



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



DEPARTMENT/DIVISION Public Works

NAME OF REQUESTOR Frances N. Lugo

NAME OF PREPARER Garrett Woods

DATE COMPLETED 10/03/2022

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 - Personal Protective Equipment

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).

The Public Works Department Road and Drainage District is need of personnel protective equipment. Equipment includes a variety of sizes of rubber boots and rain overalls. Supplies will be used for staff in response to Citywide emergency flooding locations in the City of North Port.



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B. Total Cost of Purchase: \$ 4,216.90

Account #: 107-5000-541.52-07

Project #: IAN22

C. Vendor Information

Vendor Name: Grainger Industrial Supply Contact: Customer Support

Address: 6685 Whitfield Industrial Ave

City: Sarasota State: Florida Zip: 34243

Phone: 1-800-GRAINGER Email or Website Address: Customsupport@grainger.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.

*Handwritten signature: Lisa Herrmann*  
*Handwritten date: 10/04/22*

**Requestor**  
**Lisa Herrmann**  
Digitally signed by Lisa Herrmann  
Date: 2022.10.04 15:34:39 -04'00'

**Budget Administrator**  
**Kimberly Williams**  
Digitally signed by Kimberly Williams  
Date: 2022.10.06 08:05:28 -04'00'

**Finance Director**  
**Jerome Fletcher**  
City Manager  
Digitally signed by Jerome Fletcher  
DN: DC=northport, DC=city, OU=Departments, OU=CityManager, CN=Jerome Fletcher, E=fletcher@cityofnorthport.com  
Reason: I am the author of this document  
Location: your signing location here  
Date: 2022.10.06 17:24:52-04'00'  
Foxit PDF Reader Version: 11.1.0

**Chuck Speake**  
Department Director  
Digitally signed by Chuck Speake  
Date: 2022.10.04 12:18:47 -04'00'

**Ginny Duyn**  
Purchasing  
Digitally signed by Ginny Duyn  
Date: 2022.10.05 09:38:05 -04'00'

**Assistant City Manager**  
*Handwritten signature: Jerome Fletcher*  
Date: 2022.10.06 13:59:16 -04'00'

**PRINT** **Clear All Fields**



# Quotation

WW GRAINGER LAKE FOREST  
 100 GRAINGER PKWY  
 LAKE FOREST IL 60045-5201

**Information**

Grainger Quote Number 2052190562  
 Validity Start Date 10/03/2022  
 Validity End Date 11/03/2022  
 Creation Date 10/03/2022  
 Grainger EIN Number 36-1150280  
 PO #  
 PO Create Date  
 PO Release #  
 Customer Number 825786650  
 Department Number  
 Project/Job Number  
 Requisitioner Name  
 Attention  
 Caller HELEN OVALLES  
 Telephone Number 9412232957  
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**Customer Information**

CITY OF NORTHPORT  
 CONTRACT 31160000-18-ACS  
 4970 CITY HALL BLVD  
 NORTH PORT FL 34286-4100

**Billing Information**

CITY OF NORTHPORT  
 CONTRACT 31160000-18-ACS  
 4970 CITY HALL BLVD  
 NORTH PORT FL 34286-4100

**Shipping Information**

CITY OF NORTHPORT  
 1100 N CHAMBERLAIN BLVD  
 NORTH PORT FL 34286-7000

**Freight Forwarder**

We will deliver according to the following terms and conditions:

Incoterms® 2020: FOB ORIGIN  
 Freight Terms: Prepaid + Fee  
 Carrier: \* See line item detail  
 Payment Terms: Net 30 days after invoice date

**Special Instructions:**

Item PO-Line	Material	Description	Expected Del Date	Qty	Unit	Price	Total in USD
10	8AAN6	Rubber Boot,Men's,9,Knee,Black,PR Mfg Brand Name: DUNLOP Manufacturer Part No: 868020933 Carrier:		10.00	EA	75.12	751.20
20	8AAN3	Rubber Boot,Men's,10,Knee,Black,PR Mfg Brand Name: DUNLOP Manufacturer Part No: 868021033 Carrier:		10.00	EA	75.12	751.20



# Quotation

WW GRAINGER LAKE FOREST  
 100 GRAINGER PKWY  
 LAKE FOREST IL 60045-5201

Information	
Grainger Quote Number	2052190562
Creation Date	10/03/2022
Customer Number	825786650
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Item PO-Line	Material	Description	Expected Del Date	Qty	Unit	Price	Total in USD
30	9ACY7	Rubber Boot,Men's,11,Knee,Black,PR Mfg Brand Name: DUNLOP Manufacturer Part No: 868021133 Carrier:		10.00	EA	75.12	751.20
40	8AAN4	Rubber Boot,Men's,12,Knee,Black,PR Mfg Brand Name: DUNLOP Manufacturer Part No: 868021233 Carrier:		10.00	EA	75.12	751.20
50	9CCZ7	Flame Resistant Rain Overall,Ylw/Grn,L Mfg Brand Name: TINGLEY Manufacturer Part No: O53122 Carrier:		10.00	EA	28.78	287.80
60	8CH39	Flame Resistant Rain Overall,Ylw/Grn,M Mfg Brand Name: TINGLEY Manufacturer Part No: O53122 Carrier:		10.00	EA	28.78	287.80
70	9MHU9	Flame Resistant Rain Overall,Ylw/Grn,XL Mfg Brand Name: TINGLEY Manufacturer Part No: O53122 Carrier:		10.00	EA	30.47	304.70
80	9WP28	Flame Resistant Rain Overall,Ylw/Grn,2XL Mfg Brand Name: TINGLEY Manufacturer Part No: O53122 Carrier:		10.00	EA	33.18	331.80
<b>Sub Total</b>							4,216.90
<b>Shipping</b>							0.00
<b>Other Shipping</b>							0.00
<b>Total USD</b>							\$ 4,216.90