



City of Yakima

2302E

Emergency Purchase Order Justification

DAC # 552 5526450

Requestor Name: Kerry Jones	Your Department/Division: Equipment Rental \$924,990
Requestor Phone: (509)406-1715	Requisition (PR) Number: PR 55309
Requested Vendor: Kraft Tank Corporation	Cost Estimate (incl. TAX): 103,297.08
Vendor's Address: 320 Kindleberger Rd, Kansas City, KS 66115	Vendor E-Mail : ryan@krafttank.com
Vendor Contact Name: Ryan Wagner	Vendor Phone: (816)783-3641

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.)

Trailer went out to bid but build times are to long. Need to have a trailer by June 1st for chip seal.

2. What labor and/or materials are required? Attach a copy of your quote or estimate.

Trailer quote attached for built trailer

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. **Kerry Jones**

Digitally signed by Kerry Jones
Date: 2023.02.03 13:27:40 -08'00'

2/3/23

Signature of Division Manager

Date

2. **Scott Schafer**

Digitally signed by Scott Schafer
Date: 2023.02.03 14:29:53 -08'00'

2/3/23

Signature of Department Head

Date

3. **Knotts, Susan**

Digitally signed by Knotts, Susan
Date: 2023.02.06 09:25:58 -08'00'

2/6/23

4. **ACTING**
Recommendation of Approval by Purchasing Manager

Date

Approval by City Manager

Date

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