



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



DEPARTMENT/DIVISION Public Works - Facilities Maintenance

NAME OF REQUESTOR Lisa Guerreiro

NAME OF PREPARER Lisa Guerreiro

DATE COMPLETED 11/17/2022

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

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 damage from Hurricane Ian, temporary fencing is needed for the buildings at Dallas White Park, including 3 buildings that have been damaged. This is needed for public safety from those damaged structures. Two bids were received and a third contractor declined to bid. The low bidder was Wharton-Smith.



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**B. Total Cost of Purchase:** \$ 10,160.00

Account #: 001-0760-519.46-04

Project #: IAN22

**C. Vendor Information**

Vendor Name: Wharton-Smith, Inc. Contact: Chuck Hardwick

Address: 2525 Bobcat Village Center Rd. Unit 105

City: North Port State: Florida Zip: 34288

Phone: 813-943-8880 Email or Website Address: chardwick@whartonsmith.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: 2022.11.17 15:08:52 -05'00'

**Chuck Speake**  
Digitally signed by Chuck Speake  
Date: 2022.11.21 11:05:42 -05'00'

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

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

**Lisa Herrmann**  
Digitally signed by Lisa Herrmann  
Date: 2022.11.23 09:18:22 -05'00'

**Ginny Duyn**  
Digitally signed by Ginny Duyn  
Date: 2022.11.23 11:18:09 -05'00'

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

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

**Kimberly Williams**  
Digitally signed by Kimberly Williams  
Date: 2022.11.28 09:39:06 -05'00'

 Date: 2022.11.29 10:32:41 -05'00'

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

**Assistant City Manager** \_\_\_\_\_ **Date** \_\_\_\_\_

**Jerome Fletcher**  
Digitally signed by Jerome Fletcher  
DN: DC=northport, DC=city, OU=Departments, OU=CityManager, CN=Jerome Fletcher, E=fletcher@cityofnorthport.com  
Reason: I am the author of this document  
Location: your signing location here  
Date: 2022.11.30 12:14:40 -05'00'  
Foxit PDF-Reader Version: 11.1.0

**City Manager** \_\_\_\_\_ **Date** \_\_\_\_\_

**PRINT**      **Clear All Fields**



**Project Estimate - Lump Sum**  
**Temp Fencing for the "Clothes Closet"**

**Owner:**  
City Of North Port  
4970 City Hall Blvd.  
North Port, FL 34286

**Project Location:**  
5940 Sam Shapos Way  
North Port, FL 34287

**Attention:**  
Kim Humphrey  
[khumphrey@northportfl.gov](mailto:khumphrey@northportfl.gov)  
941.240.8093

ITEM	DESCRIPTION	AMOUNT	COMMENTS
01	GENERAL CONDITIONS	\$ 1,000.00	
02	Temporary Fencing	\$ 7,400.00	
	1. Install 636 lineal feet of 6' chain link panels		
	2. Install 2 - 6'x12' swing gates with wheel kits		
	3. Delivery and install after Owner P.O.		
05	COST OF WORK SUBTOTAL	\$ 8,400.00	
06	OVERHEAD @ 10%	\$ 840.00	
07	FEE @ 5%	\$ 420.00	
08	GENERAL LIABILITY, BUILDERS RISK, AND BOND	\$ 500.00	
	ESTIMATE TOTAL	\$ 10,160.00	

\*\* All permit fees by Owner  
\*\* Not to exceed estimate based on Scope provided.