



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



DEPARTMENT/DIVISION Utilities/Wastewater

NAME OF REQUESTOR Chad Nosbisch

NAME OF PREPARER Nicole Brown

DATE COMPLETED 10/05/2022

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):

EMERGENCY

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).

Dejonge removed the the structure that had fallen into the centrifuge and removed debris from the digester at the Pan American wastewater treatment plant. The structure had to be removed immediately in order to continue to operate the plant. Utilities put in a resource request for an excavator to do the work ourselves but staff never heard back from the resource request so we had to had the job done by an outside contractor.



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B. Total Cost of Purchase: \$ 1260.00

Account #: 420-6062-535-3105

Project #: IAN22

C. Vendor Information

Vendor Name: Dejonge Excavating Contact: Leigh Dejonge

Address: 203 S. Jackson Rd

City: Venice State: FL Zip: 34292

Phone: 941-485-7799 Email or Website Address: _____

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.

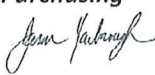
Chad Nusbisch
Digitally signed by Chad Nusbisch
 Date: 2022.10.21 08:24:23 -04'00'

Nancy Gallinaro
Digitally signed by Nancy Gallinaro
 Date: 2022.10.24 08:32:14 -04'00'

Requestor
 Lisa Herrmann
Digitally signed by Lisa Herrmann
 Date: 2022.10.24 10:07:40 -04'00'

Department Director
 Alla V. Skipper
Digitally signed by Alla V. Skipper
 Date: 2022.10.24 10:53:20 -04'00'

Budget Administrator
 Kimberly Williams
Digitally signed by Kimberly Williams
 Date: 2022.10.24 15:23:01 -04'00'

Purchasing

Date: 2022.10.24 16:25:09 -04'00'

Finance Director
 Jerome Fletcher
Digitally signed by Jerome Fletcher
 DN: DC=cityofnorthport, DC=city, OU=Department, OU=City Manager, CN=Jerome Fletcher, E=jfletcher@cityofnorthport.com
 Reason: I am the author of this document
 Location: your signing location here
 Date: 2022.10.25 11:33:33-04'00'
 Post-PDF Reason: Version: 11.1.0

Assistant City Manager

City Manager

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