

Non-Competitive Procurement Summary Memorandum

Date: March 31, 2023

Subject: Procurement Justification for Grainger Industrial Supply to provide personal protective equipment (PPE).

Rationale for the Method of Procurement: The City contacted Grainger Industrial Supply directly to provide necessary emergency delivery of PPE products following Hurricane Ian. The post-disaster condition of the City required expedited services to allow for emergency operations and recovery efforts to be possible. Lack of PPE presented a direct threat to the health and safety of first responders, and so an exigent procurement was required. Grainger Industrial Supply is a known vendor to the City, having successfully providing PPE in recent years and had a current competitively bid arrangement with the City for supply and delivery of PPE. This purchase fell under the \$5,000.00 threshold within the City's Procurement Policy which allows the department head to directly acquired needs goods or services.

Contractor Selected: Grainger Industrial Supply

Contract Type: Purchase Order/Requisition, containing a fixed not-to-exceed (NTE).

Explanation of Contract Price: On October 3rd, 2022, at the request of the City, Grainger Industrial Supply provided a quote of \$4,216.90, subject to a stated NTE cost of \$4,216.90 to perform emergency PPE supply delivery to the City of North Port.