



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



DEPARTMENT/DIVISION Utilities/Field Ops

NAME OF REQUESTOR Brittany Kammerer

NAME OF PREPARER Brittany Kammerer

DATE COMPLETED 02/22/2023

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).

Repairs to the electrical services at lift stations 12,19,34,42 and 68 which were damaged during the storm. These repairs needed to be performed in order to restore FPL power to the stations and move them off of generator power or portable bypass pumping. Requests for quotes were sent to three vendors. MG Electrical Developers was the lowest quoter who was able to perform the work promptly. Work began on 12/14/22 and was completed on 1/20/2023.



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B. Total Cost of Purchase: \$ 35,455.00

Account #: 420-6062-535-4611

Project #: IAN22

C. Vendor Information

Vendor Name: MG Electrical Developers Inc #7848 Contact: Mark Grant

Address: 6130 Neal Rd

City: Forth Myers State: FL Zip: 33905

Phone: 239-841-3122 Email or Website Address: mgelectricaldevelopers@gmail.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.

**Michael Vuolo**  
Digitally signed by Michael Vuolo  
 DN: DC=NorthPort, DC=City, OU=Departments, OU=Utilities, OU=Field Operations, CN=Michael Vuolo  
 Reason: I am the author of this document  
 Location:  
 Date: 2023.03.07 12:16:04-05'00'  
 Email: 2023.03.07.12.16.04-05'00'

Requestor \_\_\_\_\_ Date \_\_\_\_\_

**Approved in Naviline 3/6/23**

Budget Administrator \_\_\_\_\_ Date \_\_\_\_\_

**Kimberly Williams**  
Digitally signed by Kimberly Williams  
 Date: 2023.03.08 15:50:05 -05'00'

Finance Director \_\_\_\_\_ Date \_\_\_\_\_

*A. Lawrence Fletcher* 8/7/23  
 City Manager \_\_\_\_\_ Date \_\_\_\_\_

**Nancy Gallinaro**  
Digitally signed by Nancy Gallinaro  
 Date: 2023.02.24 10:02:21 -05'00'

Department Director \_\_\_\_\_ Date \_\_\_\_\_

**Ginny Duyn**  
Digitally signed by Ginny Duyn  
 Date: 2023.03.08 13:44:34 -05'00'

Purchasing \_\_\_\_\_ Date \_\_\_\_\_

Assistant City Manager \_\_\_\_\_ Date \_\_\_\_\_

*AG*  
 Assistant City Manager \_\_\_\_\_ Date 8/7/23

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