



**CITY OF NORTH PORT PROCUREMENT FORM
COMPETITIVE EXEMPTIONS**



Please indicate: Visa Purchase Purchase Order

Single Purchase Blanket Purchase Change Order Amendment
(For current FY) (Ongoing purchases for current FY)

DEPARTMENT/DIVISION: Parks & Recreation

NAME OF REQUESTOR: Cheryl Greiner

If Applicable: COMMISSION MEETING DATE: 2/14/2023

AGENDA ITEM NUMBER: 23-0215

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)

American National Red Cross swim lesson training and curriculum including an annual fee to designate the North Port Aquatic Center as an Authorized Provider of the ANRC programs. Examination fees for classes that fall under the authorized Provider Agreement, including all training and promotional materials associated with the offerings

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)

The American National Red Cross provides water safety and swim lesson training and curriculum developed by experts in the industry. Parks & Recreation seeks to certify North Port Aquatic Center staff via the terms outlined in the attached Licensed Training Provider Agreement to allow staff to provide American Red National Cross training and swim lessons at the Aquatic Center.

C. Vendor Information

Vendor Name: American National Red Cross Vendor Number: 197

Address: 25688 Network Place, Chicago, IL 60673-1256

Contact: Patrick Beason Phone: 305-205-8712 Email: patrick.beason@redcross.org



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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):

(b) subscriptions for periodicals, books, maps or training videos

2-403 (a)(3) B

*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: \$ 10,200.00

Account # 001-3037-572-55-00 Project # _____ Subtotal \$ 9,000.00
 Account # 001-3036-572-55-00 Project # _____ Subtotal \$ 1,200.00
 Account # _____ Project # _____ Subtotal \$ _____
 Account # _____ Project # _____ Subtotal \$ _____

Line Item No.	Description	Unit of Measure	Quantity	Unit Price	Extended Price
1.	First Aid and Lifeguard training courses	\$\$	10,200	1	\$10,200.00
Shipping (FOB Destination)					
Total					\$10,200.00

Attach Additional Pages if Necessary

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

Requesting Department Director: Sandy Pfundheller Digitally signed by Sandy Pfundheller
Date: 2023.01.24 10:12:13 -05'00' Date: _____

Budget Administrator: Lisa Herrmann Digitally signed by Lisa Herrmann
Date: 2023.01.31 14:12:34 -05'00' Date: _____

Purchasing: Ginny Duyn Digitally signed by Ginny Duyn
Date: 2023.01.31 14:21:56 -05'00' Date: _____

Finance Director (If applicable): Lisa Herrmann Digitally signed by Lisa Herrmann
Date: 2023.01.31 14:12:48 -05'00' Date: _____

Assistant City Manager (If applicable): Juliana B. Bellia Digitally signed by Juliana B. Bellia
Date: 2023.01.31 22:51:47 -05'00' Date: _____

City Manager (If applicable): _____ Date: _____

Print Form **Clear All Fields**



[Details](#) [Reports](#)

File #: 19-1351 **Version:** 1 **Name:**
Type: Consent Agenda **Status:** Agenda Ready
File created: 11/5/2019 **In control:** [City Commission Regular Meeting](#)
On agenda: 11/26/2019 **Final action:** 11/26/2019
Title: Approve Licensed Training Provider Agreement with the American National Red Cross for a Thirty-Six Month Term
Attachments: 1. [Licensed Training Provider Agreement with the American Red Cross](#), 2. [American National Red Cross Exemption2019.pdf](#), 3. [Appendix B – Courses, Equipment, Materials, and Fees](#), 4. [Training Provider Resource Guide](#), 5. [Florida Department of Corp ANRC](#)

[History \(1\)](#) [Staff Summary](#)

TO: Honorable Mayor & Members of the North Port Commission
FROM: Peter D. Lear, CPA, CGMA, City Manager
TITLE: Approval of Licensed Training Provider Agreement with the American Red Cross

Recommended Action

Approval of Licensed Training Provider Agreement with the American National Red Cross for a thirty-six month term.

