

Action History (UTC-05:00)

Submit

by LeAnn Turner 10-07-2025 12:54:35 PM (Start Form)

Approve

by Sandy Pfundheller 10-07-2025 02:07:39 PM (Director Approval)

- The task was assigned to Sandy Pfundheller, Trish Sturgess 10/7/2025 12:54:41 PM
- Sandy Pfundheller assigned the task to Sandy Pfundheller 10/7/2025 2:07:33 PM

Approve

by Lisa Herrmann 10-07-2025 02:19:29 PM (Budget Approval)

- The task was assigned to Nicole Brown, Lisa Herrmann 10/7/2025 2:07:40 PM
- Lisa Herrmann assigned the task to Lisa Herrmann 10/7/2025 2:19:17 PM

Reviewed

by Michael White 10-07-2025 05:30:46 PM (Purchasing Specialist)

■ EDIT: DEPT YTD UPDATED FROM \$10,500 TO \$13,000 TO REFLECT CURRENT REQUEST

EVER-BLKT-TERM
2-403 (a)(3)(b)

- The task was assigned to Bernice Moen, Michael White 10/7/2025 2:19:30 PM
- Michael White assigned the task to Michael White 10/7/2025 5:26:54 PM

Approve

by Alla Skipper 10-08-2025 11:03:07 AM (Purchasing Approval)

- The task was assigned to Alla Skipper, Keith Raney 10/7/2025 5:30:48 PM
- Alla Skipper assigned the task to Alla Skipper 10/8/2025 11:02:43 AM



Procurement Request

City of North Port

Request

Request Type *

Competitive Exemption

Capital? (?) No Yes**PRR-EX (?)** Yes**FY ***

2026

Type code *

X

Preparer

LeAnn Turner

Department *

PARKS & RECREATION

Division(s)

AQUATICS CENTER

Purchase**Payment Method *** Visa Purchase Purchase Order**Purchase Type *** Single Purchase (current FY)
 Blanket Purchase (current FY)**Purchase SubType *** None Change Order
 Amendment**Description ***

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, including all training and promotional materials associated with the offerings.

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.

Exemption Explanation (?) *

The American National Red Cross provides water safety and swim lesson training and curriculum developed by experts in the industry. Parks & Recreation certifies North Port Aquatic Center staff via American Red Cross standards which allows staff to provide American Red National Cross training and swim lessons at the Aquatic Center.

Grant? * Yes No**Technology Related? (?) *** Yes Renewal No**Exemption****Exempted purchase type ***

Please select the purchase type

Code Exemption**Sec. 2-403 Exemption ***

- (a)(2) Procurement contracts between the city and nonprofit organizations, other governments or other public entities.
- (a)(3)(b) Subscriptions for periodicals, books, maps or training videos.
- (a)(3)(d) Abstract of titles for real property; title insurance.
- (a)(3)(f) Advertising.
- (a)(3)(h) Room or board for social service clients.
- (a)(3)(j) Funeral related services.
- (a)(3)(l) Personnel, including but not limited to part-time or temporary services.
- (a)(3)(n) Financial services.
- (a)(3)(a) Dues and memberships in trade and professional organizations.
- (a)(3)(c) Real property, real estate brokering, or appraising.
- (a)(3)(e) Works of art for public display or artistic services.
- (a)(3)(g) Medical, dental and other medically related services performed by a health care professional.
- (a)(3)(i) Room and board for employees on city business.
- (a)(3)(k) Water, sewer, electrical, cable television or other utility services.
- (a)(3)(m) Academic program reviews or lectures by individuals.
- (a)(3)(o) Legal services.

YTD Expenses (?)

Department Inclusive (?) *

\$13,000.00

City Inclusive (?) *

\$13,000.00



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:

Secondary Department:

Requested by / Phone#:

Amount of Purchase:

Provide a DETAILED description of the items being purchased:

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.

Requester _____ Date _____

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