



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



DEPARTMENT/DIVISION Human Resources

NAME OF REQUESTOR Lauri Cucchi-Hill

NAME OF PREPARER Lauri Cucchi-Hill

DATE COMPLETED 01/09/2023

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 the damages caused by Hurricane Ian on September 28, 2022 the following City building is in need of immediate aid and attention for mitigation and temporary roofing work.

The Scout House - Mitigation and Temporary Roof Work
5845 Greenwood Ave
North Port, FL

N&D Restoration and Joe Taylor submitted quotes. Multiple attempts were made by the City to obtain the required documents to establish the lowest bidder, N&D Restoration. However, due to the urgency to secure the building so no further damage would occur, Persons Services Corporation was awarded the project. They were deemed responsible and responsive to the City's needs and understand the FEMA process.



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



B. Total Cost of Purchase: \$ 14,179.41

Account #: 001-0760-519.46-04

Project #: Ian22

C. Vendor Information

Vendor Name: Persons Services Corp Contact: Chad Freeman

Address: 4474 Halls Mill Rd

City: Mobile State: AL Zip: 36693

Phone: 228-990-2488 Email or Website Address: compliance@personsservices.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.

Lauri Cucchi-Hill
Digitally signed by Lauri Cucchi-Hill
Date: 2023.01.09 13:22:23 -05'00'

Requestor
Lisa Herrmann
Digitally signed by Lisa Herrmann
Date: 2023.01.17 14:37:29 -05'00'

Budget Administrator
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
Date: 2023.01.19 09:35:18-0500
Form PDF Header Version: 12.1.0

Finance Director
Alexander Hill
City Manager
Date: 1/24/23

Christine McDade
Digitally signed by Christine McDade
DN: C=US, OU=Human Resources, O=City of North Port, CN=Christina McDade,
E=cmcdade@cityofnorthport.com
Reason: I am the author of this document
Date: 2023.01.09 11:27:01-0500
Form PDF Header Version: 12.0.1

Department Director
Alla V. Skipper
Digitally signed by Alla V. Skipper
Date: 2023.01.17 15:13:53 -05'00'

Purchasing
John B. Bellina
Assistant City Manager
Date: 1/24/23

PRINT Clear All Fields