



CITY OF CORAL GABLES

405 Biltmore Way
Coral Gables, FL 33134
(305) 460-5102

Finance Department / Procurement Division
Request for Emergency Purchase
(Not to exceed \$100,000 for supplies and services or \$25,000 for construction)

Section 2-690 The City Manager, or other City official as designated by administrative regulation may make or authorize others to make emergency procurements of supplies, services or construction when there exists an immediate threat to public health, welfare, or safety or to prevent or minimize serious disruption of government services; provided that such emergency procurements shall be made with such competition as is practicable under the circumstances.

PART I: Department/Vendor Information

Department		Contact		Requisition No.	
Vendor		Purchase Description		Price	

PART II: Justification (Supporting documentation must be included/attached)

Emergency Procurement	
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Special Note: The justification must include a basis for the emergency and the selection of the particular contractor for the purchase.

Department Head

City Manager or Designee