

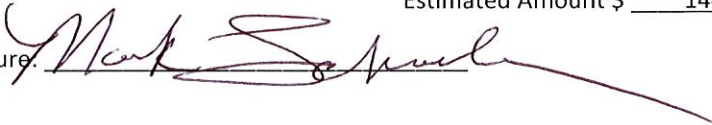
**EMERGENCY PURCHASE FORM**

Emergency: An unexpected and urgent situation where an immediate threat to public health and safety exists; where conservation of public resources is at risk; where an immediate response is necessary to prevent further damage to public property, machinery, or equipment; or where delay would result in significant financial impact to the City as determined by the City Manager.

CONTACT PROCUREMENT AND CONTRACT SERVICES FOR APPROPRIATE COURSE OF ACTION

Per **7.1 Emergency Purchase**. Immediately upon determining that an Emergency exists, as defined in Section 1, and prior to contacting vendors for supplies and services, the City Manager or Procurement and Contract Service Manager shall determine the appropriate course of action. Emergency purchases shall be made with as much competition as practical under the circumstances. Departments must submit emergency purchases on the appropriate form and shall include an explanation of the emergency in advance of the purchase or as soon as practical thereafter.

Person Requesting Purchase: Mark Schauffler Department: Water Utilities  
Account Code: 31883750444-8505-82231883  
Estimated Amount \$ 144,239

Department Authorization Signature: 

- 1. Description of Emergency: The Water Utilities Service Center chiller and heat exchanger have failed and the building is currently being cooled by a rental unit. In order to minimize the rental term we are requesting to utilize a cooperative agreement and an emergency purchase order to get the replacement process started.
- 2. Does an applicable cooperative or piggyback contract exist from which to make the purchase?  Yes  No
- 3. Approved sole source? (Sole source documentation must accompany this form)  Yes  No
- 4. Were 3 quotes secured? (If a sufficient number were available)  Yes  No

If you answered "No" to item 4 an explanation is required: We are utilizing a cooperative agreement contract 2023-005 with Lippert Mechanical Service for the project.

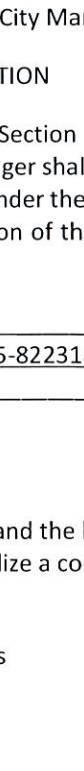
If you answered "Yes" to item 4, complete the following:


1<sup>st</sup> Vendor Name: \_\_\_\_\_ Amount Quoted \$ \_\_\_\_\_

2<sup>nd</sup> Vendor Name: \_\_\_\_\_ Amount Quoted \$ \_\_\_\_\_

3<sup>rd</sup> Vendor Name: \_\_\_\_\_ Amount Quoted \$ \_\_\_\_\_

- 5. The method of procurement shall be determined by the Procurement and Contract Services Division in conjunction with the requesting department/division.
- 6. Required Approvals:

Purchase less than \$24,999.99:  Date 7/19/22

Purchase between \$25,000.00 to \$49,999.99:  Date 7/19/22

Procurement and Contract Services Manager Date Stephen A. Arbo, City Manager Date

\* An emergency purchase that exceeds \$50,000.00 shall be presented to City Council/Park Board by City Staff at the earliest opportunity after purchase has been made.