

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; where delay would result in significant financial impact to the City as determined by the City Manager; or an emergency as declared by the Mayor.

CONTACT PROCUREMENT AND CONTRACT SERVICES FOR APPROPRIATE COURSE OF ACTION

Per **7.1 Emergency Purchase**. Immediately upon determining that an Emergency exists, as defined above, 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: Michael Park _____ Department: Public Works _____

Estimated Amount \$128,300 _____

Department Authorization Signature: Michael Park

1. Description of Emergency: A section of Quarry Park Road needed to be closed due to an unexpected mine collapse under the road. This has put the roadway in danger of imminent collapse. As a result, temporary access must be provided to residents west of the closure. A long-term solution requires the construction of a connection between old Noland Road and the Access Road to Century Concrete. Wiedenmann was engaged on December 28 to make this connection.

2. Does an applicable cooperative or piggyback contract exist from which to make the purchase? Yes No
If yes, Contract number and Vendor: **Contract 2019-003/4R, Wiedenmann Construction.**

3. Approved sole source? (Sole source documentation must accompany this form) Yes No
If yes, Vendor:

4. Were 3 quotes secured? (If a sufficient number were available) Yes No

If you answered "No" to item 4 an explanation is required: Utilizing the City's on call contract with Wiedenmann Construction for infrastructure repair. Contract Number 2019-003/4R. This contract, however, expires on December 31, 2023.

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

1st Vendor Name: _____ Amount Quoted \$ _____

2nd Vendor Name: _____ Amount Quoted \$ _____

3rd Vendor Name: _____ Amount Quoted \$ _____

Approved as to Form:

Office of the City Attorney

5. The method of procurement shall be determined by the Procurement and Contract Services Manager in conjunction with the requesting department/division.

6. Required Approvals:

Purchase less than \$34,999.99

Procurement and Contract Services Manager

Purchase between \$35,000.00 to \$74,999.99*

Mark Dunning
Mark Dunning, City Manager

1/4/24
Date

* An emergency purchase that exceeds \$75,000.00 shall reviewed and approved and presented to City Council/Park Board by City Staff at the earliest opportunity after purchase has been made.



ATTEST:
Stacy Lombardo
Deputy CITY CLERK:

EMERGENCY PURCHASE PROCEDURE AND FORM

1. The City of Lee's Summit Procurement policy includes a provision for Emergency purchases. The policy as a whole is in place and applies to the purchase of supplies, materials, equipment, and services*. Contact the Procurement and Contract Services Manager if an Emergency Purchase is needed. The Procurement Manager will review the request and respond with the appropriate method of procurement and document the request.
2. **7.1 Emergency Purchase.** Emergency purchases shall be made with as much competition as practical under the circumstances. Immediately upon determining that an Emergency exists, as defined in Section 1, and prior to contacting vendors for goods and services, the City Manager or Procurement and Contract Service Manager shall determine the appropriate course of action. 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.
 - 7.1.1 The Procurement and Contract Service Manager shall have the authority to approve all emergency purchases \$34,999.99 and below. Emergency purchases \$35,000.00 to \$74,999.99 require the approval of the Procurement and Contract Services Manager and City Manager. An emergency purchase \$75,000.00 or more shall be approved by the Procurement and Contract Services Manager and City Manager and shall be presented to City Council for ratification at the earliest opportunity after the purchase has been made.
 - 7.1.2 If an Emergency exists that requires a contract modification, the City Manager shall have the authority to execute a contract modification where approval by the City Council would otherwise be required. The emergency modification shall be submitted to the City Council by the City Manager for ratification at the next available Council meeting.
 - 7.1.3 Unless superseded by the City's Emergency Operations Plan, all purchase during an Emergency shall be made in accordance with this policy.
3. The requesting Department will complete and submit an Emergency Purchase Form and submit it to the Procurement and Contract Services Manager, prior to the purchase or soon as possible after the purchase. An approved copy will be returned to the Department.

*Services: depending on the type of service provided, additional review may be needed by the City's Risk Manager.