Email to [purchasing@somervillema.gov](mailto:purchasing@somervillema.gov) and upload with online request at: <https://www.somervillema.gov/departments/finance/purchasing>

|  |  |
| --- | --- |
| Date |  |
| Budget Line (PS/OM) |  |
| Department Head |  |
| Project Manager |  |
| Vendor Name |  |
| Vendor Email |  |
| Vendor Phone |  |
| MUNIS Vendor# |  |

(or attach W-9)

*Purchase Description – describe the goods, services, scope of work necessary to preserve health or safety of persons or property related to Covid-19 crisis.*

*State how you selected the vendor. Wherever possible, solicit competitive offers or quotes from three vendors. If it is impossible to meet this minimum standard, then explain why.*

*Approximate dollar value of the emergency scope of work. Include estimated quantities and unit costs if buying supplies. Include hourly rate or lump sum price for the service/deliverable.*