



Solicitation Record — Emergency Highway Contract

Original copy of this form must remain with official contract file. Copy sent to next higher level contracting authority.

1. Solicitation No.	2. Date of Solicitation	3. Contract No.	4. Begin Contract Term	5. End Contract Term
6. For Mail Service in or Between	City & State		City & State	

7. Facts of Emergency Procurement

a. Nature of Emergency

b. Facts Supporting Determination to Procure Emergency Service

c. Service to be Procured (*Include Accessorial Services*)

d. Mail Involved (*Include Class, Plant Loaded, etc., or Other Pertinent Description*)

8. Analysis and Determination

a. Comparative Cost/Service Benefit Analysis (*Include Cost and Type of Service*)

b. Actual or Estimated Cost of Service Disrupted by the Emergency

c. Facts of Negotiation (*NOTE: Must be Witnessed by at least One other Postal Employee*)

Were All Prospective Bidders Notified of Applicable Wage Determination? Yes No

d. Final Determination (*Contracting Officer's statement*)

9. Signatures

a. Signature of Witness	Date	b. Signature of Solicitor	Date
c. Signature of Contracting Officer			Date