

# EMERGENCY PROCUREMENT FORM

Christian County Emergency Procurement Policy states: 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.

Elected Official or Department Head: Highway Engineer Miranda Beadles Date: 6/22/26

Originating Office or Department: Highway Department

Vendor Name: Vermeer Great Plains, Inc.

Vendor Address: 6260 US-60, Brookline, MO 65619

Product Description: Wood Chipper

Reason for Emergency: (attach quote)

Wood chipper broke recently. A quote was provided by Vermeer Company.

Estimated Cost: \$12,154.16\_

The following is a list of questions to be answered when submitting emergency procurement requests. This is a formal document for submission to the County Commission.

1. Please describe the reason for the emergency procurement request related to a threat to public health, welfare, or safety. During storms a wood chipper is able to safely clear overgrown vegetation along roadside, manage storm debris and prevent traffic hazards.
2. Describe the anticipated consequences of not procuring immediately. Roads would not be cleared.
3. Describe and attach any quotes received (every attempt should be made for competition). The quote includes Cutter Drum Assembly, Bearing replacement, Belt Replacement, shear bar and adjustment, and more.

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

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

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**To be filled out by Purchasing Department:**

Purchasing Emergency Procurement No. 2026-4

Purchasing Agent Approval: Kip D. Lee Date: 6/22/26

Expiration Date: 10/30/26 this a One-Time Purchase? **Yes**

As soon as practicable, a record of such emergency procurement shall be made and maintained in the Purchasing Department contract file and shall set forth the contractor's name, the amount and type of contract, a listing of the item(s) procured under the contract, and the identification of the contract file. A record of the emergency purchase shall also be stated in the Commission's next regularly scheduled minutes.

Brought before the Commission for record of emergency procurement Date: \_\_\_\_\_

## **Kim Hopkins-Will**

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**From:** Miranda Beadles  
**Sent:** Monday, June 22, 2026 8:19 AM  
**To:** Kim Hopkins-Will  
**Cc:** Lynn Morris; Amber Bryant; Amy Dent  
**Subject:** RE: Emergency Chipper Repair - Emergency Procurement

Would you be able to assist with putting the EP together based on what I have in the req? I'm super short staffed today but need to get that chipper fixed ASAP.

**Miranda Beadles, P.E.**  
*Highway Administrator*

**From:** Kim Hopkins-Will <khopkins@christiancountymo.gov>  
**Sent:** Thursday, June 18, 2026 2:13 PM  
**To:** Miranda Beadles <mbeadles@christiancountymo.gov>  
**Cc:** Lynn Morris <lmaris@christiancountymo.gov>; Amber Bryant <abryant@christiancountymo.gov>; Amy Dent <adent@christiancountymo.gov>  
**Subject:** Emergency Chipper Repair - Emergency Procurement

Miranda,  
Good afternoon!

I wanted to touch base on Requisition #45669. It exceeds the State threshold of \$12,000 under RSMo 50.660, which places it outside of my approval authority.  
I also noticed it's marked as an Emergency Procurement. I checked in with Presiding Commissioner Morris, and he wasn't aware of the emergency, so I just want to make sure we have everything documented correctly.

When you have a moment, please complete the attached Emergency Procurement Report and return it to me so I can keep things moving for you.  
Thank you so much for your help with this, really appreciate it!

Please let me know if you have any questions or if I can assist in any way.

**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](mailto:khopkins@christiancountymo.gov)

Suppliers are encouraged to register on our new electronic bidding system. [Click here to begin registration.](#)