Background Information

The American National Red Cross provides water safety and swim lesson training and curriculum developed by experts in the industry. Parks & Recreation seeks to certify North Port Aquatic Center staff via the terms outlined in the attached Licensed Training Provider Agreement to allow staff to provide American National Red Cross training and swim lessons at the Aquatic Center. Upon approval, the agreement will be in effect for 36 months from execution, unless terminated by either party with thirty days' notice.

The City Attorney has reviewed and revised the attached agreement to be legally correct as to form.

Strategic Plan

Create and sustain a safe and healthy environment for residents and visitors of North Port.

Financial Impact

Appendix B outlines the fees associated with this agreement. In order to provide American National Red Cross certified swim lessons at the North Port Aquatic Center, the center needs to be a Licensed Training Site, with an associated annual fee of \$300. Additionally, staff providing the swim lessons must complete a Water Safety Instructor (WSI) Course. The estimated annual cost of WSI training is \$555.

Additional fees vary based on the number of participants in a course. Courses include Swim Lessons, Lifeguarding Courses, Junior Lifeguarding Courses and First Aid Courses. All will be offered to the public at a participation fee that recuperates the charges incurred per the American National Red Cross agreement.

The estimated expenses associated with staff training and certifications through this agreement are \$4,135. Training expenses are budgeted within 001-3037-572-55-00. The estimated revenue from Swim Lessons, Lifeguarding courses, Junior Lifeguarding courses and First Aid courses taught with the curriculum and by lifeguards trained through this agreement is \$4,200.

Procurement

This service is being procured under City of North Port Procurement Code Section 2-403 (a) (3) b - Exemptions - Subscriptions for periodicals, books, maps or training videos.

Attachments:

1. Licensed Training Provider Agreement with the American National Red Cross
2. American National Red Cross Exemption 2019
3. Appendix B - Courses, Equipment, Materials, and Fees
4. Training Provider Resource Guide
5. Florida Department of Corp ANRC

Prepared by: Tricia Wisner, Assistant Director of Parks & Recreation

Department Director: Sandy Pfundheller, Director of Parks & Recreation



City of North Port

Human Resources Department
Risk Management
4970 City Hall Boulevard
North Port, FL 34286
Phone: 941.429.7200
Fax: 941.429.7135

Print Form

Date submitted:

This form is NOT used for the purchase of services (vendors coming on site) or any purchases utilizing a piggyback.

Insurance Requirements Waiver Form for Supplies

Primary Department: **Parks & Recreation**

Secondary Department: **Parks & Recreation**

Requested by / Phone#: **LeAnn Turner/941-429-3566**

Amount of Purchase: **\$11,200.00**

Provide a DETAILED description of the items being purchased:

Materials to train staff and teach swim lessons.

Is this an online order (delivered) Is this an in store pick-up

Supplies to be purchased (based on Delivery ONLY) - NO INSTALLATION

- Apparel / Uniforms: *(City must provide artwork/logo and approves proof)*
- Tools for the Trade: Hand tools, weapons, cameras, badges, safety apparatus
Cleaning Supplies: *Examples of acceptable items include - paper towels, hand soap, toilet paper, cleaning detergent, that do not exceed five (5) gallons per unit*
- Business cards, envelopes, stationary: *(City provides logo/artwork and approves proof)*
- City promotional items: *(City provides logo/artwork and approves proof)*
- Going to local store to purchase items: Hobby Lobby, Lowes, Home Depot, Wal-Mart, Michaels, etc.
- Vehicle / Light or Heavy Equipment *(Cannot use this form if under contract with piggyback)*
- Mechanical Parts for Repairs / Maintenance
- Gym or Fitness Equipment
- Office Supplies
- Computer Software *(No remote access, City purchases and IT installs, maintains and troubleshoots)*
- Back Packs & school supplies
- Professional Memberships/Certifications

NOTE: As the requester, the Department accepts liability for the submission of this form and the request to waiver insurance requirements. By the submission of this form, it is understood that this is a supply only purchase and that no vendor will be coming on site, installing products, or accessing a computer system remotely.

If you are not sure, it is the responsibility of the requester to submit form 900.1 Insurance Requirements Request Form for risk review at RiskServices@cityofnorthport.com. ALL procurement procedures still apply.

LeAnn Turner

10/20/22

Requester

Date

All fields must be completed; incomplete forms will be returned to the requester.