



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. 26-43

Date Posted: November 21, 2025

Written Response Due Date: November 28, 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: INTERLOCAL AGREEMENT C2023-314**
- **AMOUNT** (This is an acquisition with an estimated value of): **\$86552.00**
- **VENDOR: ECONOMIC DEV CORP OF SARASOTA CTY**

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/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. 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**

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 ***

Interlocal Agreement C2023-314 - Participation in the County-wide Economic Development Program

*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 (?) *

Interlocal Agreement C2023-314

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

Interlocal Agreement C2023-314

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 *

Interlocal Agreement C2023-314

Supporting backup *

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

Interlocal Agreement C2023-314 Emial Chain w -SC.pdf 2MB

Scan 251114 11_40_53.pdf 53.38KB

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	Interlocal Agreement C2023-314	\$\$	86,552.00	\$1.00	\$86,552.00

Shipping (?) *	Total Charges
\$0.00	\$86,552.00

Accounts (?)

	Dept *	Account # (?) *	Project #	Amount *
1		001-0830-552.54-00		\$86,552.00

Total Payments
\$86,552.00

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.](#)

Vendor Details

Vendor Information (?)



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

Vendor Name *

ECONOMIC DEV CORP OF SARASOTA CTY

Vendor Number *

5322

Vendor Name CST

Contact

Vendor Email

esilk@edcsarasotacounty.com

Remittance Address

301 N CATTLEMEN RD STE 203, SARASOTA, FL 34232

Phone

941-309-1200

Vendor Documentation Current (?) *

Yes No

Risk Documentation Current (?) *

Yes No Waiver Attached

YTD Expenses (?)

Department Inclusive (?) *

\$86,522.00

City Inclusive (?) *

Highest Approver (?) *

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



Sarasota County Financial Services

1001 Sarasota Center Blvd.
Sarasota, FL 34240-7850
Attn: Accounts Receivable

Invoice No. **WC 01312025-1**

INVOICE

Customer

Name City of North Port
Address 4970 City Hall Boulevard
City North Port, FL 34286
Attn:

Date 1/31/2025

Qty	Description	Unit Price	TOTAL
86,552	Per Interlocal Agreement C2023-314 Participation in the County-Wide Economic Development Program Contribution of (\$1.00) per capita based on the Population Figures of 86,552 Population date 4/1/2023	1.00	86,552.00

Payment Details

-
- Check
-

Payable To: Sarasota County
Board of County Commissioners

SubTotal	\$86,552.00
Shipping & Handling	\$0.00
Taxes	
TOTAL	\$86,552.00

68700100 386830

****For proper credit please send check and copy of invoice to:
Sarasota County Financial Services
1001 Sarasota Center Blvd. Sarasota, FL 34240**

BY: *Alan Ray* ^{Ok to Pay}
Date: 11-13-2025

RE: [EXTERNAL] EDC Invoice- City of North Port

From Rob Lewis <rlewis@scgov.net>

Date Fri 11/14/2025 11:14 AM

To Jacqueline Waterhouse <jwaterhouse@northportfl.gov>; Liwen Kong <lkong@scgov.net>; Christy Hackman <chackman@scgov.net>; Michael Meerman <mmeerman@northportfl.gov>

Cc Lauren Tominelli <ltominelli@scgov.net>



Thanks everyone.

Rob Lewis

Director / Governmental Relations

Governmental Relations

c. 941-415-4424

www.scgov.net

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To learn more about Florida's Sunshine Law, click [here](#).

From: Jacqueline Waterhouse <jwaterhouse@northportfl.gov>

Sent: Friday, November 14, 2025 11:11 AM

To: Liwen Kong <lkong@scgov.net>; Christy Hackman <chackman@scgov.net>; Michael Meerman <mmeerman@northportfl.gov>

Cc: Lauren Tominelli <ltominelli@scgov.net>; Rob Lewis <rlewis@scgov.net>

Subject: Re: [EXTERNAL] EDC Invoice- City of North Port

Caution: This email originated from an external source. Be Suspicious of Attachments, Links and Requests for Login Information

Good morning, everyone.

Quick update: Invoice #WC-01312025-1 is now in the AP process.

Thank you for your patience and coordination. Have a fantastic weekend!

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: Liwen Kong <lkong@scgov.net>

Sent: Wednesday, November 12, 2025 4:08 PM

To: Christy Hackman <chackman@scgov.net>; Rob Lewis <rlewis@scgov.net>; Michael Meerman <mmeerman@northportfl.gov>

Cc: Jacqueline Waterhouse <jwaterhouse@northportfl.gov>; Lauren Tominelli <ltominelli@scgov.net>

Subject: RE: [EXTERNAL] EDC Invoice- City of North Port

 **ALERT**

Here is the FY25 invoice for your easy reference, pending payment by North Port.

