

Procurement Request

City of North Port

Request

Hidden

Exemption

Purchase Details

Vendor Details

Request Type \*

Competitive Exemption

Capital? (?)

No

Yes

PRR-EX (?)

Yes

FY \*

2026

Type code \*

Preparer

Rachael Payne

Pre-Director Approver(s) (?)

	Name	Username	Counter *
1			0

Department \*

PARKS & RECREATION

Division(s)

AQUATICS CENTER

Commission Meeting? \*

Yes

No

Commission Date (?) \*

12/09/2025

Agenda Item (?) \*

25-2949

Commission Override (?)

Yes

No

Based upon historical trends, it is anticipated that the City will procure goods and services from the vendor(s) specified below during this fiscal year. As specific needs, funding sources, and procurement methods may change on a situational basis, this request seeks a blanket preapproval to use said vendor(s) with the necessary competitive procurement documentation or exemption requests to be submitted with each purchase request. No purchases may be made with this vendor without prior approval from the City Purchasing Department.

Purchase

Payment Method \*

Visa Purchase

Purchase Order

Purchase Type \*

Single Purchase (current FY)

Blanket Purchase (current FY)

Purchase SubType \*

None

Change Order

Amendment

Description \*

FY26 blanket for services covered under the Aquatic Examiner Service Agreement through The American National Red Cross including, but not limited to on-site lifeguard evaluations, in-services and annual lifeguarding operations assessment.

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.

Section 2-407 of the City of North Port Procurement Code provides guidelines for determining if good(s) or service(s) is/are a sole/single source. **All Sole/Single source requests will be posted on DemandStar & the City's Purchasing site for seven (7) business days.**

Exemption Explanation (?) \*

The American National Red Cross provides lifeguard evaluations and operational assessments ensuring compliance with national standards and safety.

Steps taken to verify these goods and/or services are not available elsewhere (?) \*

Other vendors that were contacted (?) \*

Grant? \*

Yes

No

Grant Comments

Technology Related? (?) \*

Yes

Renewal

No

Technology type \*

Emergency

City code or Federal \*

City

Federal (FEMA)

Occurrence \*

Requester \*

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 purchase**, this form must be completed and submitted by the requesting party to the Purchasing Manager **within ten (10) business days of an occurrence**.

**Emergency procurement pertains to any circumstance posing clear and immediate danger of injury to persons or property or of substantial economic loss to the City of North Port. Sec. 2-408 of the Procurement Code defines "Emergency repairs are those which, if not done immediately, would cause a threat to public health, welfare or safety.**

**THE CITY MANAGER MUST BE NOTIFIED IMMEDIATELY, FOLLOWED BY THE PURCHASING DIVISION.**

*In accordance with the City's Procurement Code Section 2-408. Emergency Procurement:*

*(a) Departments may, with the approval of the Purchasing Manager and without using the normal competitive process, procure emergency equipment, parts and repairs valued not to exceed \$100,000.00. The City Manager may approve emergency purchases exceeding \$100,000.00, not to exceed \$250,000.00 for the repair of road and drainage equipment, whether mobile or stationary, refuse equipment, marine vessels, public safety equipment, equipment for water and sewer operations, heating and cooling systems or emergency repairs to buildings or infrastructure facilities. Emergency repairs are those which, if not done immediately, would case a threat to public health, welfare or safety.*

(b) Emergency procurement of goods or services greater than \$250,000.00 require Commission approval.

(c) All emergency procurements made pursuant to this section shall be documented with a written memorandum provided to and maintained by the City's Purchasing division, outlining in detail the justification for proceeding as an emergency procurement.

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, FOLLOWED BY THE PURCHASING DIVISON.**

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:

**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.*

**Emergency,** *a threat to life, public health or safety, or improved property requires immediate action to alleviate the threat.*

Type of emergency \*

In accordance with FEMA guidelines. See definitions above.

☐ Emergency    ☐ Exigency

Event Project Number \*                      Name of Event

Description (?) \*

Description of Item(s) Purchased and Detailed Circumstances of the Emergency or Exigency Purchase/Service

Next