



# City of Yakima

#

## Emergency Purchase Order Justification

<b>Requestor Name:</b>	<b>Your Department/Division:</b>
<b>Requestor Phone:</b>	<b>Requisition (PR) Number:</b>
<b>Requested Vendor:</b>	<b>Cost Estimate (incl. TAX):</b>
<b>Vendor's Address:</b>	<b>Vendor E-Mail :</b>
<b>Vendor Contact Name:</b>	<b>Vendor Phone:</b>

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.)
2. What labor and/or materials are required? Attach a copy of your quote or estimate.
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. \_\_\_\_\_  
Signature of Division Manager \_\_\_\_\_  
Date
2. \_\_\_\_\_  
Signature of Department Head \_\_\_\_\_  
Date
3. \_\_\_\_\_  
Recommendation of Approval by Purchasing Manager \_\_\_\_\_  
Date
4. \_\_\_\_\_  
Approval by City Manager \_\_\_\_\_  
Date

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