



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



DEPARTMENT/DIVISION Utilities/Field Ops

NAME OF REQUESTOR Michael Vuolo

NAME OF PREPARER Nicole Brown

DATE COMPLETED 10/19/2022

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).

Repairs to SCADA system components at lift stations throughout the City, including replacement of antennas and coax cable assemblies, that were damaged in the storm. Replacements must be compatible with out existing equipment. This is specialty equipment used to remotely monitor lift station operation and there is no other sources for replacements and/or repairs.



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B. Total Cost of Purchase: \$ 58,802.00

Account #: 420-6063-536-4660

Project #: IAN22

C. Vendor Information

Vendor Name: Data Flow Systems Contact: \_\_\_\_\_

Address: 605 N. Johne Rodes Blvd

City: Melbourne State: FL Zip: 32934

Phone: 321-259-5009 Email or Website Address: \_\_\_\_\_

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.

Michael Vuolo  
Digitally signed by Michael Vuolo  
Date: 2022.10.19 09:41:09 -04'00'

Nancy Gallinaro  
Digitally signed by Nancy Gallinaro  
Date: 2022.10.19 14:53:00 -04'00'

**Requestor**  
Lisa Herrmann  
Digitally signed by Lisa Herrmann  
Date: 2022.10.19 16:58:35 -04'00'

**Department Director**  
Ginny Duyn  
Digitally signed by Ginny Duyn  
Date: 2022.10.21 08:58:39 -04'00'

**Budget Administrator**  
Kimberly Williams  
Digitally signed by Kimberly Williams  
Date: 2022.10.21 09:48:39 -04'00'

**Purchasing**  
*Jerome Fletcher*  
Date: 2022.10.21 11:43:19 -04'00'

**Finance Director**  
Jerome Fletcher  
Digitally signed by Jerome Fletcher  
DN: DN=NorthPort, DC=City, OU=Departments, OU=CityManager, CN=Jerome Fletcher, E=fletcher@cityofnorthport.com  
Reason: I am the author of this document  
Location: your signing location here  
Date: 2022.10.21 11:01:57 -04'00'  
Foxit PDF Reader Version: 11.1.0

**Assistant City Manager**

**City Manager**

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