Thank you.

Liwen Kong

Budget Analyst

Financial Management

o. 941-861-5425

www.scgov.net

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From: Christy Hackman <chackman@scgov.net>

Sent: Wednesday, November 12, 2025 4:06 PM

To: Rob Lewis <rlewis@scgov.net>; Michael Meerman <mmeerman@northportfl.gov>

Cc: Jacqueline Waterhouse <jwaterhouse@northportfl.gov>; Lauren Tominelli <ltominelli@scgov.net>; Liwen Kong <lkong@scgov.net>

Subject: RE: [EXTERNAL] EDC Invoice- City of North Port

Good afternoon,

That is correct, the population numbers come from BEBR and are based on the most recent available estimates when preparing the budget. For the FY2025 budgeted \$1 per capita contributions, the 2023 estimates were the most recent available. North Port's 2023 population estimate was 86,552. The 2025 estimated population will be used for the FY2027 budgeted \$1 per capita. Please let me know if you have any questions.

Thank you,
Christy

Christy Hackman
Manager II
Financial Management
c. 941-724-2666

www.scgov.net

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From: Rob Lewis <rlewis@scgov.net>
Sent: Wednesday, November 12, 2025 3:40 PM
To: Michael Meerman <mmeerman@northportfl.gov>
Cc: Jacqueline Waterhouse <jwaterhouse@northportfl.gov>; Lauren Tominelli <ltominelli@scgov.net>; Liwen Kong <lkong@scgov.net>; Christy Hackman <chackman@scgov.net>
Subject: RE: [EXTERNAL] EDC Invoice- City of North Port

Thanks Mike. I think our OFM staff explained that the population number they use was as of the date of the invoice. The numbers come from UF-BEBR I am copying them to advise.

Rob Lewis
Director / Governmental Relations
Governmental Relations
c. 941-415-4424

www.scgov.net

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From: Michael Meerman <mmeerman@northportfl.gov>
Sent: Wednesday, November 12, 2025 3:30 PM
To: Rob Lewis <rlewis@scgov.net>
Cc: Jacqueline Waterhouse <jwaterhouse@northportfl.gov>; Lauren Tominelli <ltominelli@scgov.net>
Subject: Fw: [EXTERNAL] EDC Invoice- City of North Port

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Good afternoon, Rob:

Yes, thank you, all is well! The thread below explains where things left off.

Thank you,

Michael Meerman

Economic Development Manager

4970 City Hall Blvd., North Port, FL 34286

941.429.7030 Cell 941.340.9045

[Schedule a Meeting](#)

From: Lauren Tominelli <ltominelli@scgov.net>
Sent: Wednesday, October 22, 2025 3:44 PM
To: Jacqueline Waterhouse <jwaterhouse@northportfl.gov>
Cc: Erin Silk, CECD <esilk@edcsarasotacounty.com>; Josh Ewen <jewen@edcsarasotacounty.com>; Michael Meerman <mmeerman@northportfl.gov>
Subject: RE: [EXTERNAL] EDC Invoice- City of North Port

 ALERT
Hi Jackie,

I will forward your email to the finance department. Thanks for letting me know .

Lauren Tominelli
Business & Government Relations Liaison
Governmental Relations
o. 941-861-5000 | c. 941-400-0965 | e.
ltominelli@scgov.net
1660 Ringling Blvd., Sarasota, Florida 34236
www.scgov.net

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From: Jacqueline Waterhouse <jwaterhouse@northportfl.gov>
Sent: Wednesday, October 22, 2025 3:42 PM
To: Lauren Tominelli <ltominelli@scgov.net>
Cc: Erin Silk, CECD <esilk@edcsarasotacounty.com>; Josh Ewen <jewen@edcsarasotacounty.com>; Michael Meerman <mmeerman@northportfl.gov>
Subject: RE: [EXTERNAL] EDC Invoice- City of North Port

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Good afternoon, Lauren.

We received the official population data for the City of North Port. If you could please facilitate in correcting the invoice to reflect the city's population as 96,301 and a fixed price to that population count. You can have the invoice sent back to myself and I will get that processed for you.

Thanks so much for all your help. If there are any other questions, I'd be more than happy to help.

