



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



DEPARTMENT/DIVISION Public Works

NAME OF REQUESTOR Francés Lugo

NAME OF PREPARER Garrett Woods

DATE COMPLETED 09/30/2022

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 - Janitorial Supplies

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 Public Works Department Facilities Maintenance Division is need of janitorial supplies. Supplies will be used for Citywide facilities and emergency response locations used by the City of North Port.



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B. Total Cost of Purchase: \$ 30,000

Account #: 001-0760-519.52-00

Project #: IAN22

C. Vendor Information

Vendor Name: Dade Paper Contact: Bob Buren

Address: 9601 NW 112th Ave

City: Miami State: florida Zip: 33178

Phone: 941-544-6609 Email or Website Address: bburen@imperialdade.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.

*Francis M. Vig*  
\_\_\_\_\_  
Requestor

9/30/22  
Date

*Ginny Duyn*  
\_\_\_\_\_  
Department Director

9/30/22  
Date

**APP VIA EMAIL 9-30-22**

Digitally signed by Ginny Duyn  
Date: 2022.09.30 15:50:02 -04'00'

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

\_\_\_\_\_  
Date

\_\_\_\_\_  
Purchasing

\_\_\_\_\_  
Date

**APP VIA EMAIL 10-1-22**

\_\_\_\_\_  
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: 2022.10.01 17:15:48-04'00'  
Foxit PDF Reader Version: 11.1.0

\_\_\_\_\_  
City Manager

\_\_\_\_\_  
Date

**PRINT**

Clear All Fields

## Garrett Woods

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**From:** Garrett Woods  
**Sent:** Friday, September 30, 2022 1:04 PM  
**To:** bburen@imperialdad.com  
**Cc:** PWFinance; Frances N. Lugo; Tricia Wisner  
**Subject:** City of North Port - Dade Paper

Hello Bob,

The City of North Port is in need of a large delivery of supplies to support our Hurricane Ian Response.

Can you please provide me an estimate of cost for the following items and ETA of a delivery of products?  
A final count of products will be provided soon.

348102  
348164  
37606  
346413  
349012  
L00035  
L00065  
61980  
60129  
L02062



Description	#
Towel, Center Pull, 2 Ply x 590/Roll - 6 Rolls/Case - (Tork #12 12 01 Only)	348102
Dispenser, Center Pull Towel - (Tork #55 90 28A Only - Color - Black)	348164
Tissue, TP, Jr. Jumbo, 2 Ply x 9" x 1K/Roll-12 Rolls/Case -	37606
Towel, Opti-Fold, Bleached, 10.25"x 9.50" - 3000 Sheets/Case (Bay West #00488 Only)	348413
Towel, Roll, Kitchen, 2 Ply x 85 Sheets/Roll x 30 Rolls/Case - Stefc0 #52231 or Equal	349012
Soap, Liquid, Antibacterial, Victoria Bay Antibacterial	L00035
Dispenser, Liq Soap, ClearVue, 30oz. Color - Dove Grey (Impact Prod's #IMP9330 Only)	L00065
Sanitizer gel, Hand, 1000ml Pouch, 4/Case - (GoJo Purell #2156-04 Only)	L05184
Liner, 33 Gal. 33"x40"x17mic. HD, Natural, 25B/Roll, 10 Rolls/Case - IBS #S334017N	61980
Liner, 55 Gal. 22"x14"x58"x2.0mil or Equivalent - Color Black - 100/Case	60129
Liner, Waxed Paper, San. Napkin Disp. 500/Case - Hosp. Spec. Co. #KL/260 or Equal	L02062
Air Fresheners-Mango	401695
Air Fresheners-Tropical Trade Winds	7908
Air Fresheners- Citrus Grove	7931
Air Fresheners-Fresh Garden	7932
Air Fresheners-Lemon	401909
Misc	
Misc	
Misc	
TOTALS	

**Garrett Woods**

Business Manager – Public Works Department  
City of North Port  
1100 N Chamberlain Blvd  
North Port, FL 34286  
Phone 941.240.8087  
Cell 941.224.7744  
Fax 941.240.8063  
[gwoods@northportfl.gov](mailto:gwoods@northportfl.gov)  
<https://www.northportfl.gov/>

United States national motto: "In God We Trust"

**From:** [Garrett Woods](#)  
**To:** [Ginny Duon](#)  
**Cc:** [Purchasing](#); [PWFinance](#); [Tricia Wisner](#); [Frances N. Lugo](#)  
**Subject:** FW: [EXTERNAL] RE: City of North Port - Dade Paper  
**Date:** Friday, September 30, 2022 10:44:07 PM  
**Attachments:** [image002.png](#)  
[image003.png](#)

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Hello Ginny,

Dade paper was able to confirm the pricing below.

Thank you.

**Garrett Woods**

Business Manager – Public Works Department  
City of North Port  
1100 N Chamberlain Blvd  
North Port, FL 34286  
Phone 941.240.8087  
Cell 941.224.7744  
Fax 941.240.8063  
[gwoods@northportfl.gov](mailto:gwoods@northportfl.gov)  
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**From:** Bob Buren <[bburen@imperialdade.com](mailto:bburen@imperialdade.com)>  
**Sent:** Friday, September 30, 2022 3:59 PM  
**To:** Garrett Woods <[gwoods@northportfl.gov](mailto:gwoods@northportfl.gov)>  
**Cc:** PWFinance <[PWFinance@northportfl.gov](mailto:PWFinance@northportfl.gov)>; Frances N. Lugo <[flugo@northportfl.gov](mailto:flugo@northportfl.gov)>; Tricia Wisner <[twisner@northportfl.gov](mailto:twisner@northportfl.gov)>; Jana White <[jwhite@northportfl.gov](mailto:jwhite@northportfl.gov)>  
**Subject:** Re: [EXTERNAL] RE: City of North Port - Dade Paper

ALERT



Garrett,  
The high density 33 x 40 pricing is good.  
The low density 38 x 58 price is \$33.88.

Thank you

Bob Buren  
941-544-6609  
[BBuren@ImperialDade.com](mailto:BBuren@ImperialDade.com)

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**From:** Garrett Woods <[gwoods@northportfl.gov](mailto:gwoods@northportfl.gov)>  
**Sent:** Friday, September 30, 2022 3:49:02 PM  
**To:** Bob Buren <[bburen@imperialdade.com](mailto:bburen@imperialdade.com)>  
**Cc:** PWFinance <[PWFinance@northportfl.gov](mailto:PWFinance@northportfl.gov)>; Frances N. Lugo <[flugo@northportfl.gov](mailto:flugo@northportfl.gov)>; Tricia Wisner <[twisner@northportfl.gov](mailto:twisner@northportfl.gov)>; Jana White <[jwhite@northportfl.gov](mailto:jwhite@northportfl.gov)>  
**Subject:** [EXTERNAL] RE: City of North Port - Dade Paper

CAUTION: This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe. Report suspicious emails to it-support.

Hello Bob,

Can you please provide me an updated amount of unit pricing for each item below?

Will it follow the same unit pricing as seen below from the 05/24/2022 order?

Requested by: Colleen  
 Date: 5/29/22

Description	#	Quantity	Cost	Total
Towel, Center Pull, 2 Ply x 590/Roll - 6 Rolls/Case - (Tork #12 12 01 Only)	348102		\$44.00	
Dispenser, Center Pull Towel - (Tork #55 90 28A Only - Color - Black)	348164		TBD	
Tissue, TP, Jr. Jumbo, 2 Ply x 9" x 1K/Roll-12 Rolls/Case -	37606		\$30.35	
Towel, Opti-Fold, Bleached, 10.25"x 9.50" - 3000 Sheets/Case (Bay West #00488 Only)	348413		\$24.60	
Towel, Roll, Kitchen, 2 Ply x 85 Sheets/Roll x 30 Rolls/Case - Stefcoc #52231 or Equal	349012		\$22.68	
Soap, Liquid, Antibacterial, Victoria Bay Antibacterial	L00035		\$55.49	
Dispenser, Liq Soap, ClearVue, 30oz. Color - Dove Grey (Impact Prod's #IMP9330 Only)	L00065		\$11.47	
Sanitizer gel, Hand, 1000ml Pouch, 4/Case - (GoJo Purell #2156-04 Only)	L05184		\$37.91	
Liner, 33 Gal. 33"x40"x17mic. HD, Natural, 25B/Roll, 10 Rolls/Case - IBS #S334017N	61980	10	\$21.35	213.50
Liner, 55 Gal. 22"x14"x58"x2.0mil or Equivalent - Color Black - 100/Case	60129	5	\$30.50	152.50
Liner, Waxed Paper, San. Napkin Disp. 500/Case - Hosp. Spec. Co. #KL/260 or Equal	L02062		\$15.28	
Air Fresheners-Mango	401695		\$43.46	
Air Fresheners-Tropical Trade Winds	7808		\$39.42	
Air Fresheners- Citrus Grove	7931		\$39.42	
Air Fresheners-Fresh Garden	7932		\$46.78	
Air Fresheners-Lemon	401909		\$39.42	
Misc				
Misc				
Misc				
TOTALS				

Total for this order: \_\_\_\_\_  
 Approved by: \_\_\_\_\_  
 Date Ordered: \_\_\_\_\_

**Garrett Woods**  
 Business Manager – Public Works Department  
 City of North Port  
 1100 N Chamberlain Blvd  
 North Port, FL 34286  
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 Cell 941.224.7744  
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[gwoods@northportfl.gov](mailto:gwoods@northportfl.gov)  
<https://www.northportfl.gov/>

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**From:** Garrett Woods  
**Sent:** Friday, September 30, 2022 2:04 PM  
**To:** [bburen@imperialdade.com](mailto:bburen@imperialdade.com)  
**Cc:** PWFinance <[PWFinance@northportfl.gov](mailto:PWFinance@northportfl.gov)>; Frances N. Lugo <[lugo@northportfl.gov](mailto:lugo@northportfl.gov)>; Tricia Wisner <[twisner@northportfl.gov](mailto:twisner@northportfl.gov)>; Jana White <[jwhite@northportfl.gov](mailto:jwhite@northportfl.gov)>  
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Air Fresheners-Fresh Garden	7932
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