



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: Rebecca Paul

If Applicable: COMMISSION MEETING DATE: 10/27/2020 AGENDA ITEM NUMBER: 20-2710

Section 2-403 - Exemptions of the City of North Port Procurement Code states that certain procurements shall not be subject to competitive requirements in the judgment of the Purchasing Agent.

A. Please describe all products and/or services to be procured under this exemption:
(If additional space is needed, please attach a separate memo)
Temporary staffing requirements for various departments.

B. Briefly explain why it is in the best interest of the City to procure under this exemption:
(If additional space is needed, please attach a separate memo)
Ad-Vance Recruiting, LLC will be utilized for a majority of temporary staffing needs in FY2021, due to continuation of project and placement of temporary staffing from FY2020. However, there may be an unforeseen need for temporary staffing that could result in utilizing agencies other than Ad-Vance.

C. 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: bsunseri@ad-vance.com



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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



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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.

Vendor Tracking:

Check if Vendor Documents Current

YTD Dept Exp. (Inclusive): \$ _____

To be completed by Purchasing:

YTD City Wide Exp. (Inclusive): \$ _____



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PURCHASE DETAILS

Please provide the amount of the purchase for this product or service: \$ 233,160.00

Account # See attached Project # _____ Subtotal \$ _____
 Account # See attached Project # _____ Subtotal \$ _____
 Account # See attached Project # _____ Subtotal \$ _____
 Account # See attached Project # _____ Subtotal \$ _____

Line Item No.	Description	Unit of Measure	Quantity	Unit Price	Extended Price
Shipping (FOB Destination)					
Total					

Attach Additional Pages if Necessary

I approve the competitive exemption procurement(s) as requested herein:

Requesting Department Director:  Date: 10/5/20

Budget Administrator: _____ Date: _____

Purchasing: _____ Date: _____

Finance Director (If applicable): _____ Date: _____

Assistant City Manager (If applicable): _____ Date: _____

City Manager (If applicable): _____ Date: _____

Print Form **Clear All Fields**

TEMPORARY STAFFING REQUEST
 ALL DEPARTMENTS
 FY 2020, October 1st, 2019 through September 30, 2020

							Use of City Vehicle for work assignment (Y or N)
Temporary Staffing Agency	SLA/CIP	Account #	Supervising Department	Requested Amount	Title	Purpose	
Ad-Vance Recruiting LLC	N/A - recurring	001-0830-552.34-00	NDS-Economic Development	\$8,400.00	N/A	Temporary staffing for special projects and research	N
Ad-Vance Recruiting LLC	N/A - recurring	107-5000-541.34-00	Public Works - Admin	\$14,900.00	N/A	Temporary staffing as needed	N
Ad-Vance Recruiting LLC	N/A - recurring	120-3032-534.34-00	Solid Waste - Admin	\$9,000.00	Customer Service Rep I	Contractual services and temporary personnel as needed	N
Ad-Vance Recruiting LLC	N/A - recurring	135-2700-524.34-00	NDS - Building Division	\$150,860.00	Staff Assistant	Records retention and building official services	N
Totals				\$183,160.00			