



**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. 26-41**

**Date Posted: November 18, 2025**

**Written Response Due Date: November 25, 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: Fire and Medical Report Management System**
- **AMOUNT** (This is an acquisition with an estimated value of): **\$19603.33**
- **VENDOR: IMAGETREND LLC**

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/files>. 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**

Kristina Smith

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

	Name
1	Deanna Marshall

**Department \***

FIRE

**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 \***

Fire and Medical report management system and data archiving

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 (?) \***

ImageTrend is the sole provider of this records management system.

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

Fire Rescue researched and tested alternatives, ImageTrend was identified as the best system for the department needs

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

N/A

**Grant? \*** Yes  No**Technology Related? (?) \*** Yes  Renewal  No**Technology type \***

Software

**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 \***

ImageTrend is the sole provider of this records management system

**Original Purchase (?) \***

01/01/2018

Standardization cannot be on the first purchase.

**Supporting backup \***

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

North Port Sole Source Letter 2025.pdf

125KB

**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	Elite™ Rescue Support	\$\$	4,193.34	\$1.00	\$4,193.34
2	Elite™ Rescue Hosting	\$\$	6,290.02	\$1.00	\$6,290.02
3	Elite Rescue Field Site License Support	\$\$	1,863.71	\$1.00	\$1,863.71
4	Visual Informatics™ EMS Cube Support	\$\$	1,967.80	\$1.00	\$1,967.80
5	Visual Informatics™ Fire Cube Support	\$\$	983.90	\$1.00	\$983.90
6	Elite Rescue CAD Integration	\$\$	4,304.56	\$1.00	\$4,304.56

**Shipping (?) \***

\$0.00

**Total Charges**

\$19,603.33

**Accounts (?)**

	Dept *	Account # (?) *	Project #	Amount *
1		001-2222-526.49-14		\$10,293.61

2	110-2222-522.49-14	\$9,309.72
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**Total Payments**

\$19,603.33

**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.

Image Trend Sales Invoice PS-INV119903.pdf Updated.pdf

66.38KB

**Vendor Details**

**Vendor Information (?)**



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

**Vendor Name \***

IMAGETREND LLC

**Vendor Number \***

8182

**Vendor Name CST**

**Contact**

**Vendor Email**

[contracts@imagetrend.com](mailto:contracts@imagetrend.com)

**Remittance Address**

20855 KENSINGTON BLVD, LAKEVILLE, MN 55044

**Phone**

952-469-1589

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

Yes  No

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

Yes  No  Waiver Attached

**YTD Expenses (?)**

**Department Inclusive (?) \***

\$0.00

**City Inclusive (?) \***

**Highest Approver (?) \***

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

November 13, 2025

Kris Smith  
Business Services Coordinator  
North Port Fire Rescue  
4970 City Hall Blvd  
North Port, FL 34286

Dear Kris Smith,

Thank you for your recent sole source inquiry. ImageTrend Elite™ is solely developed, produced, distributed and supported by ImageTrend, LLC. This product is copyrighted and trademarked. Only available from ImageTrend is our seamless integration with any of over 50 CAD vendors that we have worked with in the past. These CAD integrations allow for data to be directly imported into the Elite EMS run form, reducing data collection needs and human error. Your CAD integration to Elite is only able to be configured and maintained by ImageTrend employees.

This solution from ImageTrend, LLC. is based upon the unique modules and basic architectural features of the data management systems that have been designed by ImageTrend for many applications. The experience and input from our current users have collaboratively helped us to develop a commercial-off-the-shelf (COTS) solution and best practices exclusively for the EMS market.

ImageTrend is the only company to offer a fully integrated EMS/Fire solution compatible with NEMESIS v3/NFIRS that incorporates both mobile-device compatibility from the ground up, as well as the option to self-host the Elite EMS system database in their own hosted environment. The Elite solution is scalable within one system to handle millions of incidents with thousands of users annually. Elite's unique security concept and enterprise design allow for multiple tiered, secure usage and views by individual services, regional groups and state entities all within one system.

The Elite solution offers drag and drop form template configuration available to manage system-wide, regionally or specific to agency's workflow, in addition, easy to create validation rules to meet state or agency documentation standards. The solution includes a proprietary Report Writer for usage and generation of standard and ad hoc reports by any level of system user within their reporting permission rights.

As the sole source vendor of this software, we distribute on a use license basis and maintain beneficiary escrow accounts. All data obtained and maintained within the application is proprietary to and owned by the licensed user. ImageTrend does not distribute the source code to any other vendors or resellers and therefore development, modification or implementation of Elite and its modules and extensions can only be performed by ImageTrend, LLC.

1305 Corporate Center Drive, Suite 500, Eagan, MN 55121

Phone: (952) 469-1589 | Toll Free: (888) 469-7789 | Fax: (952) 985-5671

[www.ImageTrend.com](http://www.ImageTrend.com)

Please feel free to contact us at 1-888-469-7789 if you need any further information.

Sincerely,



Joe Graw  
Chief Growth Officer  
Phone: (952) 469 - 1589

# Invoice PS-INV119903

October 10, 2025

**City of North Port**

Nick Herlihy  
 4980 City Center Blvd  
 North Port, FL 34286  
 USA

Customer ID	Customer PO	Schedule Number	Due Date	Payment Terms
2382		16239 (10/01/25 - 09/30/26)	November 9, 2025	Net 30

No.	Description	Quantity	Unit Price	Comment	Tax %	Line Amount Excl. Tax
550	Elite™ Rescue Support	1	4,193.344	Annual Fee	0	4,193.34
<b>Notes:</b>						
252	Elite™ Rescue Hosting	1	6,290.016	Annual Fee	0	6,290.02
<b>Notes:</b>						
169	Elite Rescue Field Site License Support	1	1,863.712	Annual Fee	0	1,863.71
<b>Notes:</b>						
686	Visual Informatics™ EMS Cube Support	1	1,967.798	Annual Fee	0	1,967.80
<b>Notes:</b>						
689	Visual Informatics™ Fire Cube Support	1	983.8991	Annual Fee	0	983.90
<b>Notes:</b>						
44	Elite Rescue CAD Integration	1	4,304.558	Annual Fee	0	4,304.56
<b>Notes:</b>						
<b>Subtotal</b>						<b>19,603.33</b>
<b>Total Tax</b>						<b>0.00</b>



**\*\*WE'VE MOVED! PLEASE UPDATE YOUR RECORDS TO OUR NEW ADDRESS\*\***

ImageTrend LLC  
1305 Corporate Center Drive, Suite 500, Eagan, MN 55121  
Phone: (952) 469-1589 | Toll Free: (888) 469-7789  
Accounting: (952) 469-6200  
Email: [invoices@imagetrend.com](mailto:invoices@imagetrend.com)

**Total \$ Incl. Tax      19,603.33**

