

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: 11-20-25
Purchasing Department Approval: [Signature] Date: 11-20-25
Emergency Procurement Number: 2025-4 (Assigned by Purchasing) EP 2025-4
Noted in Commission Minutes: ✓ Date: 12/4/25
Expiration Date: March 1, 2026 Project Completion One-Time Purchase (Circle)

Vendor Name: J & H Excavating, LLC

Vendor Address: 6752 N Farm Rd 141, Springfield, MO 65803

Vendor Contact: James Jiles

Project Description: Roadway & bank armoring to protect County infrastructure from further erosion caused by the natural realignment of Stewart Creek. Project is located near 1552 Stewart Creek Rd in Bruner, MO. The County has received a Right of Entry (ROE) from Ms. Linda Wallace, trustee of the property. In addition, the Highway Department hired Palmerton & Parrish, Inc. to provide soil borings within our easement at this location earlier this year to confirm that there is no ledge rock present, which allowed us to quickly design and plan the project accordingly.

Estimated Cost: \$46,000.00

Brought before the Commission for approval (date):

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.

As mentioned in the project description, the creek is close to encroaching the County's right-of-way and is in need of armoring to prevent loss of public infrastructure. We would like to complete this project prior to spring storms.

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

See above.

Describe and attach any quotes received. – see attached quote and signed ROE & map.

Is this a one-time purchase? Yes

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

Notes:
