



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 Garrett Woods
 NAME OF PREPARER Garrett Woods DATE COMPLETED 02/21/2023

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 - Lighting Repairs

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, Citywide street lighting repairs are needed. The lighting, poles, arms, and fixtures have been damaged. This is needed for Public safety for those who use the roadway transportation network. Utility Structures Inc is the only provider for materials that are required to permit standardization and to match the existing streetlighting poles, arms, and fixtures already in place Citywide.



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B. Total Cost of Purchase: \$ 9,995.00

Account #: 107-5000-541.46-07

Project #: IAN22

C. Vendor Information

Vendor Name: Utility Structures Inc Contact: Ron Steedman

Address: 61 Bongard Ave

City: Nepean State: ON, Canada Zip: _____

Phone: 239-573-9427 Email or Website Address: rlumenator@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: 2023.02.21 11:29:49 -05'00'

Requestor _____ **Date** _____

Approved in Naviline 4/14/23

Budget Administrator _____ **Date** _____

Lisa Herrmann Digitally signed by Lisa Herrmann
Date: 2023.04.19 14:01:42 -04'00'

Finance Director _____ **Date** _____

City Manager [Signature] 4/25/23
_____ **Date** _____

Chuck Speake Digitally signed by Chuck Speake
Date: 2023.03.02 09:03:26 -05'00'

Department Director _____ **Date** _____

Ginny Duyn Digitally signed by Ginny Duyn
Date: 2023.04.19 13:15:37 -04'00'

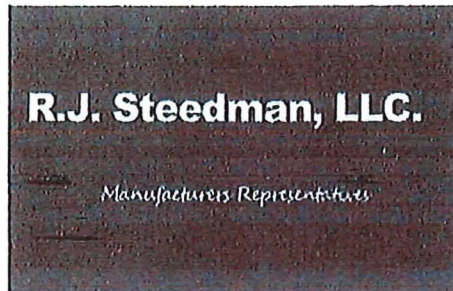
Purchasing _____ **Date** _____

Assistant City Manager [Signature] 4/25/23
_____ **Date** _____

PRINT Clear All Fields

2268 Southeast 28th Street Cape Coral, Fl. 33904
Phone: 239-573-9427

e-mail: RLUMENATOR@aol.com



Nova Pole Products

Utility Structures, Inc. PEMCO Lighting

To: City of North Port

From: Ron Steedman

Fax:

Date Jan 31, 2023

Re: Hurricane Ian replacements CC:

As manufacturer's representative/agent for Utility Structures, we are pleased to quote the following:

(1) 30' concrete round tapered pole, direct burial.....\$9995.00 each

Includes frt

A handwritten signature in black ink, appearing to read "Ron Steedman", with a long horizontal flourish extending to the right.

Ron Steedman

RJ Steedman, LLC Manufacturers Representative/ Agent for Pemco, USI & Nova Pole