



# CITY OF NORTH PORT PROCUREMENT REQUEST FORM PROCUREMENT CODE AND OTHER EXEMPTIONS



☐ **One Time Purchase** (Single purchase for current FY)

☐ **Change Order**

☐ **Amendment**

☒ **Blanket Purchase** (Ongoing purchases for current FY)

☐ **Contract/Quote Renewal**

DEPARTMENT/DIVISION Utilities / Water Treatment

REQUESTOR Marc Swartz

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: Continuous monitoring of temperature, salinity, dissolved oxygen, specific conductivity and pH of samples obtained by permanently fixed equipment in the Myakkahatchee Creek and monthly sampling, monitoring and analysis of samples in ten locations in the Myakkahatchee Creek, Cocoplum Waterway, and the Myakka River for Hydrobiological Monitoring Program (HBMP) and as required by SWFWMD for the North Port Water Treatment Plant's water use permit.

**B. Vendor Information**

Vendor Name: Mote Marine Laboratory, Inc.

Address: 1600, Ken Thompson Parkway, Sarasota, FL 34236-1004

Contact: Kellie Dixon Phone: 941-388-4441 Email: lkdixon@mote.org

Will the Vendor accept Visa Card/E-Payables for this transaction: ☒ **yes** ☐ **no**

- If yes, complete and attach the Visa Purchase Request Master Form

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)

Please see attached.

D. Please provide the amount of the purchase for this product or service: \$ 134,914.00

Account # 420-6061-533-3105 Project # n/a

Account # \_\_\_\_\_ Project # \_\_\_\_\_

Please provide the estimated fiscal year expenditure for this product or service: \$ 134,914.00

E. Please select one of the following:



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- ☐ **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: \_\_\_\_\_

- ☒ **Other Code Exemptions\* (Specify):** Non-profit Organization per City Code Art. V111, Sec. 2-403(a)(2)

\*For list of exemptions, see page 3



# CITY OF NORTH PORT PROCUREMENT REQUEST FORM PROCUREMENT CODE AND OTHER 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 Exemptions (not specified by code): \_\_\_\_\_

(If additional space is needed, please attach separate memo)

Requesting Department Director's Signature: Michael K. [Signature] Date: 9-28-17

Procurement Manager's Approval: \_\_\_\_\_ Date: \_\_\_\_\_

Finance Director's Approval (If applicable): \_\_\_\_\_ Date: \_\_\_\_\_

City Manager's Approval (If applicable): \_\_\_\_\_ Date: \_\_\_\_\_

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

### Vendor Tracking:

YTD Dept Exp. (Inclusive): \$ 134,914.00

### To be completed by Purchasing:

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

