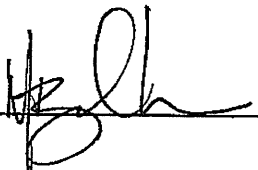


EMERGENCY PROCUREMENT FORM

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

Department Head: Miranda Beadles  Date: 3/5/2026

Originating Office: Highway Department

Vendor Name: Sancrest Sales Vendor Address: 1042 Rose Hill Road, Billings, Missouri

Vendor Contact: Justin Pride

Product Description: Equipment Trailer – Big Tex 25Ph 102X25

Reason for Emergency: ITB #2026-4 – Equipment Trailer was issued for the Highway Department on 2/4/26 and closed 2/25/26. Eight bids were received. The lowest bid (that met all specifications and T&Cs) was Sancrest Sales' bid for a 2024 Big Tex 102x25 trailer. Upon final review of all documents, purchasing realized that the bid was not advertised in the newspaper(s) as required by state statute. The Purchasing Agent notified the Highway Administrator. The decision was made to cancel the bid due to the requirement. The Highway Department indicated there is not enough time to bid this out again because we also recently purchased a mini excavator that needs this trailer to be able to access jobsites. We received the excavator in February.

"The County Commission may waive the requirement for competitive bids.. when immediate expenditure is necessary for repairs to county property or... to prevent or minimize serious disruption in services."

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

Purchasing Department Approval: Kristen D. Hill Date: 3-5-26

Emergency Procurement Number: 2026-2 (Assigned by Purchasing)

Noted in Commission Minutes: _____ Date: _____

Expiration Date:

One-Time Purchase (Circle)

Estimated Cost: \$17,400

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.

1. Please describe the reason for the request for emergency procurement concerning the threat to public health, welfare, or safety.

It has been 29 days since the original bid was placed, and since that time we have received our new equipment and have not been able to use it. It would be very difficult and inefficient to wait another month to bid/award/concur, and we have projects that are waiting to be completed with this equipment.

2. Describe the anticipated consequences of not procuring immediately.

Non-use of County equipment, projects not being completed in a timely manner.

3. Describe and attach any quotes received.

Purchasing received 8 bids/quotes from vendors. The Highway Department would like to proceed with the vendor providing the best options and equipment for our needs.

Is this a one-time purchase? Yes.
