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. 27-02
Date Posted: October 27, 2026
Written Response Due Date: November 3, 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: Towing and accident-related repair services for City Fleet asset CID #73437, a Ford F-550. The vehicle is not drivable due to accident damage and must be towed to Garber Ford, the original selling dealership, for necessary repairs.**
- **AMOUNT (**This is an acquisition with an estimated value of): **$29526.00**
- **VENDOR: GARBER FORD INC.**

BRIEF DETAILED DESCRIPTION: Garber Ford is authorized to facilitate both the towing and comprehensive repair services for the subject vehicle. Following the rejection of this specialty work by multiple independent repair facilities, the dealership will collaborate directly with the specialized utility bed and aftermarket accessories upfitter. This coordination will govern the diagnostic assessment, necessary structural repairs, and the precise replacement of all affected components to meet OEM and upfitter safety standards.

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/fileshare . 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 (?) *
(●) No ( ) Yes

FY *
2027

Type code *

Preparer
Sarah Kurz

Pre-Director Approver(s) (?)

	Name
1	Garrett Woods
2	Christina Salter

Department *
PUBLIC WORKS

Division(s)
FLEET

Commission Meeting? *
( ) Yes (●) No
( ) Previously Approved

Commission Override (?)
( ) Yes (●) No

Purchase

Payment Method *
( ) Visa Purchase (●) Purchase Order
( ) Payment Authorization

Purchase Type *
(●) Single Purchase (current FY)
( ) Blanket Purchase (current FY)

Purchase SubType *
(●) None ( ) Change Order
( ) Amendment

Description field should include the public-facing Title and Description.
This description will be public facing. If you need assistance with proper phrasing, please contact the Communications Manager/PIO or Public Information Manager.

Description *
Towing and accident-related repair services for City Fleet asset CID #73437, a Ford F-550. The vehicle is not drivable due to accident damage and must be towed to Garber Ford, the original selling dealership, for necessary repairs.

Section 2-407 of the City of North Port Procurement Code provides guidelines for determining if good(s) or service(s) is/are a sole/single source. ***All Sole/Single source requests will be posted on DemandStar & the City's Purchasing site for seven (7) calendar days.***

Exemption Explanation (?) *
Garber Ford has access to the vehicle's utility bed and installed accessories upfitter to coordinate the required repairs and replacement of affected components. This request includes both towing and repair services.

Steps taken to verify these goods and/or services are not available elsewhere (?) *
Contacted two local vendors, including the local Ford dealership, to verify repair capabilities. Both vendors indicated they are unable to complete the required utility body repairs and/or replacement due to the vehicle's specialized commercial upfitting, including the utility body, PTO compressor, and other heavy-duty equipment. Garber Ford, the original selling dealership, has access to the appropriate upfitter to coordinate the necessary repairs and replacement.

Other vendors that were contacted (?) *
Charlotte County Ford - Kevin Rydberg 847-812-3005
Jackies Auto Body - Regina D'Amico 941-255-5967

Additional Approvals

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 thorough 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 *

Agreement in Place? *

○ Yes ◉ No

Supporting backup *

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

Charlotte County Ford Email - Unable to Provide Service.pdf	100.39KB
Jackie's Auto Email - Unable to Provide Service.pdf	118KB

DemandStar

For Purchasing Division

Demand Star * **Date Posted**

○ Yes ○ No

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

Purchase Details

Line Items

Item #	Description *	Unit of Measure	Quantity *	Unit Price *	Subtotal
1	Accident-related repairs to Ford F-550 Fleet asset CID #73437, including utility body and	$$	29,526.00	$1.00	$29,526.00

	specialized equipment repairs/replacement.				

Shipping (?) * $0.00

Total Charges $29,526.00

Accounts (?)

	Dept *	Account # (?) *	Project #	Amount *
1		420-6060-536.64-00	U26RVE	$14,200.00
2		420-6065-536.64-00	U26RVE	$14,200.00
3		420-6061-533.64-00	U26RVE	$1,126.00

Total Payments $29,526.00

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.

North Port Service Body Quote No Vehicle 9 15 26.pdf 200.1KB

Vendor Details

Vendor Information (?)

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

Vendor Name * GARBER FORD INC

Vendor Number * 6651

Vendor Name CST

Contact

Vendor Email rdavis@garberautomall.com

Remittance Address PO BOX 1600, GREEN COVE SPRINGS, FL 32043

Phone 904-264-2442

Vendor Documentation Current (?) *

(●) Yes ( ) No

Risk Documentation Current (?) *

(●) Yes ( ) No ( ) Waiver Attached

YTD Expenses (?)

Department Inclusive (?) * $29,526.00

City Inclusive (?) *

Highest Approver (?) *

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

Attachment H

Price Quote Form (PQF)

Updated 1/28/2026

Awarded Contractor Information

Contractor Name:		**GARBER FORD INC**			
Street Address:		**3380 HIGHWAY 17**			
City, State, Zip:		**GREEN COVE SPRINGS, FL 32043**			
Contact Person:		**Dan Drake**	**Title:**		
Original Quote Date:		9/15/2026	**Revised Quote Date:**		**Est. Delivery:**
Phone #'s:	**Primary:**	904-264-2442 EXT : 2332		**Secondary:**	
Email Address:		DDRAKE@GARBERAUTOMALL.COM			
Fax #:					
Contractor's Purchase Order #:					

Requesting Customer Information

Agency/Eligible User Name:		City of North Port			
Contact Person:		Matthew Waldner	**Title:**	Fleet Acquisition Specialist	
Phone #'s:	**Primary:**	941-240-8542		**Secondary:**	
Email Address:		mwaldner@northportfl.gov			
Fax #:					

Secondary Contact for Customer (Optional)

Contact Person:			**Title:**		
Phone #'s:	**Primary:**			**Secondary:**	
Email Address:					
Fax #:					

INFORMATION IN THIS SECTION MUST MATCH THE INFORMATION ON THE AWARDED DISCOUNT SHEET.

UNSPSC Commodity Code*	Group	Sub-Group	
		MEDIUM DUTY TRUCKS	

Brand	Model	MSRP Discount (#.##%)

MOTOR VEHICLE

MSRP DISCOUNT MUST BE EQUAL TO OR GREATER THAN THE MSRP DISCOUNT SHOWN ON THE AWARDED DISCOUNT SHEET.

Motor Vehicle Description	Current MSRP	MSRP DISCOUNT	Total Customer Price
			$ -

Non-standard accessories, components, equipment, features, parts, etc. that are attached to or provided with the vehicle when it is shipped from the Manufacturer:

TOTAL COST: Motor Vehicle (per unit)	**$ -**

OEM OPTIONS

MSRP DISCOUNT MUST BE EQUAL TO OR GREATER THAN THE MSRP DISCOUNT SHOWN ON THE AWARDED DISCOUNT SHEET.

OEM Option Description	Manufacturer/Brand	Current MSRP	Customer Price (per unit)	Quantity (per Motor Vehicle)	Total Customer Price
TOTAL COST: OEM Options (per Motor Vehicle)					**#REF!**

NON-OEM OPTIONS

MSRP DISCOUNT MUST BE EQUAL TO OR GREATER THAN THE MSRP DISCOUNT SHOWN ON THE AWARDED DISCOUNT SHEET.

Non-OEM Option Description	Manufacturer/Brand	Current MSRP	Customer Price (per unit)	Quantity (per Motor Vehicle)	Total Customer Price
Reading 132" DRW Classic II Service Body w/ 2 Heavy Duty adjustable Shelves for each vertical compartment and a shelf for the horizontal compartment.	READING			1	$ 29,526.00
Custom Side increase first two compartments on passenger side near cab to 60"			$ -		$ -
Work Bumper 21" Workbench bumper with accesible compartments on each side.			$ -		$ -
Remote Mount Remote Control Panel Connection harness			$ -		$ -
LED Cabinet Lighting Outer Compartment Area Roadside and Curbside			$ -		$ -
Remove and re install rack over the utility body			$ -		$ -
Remove and reinstall tool boxes on the top of the utility bed			$ -		$ -
Remove and re install the air compressor and perform an operation check					
Remove and reinstall the Vise					
Spray inside, tops and complete bumper					
*****Customer will tow vehicle to dealership *****					
			$ -		$ -
			$ -		$ -
			$ -		$ -
			$ -		$ -
			$ -		$ -
			$ -		$ -
TOTAL COST: Non-OEM Options (per Motor Vehicle)					**$ 29,526.00**

