

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: Sheriff's Office

Person Requesting: Brad Cole, Sheriff *Brad Cole*

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

Presiding Commissioner: *[Signature]* Date: *1/27/26*

Purchasing Department Approval: *[Signature]* Date: *1/27/26*

Emergency Procurement Number: E2026-1 (Assigned by Purchasing)

Noted in Commission Minutes: ____ Date: ____

Expiration Date: 2/5/26 Project Completion One-Time Purchase (Circle)

Vendor Name: CARSTAR

Vendor Address: 1020 N. 18th Street, Ozark, MO 65721

Vendor Contact: Brandon Dugan

Product Description: Five patrol cars have been wrecked.

Estimated Cost: \$29,846.24

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.

Public safety due to the inability for the patrol car to respond.

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:
