

**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:   Brian Austerman   Department:   Fire Department    
Account Code: \_\_\_\_\_  
Estimated Amount \$   \$50,000+  

Department Authorization Signature:   *Brian Austerman*  

1. Description of Emergency: Due to the recent departure of several key staff positions in Finance, this request is being made to 3<sup>rd</sup> party contract our annual GEMT (Ground Emergency Medical Transport) reporting to the state. This report is what allows the City to receive additional funding by way of supplementing the unrecovered costs associated with Medicare patient transports. This translates to roughly \$500,000 in gross revenue annually. With these staff departures Finance does not have the ability or capacity to prepare this document, which is due on November 30<sup>th</sup>.

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  
Solicitations were sent out by way of RFP 2022-043 for like services, to which only one company responded.

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

If you answered "No" to item 4 an explanation is required: As a sole source  
Solicitations were sent out by way of RFP 2022-043 for like services, to which only one company responded

Vendor for project:  
Public Consulting Group, LLC 816  
Congress Ave, Suite 1110  
Austin, Texas 78701 *ick*

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  
  *Rachel Gentry*     11/1/2022    
Procurement and Contract Services Manager Date

Purchase between \$25,000.00 to \$49,999.99  
  *Mark Dunning*     11/1/22    
Mark Dunning, City Manager Date

Confirming: only one response to RFP 2022-043 was received. Vendor is experienced with the GEMT reporting requirements and willing to work to meet the fast approaching deadline. RMG 11/1/2022  
  *Joe Snook*   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.



ATTEST:   *Julia Paul*    
CITY CLERK: