



CITY OF NORTH PORT PROCUREMENT FORM COMPETITIVE EXEMPTIONS



Please indicate: Visa Purchase Purchase Order

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

DEPARTMENT/DIVISION: City Attorney's Office NAME OF REQUESTOR: Amber Slayton

Sections 2-403 of the City of North Port Procurement Code states that certain procurements shall not be subject to competitive requirements in the judgment of the Procurement Official.

A. Please describe all products and/or services to be procured under this exemption:

Outside legal services are expected to exceed \$100,000 in total for Fiscal Year 19/20. These amounts have already been budgeted for the City Attorney's Office. This will serve as a blanket Procurement Form – Competitive Exemptions for legal services for FY 2019/2020, to include but not limited to hearing magistrate services, litigation matters, employment law, employee grievances (including arbitrator fees), labor law, general local government law, pension matters, development agreements, and matters of eminent domain which will be provided by various outside counsel and contract attorneys as the need arises. Purchase orders will be issued for firms as needed. When accepted, Visa will be utilized as the method of payment. Hourly rates will be provided to Procurement with each individual request for purchase. All firms will be required to meet Risk and Procurement requirements before utilizing their services.

B. Vendor Information

This information will vary upon selection of specific attorney or law firm.

C. 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)

Attorneys with relevant expertise can provide the City representation on specific subject matters when the need arises.

D. Please select one of the following:

- Piggyback** (Departments may utilize another municipality, county, or other governmental agency contract). The requesting department must provide the following documentation: copy of the solicitation and addendum, tabsheet/price-sheet, vendor submittal, entity approval (either stated in the solicitation or letter from vendor)



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agenda approval and contract as back-up documentation. Purchasing may request additional information if needed.

Name of Entity: _____ Contract Number: _____

Start Date: _____ End Date: _____

Is a fee required to utilize this contract? Yes No If yes, how much? _____

Vendor-Paid City-Paid

- State of Florida Contract:** The requesting department must provide the following documentation: copy of the tab sheet/price sheet, agenda approval and contract ***Further price negotiations may be conducted with state-awarded vendor per F.S. 287.056(2) ***

Number: _____ Name/Category: _____

Start Date: _____ End Date: _____

- Florida Sheriff's Association Bid:** The requesting department must provide the following documentation: copy of the tab sheet/price sheet, agenda approval and contract

Number: _____ Name/Category: _____

Start Date: _____ End Date: _____

- Joint Cooperative:** The requesting department must provide the following documentation: copy of the solicitation and addendum, tab sheet/price sheet, vendor submittal, agenda approval and contract

Lead Entity: _____ Contract Number: _____

Start Date: _____ End Date: _____

- Code Exemption* (Specify):**

Sec. 2-403(a)(3)o – Legal services (*i.e.*, law firms hired directly)

Sec. 2-403(a)(3)l – Personnel, including but not limited to part-time or temporary services (*i.e.*, contract attorneys hired through placement agencies)

Sec. 2-403. - Exemptions.

- (a) (2) Procurement contracts between the city and nonprofit organizations, other governments or other public entities.
- (3) Procurement of:
 - a. Dues and memberships in trade and professional organizations.



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- b. Subscriptions for periodicals, books, maps or training videos.
- c. Real property, real estate brokering, or appraising.
- d. Abstract of titles for real property; title insurance.
- e. Works of art for public display or artistic services.
- f. Advertising.
- g. Medical, dental and other medically related services performed by a health care professional.
- h. Room or board for social service clients.
- i. Room and board for employees on city business.
- j. Funeral related services.
- k. Water, sewer, electrical, cable television or other utility services.
- l. Personnel, including but not limited to part-time or temporary services.
- m. Academic program reviews or lectures by individuals.
- n. Auditing services and financial services.
- o. Legal services.
- p. Social services.
- q. Lobbying services.
- r. Goods, materials and equipment whose cost has been incorporated as part of a competitively bid project.

Other Exemption (not specified by code): _____

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

Vendor Tracking:

Check if Vendor Documents Current

YTD Dept Exp. (Inclusive): \$ _____

To be completed by Purchasing:

YTD City Wide Exp. (Inclusive): \$ _____

PURCHASE DETAILS

Please provide the amount of the purchase for this product or service: \$ _____

Please provide the estimated fiscal year expenditure for this product or service: \$ 201,000.00 - REV. GD

Account # <u>001-0200-514.31-02</u>	Project # <u>N/A</u>	Subtotal \$ <u>35,700.00</u>
Account # <u>001-0200-514.31-08</u>	Project # <u>N/A</u>	Subtotal \$ <u>150,000.00</u>
Account # <u>001-0200-514.31-05</u>	Project # <u>N/A</u>	Subtotal \$ <u>15,300.00</u>

