



# City of Yakima

# 2201E

## Emergency Purchase Order Justification

<b>Requestor Name:</b> Mike Price	<b>Your Department/Division:</b> Public Works / Wastewater
<b>Requestor Phone:</b> (509) 249-6815	<b>Requisition (PR) Number:</b>
<b>Requested Vendor:</b> Whitney Equipment Company, Inc.	<b>Cost Estimate (Incl. TAX):</b> 51,679.79
<b>Vendor's Address:</b> 16120 Woodinville-Redmond Rd NE, Ste 3, Woodinville WA 98096	<b>Vendor E-Mail :</b> andrew@weci.com
<b>Vendor Contact Name:</b> Andrew Klempel	<b>Vendor Phone:</b> (425) 486-9499

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.)  
A critical 35HP pump at the Rudkin Rd lift station has failed. The failed pump is over 20 years old and has served its useful life. Emergency replacement is required to restore required station pumping capacity.
2. What labor and/or materials are required? Attach a copy of your quote or estimate.  
City staff are capable of replacing the pump. Equipment cost is attached as quote #37464-1
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**  
Signature of Division Manager  
Digitally signed by Michael A. Price  
Date: 2022.01.20 10:01:13 -08'00'  
Date: 1/20/22
2. **Scott Schafer**  
Signature of Department Head  
Digitally signed by Scott Schafer  
Date: 2022.01.20 11:37:42 -08'00'  
Date: 1/20/22
3. *Mandi Mayhew*  
Recommendation of Approval by Purchasing Manager  
Date: 1/21/22
4. *Robert W. Khan*  
Approval by City Manager  
Date: 1/21/2022

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