



City of Yakima

2108E

Emergency Purchase Order Justification

Requestor Name: Mike Price	Your Department/Division: PW/WW
Requestor Phone: 5092496815	Requisition (PR) Number:
Requested Vendor: Aspen Rentals	Cost Estimate (incl. TAX): 100,000
Vendor's Address: 23603 N Highway 288, Angleton, TX 77515	Vendor E-Mail : lwortham@aspen-rentals.com
Vendor Contact Name: Lance Wortham	Vendor Phone: (979) 236-2464

1. What is the emergency situation? Describe damages or loss of property or essential services that are/may be a result of this emergency. (Attach extra sheet if necessary.)
WWTP biosolids de-watering centrifuges are being repaired. Rental unit required to avoid plant upset and cost of hauling of liquid biosolids.
2. What labor and/or materials are required? Attach a copy of your quote or estimate.
Rental of a biosolids dewatering centrifuge.
3. Did vendor quote prevailing wages, if applicable (e.g. repairs, construction, maintenance)?
Yes No
4. Was vendor informed of the Intent and Affidavit filing requirements with L&I?
Yes No
5. Does vendor have a current certificate of insurance on file with the City? Check ICE:
<http://cityice/purchasing/contractor-list/>
Yes No
6. Are federal funds being used? If federal funds are being used, a cost price analysis must be done at earliest opportunity and a copy sent to Purchasing.
Yes No

STATEMENT OF NEED:

My division's recommendation for an emergency purchase order and waiver of the quote or bid requirements is based upon an objective review of the emergency situation and appears to be in the best interest of the City.

I understand that if this purchase is over \$50,000, or if any change orders to this purchase increase the amount to \$50,000 or over, that our division must initiate and prepare necessary information (Resolution) to advise City Council that there has been an emergency situation requiring immediate action.

1. Michael A. Price Digitally signed by Michael A. Price Date: 2021.07.02 11:51:08 -07'00'	7/2/21
Signature of Division Manager	Date
2.	7/2/21
Signature of Department Head	Date
3.	7/7/21
Recommendation of Approval by Purchasing Manager	Date
4.	7/9/2021
Approval by City Manager	Date

Please complete entire form and forward to Purchasing.
Purchasing will forward to the City Manager for final approval.