PURCHASING DIVISION

EMERGENCY PURCHASE JUSTIFICATION FORM

Emergency procurements are governed by Section 2-442 of the City of Fort Pierce Code of Ordinances and are subject to the requirements of Chapter 14, Emergency Management. Emergency purchases may be authorized by the City Manager under either of the following circumstances:

1. A federal, state, or local emergency has been declared; or
2. The City Manager determines that a situation is likely to have a detrimental impact on City operations or public health, welfare, or safety if not rectified immediately.

Emergency purchases shall be limited to those directly associated with the emergency, restoration activities, or specific operational or safety issues. As much competition as practicable shall be obtained under the circumstances.

Please ensure that all applicable supporting documentation is submitted with this form.

General Information

Department/Site	Public Works
Date	October 12, 2026
Description of Items/Service	Landscape Maintenance of Medians
Cost	$82,687.50
Recommended Vendor	Mow 4 Less LLC
Contact Person	Andrew Kissoon
Email	Mow4less.ak@gmail.com
Phone	772-201-7655
Requestor's Signature	10/12/26

This is an emergency purchase because (check all that apply):

- ■ **Unforeseen circumstances beyond the control of the City of Fort Pierce**
- ■ **Represents a real, immediate threat to the proper performance of essential functions.**
- ☐ **Delay of award will likely result in loss of damage to property, bodily injury, or loss of life if immediate action is not taken.**
- ☐ **Other**

Describe the emergency	The contractor responsible for maintaining the City's center medians landscaping abruptly discontinued service.
What caused the emergency situation to arise?	On June 24th, 2026, the City received a cancellation of service from the contractor, Partnership Landscaping, effective July 26, 2026.
Explain your process for identifying the selected supplier. For example, provide names of suppliers contacted, names of individuals who provided quotes, and amounts quoted.	Mow 4 Less is recommended based on the attached supplemental justification documentation.

STATEMENT OF NEED AND CERTIFICATION:
My department recommends this emergency purchase based on an objective assessment of the circumstances and has determined that it is in the best interest of the City of Fort Pierce.

I certify that the information provided in this Emergency Procurement Justification Form is true, accurate, and complete to the best of my knowledge.

Mark Green Signature (Requestor)	10/12/26 Date
Printed Name	Mark Green
Title	Parks & Grounds Division Manager

DEPARTMENT DIRECTOR

Signature	Johann Lopez
Printed Name	Johann Lopez
Date	10-14-2026

APPROVALS

Purchasing Review/Recommendation: X Yes _____ No

Signed: Gelencia Carter Title: Purchasing Manager

Date: 10-14-26

City Manager Determination and Approval:
Based on the information and supporting documentation provided, I determine that:

- The circumstances described constitute an emergency procurement under Section 2-442 of the City Code;
- Immediate action is necessary due to:

_____ A federal, state, or local declaration of emergency; or

X A situation likely to have a detrimental impact on City operations or public health, welfare, or safety if not rectified immediately;

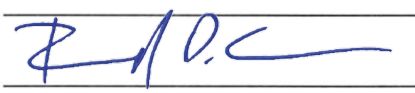
- The proposed purchase is limited to goods or services directly associated with the declared emergency, restoration activities, or the specific operational or safety issue;
- As much competition as practicable has been obtained under the circumstances, or the justification for limited or no competition is adequately documented; and
- The proposed purchase is in the City's best interest.

I hereby authorize the emergency procurement described in this form in an amount not to exceed $ 82,687.50 .

If the purchase exceeds $50,000.01 (Category Three), the Requesting Department must report the purchase to the City Commission at the earliest available meeting after the emergency subsides, as required by Section 2-442(d).

Approved: X Yes _____ No

Additional conditions or limitations: _____

City Manager/Designee Signature: 

Printed Name: Richard D. Chess

Date: 10/14/2026

THE SUNRISE CITY
FORT PIERCE
Florida
PUBLIC WORKS
DEPARTMENT

MEMORANDUM
To: Annie Carisma, Purchasing Director
From: Mark Green, Parks and Grounds Division Manager
Date: September 30, 2026
Subject: Emergency Procurement for Landscape Maintenance of Medians

Good morning,

This memorandum provides justification for proceeding with an emergency procurement for landscape median maintenance services following the abrupt cancellation of service by Partnership Landscaping under ITB No. 2025-039.

Immediate Disruption of Essential Services
Partnership Landscaping discontinued service effective July 26, 2026, after previously ceasing service on June 16, 2026. This unexpected cancellation resulted in an immediate and critical lapse in mowing and landscape maintenance during peak growing season. The affected areas include center medians and rights-of-way for which the City is contractually obligated to maintain under established FDOT agreements. As of today, these locations have gone more than one month without required maintenance, resulting in severely overgrown turf and vegetation, obstructed sightlines, and deteriorated public appearance.

Impact of Delaying Services Pending a New Solicitation
Waiting for a new competitive solicitation would delay services for several additional months. Such a delay would:
- Negatively impact public safety by reducing visibility along medians and intersections.
- Adversely affect public welfare due to unsightly and overgrown public corridors.
- Place the City out of compliance with FDOT maintenance obligations.
- Impede City operations by requiring Parks and Grounds staff to divert labor and resources from other critical maintenance responsibilities.

