





EMERGENCY PURCHASE REPORT

To: Jonathan Daniels, Purchasing Officer 

From: German Andrade 

Date: March 16, 2022

Emergencies which occur during the course of the normal working day must be reported to the Purchasing Officer who will make a determination as to the necessity of an emergency purchase. Within three business days of awarding an emergency procurement Contract, the Central Purchasing Office shall post on its web site this notice of the Emergency Purchase. Requisition for purchase must be completed and attached.

1. Date Emergency situation first noted/occurred (time and date):

The emergency started on March 1, 2022 when the sodium hypochlorite tank supplier was finally able to obtain and submit quotes for procurement of specialized sodium hypochlorite storage tanks for the Atrisco Well Field (1050 gallon), Thomas Well Field (2500 gallon) and a spare 2500 gallon unit. The quotes were delayed for three months due to inability of the manufacturer to commit to fabrication and delivery due to supply chain difficulties.

2. Describe emergency situation – Be very specific (attach additional pages, if required):

The Atrisco and Thomas Well Fields sodium hypochlorite tanks started leaking in October 2021. Despite numerous attempts to obtain replacement tank quotes, Groundwater staff were unable to secure the purchase until March 1, 2022. Because the high water demand summer season is fast approaching and the well fields need to be operational to supply groundwater the tanks need to be readily procured and installed to allow disinfection of well water.

3. Impact/consequences had purchase not been made immediately:

The existing leaking tanks continue to deteriorate and can fail completely at any time. If the tanks fail, the corresponding well fields would need to shut down because it would not be possible to disinfect the well water. The potential loss of groundwater production capacity is 17.9 MGD.

4. Item(s) purchased: Hypochlorite Tanks:

- Qty.2 – 2500 Gallon Horizontal Tanks
- Qty.1 – 1050 Gallon Vertical Tank

5. Price: Total Cost:
\$30,328.00

6. Vendors contacted to obtain best available price (preferably three - Attach quotations):

PSI Water Technologies

