

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: Highway Department

Person Requesting: Miranda Beadles, Highway Administrator

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

Presiding Commissioner: [Signature] Date: 11-16-25
Purchasing Department Approval: [Signature] Date: 11/17/25
Emergency Procurement Number: E2025-3 (Assigned by Purchasing)
Noted in Commission Minutes: ✓ Date: 11/20/25
Expiration Date: 11/20/25 Project Completion One-Time Purchase (Circle)

Vendor Name: Luby Equipment

Vendor Address: 2300 Cassens Drive, Fenton, Missouri

Vendor Contact: Eric Noyes

Product Description: Case, Model #621F – Wheel Loader – Like a super extra large backhoe

Estimated Cost: \$35,946.84

Brought before the Commission for approval (date): November 20, 2025

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 for emergency procurement regarding the threat to public health, welfare, or safety.

Under RSMo 50.780, this request would qualify under the threat to property as well as the necessary repairs to county property in order to protect against further loss and disruption of county services. Without our wheel loader, this district would not have the capability to perform duties assigned to the loader, as we only have one such piece of equipment.

Describe the anticipated consequences of not procuring immediately. This was a health, safety, and welfare issue.

This is a safety and welfare issue for the general public.

Describe and attach any quotes received. – see attached quote

Is this a one-time purchase? Yes

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

Notes:

Kim Hopkins-Will

From: Kim Hopkins-Will
Sent: Monday, November 17, 2025 10:10 AM
To: Agenda Requests
Cc: Lynn Morris; Bradley Jackson; Johnny Williams; Amy Dent; Miranda Beadles; Amber Bryant; Janeen Milner; Ashley Hannah; Mark Hamilton; Brenda Porterfield
Subject: Emergency Procurement - EP #2025-3 Service on Wheel Loader
Attachments: Form **Emergency Procurement** - Maintenance - 101024.docx; 41686.pdf

Please add this item to the Commission Agenda for November 20. 2025

Emergency: EP #2025-3 **Service on a Wheel Loader** – Purchasing Manager Hopkins-Will/Highway Administrator Beadles

BACKGROUND F-OR COMMISSIONERS:

This emergency is for service on a Wheel Loader. The Highway department took the vehicle over to see what was wrong with it. The vendor had to disassemble the equipment to determine the problem, see quote attached.

Under RSMo 50.780, this request would qualify under the threat to property as well as the necessary repairs to county property in order to protect against further loss and disruption of county services. Without our wheel loader, this district would not have the capability to perform duties assigned to the loader, as we only have one such piece of equipment.

RSMo 50.780.

The county commission may waive the requirement of competitive bids or proposals for supplies when the county commission has determined that there exists a threat to life, property, public health, or public safety or when immediate expenditure is necessary for repairs to county property in order to protect against further loss of, or damage to, county property, to prevent or minimize serious disruption in county services or to ensure the integrity of county records. Emergency procurements shall be made with as much competition as is practicable under the circumstances. After an emergency procurement is made by the county commission, the nature of the emergency and the vote approving the procurement shall be noted in the minutes of the next regularly scheduled meeting.

Presiding Commissioner Morris was notified of this emergency.

I ask the Commission to approve this emergency procurement.

COST:

\$35,946.84

ATTACHMENTS:

- Emergency Procurement #EP #2025-3
- Quote

Respectfully submitted,

Kimberly Hopkins-Will, MBA, NIGP-CPP, CPPO, CPPB

Purchasing Manager

Christian County

202 W. Elm Street

Ozark, Missouri 65721

Office: 417-582-4309

khopkins@christiancountymo.gov

Kim Hopkins-Will

From: Miranda Beadles
Sent: Friday, November 14, 2025 10:33 AM
To: Ashley Hannah; Kim Hopkins-Will; Janeen Milner
Cc: Jerra Matney
Subject: RE: Change Order

Approved.

Miranda Beadles, P.E.
Highway Administrator

From: Ashley Hannah <ashley@christiancountymo.gov>
Sent: Friday, November 14, 2025 10:18 AM
To: Kim Hopkins-Will <khopkins@christiancountymo.gov>; Janeen Milner <jmilner@christiancountymo.gov>
Cc: Miranda Beadles <mbeadles@christiancountymo.gov>; Jerra Matney <jmatney@christiancountymo.gov>
Subject: Change Order

Please do a change order on PO 41686 for Luby Equipment from \$500 to \$35,946.84.

Thank you,

Ashley Hannah

Christian County Highway Department
Senior O&M Tech
417.582.4381

