

EMERGENCY JUSTIFICATION FORM

RE: REQUISITION/P.O. NUMBER: COD436 \$100,000

VENDOR: MJK Construction

Emergency purchases should be made only (1) to preserve life, health or property; (2) upon a natural disaster; (3) to correct or forestall a shutdown to maintain essential public services; or (4) other unforeseeable events.

Please complete this form and forward it with a requisition/purchase order to the Purchasing office within 48 hours of the emergency.

Please describe the nature of emergency and justification for the emergency purchase. Attach any cost comparisons, quotations, or other pertinent information.

On March 18, 2016 diesel fuel was being delivered to fire station 3 at 1865 Park Avenue. A delivery driver potentially performed an improper fuel delivery method which resulted in a fractured underground fuel storage tank. An estimated 843.8 gallons of diesel fuel was discharged into the surrounding soil. An emergency purchase is requested to remove the fuel tank and remediate the soil as soon as possible. An expedited cleanup will possibly reduce the impact to the environment and reduce unnecessary additional expenses.

Department/Division: Public Services Dept / MAINT. DIV

Department /Division Head Signature: [Signature] Date: 3/24/16

Purchasing Agent: [Signature] Date: 3/25/16

*City Manager: [Signature] Date 3/24/16

*(Emergencies estimating/totaling over \$25,000 require City Manager's approval signature.)

PURCHASING OFFICE USE ONLY: