



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



DEPARTMENT/DIVISION PW - Operations NAME OF REQUESTOR Lisa Guerreiro
NAME OF PREPARER Lisa Guerreiro DATE COMPLETED 12/05/2022

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):

EXIGENCY

Name of Event (if applicable): Hurricane Ian - Debris site

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).

Following Hurricane Ian, the City of North Port's Disaster Debris Management Services company, Ceres Environmental Services, Inc, began picking up storm debris. Currently, Ceres Environmental Services, Inc has collected over 1.8 million cubic yards of vegetative debris and approximately 180,000 cubic yards of Construction & Demolition (C&D) debris throughout the City of North Port. As a result, the space available is surpassed at the City of North Port's identified debris management sites.

Carlton Sarasota, LLC, Davis Sarasota, LLC, and Pallardy Sarasota, LLC, have agreed to lease 10 acres within their property located north of I-75 east of Toledo Blade Boulevard to the City of North Port for vegetative debris management.

The Lease Agreement has been reviewed by the City Attorney as to form and correctness.

The City Manager approved this agreement under his emergency jurisdiction.

The term of the lease will be for a period of at least 6 months at \$10,000 per month starting in November 2022.



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B. Total Cost of Purchase: \$ 60,000.00

Account #: 107-5000-541.44-00

Project #: IAN22

C. Vendor Information

Vendor Name: Carlton Davis Pallardy LLC Contact: Lee Pallardy

Address: 4143 Moores Lake Rd.

City: Dover State: FL Zip: 33527

Phone: 813-355-6274 Email or Website Address: lee@leepallardyinc.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.

Lisa
Guerreiro
Digitally signed by Lisa
Guerreiro
Date: 2022.12.05
15:25:10 -05'00'

Requestor _____ **Date** _____

Lisa
Herrmann
Digitally signed by Lisa
Herrmann
Date: 2022.12.06
11:17:49 -05'00'

Budget Administrator _____ **Date** _____

Kimberly
Williams
Digitally signed by
Kimberly Williams
Date: 2022.12.06
16:34:01 -05'00'

Finance Director _____ **Date** _____

Jerome
Fletcher
Digitally signed by Jerome Fletcher
DN: DC=northport, DC=ny, OU=Department,
OU=City of North Port, CN=Jerome Fletcher,
E=jfletcher@cityofnorthport.com
Reason: I am the author of this document
Location: your signing location here
Date: 2022.12.07 15:21:20 -05'00'
Form PDF Reader Version: 11.1.0

City Manager _____ **Date** _____

Chuck
Speake
Digitally signed by
Chuck Speake
Date: 2022.12.06
10:49:00 -05'00'

Department Director _____ **Date** _____

Ginny Duyn
Digitally signed by
Ginny Duyn
Date: 2022.12.06
14:21:33 -05'00'

Purchasing _____ **Date** _____

Jim Fanning Date: 2022.12.07
14:48:29 -05'00'

Assistant City Manager _____ **Date** _____

PRINT Clear All Fields