

Procurement Summary Memorandum

Date: March 31, 2023

Subject: Procurement Justification of Dade Paper to provide contracted janitorial supplies to the City of North Port.

Rationale for the Method of Procurement: The City utilized an existing contract with Dade Paper to order janitorial supplies needed to ensure safe and sanitary emergency operations and response at City facilities during Hurricane Ian's emergency response and operation phase.

Contractor Selected: Dade Paper

Contract Type: Purchase Order/Requisition with Fixed NTE

Explanation of Contract Price: On September 30th, 2022, at the request of the City, Dade Paper provided a quote of \$30,000.00 to perform emergency janitorial supply delivery for the City of North Port. The quote was based upon an order inventory presented by the City.