



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



DEPARTMENT/DIVISION Public Works/ Fleet Management

NAME OF REQUESTOR Garrett Woods

NAME OF PREPARER Barb Wolf

DATE COMPLETED 10/07/2022

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).

Hook generator to the fuel system at 5455 Pan American Blvd. to allow City vehicles to fuel on the west end of North Port.



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B. Total Cost of Purchase: \$ 2,000.00

Account #: 520-3035-519.46-03

Project #: IAN22

C. Vendor Information

Vendor Name: PMS Petroleum Maintenance & Service Contact: Jim Nuwer II

Address: P.O. Box 2679

City: Sarasota State: FL Zip: 34230

Phone: 941-809-1401 Email or Website Address: pmsfueltanks@aol.com

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.

**GARRETT WOODS** Digitally signed by GARRETT WOODS  
 Date: 2022.10.00 21:58:54 -04'00'

**Chuck Speake** Digitally signed by Chuck Speake  
 Date: 2022.10.11 07:52:59 -04'00'

**Requestor** Lisa Herrmann Digitally signed by Lisa Herrmann  
 Date: 2023.01.23 14:56:57 -05'00'

**Department Director** Ginny Duyn Digitally signed by Ginny Duyn  
 Date: 2023.01.23 15:37:38 -05'00'

**Budget Administrator** Kimberly Williams Digitally signed by Kimberly Williams  
 Date: 2023.01.23 11:51:45 -05'00'

**Purchasing** *Jim Nuwer II* Digitally signed by Jim Nuwer II  
 Date: 2023.01.25 11:51:45 -05'00'

**Finance Director** *Alexander H. H. H.*  
**City Manager** \_\_\_\_\_  
 Date \_\_\_\_\_

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

**\*Emergency request fully executed 10/6/22; however, wrong emergency form inadvertently used, see attached.**

| **PRINT** | **Clear All Fields** |

(FORM MUST BE COMPLETED IN ITS ENTIRETY FOR ACCEPTANCE)



**ORIGINAL REQUEST**

**CITY OF NORTH PORT PROCUREMENT REQUEST FORM  
EMERGENCY PROCUREMENT**



DEPARTMENT/DIVISION Public Works Fleet Management

NAME OF REQUESTOR Garrett Woods

NAME OF PREPARER Barb Wolf

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 purchase, this form must be completed and submitted by the requesting party to the Purchasing Manager within 72 hours of an occurrence.

Emergency procurement pertains to any circumstance posing clear and immediate danger of injury to persons or property or of substantial economic loss to the City of North Port. Sec. 2-408 of the Procurement Code defines "Emergency repairs are those which, if not done immediately, would cause a threat to public health, welfare or safety.

**THE CITY MANAGER MUST BE NOTIFIED IMMEDIATELY, FOLLOWED BY THE PURCHASING DIVISION.**

*In accordance with the City's Procurement Code Section 2-408. Emergency Procurement.*

*(a) Departments may, with the approval of the Purchasing Manager and without using the normal competitive process, procure emergency equipment, parts and repairs valued not to exceed \$100,000.00. The City Manager may approve emergency purchases exceeding \$100,000.00, not to exceed \$250,000.00 for the repair of road and drainage equipment, whether mobile or stationary, refuse equipment, marine vessels, public safety equipment, equipment for water and sewer operations, heating and cooling systems or emergency repairs to buildings or infrastructure facilities. Emergency repairs are those which, if not done immediately, would case a threat to public health, welfare or safety.*

*(b) Emergency procurement of goods or services greater than \$250,000.00 require Commission approval.*

*(c) All emergency procurements made pursuant to this section shall be documented with a written memorandum provided to and maintained by the City's Purchasing division, outlining in detail the justification for proceeding as an emergency procurement.*

**A. Description of Item(s) Purchased and Detailed Circumstances of the Emergency Purchase/Service:**

(If additional space is needed, please attached separate memo)

Hook generator into the fuel system at Pan American to allow City vehicles to fuel at that site.

A. Total Cost of Purchase: \$ 2,000.00

Account #: 520-3035-519.46-03

Project #: IAN22





**CITY OF NORTH PORT PROCUREMENT REQUEST FORM  
EMERGENCY PROCUREMENT**



**B. Vendor Information**

Vendor Name: PMS Petroleum Maintenance & Service Contact: Jim Nuwer II  
 Address: P.O. Box 2679  
 City: Sarasota State: FL Zip: 34230  
 Phone: 941-809-1401 Email or Website Address: pmsfueltanks@aol.com

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**GARRETT WOODS**  
Digitally signed by GARRETT WOODS  
 Date: 2022.10.04 10:51:49 -04'00'

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

**Lisa Herrmann**  
Digitally signed by Lisa Herrmann  
 Date: 2022.10.04 16:49:35 -04'00'

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

**Kimberly Williams**  
Digitally signed by Kimberly Williams  
 Date: 2022.10.06 08:04:43 -04'00'

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

**Jerome Fletcher**  
Digitally signed by Jerome Fletcher  
 Date: 2022.10.06 11:24:50 -04'00'


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

**Chuck Speake**  
Digitally signed by Chuck Speake  
 Date: 2022.10.04 12:22:13 -04'00'

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

**Ginny Duyn**  
Digitally signed by Ginny Duyn  
 Date: 2022.10.05 09:36:21 -04'00'

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

 Date: 2022.10.06 13:59:45 -04'00'

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

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CITY OF NORTH PORT PROCUREMENT REQUEST FORM
EMERGENCY PROCUREMENT



DEPARTMENT/DIVISION Public Works Fleet Management

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A. Total Cost of Purchase: \$ 2,000.00

Account #: 520-3035-519.46-03

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## CITY OF NORTH PORT PROCUREMENT REQUEST FORM EMERGENCY PROCUREMENT



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<p><b>GARRETT WOODS</b> Digitally signed by GARRETT WOODS Date: 2022.10.04 10:51:49 -04'00'</p> <hr/> <p><b>Requestor</b> _____ <b>Date</b> _____</p> <p><b>Lisa Herrmann</b> Digitally signed by Lisa Herrmann Date: 2022.10.04 16:49:35 -04'00'</p> <hr/> <p><b>Budget Administrator</b> _____ <b>Date</b> _____</p> <p><b>Kimberly Williams</b> Digitally signed by Kimberly Williams Date: 2022.10.06 08:04:43 -04'00'</p> <hr/> <p><b>Finance Director</b> _____ <b>Date</b> _____</p> <p><b>Jerome Fletcher</b> Digitally signed by Jerome Fletcher Date: 2022.10.06 11:19</p> <hr/> <p><b>City Manager</b> _____ <b>Date</b> _____</p>	<p><b>Chuck Speake</b> Digitally signed by Chuck Speake Date: 2022.10.04 12:22:13 -04'00'</p> <hr/> <p><b>Department Director</b> _____ <b>Date</b> _____</p> <p><b>Ginny Duyn</b> Digitally signed by Ginny Duyn Date: 2022.10.05 09:36:21 -04'00'</p> <hr/> <p><b>Purchasing</b> _____ <b>Date</b> _____</p> <p><i>Jim Nuwer II</i> Digitally signed by Jim Nuwer II Date: 2022.10.06 13:59:45 -04'00'</p> <hr/> <p><b>Assistant City Manager</b> _____ <b>Date</b> _____</p>
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