



**CITY OF NORTH PORT PROCUREMENT REQUEST FORM  
EMERGENCY/EXIGENCY PROCUREMENT  
(IN ACCORDANCE WITH FEDERAL GUIDELINES)**



DEPARTMENT/DIVISION Human Resources

NAME OF REQUESTOR Lauri Cucchi-Hill

NAME OF PREPARER Lauri Cucchi-Hill

DATE COMPLETED 10/11/2022

The City shall not be bound by any transactions made contrary to procurement procedures.

For the Procurement Official to process a requisition or visa purchase request related to an **emergency or exigent purchase**, this form must be completed and submitted by the requesting party to Purchasing with the request. **THE CITY MANAGER MUST BE NOTIFIED IMMEDIATELY (VIA EMAIL/PHONE), FOLLOWED BY THE PURCHASING DIVISION.**

*When referring to procurement activity, FEMA defines both **exigency and emergency** as situations that demand immediate aid and action. The difference between the two is as follows:*

*In the case of an **exigency**, there is a need to avoid, prevent or alleviate serious harm or injury, financial or otherwise, to the applicant, and use of competitive procurement proposals would prevent the urgent action required to address the situation. Thus, a noncompetitive procurement may be appropriate.*

*In the case of an **emergency**, a threat to life, public health or safety, or improved property requires immediate action to alleviate the threat.*

**Emergency or Exigency** (in accordance with FEMA guidelines, must specify, see definitions above):

EXIGENCY

Name of Event (if applicable): Hurricane Ian

Project Number for Event (if applicable): Ian22

**A. Description of Item(s) Purchased and Detailed Circumstances of the Emergency or Exigency Purchase/Service:** Must answer who, what, when, where, why and how in the box below or separate memo. (Attach quote back-up).

Due to the damages caused by Hurricane Ian the following City building is in need of immediate aid and attention for mitigation and or temporary roofing work.

Wilson/ServPro was deemed too high and does not account for the unknowns. Kustom US was chosen because they offered the NTE, best option for the City.

City Hall- Mitigation and Temporary Roof Work  
4970 City Hall Blvd  
North Port, FL



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**B. Total Cost of Purchase:** \$ 200,000.00 NTE

Account #: 001-0760-519.46-04

Project #: Ian22

**C. Vendor Information**

Vendor Name: Kustom US Inc Contact: Amanda Curtis

Address: 640 East State Rd 434, Suite 1000

City: Longwood State: FL Zip: 32750

Phone: 407-965-1929 Email or Website Address: amanda.curtis@kustom.us

I acknowledge that the procurement described herein was made in a manner consistent with the emergency procurement requirements of the City of North Port Procurement Code and Procurement Manual. I have been made aware of the Procurement Code (available on the P-Drive and Intranet) and the policies and procedures related to the City's procurement system.

**Lauri Cucchi-Hill**  
Digitally signed by Lauri Cucchi-Hill  
Date: 2022.10.12 08:03:49 -04'00'

**Requestor** \_\_\_\_\_ **Date** \_\_\_\_\_

**Lisa Herrmann**  
Digitally signed by Lisa Herrmann  
Date: 2022.10.12 10:42:28 -04'00'

**Budget Administrator** \_\_\_\_\_ **Date** \_\_\_\_\_

**Lisa Herrmann**  
Digitally signed by Lisa Herrmann  
Date: 2022.10.12 10:42:40 -04'00'

**Finance Director** \_\_\_\_\_ **Date** \_\_\_\_\_

**Jerome Fletcher**  
Digitally signed by Jerome Fletcher  
DN: DC=northport, DC=city, OU=Departments, OU=CityManager, CN=Jerome Fletcher, E=jfletcher@cityofnorthport.com  
Reason: I am the author of this document  
Location: your signing location here  
Date: 2022.10.13 14:47:03-04'00'  
Foxit PDF Reader Version: 11.1.0

**City Manager** \_\_\_\_\_ **Date** \_\_\_\_\_

**Christine McDade**  
Digitally signed by Christine McDade  
DN: cn=US, ou=Human Resources, o=City of North Port, cn=Christine McDade, e=cmcdade@cityofnorthport.com  
Reason: I am the author of this document  
Location: Date: 2022.10.12 08:10:38-04'00'  
Foxit PDF Reader Version: 12.0.1

**Department Director** \_\_\_\_\_ **Date** \_\_\_\_\_

**Alla V. Skipper**  
Digitally signed by Alla V. Skipper  
Date: 2022.10.12 17:23:08 -04'00'

**Purchasing** \_\_\_\_\_ **Date** \_\_\_\_\_

**Assistant City Manager** \_\_\_\_\_ **Date** \_\_\_\_\_

**PRINT**      **Clear All Fields**