

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

Elected Official/Department Head: Richard Teague

Date: 4/6/26

Originating Office/Department: Maintenance Department

Vendor Name: Safelite

Product Description: **Back Cab Class**

Reason for Emergency: (attach quote) see next page for detailed explanation

2019 Ford F Series F250

An old HVAC Unit was loaded into the truck and fell apart and hit the back glass. The glass shattered

Cost: \$412.08

Elected Official/Department Head: Lynn Moriss, Presiding Commissioner Date: _____

Purchasing Agent Approval: Kiim Hopkins-Will Date: 4/6/26

Kiim Hopkins-Will

Expiration Date:

Time Purchase (Circle)

Brought before the Commission for approval (date):

Presiding Commissioner: *[Signature]* Date: 4/6/26

Noted in Commission Minutes: *[Signature]* 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.

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

With the Maintenance vehicle out of commission, delivery of essential services can threaten public welfare.

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

By not procuring immediately, safety infrastructure can be compromised. This is the main vehicle for the maintenance supervisor.

Describe and attach any quotes received (every attempt should be made for competition).

See attached quote

Is this a one-time purchase? ☒ Yes or ☐ No (Circle One)

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