



EMERGENCY PURCHASE APPROVAL FORM

Today's Date: 7/6/2020

Emergency Date: 6/03/2020

Department: Administration- Facilities Maintenance

Item(s) Needed: AC duct repair 4th floor city hall

Reason for Need: Multiple air leaks and damaged insulation. Needs to be addressed to prevent air remediation needs. Recommend to do supply and return a/c ducts.

Vendor: Duct Masters

Estimated Cost: \$64,372

Kennie Hobbs

Claude Shelton
Facilities Superintendent

Jul 6 2020 1:01 PM

Date: 7/06/2020

Department Director

Approved

Disapproved

City Manager or Designee

Date:

7/6/20

This form is to be used only for emergency purchases and services needed immediately. The reason for the immediate need must be documented and approved by the City Manager or Assistant City Manager prior to the purchase or service being procured. Emergency purchases are generally needed when the health, safety or welfare of the citizens is in jeopardy. If emergencies arise during hours in which City Hall