For these reasons, delaying services would create substantial risk to the City's safety, welfare, and operational standards.

Selection of Mow 4 Less for Emergency Services

Mow 4 Less is the recommended contractor for the emergency procurement based on the following:

- Proven performance: Mow 4 Less previously held this contract and performed successfully with consistent quality.
- Competitive history: They participated in ITB No. 2025-039 and provided competitive pricing during that solicitation.
- Current City contractor: They currently provide similar landscape maintenance services for FPRA under Bid 2025-020.
- Immediate availability: They are local, have established capacity, and can begin service without delay.
- Known reliability: The City is familiar with their service quality and response capabilities, minimizing risk during emergency transition.

Pricing Determination and Reasonableness

The pricing proposed for the emergency contract has been evaluated and determined fair and reasonable.

- Under the previous solicitation, Mow 4 Less bid $126,000 annually based on 40 service periods ($3,150 per period).
- To reduce costs and increase operational efficiency, Parks and Grounds proposes reducing service frequency from 40 service periods to 25 service periods annually.
- At the adjusted rate of $3,307.50 per service period (reflecting a 5% increase) x 25 periods annually, the total annual cost is $82,687.50.
- This pricing is competitive compared to the current contract amount with Partnership Landscaping ($86,400 annually) and achieves cost savings while aligning maintenance levels with actual operational needs.

Scope and Duration of Emergency Contract

The emergency procurement is limited strictly to addressing the immediate disruption caused by the contractor's cancellation. The emergency agreement will:

- Be limited to a one-year term.
- Reflect a reduced service schedule of 25 service periods per year.
- Stabilize median maintenance operations until a new competitive solicitation can be completed.

Parks and Grounds recommend initiating a new solicitation approximately four months prior to the expiration of the emergency contract to ensure seamless transition and continued compliance with City and FDOT requirements.

THE SUNRISE CITY
FORT PIERCE
Florida
PUBLIC WORKS
DEPARTMENT

Please let me know if you have questions or need additional information.

Thank you,

Mark Green
Parks and Grounds Division Manager

100 NORTH US 1, FORT PIERCE, FLORIDA 34950 • CITYOFFORTPIERCE.COM • TEL: 772.467.3000 • FAX: 772.489.3194

STATEMENT OF WORK

1. OBJECTIVE

The City of Fort Pierce Public Works Department is seeking a qualified contractor to mow all areas outlined in the Statement of Work (25 cuts per year) to include edging landscape beds, trimming hedges and low tree branches, removal of all weeds by hand and herbicide if able, blowing off landscape areas and debris removal. Curbing and cracks in curbing to be maintained free of vegetation and sprayed monthly. The contractor shall perform landscaping maintenance at six (6) locations in the City of Fort Pierce.

2. SCOPE OF WORK

1. Virginia Ave. Center Medians (US 1 to S. 41st)
2. Okeechobee Center Medians (1700 Block to pass the Turnpike overpass)
3. Delaware Ave. Center Medians (1300 block to 1700 block)
4. N. 25th St. Center Medians (Avenue Q to Orange Ave.)
5. South A1A Rights of Ways (Jetty to Blue Heron)
6. State Road, U.S. 1 center medians from North Causeway Drive, South to Edwards Road

3. GENERAL WORK TO BE PERFORMED

1. Mowing and edging all grass
2. Landscape bed areas shall be weed free
3. Remove all trash and debris before mowing
4. Trim all hedges to keep uniform shape and clear of the road
5. Blow off all landscape beds and surrounding areas
6. Curbing and cracks in curbing to be maintained free of vegetation

4. GENERAL CONDITIONS

1. The contractor shall furnish all labor, materials, equipment and required maintenance of traffic, necessary to perform the general work requirements. The services will be performed between the hours of 7am and 6pm Monday through Saturday.
2. *The contractor will supply a list of materials and equipment to be used in providing the service. Please provide with your bid submittal.
3. The contractor shall be responsible for any damage to, or loss of City of Fort Fort Pierce property.
4. Payment will be rendered following receipt and approval of an itemized invoice.
5. The contract may be terminated at any time due to substandard completion of work, lack of attendance by workforce or damage of City property.
6. The contractor must have a business phone number answered during business hours.
7. All contractors shall indemnify and save/hold harmless the City of Fort Pierce, its officers, agents and employees from any injuries or damage received by any person during any operations connected with the contract/construction or the sub-contractor, agents, or employees.
8. The landscape firm will provide proper identification at all times for vehicles and labor force shall dress uniformly in a manner satisfactory to the City.

5. SUBMITTAL REQUIREMENTS (Submit in the following order)

It is not necessary to return every page of this document with the Bid; return only the pages that require signatures or information requested below.

- Completed Invitation to Bid Cover page
- Business Tax Receipt (see item numbered 10)
- List of Materials and equipment, see General Conditions, page 18, item number 2.
- All Forms in Section V
- Bidder's Checklist

6. CONTRACTOR SERVICES

Include mowing all areas outlined in the above scope of work (25 cuts per year) edging landscape beds, trimming hedges and low tree branches, removal of all weeds by hand and herbicide if able, blowing off landscape areas and debris removal.

Bi- Monthly Maintenance

25 Cuts per year