BODY TRANSFER AND 3rd PARTY BODY INSTALLATIONS

Body Transfer and 3rd Party Body Installations Description	Manufacturer/Brand	Customer Price (per unit)	Quantity (per Motor Vehicle)	Total Customer Price
				$ -
				$ -
				$ -
				$ -
				$ -
				$ -
				$ -
				$ -
TOTAL COST: Body Transfer and 3rd Party Body Installations (per Motor Vehicle)				**$ -**
Total State Term Contract Price per Motor Vehicle				**#REF!**
Number of Motor Vehicles Quoted (with the same OEM and Non-OEM Options)				**1**
Customer Order Grand Total				**$ 29,526.00**
Estimated Lead Time				**120 plus Days**

Contractor Comments:	
Customer Comments:	

***UNSPSC = United Nations Standard Products and Services Commodity Code. Refer to the Discount Sheet for the code(s) applicable to each Group and Sub-Group.**

RE: [EXTERNAL] Re: Utility bed swap

SC

Steven Cassell <scassell@northportfl.gov>
To Kevin Rydberg
Cc Kenneth Rappuhn

From: Kevin Rydberg <kevin.rydberg@charlottecountyford.com>
Sent: Thursday, September 10, 2026 1:53 PM
To: Steven Cassell <scassell@northportfl.gov>
Subject: [EXTERNAL] Re: Utility bed swap



Good afternoon, Unfortunately we can't do that here.
Thank you
Kevin

From: Steven Cassell <scassell@northportfl.gov>
Sent: Thursday, September 10, 2026 1:50 PM
To: Kevin Rydberg <kevin.rydberg@charlottecountyford.com>
Subject: FW: Utility bed swap

NORTH PORT
FLORIDA

Steve Cassell
Fleet Supervisor
Public Works
1100 N. Chamberlain Blvd, North Port, FL 34286
Phone: 941-240-8535
Cell: 941-809-3286

From: Steven Cassell
Sent: Tuesday, September 8, 2026 9:38 AM
To: Rydberg, Kevin <krydberg@gettel.com>
Cc: Kenneth Rappuhn <krappuhn@northportfl.gov>
Subject: Utility bed swap

Sir, do you remove/install utility beds with compressors and welders?

Steve Cassell
Fleet Supervisor

FW: [EXTERNAL] Re: 73437 Utility Box/New Rear Wheel Swap/Repair

Matthew Waldner <mwaldner@northportfl.gov>
To Kenneth Rappuhn

Matt Waldner
Fleet Acquisition Specialist
Public Works - Fleet
1100 N. Chamberlain Blvd
North Port, FL 34286
Phone: 941-240-8542
Cell: 941-302-8958

From: Regina D'Amico <regaroonie99@verizon.net>
Sent: Monday, August 24, 2026 7:55 AM
To: Matthew Waldner <mwaldner@northportfl.gov>
Subject: [EXTERNAL] Re: 73437 Utility Box/New Rear Wheel Swap/Repair

STOP EXTERNAL EMAIL: This email is from an external sender. Please exercise caution with links and attachments.

Good morning Matthew. Unfortunately, this is out of our ball park. We won't be able to help you.

Sincerely,

Regina D'Amico
Jackies' Auto Body, Inc.
941-255-5967

On Friday, August 21, 2026 at 03:14:59 PM EDT, Matthew Waldner <mwaldner@northportfl.gov> wrote:

> 2019 Ford F-550
>
> VIN: 1FD0X5HT0KEG08898
>
> The box needs to be replaced. The rack and compressor and a lot of the other stuff can be reused. We need a new Reading box, bumper, and drivers side wheels for sure.