



**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. 26-77**

**Date Posted: April 13, 2026**

**Written Response Due Date: April 20, 2026**

**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: METER SERVICE AND REPAIR**
- **AMOUNT** (This is an acquisition with an estimated value of): **\$1451.68**
- **VENDOR: OTT HYDROMET CORP**

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 (?) \*** No  Yes**FY \***

2026

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

Karen Nix

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

	Name
1	Michelle Tipp

**Department \***

UTILITIES

**Division(s)**

WATER

**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 \***

Compliance meter service and repair

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 (?) \***

Any replacement part must be compatible with existing equipment. Utilities has standardized to OTT HYdroMet to generate reliable data throughout the entire cycle of water, from measuring precipitation to monitoring estuaries and ground water, and everything in between. OTT HydroMet Corp is the only authorized service center for Sutron, Hydrolab, or OTT brand instruments throughout North America.

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

We obtained a sole source letter

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

N/A

**Grant? \*** Yes  No**Technology Related? (?) \*** Yes  Renewal  No**Exemption****Reason \***

Attach documentation from the manufacturer certifying the vendor selected is the only distributor/dealer/contractor for the products or services in question and/or holds the production, unique capability, copyrights, trademark, and/or patent to the item, and check the following applicable statement(s):

 Patent, copyright or unique design restrictions. (Sole Source) Proprietary rights in technical data and/or product formulations (e.g. cleaning compounds, lubricating oils, paint, etc.), which can only be determined through extensive laboratory analysis and examination. (Sole Source) Only producer, such as utility supplier or construction material supplier, that will meet the specialized needs of the department or perform the intended function. (Sole Source)

Direct replacement parts, equipment or supplies that must be compatible with original equipment already installed but available only from the original equipment manufacturer. Most manufacturers have more than one dealer or distributor for their products. When this is the case, competition between dealers and/or distributors may be possible, eliminating the "sole or single source" restriction. (Single Source)

When tests and/or demonstrations of equipment, supplies, part, etc. under actual operating conditions reveal superior quality, performance, design or other characteristics in a brand product(s), which is available from only one source. Testing must be performed as often as practical. (Single Source)

Purchases for a brand product are to be made from one selected supplier, even though there are other suppliers that provide similar products. Options, such as pricing, availability, servicing, have been vetted and a supplier has been chosen that best meets the City's needs. (Single Source)

Maintenance, repair services or warranty which require specialized test equipment, procedures, and technical expertise available only from the original equipment manufacturer or authorized/licensed dealer/field service representative. (Single Source)

The part(s)/equipment are required to permit standardization and operating efficiencies within the organization and the parts and equipment are only available through a sole or single source. If competition is available, the parts and equipment must be competed. For brand-specific items, quotes should still be obtained. (Standardization)

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

**Explanation \***

**Supporting backup \***

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

OTT HYDROMET Sole Manufacturer 1.2025 (002).pdf

274.18KB

**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	Compliance meter service -and repair	\$\$	1,451.68	\$1.00	\$1,451.68

<b>Shipping (?) *</b>	<b>Total Charges</b>
\$0.00	\$1,451.68

**Accounts (?)**

	Dept *	Account # (?) *	Project #	Amount *
1		420-6061-533.46-11		\$1,451.68

**Total Payments**  
\$1,451.68

**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.

Risk approval - Form 900.2 - OTTHydromett.pdf

496.66KB

Vendor Details

Vendor Information (?)



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

Vendor Name \*

OTT HYDROMET CORP

Vendor Number \*

7910

Vendor Name CST

Contact

Vendor Email

[sales@otthydromet.com](mailto:sales@otthydromet.com)

Remittance Address

PO BOX 7410146, CHICAGO, IL 60674

Phone

800-949-3766

Vendor Documentation Current (?) \*

Yes  No

Risk Documentation Current (?) \*

Yes  No  Waiver Attached

YTD Expenses (?)

Department Inclusive (?) \*

\$5,021.20

City Inclusive (?) \*

Highest Approver (?) \*

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

**From:** [Risk Services](#)  
**To:** [Karen Nix](#)  
**Subject:** RE: Form 900.2 - OTTHydromett  
**Date:** Friday, March 13, 2026 1:35:35 PM  
**Attachments:** [Risk 900.2 Insurance Req - OTTHydroMett.pdf](#)  
[image006.png](#)  
[image007.png](#)  
[image008.png](#)  
[image009.png](#)  
[image010.png](#)  
[image011.png](#)  
[image012.png](#)  
[image013.png](#)  
[image014.png](#)  
[image015.png](#)  
[image016.png](#)

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Good afternoon

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 insurance based on the date RISK receives the request for approval.



**Cindy Febbrioriello**

**Claims Coordinator  
Human Resources**

4970 City Hall Blvd., North Port, FL 34286  
Office: 941-429-x7163 | Fax: 941-429-7135



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**From:** Karen Nix <[knix@northportfl.gov](mailto:knix@northportfl.gov)>  
**Sent:** Friday, March 13, 2026 12:55 PM  
**To:** Risk Services <[riskservices@northportfl.gov](mailto:riskservices@northportfl.gov)>  
**Subject:** Form 900.2 - OTTHydromett

Good afternoon,

Please find attached the form 900.2 for OTTHydromett.

Please approve and get back to me.



**KAREN NIX**

**Business Services Administrator | Utilities**

1100 N. Chamberlain Blvd. North Port FL 34286

O: 941.240.8026 C: 941.415.0775



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

OTT HYDROMET CORP  
22400 Davis Drive Ste 100  
Sterling, VA 20164

March 30, 2026

To Whom It May Concern;

OTT HydroMet has been in business since 1883, originally conceived in Kempten Germany through the development of OTT hydrology products. OTT HydroMet helps water resource professionals generate reliable data throughout the entire cycle of water, from measuring precipitation to monitoring estuaries and ground water, and everything in between.

This letter is to confirm OTT HydroMet, and its affiliates, are the original manufacturer, and that OTT HydroMet Corp is authorized to distribute all OTT HydroMet equipment in North America. Additionally, OTT HydroMet Corp is the only authorized service center for Sutron, Hydrolab, or OTT brand instruments throughout North America.

We appreciate your interest in OTT HydroMet and our long-standing quality products! Please feel free to contact us if we can be of further assistance.

*Corina Lee*

**Corina Lee**  
Manager, Sales Support  
**(800)949-3766**  
OTT HydroMet Corp | [www.otthydromet.com](http://www.otthydromet.com)



# City of North Port

Human Resources Department  
Risk Management  
4970 City Hall Boulevard  
North Port, FL 34286  
Phone: 941.429.7200  
Fax: 941.429.7135

Print Form

Date submitted:

**This form is NOT used for the purchase of services (vendors coming on site) or any purchases utilizing a piggyback.**

## Insurance Requirements Waiver Form for Supplies

Primary Department:

Secondary Department:

Requested by / Phone#:

Amount of Purchase:

**Provide a DETAILED description of the items being purchased:**

Is this an online order (delivered)

Is this an in store pick-up

### Supplies to be purchased (based on Delivery ONLY) - NO INSTALLATION

Apparel / Uniforms: *(City must provide artwork/logo and approves proof)*

Tools for the Trade: Hand tools, weapons, cameras, badges, safety apparatus

Cleaning Supplies: *Examples of acceptable items include - paper towels, hand soap, toilet paper, cleaning detergent, that do not exceed five (5) gallons per unit*

Business cards, envelopes, stationary: *(City provides logo/artwork and approves proof)*

City promotional items: *(City provides logo/artwork and approves proof)*

Going to local store to purchase items: Hobby Lobby, Lowes, Home Depot, Wal-Mart, Michaels, etc.

Vehicle / Light or Heavy Equipment *(Cannot use this form if under contract with piggyback)*

Mechanical Parts for Repairs / Maintenance

Gym or Fitness Equipment

Office Supplies

Back Packs & school supplies

Professional Memberships/Certifications

**NOTE:** *As the requester, the Department accepts liability for the submission of this form and the request to waiver insurance requirements. By the submission of this form, it is understood that this is a supply only purchase and that no vendor will be coming on site, installing products, or accessing a computer system remotely.*

*If you are not sure, it is the responsibility of the requester to submit form 900.1 Insurance Requirements Request Form for risk review at RiskServices@northportfl.gov. ALL procurement procedures still apply.*

Requester

Date

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