

## EMERGENCY PURCHASE REPORT

To: Candida Kelcourse, Purchasing Officer  
From: Andy DeMarcus , Fleet/Facility Assistant Superintendent  
Date: 8/2/2023

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):8/1/2023 2:00PM
2. Describe emergency situation – Be very specific (attach additional pages, if required):  
AC unit is inoperable in the MCC room located inside Primary Pump House #1. The Temperature is rising rapidly causing concern for the electrical systems housed inside the MCC room.
3. Impact/consequences had purchase not been made immediately:  
Had this purchase not been acquired the MCC room will get to hot and overheat the electrical system that runs Pumps for the RECL plant causing a more severe issue.
4. Item(s) purchased: 1 mini split AC system
5. Price: under \$10,000
6. Vendors contacted to obtain best available price (preferably three - Attach quotations):  
D&D Solutions
7. Name and address of actual supplier:  
Derrick Ryan Black – DBA D&D Solutions 8216 Tangerine PL NW

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Emergency purchases less than \$10,000 require review and acknowledgement from the Division Manager.

*Stanley R Allred*  
\_\_\_\_\_  
Division Manager

8/4/23 07:39 MDT  
\_\_\_\_\_  
Date

Emergency Purchases greater than \$10,000 but less than \$20,000 require review and acknowledgement from the Chief Operating Officer and Chief Financial Officer.

\_\_\_\_\_  
Chief Operating Officer

\_\_\_\_\_  
Date

\_\_\_\_\_  
Chief Financial Officer

\_\_\_\_\_  
Date

Emergency Purchases greater than \$20,000 require review and acknowledgement from the Executive Director.

\_\_\_\_\_  
Mark S. Sanchez, Executive Director

\_\_\_\_\_  
Date