



**EMERGENCY PURCHASING
PRIORITY BASIS
LETTER OF UNDERSTANDING**

This Letter of Understanding is between the City of Pleasanton and _____ whose address is _____ and whose telephone number is _____ (hereafter referred to as the "Vendor"). The purpose of this agreement is to establish a relationship with the Vendor to provide emergency supplies and priority service during a local or regional disaster.

In the event of a local or regional emergency, as declared by the City of Pleasanton, County of Alameda, or State of California, Vendor agrees to provide the City needed materials at a fair market price. To the extent that the requested supplies are reasonably available during an emergency, Vendor agrees to provide such supplies to the City on a priority basis for the benefit of the public health, safety and welfare. **(Please attach a list and pricing for services and products that your company/agency can provide during an emergency.)**

City employees may purchase such supplies through the use of:

Check all applicable boxes:

- Standard purchase orders
- Emergency purchase order
- City-issued purchase cards
- City-issued checks

or any other reasonable means acceptable to the Vendor.

Emergency Contact: _____, _____
Name Address

Phone Number

This Letter of Understanding is entered into on the ____th day of _____, 20____.

VENDOR

CITY

By:
Title:

By:
Title: