



**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. 26-48**

**Date Posted: December 5, 2025**

**Written Response Due Date: December 12, 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: PURCHASE OF TORO EQUIPMENT PARTS**
- **AMOUNT** (This is an acquisition with an estimated value of): **\$7500.00**
- **VENDOR: WESCO TURF 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](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**

LeAnn Turner

**Department \***

PARKS &amp; RECREATION

**Division(s)**

MAINTENANCE

**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 \***

Parks & Recreation will purchase factory authorized replacement parts for Toro equipment used to maintain athletic fields throughout the city.

*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 equipment used for maintenance of athletic fields is Toro branded. Wesco Turf is the sole source provider of repair and wear items associated with this equipment.

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

The equipment is purchased in conjunction with Sarasota County and is the correct equipment for maintenance of athletic fields. As Wesco Turf is the sole source of these products for Sarasota County, they are the single point of contact. Other vendors may order "similar" parts, but using non-branded products will void the warranty and increases the potential for safety and equipment performance issues.

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

No other vendors of Toro brand products available

**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)

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- 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)

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- 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)

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- 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)

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- Other: None or some of the above apply. Provide detailed justification below.

**Explanation \***

Posted FY21 SS21-49, parts ordered yearly

**Original Purchase (?) \***

06/23/2021

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.

2025 WESCO TURF INC PR BLNKT S 8500.pdf 1.21MB

SOLESRCE City of North Port Sole Source 2025-SP.pdf 127.43KB

**DemandStar**

For Purchasing Division

**Date Posted**

Sole/Single Source Number	Effective Date	Expiration Date
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**Purchase Details**

**Line Items**

Item #	Description *	Unit of Measure	Quantity *	Unit Price *	Subtotal
1	FY26 blanket for purchase of replacement items for Toro equipment	\$\$	7,500.00	\$1.00	\$7,500.00

<b>Shipping (?) *</b>	<b>Total Charges</b>
\$0.00	\$7,500.00

**Accounts (?)**

	Dept *	Account # (?) *	Project #	Amount *
1		001-3038-572.52-50		\$7,500.00

**Total Payments**  
\$7,500.00

**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 \*

WESCO TURF INC

Vendor Number \*

3936

Vendor Name CST

Contact

Vendor Email

[chris.fordney@wescoturf.com](mailto:chris.fordney@wescoturf.com)

Remittance Address

2101 CANTU CT, SARASOTA, FL 34232

Phone

941-650-1257

Vendor Documentation Current (?) \*

Yes  No

Risk Documentation Current (?) \*

Yes  No  Waiver Attached

YTD Expenses (?)

Department Inclusive (?) \*

\$7,728.00

City Inclusive (?) \*

Highest Approver (?) \*

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



The Toro Company

8111 Lyndale Avenue South, Bloomington, Minnesota 55420-1196  
• Phone 952-888-8801 • www.thetorocompany.com • Fax 952/887-8258

December 4, 2025

LeAnn Turner  
Purchasing Agent  
City of North Port  
4970 City Hall Blvd  
North Port, Florida 34286

Dear LeAnn,

This letter is to inform you that Wesco Turf, Inc. at 2101 Cantu Court in Sarasota (941-377-6777) is the sole source for Toro commercial turf equipment and Toro golf course irrigation products for your geographic area.

Wesco Turf, Inc. has four locations:

Headquarters: 2101 Cantu Court, Sarasota, FL 34232  
300 Technology Park Lake Mary, FL 32746  
7037 Commonwealth Ave, Jacksonville, FL 32220  
Wesco/Hector Turf, at 1301 NW 3<sup>rd</sup> Street, Deerfield Beach, FL 33442

The Toro commercial products include Greens master, Grounds master, Reel master, Utility vehicles, Sprayers, Debris Equipment, Aeration Equipment and Commercial Equipment Parts. The Toro irrigation products include Golf Sprinkler Heads, Gear Drives, nozzles and irrigation parts.

Wesco Turf, Inc. is the only authorized warranty and repair distributor of all products manufactured by The Toro Company of Bloomington, Minnesota for the territory mentioned above.

If you have any questions regarding this, please contact me.

Sincerely,

A handwritten signature in black ink that reads "Scott Papania". The signature is written in a cursive, flowing style.

Scott Papania, CSE  
District Sales Manager  
The Toro Company  
Commercial Products Division  
Scott.papania@toro.com

Action History (UTC-05:00)

Submit

by Rachael Payne 10-03-2024 10:24:34 AM (Start Form)

Approve

by Sandy Pfundheller 10-04-2024 09:03:57 AM (Director Approval)

- The task was assigned to Sandy Pfundheller, Trish Sturgess 10/3/2024 10:24:38 AM
- Sandy Pfundheller assigned the task to Sandy Pfundheller 10/4/2024 9:03:49 AM

Approve

by Nicole Brown 10-04-2024 09:12:50 AM (Budget Approval)

- The task was assigned to Heidi Hallas, Nicole Brown, Lisa Herrmann 10/4/2024 9:03:58 AM
- Nicole Brown assigned the task to Nicole Brown 10/4/2024 9:09:36 AM

Reviewed

by Bernice Moen 10-04-2024 02:58:26 PM (Purchasing Specialist - 4S)

■ EVER-BLKT-TERM  
STANDARDIZATION

- The task was assigned to Bernice Moen, Geoff Thomas 10/4/2024 9:12:51 AM
- Bernice Moen assigned the task to Bernice Moen 10/4/2024 2:55:54 PM

Approve

by Ginny Duyn 10-04-2024 03:17:49 PM (Purchasing Approval)

- The task was assigned to Alla Skipper, Ginny Duyn, Keith Raney 10/4/2024 2:58:27 PM
- Ginny Duyn assigned the task to Ginny Duyn 10/4/2024 3:16:55 PM



# Procurement Request

## City of North Port

### Request

**Request Type \***

Sole/Single Source/Standardization

**Capital? (?)** No  Yes**PRR-EX (?)** Yes**FY \***

2025

**Type code \***

S

**Preparer**

Rachael Payne

**Department \***

PARKS &amp; RECREATION

**Division(s)**

MAINTENANCE

**Purchase****Payment Method \*** Visa Purchase  Purchase Order**Purchase Type \*** Single Purchase (current FY)  
 Blanket Purchase (current FY)**Purchase SubType \*** None  Change Order  
 Amendment**Description \***

Parks & Recreation will need to purchase factory authorized replacement parts for Toro equipment used to maintain athletic fields throughout the city.

*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 equipment used for maintenance of athletic fields is Toro branded. Wesco Turf is the sole source provider of repair and wear items associated with this equipment.

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

The equipment is purchased in conjunction with Sarasota County and is the correct equipment for maintenance of athletic fields. As Wesco Turf is the sole source of these products for Sarasota County, they are the single point of contact. Other vendors may order "similar" parts, but using non-branded products will void the warranty and increases the potential for safety and equipment performance issues.

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

No other vendors of Toro brand products available

**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)

**Explanation \***

Posted FY21 SS21-49, parts ordered yearly

**Original Purchase (?) \***

06/23/2021

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.

09.17.2024 Sole Source - City of North Port.pdf

122.94KB

**DemandStar**

For Purchasing Division

**Date Posted**

**Sole/Single Source Number**

SS25

**Verified By**

Bernice Moen

**Effective Date**

**Expiration Date**

**PostedPlusSeven**

Hidden

01/06/1900

**Purchase Details**

**Line Items**

Item #	Description *	Unit of Measure	Quantity *	Unit Price *	Subtotal
1	FY25 blanket for replacement items for Toro equipment	\$\$	8,500.00	\$1.00	\$8,500.00

**Shipping (?) \***

\$0.00

**Total Charges**

\$8,500.00

Accounts (?)

	Dept *	Account # (?) *	Project #	Amount *
1	PR	001-3038-572.52-50		\$8,500.00

Total Payments  
\$8,500.00

Comments to Budget (?)

Vendor Details

Vendor Information (?)



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

Vendor Name \*

WESCO TURF INC

Vendor Number \*

3936

Vendor Name CST

Contact

Vendor Email

[chris.fordney@wescoturf.com](mailto:chris.fordney@wescoturf.com)

Remittance Address

2101 CANTU CT, SARASOTA, FL 34232

Phone

941-650-1257

Vendor Documentation Current (?) \*

Yes  No

Risk Documentation Current (?) \*

Yes  No  Waiver Attached

YTD Expenses (?)

Department Inclusive (?) \*

\$8,500.00

City Inclusive (?) \*

\$8,500.00



The Toro Company

8111 Lyndale Avenue South, Bloomington, Minnesota 55420-1196  
▪ Phone 952-888-8801 ▪ [www.thetorocompany.com](http://www.thetorocompany.com) ▪ Fax 952/887-8258

September 17, 2024

City of North Port  
Attn: Rachael Payne  
4970 City Hall Blvd  
North Port, Florida 34286

Dear Rachael,

This letter is to inform you that Wesco Turf, at 2101 Cantu Court, Sarasota, FL 34232 (941-377-6777) is the sole source for Toro commercial turf equipment and parts and Toro golf course irrigation products for your geographic area.

If you have any questions regarding this, please contact me.

Sincerely,

A handwritten signature in black ink that reads "Scott Papania". The signature is written in a cursive, flowing style.

Scott Papania, CSE  
District Sales Manager  
The Toro Company  
Commercial Products Division  
[Scott.papania@toro.com](mailto:Scott.papania@toro.com)

REQUISITION BY: RACHAEL PAYNE

STATUS: PURCHASING AGENT  
REASON: PURCHASE OF TORO REPLACEMENT PARTS

S

DATE: 10/06/23

SHIP TO LOCATION: PARKS &amp; REC MAINTENANCE

SUGGESTED VENDOR: 3936 WESCO TURF INC

DELIVER BY DATE: 9/30/24

LINE NBR	DESCRIPTION	QUANTITY	UOM	UNIT COST	EXTEND COST	VENDOR PART NUMBER
1	TORO REPLACEMENT PARTS COMMODITY: AGRICULTURAL EQUIP PARTS SUBCOMMOD: CUR/SHRED MOW FLAIL/ROT/R	10000.00	\$\$	1.0000	10000.00	
REQUISITION TOTAL:					10000.00	

## A C C O U N T I N F O R M A T I O N

LINE #	ACCOUNT	PROJECT	%	AMOUNT
1	00130385725250	OPERATING SUPPLIES MINOR OPERATING EQUIPMENT	100.00	10000.00
				10000.00

REQUISITION IS IN THE CURRENT FISCAL YEAR.

EVER-BLKT-TERM  
STANDARDIZATIONPURCHASING DEPARTMENT  
VENDOR TRACKING  
Prior PO Total: \$0  
New PO Total: \$10,000.00  
YTD Dept Exp (Incl): \$10,000.00  
YTD CW Exp (Incl): \$10,000.00



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



Please indicate:  Visa Purchase  Purchase Order

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

DEPARTMENT/DIVISION: Parks & Recreation NAME OF REQUESTOR: Rachael Payne

If Applicable: COMMISSION MEETING DATE: \_\_\_\_\_ AGENDA ITEM NUMBER: \_\_\_\_\_

*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)

Parks & Recreation will need to purchase factory authorized replacement parts for Toro equipment used to maintain athletic fields throughout the city.

**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 attached separate memo)

The equipment used for maintenance of athletic fields is Toro branded. Wesco Turf is the sole source provider of repair and wear items associated with this equipment.

**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**):

The equipment is purchased in conjunction with Sarasota County, and is the correct equipment for maintenance of the athletic fields. As Wesco Turf is the sole source of these products for Sarasota County, they are the single point of contact. Other vendors may offer "similar" parts, but using non-branded products will void the warranty of the Toro equipment and increases the potential for safety and equipment performance issues.



