

Non-Competitive Procurement Summary Memorandum

Date: March 31, 2023

Subject: Procurement Justification for Sutter Roofing to provide emergency roof repairs to several City of North Port buildings.

Rationale for the Method of Procurement: The City contacted Sutter Roofing directly to perform necessary emergency roof repairs following Hurricane Ian. The post-disaster condition of the City required expedited services to allow for emergency operations and recovery efforts to be possible. Damaged infrastructure presented a direct threat to the health and safety of the public and first responders, and so an exigent procurement was vital. Sutter Roofing is a known vendor to the City, having successfully performed work on the City's behalf in recent years for roofing services. Sutter Roofing honored previously competitively bid pricing for a nearby jurisdiction at negotiated terms and conditions

Contractor Selected: Sutter Roofing

Contract Type: Purchase Order/Requisition with FEMA Clauses Appended, containing a fixed not-to-exceed (NTE) rate.

Explanation of Contract Price: On October 6, 2022, at the request of the City, Sutter Roofing quoted a not-to-exceed cost of \$18,350.00 to provide emergency roofing repairs for the City of North Port. On December 9, 2022, at the request of the City, Sutter Roofing quoted a change order of not-to-exceed cost of \$2,500.00 to provide additional tiles for emergency roofing repairs for the City of North Port.