

EMERGENCY PROCUREMENT FORM

Christian County Emergency Procurement Policy: Notwithstanding any other provisions of this Policy, and by direction of the Presiding Commissioner, the Purchasing Agent may make or authorize others to make emergency procurements of supplies, services, or construction items when there exists a threat to public health, welfare, or safety; provided that such emergency procurements shall be made with such competition as is practicable under the circumstances. A written documentation of the basis for the emergency and for the selection of the particular contractor shall be included in the contract file. As soon as practicable, a record of each emergency procurement shall be made and shall set forth the contractor's name, the amount and type of the contract, a listing of the item(s) procured under the contract, and the identification number of the contract file.

REQUEST FOR EMERGENCY PROCUREMENT

Originating Office HWY
Person Requesting: Miranda Beadles Date: 6-30-25

UPON COMPLETION OF THIS FORM, PLEASE SUBMIT TO THE PURCHASING DEPARTMENT.

Purchasing Department Approval: [Signature] Date: 6/30/25
Emergency Procurement Number: 2025-1 (Assigned by Purchasing)
Commission Approval: [Signature] Date: 7/17/25
Expiration Date: 6/30, 2025 through 7/01, 2025 One Time Purchase (Circle)

Vendor Name: Toplimb
Vendor Address: 300 Squaw Run Drive, Bruner, MO 65620
Vendor Phone: 417-880-7867 Vendor Email: _____
Product Description: Dangerous Tree Removal - C1 Ellison Rd

Estimated Cost: \$5,000.00 Amount Budgeted: \$0 but funds available

The following is a list of questions that must be answered when making emergency procurement requests. This is a formal document for submission to the County Commission.

Please describe the reason for the request of emergency procurement with respect to the threat to public health, welfare, or safety. _____

Tree damaged in storms 6/29 - 6/30. Tree is very large and pinned against another tree. Could fall into road.

Describe anticipated consequences of not procuring immediately. Tree falls and injures travellers.

Describe and attach any quotes received. None - emergency response.

Is this a one-time purchase? YES

If not, detail the anticipated future purchases with anticipated acquisition dates. _____

Notes: _____



L & L
TREE SERVICE, LLC

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