITEM NO.	DESCRIPTION	QTY	UNIT PRICE	TOTAL AMOUNT
SV2-SCN-1Y-R	FOCUS Premium Complete Care-1 Yr Rnw! Complete care coverage for Focus Premium scanners. Includes parts and labor for repairs and annual cleaning and calibration. One year renewal. Contract Date: 10/01/2025 - 09/30/2026 LLS092332309	1	\$ 4,872	\$ 4,872

RECURRING COSTS				
ITEM NO.	DESCRIPTION	YRS	ANNUAL PRICE	SUBTOTAL

Total Unit Price: \$ 4,872.00

Total Recurring Costs: \$ 0.00

Sub Total: \$ 4,872.00

Check Payments:
FARO Technologies, Inc.
PO Box 116908
Atlanta, GA 30368-6908

FARO Technologies Inc., 125 Technology Park, Lake Mary FL 32746-6204
Electronic Payments:
FARO Technologies, Inc.
ABA: 061000104
Swift Nbr: SNTRUS3A
USD Account #: 1000009578609

Phone No: 407-333-9911
www.faro.com
Nasdaq: FARO

Continued

Quotation No: 06700440

Shipping & Handling:	\$ 0.00
Total Excluding Tax:	\$ 4,872.00
Total Taxes:	\$ 341.04
Total Due: (USD)	\$ 5,213.04

FARO Technologies Inc., 125 Technology Park, Lake Mary FL 32746-6204

Check Payments:
FARO Technologies, Inc.
PO Box 116908
Atlanta, GA 30368-6908

Electronic Payments:
FARO Technologies, Inc.
ABA: 061000104
Swift Nbr: SNTRUS3A
USD Account #: 1000009578609

Phone No: 407-333-9911
www.faro.com
Nasdaq: FARO

Continued

Quotation No: 06700440

****Note: Taxes on this quote are budgetary estimates and are not binding. Taxes charged will be based on applicable tax rates assessed at the time of final invoice.**

Quote, including FARO Standard Delivery Terms and Conditions, accepted

Signature: _____ Print: _____

Title: _____ Date: _____

Accounts Payable Name: _____ Email: _____

Do you require a PO number to be referenced on the invoice () No () Yes - PO #: _____

FARO Technologies Inc., 125 Technology Park, Lake Mary FL 32746-6204

Check Payments:
FARO Technologies, Inc.
PO Box 116908
Atlanta, GA 30368-6908

Electronic Payments:
FARO Technologies, Inc.
ABA: 061000104
Swift Nbr: SNTRUS3A
USD Account #: 1000009578609

Phone No: 407-333-9911
www.faro.com
Nasdaq: FARO

Continued

Quotation No: 06700440

PURCHASE AGREEMENT AND CONDITIONS OF SALE: As a condition of this agreement, the applicable contract terms are FARO's Standard Terms and Conditions of Sale, or, if the Parties have entered into current master sales terms, such negotiated master terms.

The FARO Standard Terms and Conditions can be found at the following Web link (if such is not an active link, please copy and paste the Web address into a Web browser):

<https://www.faro.com/terms/>

You can also obtain the terms from your FARO sales representative or please email Contracts.AMER@faro.com for a copy.

The following article contains all our calibration information under their respective product headings

https://knowledge.faro.com/Essentials/Hardware/Compensation_Calibration_and_Certification_Standards_for_FARO_Devices

FARO Technologies Inc., 125 Technology Park, Lake Mary FL 32746-6204

Check Payments:
FARO Technologies, Inc.
PO Box 116908
Atlanta, GA 30368-6908

Electronic Payments:
FARO Technologies, Inc.
ABA: 061000104
Swift Nbr: SNTRUS3A
USD Account #: 1000009578609

Phone No: 407-333-9911
www.faro.com
Nasdaq: FARO

From: [Amanda Cardoso](#)
To: [Chelsey Rodgers](#); [Joi Haner](#)
Cc: [Erika Schlabach](#); [Jason Selzer](#)
Subject: RE: Confirmation of Quote and Renewal – FARO Focus Premium Complete Care (10/1/25 – 09/30/26)
Date: Wednesday, August 27, 2025 10:59:51 AM

Hi Chelsey,

Your warranty expires 9/30/2025, so you have until this date to renew your warranty.

Amanda Cardoso | Renewal Specialist

Office: 407-333-9911 Ext #1003

FARO Technologies, Inc. | 125 Technology Park | Lake Mary, FL 32746

Nasdaq: FARO | amanda.cardoso@faro.com | www.faro.com

From: Chelsey Rodgers <crodgers@northportpdfi.gov>

Sent: Wednesday, August 27, 2025 11:38 AM

To: Joi Haner <Joi.Haner@faro.com>; Amanda Cardoso <Amanda.Cardoso@faro.com>

Cc: Erika Schlabach <eschlabach@northportpdfi.gov>; Jason Selzer <jselzer@northportpdfi.gov>

Subject: Confirmation of Quote and Renewal – FARO Focus Premium Complete Care (10/1/25 – 09/30/26)

CAUTION: This email originated from outside the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

If you have clicked a link in this message with unexpected results, call IT immediately

Dear Joi and Amanda,

I am writing to confirm and clarify the details of the quote (06700440, dated 07/02/25) we have for the FARO's Focus Premium Complete Care one-year renewal. Based on my understanding, the coverage period will be from **October 1, 2025 through September 30, 2026**.

We intend to issue a purchase order near the start of the new fiscal year on **October 1, 2025**, with the payment check expected to be issued around **November 1, 2025**. Could you please confirm that this timeline aligns with your requirements and that coverage will remain continuous under these terms?

Thank you for your assistance and support. I look forward to your confirmation.

Best regards,
Chelsey Rodgers
Purchasing Agent
North Port Police Department

A City where you can "Achieve Anything."

E-mail messages sent or received by City of North Port officials and employees in connection with official City business are public records subject to disclosure under the Florida Public Records Act.



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

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. ALL procurement procedures still apply.

Requester

Date

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