



# EMERGENCY PURCHASE APPROVAL FORM

Today's Date: 9/16/2024      Emergency Date: 9/16/2024

Department: Public Works Storm Water

Item(s) Needed: Emergency repairs to Pump Station A, Pumps #1 and #2 not to exceed 75,936 dollars from MWI Pumps (Sole provider). Funds for this repair are available from 450-925-6418 (current balance 127,500). The contractor can mobilize immediately.

Reason for Need: Storm Water Pump Station A provides storm water movement via three pumps. Two of the three pumps are in need of emergency repairs.

Vendor: MWI Pumps.

Estimated Cost: 75,936

9/16/2024

Date: \_\_\_\_\_

Department Director

Approved       Disapproved

Date: 9-24-24

City Manager or Designee

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 is closed and purchases or services must be acquired, an e-mail must be sent and approved by the City Manager or Assistant City Manager first, then this form must be filled out completely and turned in for approval on the next business day that is available. **DEPARTMENT DIRECTOR WILL BE HELD RESPONSIBLE FOR SUCH PURCHASES.**