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

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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**):

No other vendors of Toro brand products available

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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\* Posted FY21 SS21-49, parts ordered yearly**

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: Wesco Turf Vendor Number: 3936  
Address: 2101 Cantu Court, Sarasota, FL 34232  
Contact: Jennifer Kaminski Phone: 941-377-6777 Email: ar@wescoturf.com

#### Vendor Tracking:

Check if Vendor Documents Current

YTD Dept Exp. (Inclusive): \$ 10,000.00

#### To be completed by Purchasing:

YTD City Wide Exp. (Inclusive): \$ 10,000.00

(For Purchasing Division)

Verified By: B. Moen Date Posted: Standardization

Sole/Single Source Number: \_\_\_\_\_ Eff. Date: \_\_\_\_\_ Exp. Date: \_\_\_\_\_

### PURCHASE DETAILS





The Toro Company

8111 Lyndale Avenue South, Bloomington, Minnesota 55420-1196  
▪ Phone 952-888-8801 ▪ [www.thetorocompany.com](http://www.thetorocompany.com) ▪ Fax 952/887-8258

September 22, 2023

City of North Port  
Attn: Rachael Payne  
4970 City Hall Blvd  
North Port, Florida 34286

Dear Rachael,

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If you have any questions regarding this, please contact me.

Sincerely,

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Scott Papania, CSE  
District Sales Manager  
The Toro Company  
Commercial Products Division  
[Scott.papania@toro.com](mailto:Scott.papania@toro.com)



City of North Port  
FINANCE DEPARTMENT/PURCHASING DIVISION  
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**NOTICE OF INTENT TO AWARD A SOLE/SINGLE SOURCE PROCUREMENT**

**Sole/Single Source No: SS NO. 21-49**

**Date Posted: JUNE 17, 2021**

**Written Response Due Date: JUNE 24, 2021**

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: TORO PARTS – BLADES, TINES & WEAR ITEMS**

☞ **AMOUNT** (This is an acquisition with an estimated value of): \$3,000

☞ **VENDOR: WESCO TURF**

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@cityofnorthport.com](mailto:purchasing@cityofnorthport.com). 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.cityofnorthport.com](http://www.cityofnorthport.com). This Notice of Intent is posted on the City FTP site at <http://apps.cityofnorthport.com/ftpinfo/>. If you have any questions, concerns, or problems accessing this request using the link, please contact Geoff Thomas, Contract Administrator I, at 941.429.7102. Request for additional information or clarification regarding the specifications must be sent via facsimile to 941.429.7173 or via email to [purchasing@cityofnorthport.com](mailto:purchasing@cityofnorthport.com). No verbal requests will be honored.

Action History (UTC-05:00)

Submit

by Rachael Payne 10-03-2024 10:24:34 AM (Start Form)

Approve

by Sandy Pfundheller 10-04-2024 09:03:57 AM (Director Approval)

- The task was assigned to Sandy Pfundheller, Trish Sturgess 10/3/2024 10:24:38 AM
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Approve

by Nicole Brown 10-04-2024 09:12:50 AM (Budget Approval)

- The task was assigned to Heidi Hallas, Nicole Brown, Lisa Herrmann 10/4/2024 9:03:58 AM
- Nicole Brown assigned the task to Nicole Brown 10/4/2024 9:09:36 AM

Reviewed

by Bernice Moen 10-04-2024 02:58:26 PM (Purchasing Specialist - 4S)

■ EVER-BLKT-TERM  
STANDARDIZATION

- The task was assigned to Bernice Moen, Geoff Thomas 10/4/2024 9:12:51 AM
- Bernice Moen assigned the task to Bernice Moen 10/4/2024 2:55:54 PM

Approve

by Ginny Duyn 10-04-2024 03:17:49 PM (Purchasing Approval)

- The task was assigned to Alla Skipper, Ginny Duyn, Keith Raney 10/4/2024 2:58:27 PM
- Ginny Duyn assigned the task to Ginny Duyn 10/4/2024 3:16:55 PM



# Procurement Request

## City of North Port

### Request

**Request Type \***

Sole/Single Source/Standardization

**Capital? (?)** No  Yes**PRR-EX (?)** Yes**FY \***

2025

**Type code \***

S

**Preparer**

Rachael Payne

**Department \***

PARKS &amp; RECREATION

**Division(s)**

MAINTENANCE

**Purchase****Payment Method \*** Visa Purchase  Purchase Order**Purchase Type \*** Single Purchase (current FY)  
 Blanket Purchase (current FY)**Purchase SubType \*** None  Change Order  
 Amendment**Description \***

Parks & Recreation will need to purchase factory authorized replacement parts for Toro equipment used to maintain athletic fields throughout the city.

*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 equipment used for maintenance of athletic fields is Toro branded. Wesco Turf is the sole source provider of repair and wear items associated with this equipment.

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

The equipment is purchased in conjunction with Sarasota County and is the correct equipment for maintenance of athletic fields. As Wesco Turf is the sole source of these products for Sarasota County, they are the single point of contact. Other vendors may order "similar" parts, but using non-branded products will void the warranty and increases the potential for safety and equipment performance issues.

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

No other vendors of Toro brand products available

**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)

**Explanation \***

Posted FY21 SS21-49, parts ordered yearly

**Original Purchase (?) \***

06/23/2021

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.

09.17.2024 Sole Source - City of North Port.pdf

122.94KB

**DemandStar**

For Purchasing Division

**Date Posted**

**Sole/Single Source Number**

SS25

**Verified By**

Bernice Moen

**Effective Date**

**Expiration Date**

**PostedPlusSeven**

Hidden

01/06/1900

**Purchase Details**

**Line Items**

Item #	Description *	Unit of Measure	Quantity *	Unit Price *	Subtotal
1	FY25 blanket for replacement items for Toro equipment	\$\$	8,500.00	\$1.00	\$8,500.00

**Shipping (?) \***

\$0.00

**Total Charges**

\$8,500.00

Accounts (?)

	Dept *	Account # (?) *	Project #	Amount *
1	PR	001-3038-572.52-50		\$8,500.00

**Total Payments**  
\$8,500.00

Comments to Budget (?)

Vendor Details

Vendor Information (?)



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

Vendor Name \*

WESCO TURF INC

Vendor Number \*

3936

Vendor Name CST

Contact

Vendor Email

[chris.fordney@wescoturf.com](mailto:chris.fordney@wescoturf.com)

Remittance Address

2101 CANTU CT, SARASOTA, FL 34232

Phone

941-650-1257

Vendor Documentation Current (?) \*

Yes  No

Risk Documentation Current (?) \*

Yes  No  Waiver Attached

YTD Expenses (?)

Department Inclusive (?) \*

\$8,500.00

City Inclusive (?) \*

\$8,500.00



The Toro Company

8111 Lyndale Avenue South, Bloomington, Minnesota 55420-1196  
▪ Phone 952-888-8801 ▪ [www.thetorocompany.com](http://www.thetorocompany.com) ▪ Fax 952/887-8258

September 17, 2024

City of North Port  
Attn: Rachael Payne  
4970 City Hall Blvd  
North Port, Florida 34286

Dear Rachael,

This letter is to inform you that Wesco Turf, at 2101 Cantu Court, Sarasota, FL 34232 (941-377-6777) is the sole source for Toro commercial turf equipment and parts and Toro golf course irrigation products for your geographic area.

If you have any questions regarding this, please contact me.

Sincerely,

A handwritten signature in black ink that reads "Scott Papania". The signature is written in a cursive style with a large, looped initial "S".

Scott Papania, CSE  
District Sales Manager  
The Toro Company  
Commercial Products Division  
[Scott.papania@toro.com](mailto:Scott.papania@toro.com)

REQUISITION BY: RACHAEL PAYNE

STATUS: PURCHASING AGENT  
REASON: PURCHASE OF TORO REPLACEMENT PARTS

S

DATE: 10/06/23

SHIP TO LOCATION: PARKS &amp; REC MAINTENANCE

SUGGESTED VENDOR: 3936 WESCO TURF INC

DELIVER BY DATE: 9/30/24

LINE NBR	DESCRIPTION	QUANTITY	UOM	UNIT COST	EXTEND COST	VENDOR PART NUMBER
1	TORO REPLACEMENT PARTS COMMODITY: AGRICULTURAL EQUIP PARTS SUBCOMMOD: CUR/SHRED MOW FLAIL/ROT/R	10000.00	\$\$	1.0000	10000.00	
REQUISITION TOTAL:					10000.00	

## A C C O U N T I N F O R M A T I O N

LINE #	ACCOUNT	PROJECT	%	AMOUNT
1	00130385725250	OPERATING SUPPLIES MINOR OPERATING EQUIPMENT	100.00	10000.00
				10000.00

REQUISITION IS IN THE CURRENT FISCAL YEAR.

EVER-BLKT-TERM  
STANDARDIZATIONPURCHASING DEPARTMENT  
VENDOR TRACKING  
Prior PO Total: \$0  
New PO Total: \$10,000.00  
YTD Dept Exp (Incl): \$10,000.00  
YTD CW Exp (Incl): \$10,000.00



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



Please indicate:  Visa Purchase  Purchase Order

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

DEPARTMENT/DIVISION: Parks & Recreation NAME OF REQUESTOR: Rachael Payne

If Applicable: COMMISSION MEETING DATE: \_\_\_\_\_ AGENDA ITEM NUMBER: \_\_\_\_\_

*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)

Parks & Recreation will need to purchase factory authorized replacement parts for Toro equipment used to maintain athletic fields throughout the city.

**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 attached separate memo)

The equipment used for maintenance of athletic fields is Toro branded. Wesco Turf is the sole source provider of repair and wear items associated with this equipment.

**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**):

The equipment is purchased in conjunction with Sarasota County, and is the correct equipment for maintenance of the athletic fields. As Wesco Turf is the sole source of these products for Sarasota County, they are the single point of contact. Other vendors may offer "similar" parts, but using non-branded products will void the warranty of the Toro equipment and increases the potential for safety and equipment performance issues.



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

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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**):

No other vendors of Toro brand products available

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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\* **Posted FY21 SS21-49, parts ordered yearly**

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: Wesco Turf Vendor Number: 3936  
Address: 2101 Cantu Court, Sarasota, FL 34232  
Contact: Jennifer Kaminski Phone: 941-377-6777 Email: ar@wescoturf.com

### Vendor Tracking:

Check if Vendor Documents Current

YTD Dept Exp. (Inclusive): \$ 10,000.00

### To be completed by Purchasing:

YTD City Wide Exp. (Inclusive): \$ 10,000.00

(For Purchasing Division)

Verified By: B. Moen Date Posted: Standardization

Sole/Single Source Number: \_\_\_\_\_ Eff. Date: \_\_\_\_\_ Exp. Date: \_\_\_\_\_

## PURCHASE DETAILS





The Toro Company

8111 Lyndale Avenue South, Bloomington, Minnesota 55420-1196  
▪ Phone 952-888-8801 ▪ [www.thetorocompany.com](http://www.thetorocompany.com) ▪ Fax 952/887-8258

September 22, 2023

City of North Port  
Attn: Rachael Payne  
4970 City Hall Blvd  
North Port, Florida 34286

Dear Rachael,

This letter is to inform you that Wesco Turf, at 2101 Cantu Court, Sarasota, FL 34232 (941-377-6777) is the sole source for Toro commercial turf equipment and parts and Toro golf course irrigation products for your geographic area.

If you have any questions regarding this, please contact me.

Sincerely,

A handwritten signature in black ink that reads "Scott Papania". The signature is written in a cursive, flowing style.

Scott Papania, CSE  
District Sales Manager  
The Toro Company  
Commercial Products Division  
[Scott.papania@toro.com](mailto:Scott.papania@toro.com)



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](mailto:purchasing@cityofnorthport.com)



**NOTICE OF INTENT TO AWARD A SOLE/SINGLE SOURCE PROCUREMENT**

**Sole/Single Source No: SS NO. 21-49**

**Date Posted: JUNE 17, 2021**

**Written Response Due Date: JUNE 24, 2021**

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: TORO PARTS – BLADES, TINES & WEAR ITEMS**

☞ **AMOUNT** (This is an acquisition with an estimated value of): \$3,000

☞ **VENDOR: WESCO TURF**

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@cityofnorthport.com](mailto:purchasing@cityofnorthport.com). 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.cityofnorthport.com](http://www.cityofnorthport.com). This Notice of Intent is posted on the City FTP site at <http://apps.cityofnorthport.com/ftpinfo/>. If you have any questions, concerns, or problems accessing this request using the link, please contact Geoff Thomas, Contract Administrator I, at 941.429.7102. Request for additional information or clarification regarding the specifications must be sent via facsimile to 941.429.7173 or via email to [purchasing@cityofnorthport.com](mailto:purchasing@cityofnorthport.com). No verbal requests will be honored.