



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



DEPARTMENT/DIVISION Utilities/Wastewater

NAME OF REQUESTOR Chad Nosbisch

NAME OF PREPARER Nicole Brown

DATE COMPLETED 01/23/2023

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

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 Clarifier #1 weir at the Southwest Water Reclamation Facility was damaged in the storm, making the clarifier inoperable and inhibiting the plant's ability to process wastewater. Needed repairs for the clarifier to operate include the replacement of three scum baffles, 16 baffle supports and required hardware. TSC Jacobs is the only repair and maintenance vendor that is authorized to complete the necessary repairs by the manufacturer of the equipment.



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B. Total Cost of Purchase: \$ 20,056.00

Account #: 420-6062-535-6300

Project #: IAN22

C. Vendor Information

Vendor Name: TSC Jacobs Contact: Austin Moore

Address: 11021 Countryway Blvd

City: Tampa State: FL Zip: 33626

Phone: 813-888-5556 Email or Website Address: info@tscjacobs.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.

Chad Nosbisch
Digitally signed by Chad Nosbisch
Date: 2023.01.23 14:51:26 -05'00'

Requestor _____ **Date** _____

Approved in Naviline 3/6/23

Budget Administrator _____ **Date** _____

Kimberly Williams
Digitally signed by Kimberly Williams
Date: 2023.03.08 15:51:00 -05'00'

Finance Director _____ **Date** _____

Alexander Holt 8/14/23
City Manager _____ **Date** _____

Nancy Gallinaro
Digitally signed by Nancy Gallinaro
Date: 2023.01.26 13:29:13 -05'00'

Department Director _____ **Date** _____

Ginny Duyn
Digitally signed by Ginny Duyn
Date: 2023.03.08 13:45:23 -05'00'

Purchasing _____ **Date** _____

Jan Yuley
Assistant City Manager _____ **Date** 8/14/23

PRINT Clear All Fields



TSC-JACOBS SOUTH

QUOTATION

Date: 1/13/2023

Quote # 22-912

TSC Jacobs South, Inc.
11021 Countryway Blvd.
Tampa, FL 33626
813-888-5556
info@tscjacobs.com

To:

Marc Beauregard
North Port SW WWTP
8898 S. Tamiami Tr.
Venice, FL 34293

CONTACT	PROJECT	TERMS	FREIGHT
Austin Moore	Clarifier Scum Baffle Repair	See Note 2	FOB Factory

Line	Qty	Description	Total Price
1	1	Lot of FRP scum baffles, brackets and installation hardware, including: - Three (3) Baffles 12" x ¼" x 12' long - Sixteen (16) standard baffle support sets - Required hardware	\$4,536.00
2	1	Installation services	\$15,520.00
Subtotal			\$20,056.00
Tax			EXCLUDED
Freight			Included
Total Not to Exceed			\$20,056.00

- VALIDITY:** Quotation is valid for 60 days from the date quoted.
- PAYMENT TERMS:** 60% due upon delivery of equipment and mobilization, 40% due upon completion of installation.
- EQUIPMENT FABRICATION:** Fabrication lead time is estimated at 8 - 10 weeks from approval of submittals.
- WARRANTY:** Manufacturer shall warrant equipment to be free from defects in materials and workmanship for the lesser of one (1) year from date of installation or eighteen (18) months from date of purchase.
- TAXES & FEES:** Pricing does not include any state, sales, use or any other taxes as may be applicable to this project.