



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



DEPARTMENT/DIVISION Public Works/Road and Drainage

NAME OF REQUESTOR Frances Nunez Lugo

NAME OF PREPARER Garrett Woods

DATE COMPLETED 01/05/2023

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 damage from Hurricane Ian, aggregate material is needed at Public Works for recovery efforts. Public Works utilized available supply to respond to Hurricane Ian and are in need of more aggregate material to continue securing the stormwater conveyance system and debris sites. The Road and Drainage Division was able to find only one company that would secure the quantity and delivery of aggregate material to the City of North Port for an exigency request. The only company responsive and responsible was Big Earth Landscape Supply. The City of North Port also has a contract with Big Earth Landscape Supply through Contract No. 2021-49 Annual City-wide Rip Rap, Stone, Aggregate, FDOT Road Base, Fill Dirt, and Surface Sand with Wholesale Landscape Supply, Inc., dba Big Earth Landscape Supply, but are in need of delivery of the material to the Road and Drainage District aggregate material site. Delivery the materials would reduce the labor and equipment burden from staff to transport the material over several weeks to a central location in the City from the vendors site.



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**B. Total Cost of Purchase:** \$ 250,242.00

Account #: 107-5000-541.52-13

Project #: IAN22

**C. Vendor Information**

Vendor Name: Big Earth Landscape Supply Contact: Ellie O. Fuesser

Address: 6625 Bee Ridge Road

City: Sarasota State: FL Zip: 34241

Phone: 941-504-9337 Email or Website Address: ellie@bigearthsupply.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: 2023.01.05 09:30:03 -05'00'

**Chuck Speake**  
Digitally signed by Chuck Speake  
Date: 2023.01.06 09:56:20 -05'00'

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

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

**Lisa Herrmann**  
Digitally signed by Lisa Herrmann  
Date: 2023.01.09 10:00:24 -05'00'

**Ginny Duyn**  
Digitally signed by Ginny Duyn  
Date: 2023.01.09 10:30:49 -05'00'

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

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

**Kimberly Williams**  
Digitally signed by Kimberly Williams  
DN: DC=northport, DC=city, OU=Departments, OU=Finance Dept, OU=Finance Area, CN=Kimberly Williams  
Reason: I am the author of this document  
Location:  
Date: 2023.01.09 11:22:18-05'00'  
Foxit PDF Reader Version: 12.0.2

*John Fairbank* Date: 2023.01.09 13:40:56 -05'00'

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

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

**A. Jerome Fletcher**  
Digitally signed by A. Jerome Fletcher  
DN: C=US, OU=City Manager, O=City of North Port, CN=A. Jerome Fletcher,  
E=jfletcher@cityofnorthport.com  
Reason: I am the author of this document  
Location: your signing location here  
Date: 2023.01.19 11:01:49-05'00'  
Foxit PDF Reader Version: 11.1.0

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

**PRINT**      **Clear All Fields**

# Big Earth Landscape Supply

PO Box 1030  
 Bradenton, Florida 34206  
 Phone: 941-746-4471

## Quotation

<b>Date</b> Jan 4, 2023	<b>Page</b> 1
<b>Order Number</b> QT03613	

**Sold To:**

CITY OF NORTH PORT  
 5455 PAN AMERICAN BLVD  
 ATT: CHERYL DWYER  
 NORTH PORT, FL 34287

**Ship To:**

INTERESCTION OF YORKSHIRE ST & OLEANDER DR  
 LOT AT YORKSHIRE STREET AND OLEANDER DRIVE  
 NORTH PORT, FLORIDA, 34288

<b>Reference</b>	<b>PO Number</b>	<b>Customer No.</b> CONP01	<b>Salesperson</b> ELLI	<b>Order Date</b> Jan 4, 2023	<b>Ship Via</b>	<b>Terms</b> NET30
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Qty. Ord.	Qty. Shp.	Qty. B/O	Item Number	Description	Unit Price	UOM	Extended Price
1,011.0	0.0000	1,011.0	SHELLROADBASE	SHELL ROAD BASE BANK RUN BY THE TON	25.00	EA	25,275.00
6,507.0	0.0000	6,507.0	FILLDIRT	FILL DIRT BY THE TON	21.00	EA	136,647.00
960.000	0.0000	960.000	RIP-RAP	RIP RAP 6-12" BY THE TON	92.00	EA	88,320.00

<b>Comments:</b>	<b>Tax Summary:</b>		<b>Less</b>	
	FLORIDA	0.00	<b>Included Tax</b>	<b>0.00</b>
	SARASOTA	0.00	<b>Order Discount</b>	<b>0.00</b>
			<b>Subtotal</b>	<b>250,242.00</b>
			<b>Total sales tax</b>	<b>0.00</b>
			<b>Total order</b>	<b>250,242.00</b>