



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



DEPARTMENT/DIVISION Human Resources

NAME OF REQUESTOR Lauri Cucchi-Hill

NAME OF PREPARER Lauri Cucchi-Hill

DATE COMPLETED 01/18/2023

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).

Due to the damages caused by Hurricane Ian on September 28, 2022 the following City building is in need of immediate aid and attention for temporary roofing work.

Temporary Roof Work  
1867 Clarinet Ave  
North Port, FL 34288

Persons Services and MHI Roofing submitted quotes.  
N&D Restoration Services was the lowest bidder.



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B. Total Cost of Purchase: \$ 900.00

Account #: 001-0760-519.46-04

Project #: Ian22

C. Vendor Information

Vendor Name: N&D Restoration Services Contact: Naimrun Paola Barron

Address: 422 SW 2nd Terrace

City: Cape Coral State: FL Zip: 33991

Phone: 239-328-0949 Email or Website Address: N.DRestorationservices@gmail.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.

Lauri Cucchi-Hill  
Digitally signed by Lauri Cucchi-Hill  
Date: 2023.01.18 16:58:06 -05'00'

Christine McDade  
Digitally signed by Christine McDade  
DN: C=US, OU=Human Resources, O=City of North Port, CN=Christine McDade,  
E=cmcdade@cityofnorthport.com  
Reason: I am the author of this document  
Location:  
Date: 2023.01.18 17:05:13-05'00'  
Foxit PDF Reader Version: 12.0.1

Requestor \_\_\_\_\_ Date \_\_\_\_\_

Department Director \_\_\_\_\_ Date \_\_\_\_\_

Lisa Herrmann  
Digitally signed by Lisa Herrmann  
Date: 2023.01.19 10:55:48 -05'00'

Alla V. Skipper  
Digitally signed by Alla V. Skipper  
Date: 2023.01.19 14:49:47 -05'00'

Budget Administrator \_\_\_\_\_ Date \_\_\_\_\_

Purchasing \_\_\_\_\_ Date \_\_\_\_\_

Kimberly Williams  
Digitally signed by Kimberly Williams  
DN: DC=northport, DC=city, OU=Departments, OU=Finance Dept, OU=Finance Area, CN=Kimberly Williams  
Reason: I am the author of this document  
Location:  
Date: 2023.01.19 15:53:42-05'00'  
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Assistant City Manager

1/24/23  
Date

Finance Director \_\_\_\_\_ Date \_\_\_\_\_

City Manager \_\_\_\_\_ Date 1/24/23

**PRINT** Clear All Fields