



# City of Yakima

# 2203E

## Emergency Purchase Order Justification

<b>Requestor Name:</b> Mike Price	<b>Your Department/Division:</b> Public Works/Stormwater
<b>Requestor Phone:</b> 509.249.6815	<b>Requisition (PR) Number:</b>
<b>Requested Vendor:</b> Ken Leingang Excavating Inc.	<b>Cost Estimate (incl. TAX):</b> \$70,000
<b>Vendor's Address:</b> 1117 N 27th Ave, Yakima WA 98902	<b>Vendor E-Mail :</b> pat@kleinc.com
<b>Vendor Contact Name:</b> Pat Ryan	<b>Vendor Phone:</b> 509-575-5507

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.)  
Existing stormwater DID pipe alignment causing possible flooding of City Arterial streets and private property damage. This pipe needs immediate realignment to protect public safety and private property.
2. What labor and/or materials are required? Attach a copy of your quote or estimate.  
All equipment and materials required to perform excavation and replacement of pipe in public street. To include excavation, hauling, compacting, pipe materials, pipe bedding, fill material, and surface restoration.
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. <u>Michael A. Price</u><br>Signature of Division Manager                        | Digitally signed by Michael A. Price<br>Date: 2022.03.04 10:30:02 -08'00' | <u>3/4/22</u><br>Date     |
| 2. <u>David Brown</u><br>Signature of Department Head                              | Digitally signed by David Brown<br>Date: 2022.03.04 11:20:38 -08'00'      | <u>3/4/22</u><br>Date     |
| 3. <u>Susan Knott - ACTING</u><br>Recommendation of Approval by Purchasing Manager |   | <u>03/04/2022</u><br>Date |
| 4. <u>Pat Ryan</u><br>Approval by City Manager                                     |   | <u>3/4/2022</u><br>Date   |

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