



STATEMENT OF COMPLIANCE FOR IRREGULAR PURCHASES
EMERGENCY PROCUREMENT JUSTIFICATION AND APPRAISAL FORM

Section 3.3 of the City of Sanger Purchasing Policy allows emergency or exempted purchases per Texas Local Government Code §255.022. To purchase under this provision, (1) Complete this form in its entirety, (2) Obtain the City Manager's signature, and (3) Attach this Statement to a P O Requisition

→ If the product or service is over \$3,000 and under \$50,000, obtain the City Manager's authorization. Once authorization has been received, submit a requisition to obtain a purchase order, then call the vendor to initiate repair services or order the needed material

→ If the product or service exceeds \$50,000, follow the procedures above and prepare an agenda item and/or resolution for City Council approval to declare an emergency and ratify payment for the products/services

Requested by: Ronnie Grace

Department: Electric

Date of emergency: 05/15/2024

Time of emergency: 10:30

Estimated cost: \$51,582.00

Vendor name: Alamo Transformers

Reason for the emergency purchase and explanation of the cause:

We ordered this size transformer in March 2022 with a 66 week lead time. The order has already been delayed once. This size transformer is the most common used in our subdivisions.

Reason that the needs were not or could not have been anticipated:

The supply chain being back logged resulting in very long lead times on transformers.

Process used for selecting the vendor:

Alamo Transformers is the company we have used for the past 2 years to pick up bad transformers and re-work used ones.

Justification:

- ☒ **Public Calamity** - The item is required to provide for the needs of the public or to preserve the property of the City.
- ☐ **Preservation or Protection** – The item is necessary to protect the health or safety of residents of the City.
- ☐ **Unforeseen Damage** – The item is necessary for unforeseen damage to public property.

It is necessary to make an emergency purchase to obtain the immediate delivery of the materials, supplies, or services described above. Permission is requested for approval to issue a Purchase Order without obtaining bids. I certify that the above justification is accurate and request approval for the purchase.

Department Head Signature

5-15-2024

Date

City Manager Authorization

Date