



# PROCUREMENT

## DECLARATION OF EMERGENCY

### EMERGENCY PURCHASE JUSTIFICATION

#### Purchases Above \$10,000

<p>An emergency purchase is defined as:          A purchase in response to unforeseen circumstances, beyond the control of the City of Everett which</p> <ul style="list-style-type: none"> <li>A. presents a real, immediate threat to the proper performance of essential functions or</li> <li>B. will likely result in material loss or damage to property, bodily injury, or loss of life if immediate action is not taken.</li> </ul> <p>All emergency purchases shall follow the City of Everett Standard Procurement Policy &amp; Federal Emergency Contracting Policy Section 9.6.</p>	
<p><b>I REQUEST THAT THE REFERENCED PURCHASE BE DECLARED AN EMERGENCY PURCHASE.</b></p>	
<p>Emergency Date: May 9, 2022</p>	<p>Emergency Time: Not Applicable</p>
<p>Location of Emergency: Water Pollution Control Facility (WPCF)</p>	
<p>Proposed supplier name and address: Various</p>	<p>Estimated cost of goods or services: \$ 200000</p>
<p>This is an emergency purchase because (Check all that apply):</p> <ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> Unforeseen circumstances beyond the control of City of Everett.</li> <li><input checked="" type="checkbox"/> Represents a real, immediate threat to the proper performance of essential functions.</li> <li><input checked="" type="checkbox"/> Delay of award will likely result in loss or damage to property, bodily injury, or loss of life if immediate action is not taken.</li> <li><input checked="" type="checkbox"/> Other – Potential risk to water quality if not addressed promptly</li> </ul>	
<p>Describe the emergency.</p>	<p>The screw pumps at the Water Pollution Control Facility (WPCF) convey sewage into the plant to be treated. On Saturday, May 7<sup>th</sup> Screw Pump #1 was substantially damaged and taken out of service. Upon initial inspection crews determined that the lower bearing assembly was damaged and needed replacement. Currently, the plant does not have a ready spare bearing assembly since it was recently used for preventive maintenance and repair of another screw pump.</p>
<p>What caused the emergency situation to arise?</p>	<p>The damage to the screw pump occurred during a storm event that brought heavy rain flows to the plant. While the exact cause is unknown, large debris likely forced the bearing assembly to separate from the base plate.</p>
<p>Describe the response to situation. For example, what did staff and/or supplier do?</p>	<p>Plant staff responded and properly secured the screw pump by taking it out of service. An initial inspection found the screw pump inoperable and visually shifted and is contacting the headworks structure. Procurement and legal were consulted to determine the best path forward in manufacturing parts and completing repairs. Crews are currently clearing debris to perform a more in-depth inspection. Everett Engineering was contacted to ensure they have the staff and capacity to complete this work promptly for a quick turnaround.</p>
<p>Explain your process for identifying the selected supplier. For example, provide names of suppliers contacted, names of individuals who</p>	<p>The City has hired Everett Engineering in the past to machine manufacture the lower bearing assemblies for the screw pumps, which are custom to the application and not available as factory parts. Due to the customization and the complexity of this repair, Operations chose Everett Engineering to complete this work.</p>

provided quotes, and amounts quoted.	
If the selected supplier was not the low bidder, explain why the decision was made to utilize other than the low bidder.	Operations staff advises that the best path forward is to inspect for further damage while repairing the known damage. Due to the nature of this repair and that plant capacity is limited because this equipment is out of service with no ready spare parts, it is recommended that the work is approved to be exempted from being competitively bid.
List any other facts supporting the use of a non-competitive process.	The known damage is in areas that are easily accessible to staff. However, there may be further damage identified as part of the repair process, such as damage to the shaft, gear box and or structural damage. Further inspection will be part of the repair process.

**STATEMENT OF NEED AND CERTIFICATION:**

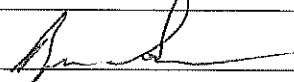
My department's recommendation for an emergency finding and declaration is based upon an objective review of the situation and appears to be in the best interest of City of Everett. I know of no conflict of interest on my part or personal involvement in any way with this request. No gratuities, favors or compromising action have taken place.

I hereby certify that this justification for an emergency finding and declaration is accurate and complete to the best of my knowledge and belief.

Signature (Requestor)  Date 5/10/2022

Printed Name: Jeff Mears Title: Operations Superintendent


**DEPARTMENT DIRECTOR**

Signature  Date 5-11-2022

Printed Name: RYAN SASS

**MAYORAL FINDING AND DECLARATION OF EMERGENCY**

Based upon the above, I find and declare an emergency situation to exist, waive competitive requirements, and direct the award of contracts on behalf of the City to address the emergency situation, including without limitation the emergency purchase of the goods or services specified above.

Signature  Date 5/10/22

Note: If additional space is required, use additional sheets of paper and submit with this completed form.