

City of Rowlett
DISASTER RECORD OF PROCUREMENT
WINTER STORM 01-24
Use Departmental Home Org Code
PURCHASE ORDER REQUIRED
For use with all purchases \$3,000.00 and above

Date: _____

Project _____
Location: _____

Description of good/service/construction:

Public emergency is defined as an unexpected and dangerous situation that threatens life, public health or safety, or improved property. **Public exigency** is defined as something necessary in a particular situation requiring immediate aid or action.

- Competitive solicitation requirements are waived during emergency and exigency situations that require an immediate response.
- The public exigency or emergency exception is only allowable during the actual exigency or emergency, or as an unexpected and unforeseen result of the exigency or emergency.
- Purchasing agreements entered into during emergencies and exigencies that did not result from competition must be canceled immediately following the end of the emergency/exigency period and quotes obtained in accordance with normal Purchasing policies for ongoing services.
- While not required by regulation, it is advisable to document an account of the situation that justified the necessity of an immediate response in case the contract is called into question at a later date.

Does this purchase qualify as an emergency or exigency situation? Yes ☐ No ☐

If yes, complete Section 1. If no, complete Section 2.

Section 1

The City of Rowlett recommends that a noncompetitive purchase be initiated with (*vendor name*)

in the **total purchase order amount** of

\$ _____
for the reason(s) indicated below*:

Selections	Reason	Provide additional details to justify the procurement action
<input type="checkbox"/>	The item/service is available only from a single source	
<input type="checkbox"/>	A public exigency or emergency will not permit a delay resulting from competitive solicitation	
<input type="checkbox"/>	The federal awarding agency or pass-through entity has expressly authorized noncompetitive proposals in response to a written request from the City	

**Adapted from 2 CFR 200.320(f)*

Section 2: *Use only if quotes were obtained for this purchase*

Quotations Solicited (minimum of three required):

Selection (Check Box)	Vendor/Contractor Name	Contact Name	Phone Number	Quote Date	Amount Quoted
<input type="checkbox"/>					
<input type="checkbox"/>					
<input type="checkbox"/>					
<input type="checkbox"/>	After the solicitation from multiple sources, competition is determined to be inadequate	Reason:			

Please list HUB (Historically Underutilized Business) notification information (notify two from the Centralized Master Bidders List in Dallas Co. and provide list from State Comptroller's website)

Justification for award made to vendor/contractor other than vendor/contractor with lowest quote:

Section 3: Signatures required for all purchases

Print Name

Manager/Supervisor Signature

Title

Date

Print Name

Director Signature

Title

Date

ATTACH ALL SUPPORTING DOCUMENTATION - NO CHANGES MAY BE MADE TO THIS FORM ONCE SIGNED