

## 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: 31783750444-8505-19131783  
Estimated Amount \$ \$241,517.50

Department Authorization Signature: [Signature]

1. Description of Emergency:

Corroded 24" RCP sanitary sewer interceptor, failure imminent.

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 working from a Johnson County Wastewater contract and it was competitively bid there.

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  
[Signature] 6/15/2021  
Procurement and Contract Services Manager Date

Purchase between \$25,000.00 to \$49,999.99  
[Signature] 6/15/2021  
Stephen A. Arbo, City Manager Date  
Mark Manning, Acting City Manager

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:

[Signature]  
Deputy City Clerk

