

**CITY OF KENNER
EMERGENCY PURCHASE/REPAIR/RENTAL AUTHORIZATION FORM**

The _____ Department hereby seeks administrative authorization to have a public emergency certified in order to have the below described purchase, rental or repair completed. An emergency is defined as a condition which created an immediate and serious need for supplies, services or major repairs of five thousand dollars (\$5,000.00) and above, that cannot be met through the competitive procurement methods as outlined in the City of Kenner Purchasing Procedures and the lack of which would seriously threaten:

- A. the functioning of the City government
- B. the public health, welfare, safety or public property.

The repair, rental or purchase to be done is the following:
(List item to be purchased, rental or repaired cost, time of performance, proposed vendor, description of work to be performed, etc.)

In connection with this work, the above named department obtained the following quotes:
(Attempt to obtain three (3) quotes and list name and address of each person offering a quote and his proposed performance time and other offer terms.)

If any of the above listed quotes are higher than the proposed contractor, state reasons for rejection of low bid:

The Director of the above named department hereby certifies that:

- (1) the repair cannot be done in-house by City of Kenner personnel; or
- (2) that other equipment owned by the city is not available for the following reason: _____

The public emergency which justifies this emergency purchase, repair or rental is the following:

THE FOLLOWING COUNCILMEMBERS HAVE BEEN ADVISED OF THE EXISTING EMERGENCY:

	<u>DATE/TIME CONTACTED</u>
KRISTI KATSANIS MCKINNEY	_____
THOMAS P. WILLMOTT	_____
GREGORY CARROLL	_____
MICHAEL SIGUR	_____
GLENN W. HAYES	_____
GEORGE L. BRANNIGAN	_____
BRIAN BRENNAN	_____

REVIEWED BY: _____
DEPARTMENT DIRECTOR / DEPUTY CAO

DATE: _____

APPROVED BY: _____
CITY ATTORNEY'S OFFICE

MAYOR OR C.A.O.