



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



DEPARTMENT/DIVISION Utilities/Water

NAME OF REQUESTOR Mike Vuolo

NAME OF PREPARER Nicole Brown

DATE COMPLETED 10/02/2022

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):

EMERGENCY

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).

Sylvester Directional bored 440 feet of HDPE 16" water main at Sumter and Price Blvd. that was washed out due to Hurricane Ian. The system was compromised and water was running out of the mains and could not maintain pressures or safely serve the city of north port customers with safe potable water. The repairs were necessary to facilitate right away.



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B. Total Cost of Purchase: \$ 36,300.00

Account #: 420-6061-533-6300

Project #: IAN22

C. Vendor Information

Vendor Name: Sylvester Excavating Contact: James Sylvester

Address: 571 Paul Morris Dr

City: Englewood State: FL Zip: 34223

Phone: 941-475-6392 Email or Website Address: jimsylexc@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.

Michael Vuolo  
Digitally signed by Michael Vuolo  
Date: 2022.10.21 08:30:48 -04'00'

Nancy Gallinaro  
Digitally signed by Nancy Gallinaro  
Date: 2022.10.24 08:33:47 -04'00'

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

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

Lisa Herrmann  
Digitally signed by Lisa Herrmann  
Date: 2022.10.24 10:09:08 -04'00'

Alla V. Skipper  
Digitally signed by Alla V. Skipper  
Date: 2022.10.24 10:54:20 -04'00'

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

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

Kimberly Williams  
Digitally signed by Kimberly Williams  
Date: 2022.10.24 15:23:56 -04'00'

*Jerome Fletcher*  
Date: 2022.10.24 16:21:26 -04'00'

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

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

Jerome Fletcher  
Digitally signed by Jerome Fletcher  
DN: DC=NorthPort, DC=City, OU=Departments, OU=City Manager, CN=Jerome Fletcher, E=jfletcher@cityofnorthport.com  
Reason: I am the author of this document  
Location: your signing location here  
Date: 2022.10.24 17:22:06-04'00'  
Foxit PDF Reader Version: 11.1.0

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

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