



**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. 26-15**

**Date Posted: October 7, 2025**

**Written Response Due Date: October 14, 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: REPAIR SERVICES – INTERNATIONAL TRUCKS**
- **AMOUNT** (This is an acquisition with an estimated value of): **\$15,000**
- **VENDOR: SUN STATE INTERNATIONAL TRUCKS**

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/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](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 \***

2026

**Type code \*****Preparer**

Barbara Wolf

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

	Name
1	Garrett Woods
2	Chelsea Buell

**Department \***

PUBLIC WORKS

**Division(s)**

FLEET

**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 \***

Procure repair services for the City of North Port's International trucks engines including OEM or factory authorized replacement parts and repairs.

*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) business days.***

**Exemption Explanation (?) \***

The repair of the City of North Port's International Trucks requiring specialized diagnostics from factory trained technicians. engines including OEM or factory authorized replacement parts and repairs.

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

A single source letter has been received from Sun State International stating "they are the area provider for International Trucks sales, parts and service".

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

None

**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.

Sole Source Letter.pdf

114.6KB

**DemandStar**

[For Purchasing Division](#)

**Date Posted**

**Sole/Single Source Number**

**Effective Date**

**Expiration Date**

**Purchase Details**

**Line Items**

Item #	Description *	Unit of Measure	Quantity *	Unit Price *	Subtotal
1	Blanket for the repair of International trucks	\$\$	15,000.00	\$1.00	\$15,000.00

**Shipping (?) \***      **Total Charges**  
 \$0.00                      \$15,000.00

**Accounts (?)**

	Dept *	Account # (?) *	Project #	Amount *
1		520-3035-519.46-70		\$15,000.00

**Total Payments**  
 \$15,000.00

**Comments to Budget (?)**

Please see the attached Financial Impact sheet.

**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.

Financial Impact - Sun State International.pdf

80.93KB

Labor Rate.pdf

63.91KB

**Vendor Details**

**Vendor Information** (?)



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

**Vendor Name \***

SUN STATE INTERNATIONAL TRUCKS

**Vendor Number \***

6173

**Vendor Name CST**

**Contact**

Michael Velez

**Vendor Email**

[michael.velez@sunstateintl.com](mailto:michael.velez@sunstateintl.com)

**Remittance Address**

1000 SARASOTA CENTER BLVD, SARASOTA, FL 34240

**Phone**

941-355-7681

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

Yes  No

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

Yes  No  Waiver Attached

**YTD Expenses** (?)

**Department Inclusive** (?) \*

\$15,000.00

**City Inclusive** (?) \*

**Highest Approver** (?) \*

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

Vendor	Account#	Budget	Amount encubured
	<b>520-3035-519.46-70</b>	\$ 628,490.00	Outsource
Prompt Towing			\$ 35,000.00
Boulevard Tire			\$ 50,000.00
Ten-8 Fire			\$ 35,000.00
Charlotte County Ford			\$ 35,000.00
On Scene Repairs			\$ 40,000.00
Anthony's Touch of Class			\$ 10,000.00
Jackie's Auto Body			\$ 35,000.00
Dobbs Equipment			\$ 15,000.00
Mike's Autoglass			\$ 20,000.00
Tampa Spring			\$ 7,500.00
Rush Truck			\$ 15,000.00
Cummins Inc			\$ 15,000.00
Matheny Fire			\$ 10,000.00
Menzi			\$ 20,000.00
Everglades			\$ 15,000.00
Southern Sewer			\$ 20,000.00
Sun State International			\$ 15,000.00
<b>Total</b>			<b>\$ 392,500.00</b>
<b>Account Balance</b>			<b>\$ 235,990.00</b>
	<b>520-3035-519.4603</b>	\$ 2,402,820.00	R&R Vehicles
Fast Equipment			\$ 7,500.00
JF Petroleum			\$ 15,000.00
ARI Phoenix			\$ 10,000.00
<b>Total</b>			<b>\$ 32,500.00</b>
<b>Account Balance</b>			<b>\$ 2,370,320.00</b>
	<b>520-3035-519.54-00</b>	\$ 54,020.00	Subscriptions
Cummins Insite			\$ 3,400.00
<b>Total</b>			<b>\$ 3,400.00</b>
<b>Account Balance</b>			<b>\$ 50,620.00</b>

November 20, 2024

To Whom It May Concern:

This letter is to inform you that International Motors, LLC, formerly known as Navistar, Inc., has a signed Dealer Sales/Maintenance Agreement with Sun State International Trucks, LLC and Sun State International Trucks of Central Florida, LLC dba Sun State International Trucks that authorizes them to sell International trucks, parts and services at the following locations:

6020 E Adamo Drive, Tampa, FL 33619  
8247 15th Street E, Sarasota, FL34243  
41609 Highway 27, Davenport, FL 33837  
17127 Runway Drive, Brooksville, FL 34604

Their assigned area of responsibility includes the counties of DeSoto, Hardee, Hernando, Highlands, Hillsborough, Manatee, Pasco, Pinellas, Polk and Sarasota.

Please contact [DealerAdmin@Navistar.com](mailto:DealerAdmin@Navistar.com) if you have questions or need additional information.

Sincerely,



Paul Grzemeski  
Manager, Dealer Administration



Sun State International's labor rate per hour as of November 1<sup>st</sup>, 2024, is 195.00 per hour for General Repairs. \$200.00 per hour for mobile repairs, and \$220 an hour for Motorhome/RV Repairs.

Best Regards,

A handwritten signature in black ink, appearing to read 'Michael Velez', is written over a light blue horizontal line.

11-6-2024

Michael Velez

Operations Manager - Sarasota