

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: Jeff Thorn Department: Water Utilities
Account Code: _____
Estimated Amount \$ \$59,511

Department Authorization Signature: 

1. Description of Emergency:
A water main has been found in conflict with the construction of a new building. The water main is without an easement to be in that location and needs to be moved to get the project back under construction. The site civil engineer has supplied a design to expedite the move of the main as they already had site topo and information. We are planning to construct the new main using our on-call contract with Wiedenmann Construction.

2. Does an applicable cooperative or piggyback contract exist from which to make the purchase? Yes No
(Attach cooperative agreement)

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 using the on-call contract with Wiedenmann Construction.

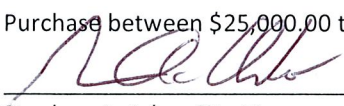
If you answered "Yes" to item 4, complete the following:

1st Vendor Name: _____ Amount Quoted \$ _____
2nd Vendor Name: _____ Amount Quoted \$ _____
3rd Vendor Name: _____ Amount Quoted \$ _____

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
 3/4/22
Procurement and Contract Services Manager Date
for RG

Purchase between \$25,000.00 to \$49,999.99
 3/4/22
Stephen A. Arbo, City Manager Date

Joe Snook, Administrator of Parks & Recreation Date
(if applicable)

* 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.

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.** 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.
 - 7.1.1 The City Manager or the Procurement and Contract Service Manager shall have the authority to approve all emergency purchases \$24,999.99 and below. Emergency purchases \$25,000.00 to \$49,999.99 require the approval of the City Manager. **An emergency purchase \$50,000.00 or more shall be tentatively approved by the 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 During periods of a "declared city emergency" by the Mayor, purchases may be made in accordance with the City's Emergency Operations Plan.
3. The requesting Department will complete and submit an Emergency Purchase Form and submit it to the Contract and Services Manager, best 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.