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: Michael Meerman <mmeerman@northportfl.gov>

Sent: Tuesday, October 21, 2025 3:45 PM

To: Lauren Tominelli <ltominelli@scgov.net>

Cc: Jacqueline Waterhouse <jwaterhouse@northportfl.gov>; Erin Silk, CECD <esilk@edcsarasotacounty.com>; Josh Ewen <jewen@edcsarasotacounty.com>

Subject: Re: [EXTERNAL] EDC Invoice- City of North Port

Hi Lauren,

When we received the statement, we noticed the population value was understated. Given that the metric is the basis for the financial calculation, we want to be re invoiced with what we believe will be a higher population level. We continue to experience growth and are hopeful to have the new value from BEBR anytime now. As soon as the new population value is provided, we will ask for a new statement so that the County will benefit from the larger financial sum. Jacqueline, who is copied on this message, is tracking.

Thanks

Michael Meerman

Economic Development Manager

4970 City Hall Blvd., North Port, FL 34286

941.429.7030 Cell 941.340.9045

[Schedule a Meeting](#)

From: Lauren Tominelli <ltominelli@scgov.net>
Sent: Tuesday, October 21, 2025 3:29 PM
To: Michael Meerman <mmeerman@northportfl.gov>
Subject: FW: [EXTERNAL] EDC Invoice- City of North Port

 **ALERT**
Hi Michael,

I hope you are doing well.

Are you able to assist with this?

Lauren Tominelli
Business & Government Relations Liaison
Governmental Relations
o. 941-861-5000 | c. 941-400-0965 | e.
ltominelli@scgov.net
1660 Ringling Blvd., Sarasota, Florida 34236
www.scgov.net

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From: Liwen Kong <lkong@scgov.net>
Sent: Tuesday, October 21, 2025 1:26 PM
To: Amanda Alba <aalba@scgov.net>; Lauren Tominelli <ltominelli@scgov.net>
Subject: RE: [EXTERNAL] EDC Invoice- City of North Port

Good afternoon, ladies,

For your kind updates, I have not observed the FY25 EDC contribution by North Port as of today in FE. I wonder if any of you can follow up with North Port on this regarding the FY25 year-end closing.

Thank you!!!

Liwen Kong
Budget Analyst
Financial Management
o. 941-861-5425
1660 Ringling Blvd, Sarasota, Florida 34236
www.scgov.net

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From: Amanda Alba <aalba@scgov.net>
Sent: Thursday, October 9, 2025 9:04 AM
To: Liwen Kong <lkong@scgov.net>
Subject: FW: [EXTERNAL] EDC Invoice- City of North Port

Good morning Liwen,

I reached out to the previous contact I had for City of North Port regarding the EDC outstanding payment, and the new point of contact I have is:

Christian Soto
csoto@northportfl.gov
941-370-2836

He had me email him the invoice and is making sure it gets moved along to the right person regarding the outstanding payment.

Thank you,

Amanda Alba
Utilities Team Lead
Financial Management
 o. 941-861-0539
1001 Sarasota Center Blvd., Sarasota, Florida 34240
www.scgov.net

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From: Christian Soto <csoto@northportfl.gov>
Sent: Thursday, October 9, 2025 8:51 AM
To: Amanda Alba <aalba@scgov.net>
Subject: Re: [EXTERNAL] EDC Invoice- City of North Port

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Hi Amanda,

Thanks again for sending this over. I passed it along to our team for further review.

Best,

Christian Soto

Marketing Strategist

4970 City Hall Blvd., North Port, FL 34286

941.370.2836 Cell 954.305.2123

From: Amanda Alba <aalba@scgov.net>
Sent: Thursday, October 9, 2025 8:43 AM
To: Christian Soto <csoto@northportfl.gov>
Subject: [EXTERNAL] EDC Invoice- City of North Port

 **ALERT**
Hello,

Please see attached for the City of North Port EDC invoice, that we have not yet received the contribution payment for.

Amanda Alba

Utilities Team Lead

Financial Management

o. 941-861-0539

1001 Sarasota Center Blvd., Sarasota, Florida 34240

www.scgov.net



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RE: Risk Form 900.2

From Risk Services <riskservices@northportfl.gov>
Date Tue 11/18/2025 8:23 AM
To Jacqueline Waterhouse <jwaterhouse@northportfl.gov>

Please be advised that if the scope has been altered, changed, or increased, the insurance form should be updated and resubmitted to be sure that the City of North Port has adequate protection.

Vendor Approved by Risk.

Please monitor the expiration dates of policies of the approved Vendors. RISK approves insurances based on the date RISK receives the request for approval.

From: Jacqueline Waterhouse <jwaterhouse@northportfl.gov>
Sent: Friday, November 14, 2025 1:25 PM
To: Risk Services <riskservices@northportfl.gov>
Subject: Risk Form 900.2

Good afternoon. If you could please approve this form or advise me of a better course of action. I am in need of paying an invoice from the Sarasota County Financial Services for the Interlocal Agreement C2023-314 participation in the County-Wide Economic Development Program. There are services being provided to us directly.

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)



