



# 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 Human Resources

NAME OF REQUESTOR Dawn Shorter

*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:**

Temporary staffing requirements for various departments.

**B. Vendor Information**

Vendor Name: Ad-Vance Recruiting, LLC

Vendor Number: 6413

Address: 3911 Golf Park Loop #103, Bradenton, FL 34203

Contact: Brion Sunseri Phone: 941-739-8883 Email: bsuneri@ad-vance.com

Other Vendors TBD

**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)

Ad-vance Recruiting, LLC will be utilized for a majority of temporary staffing needs in FY 2019, due the continuation of project and placement of temporary staffing from FY 2018. However, there may be an unforeseen need for temporary staffing that could result in utilizing agencies other than Ad-vance.



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COMPETITIVE EXEMPTIONS**



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) 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):**

(a) (3) I. Personnel, including but not limited to part-time or temporary services.

\*For list of exemptions, see page 3



## CITY OF NORTH PORT PROCUREMENT FORM COMPETITIVE EXEMPTIONS



### 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.
  - 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)

<b>Vendor Tracking:</b>	
<input type="checkbox"/>	Check if Vendor Documents Current
YTD Dept Exp. (Inclusive):	\$ _____
<b>To be completed by Purchasing:</b>	
YTD City Wide Exp. (Inclusive):	\$ _____



# CITY OF NORTH PORT PROCUREMENT FORM COMPETITIVE EXEMPTIONS



## 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: \$268,290.00

Account # 001-0830-552.31-05 Project # \_\_\_\_\_ Subtotal \$ 31,500

Account # 135-2700-524.34-00 Project # \_\_\_\_\_ Subtotal \$ 50,860

Account # 001-0605-515.31-05 Project # \_\_\_\_\_ Subtotal \$ 20,000

Account # 330-5000-541.31-05 Project # \_\_\_\_\_ Subtotal \$ 93,000

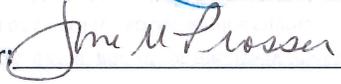
Account # 107-5000-541.31-05 Project # \_\_\_\_\_ Subtotal \$ 14,900

Account # 120-3032-534.31-05 Project # \_\_\_\_\_ Subtotal \$ 8,030

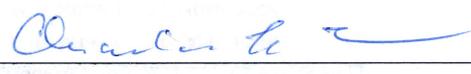
Account # 107-5000-541.31-05 Project # \_\_\_\_\_ Subtotal \$ 14,900

Description	Unit	Qty	Unit Price	Total
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
Shipping (FOB Destination)				\$ -
				Total

Requesting Department Director:  Date: 9/11/18

Budget Administrator:  Date: 9/11/18

Purchasing: Alla Skipper Digitally signed by Alla Skipper Date: 2018.09.11 16:51:56 -04'00' Date: \_\_\_\_\_

Finance Director (If applicable):  Date: 09/12/18

Assistant City Manager (If applicable): \_\_\_\_\_ Date: \_\_\_\_\_

City Manager (If applicable): \_\_\_\_\_ Date: \_\_\_\_\_

Commission Meeting Date (if applicable): \_\_\_\_\_