

EMERGENCY PURCHASE REPORT

To: Jonathan Daniels, Purchasing Officer
From: German X. Andrade, PE; Chief Engineer - Groundwater
Date: 03-08-2023

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):

March 7, 2023.

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

Franciscan Reservoir was damaged by high-power gunfire that penetrated the reservoir steel plates at approximately 13 locations causing the reservoir to start leaking.

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

Loss of potable water due to numerous leaks and diminished reservoir storage capacity.

4. Item(s) purchased:

Emergency welding repairs of each bullet strike area (approximately 13 holes).

5. Price:

TBD

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

Only D&R Tank which is the only steel tank manufacturer in the area.

7. Name and address of actual supplier:

D&R Tank, 1210 Prosperity SE, Albuquerque, NM 87105

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

<u><i>Charles S. Leder</i></u>	<u>3/9/23 10:11 MST</u>
Division Manager	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.

<u><i>Stanley R Allred</i></u>	<u>3/9/23 10:17 MST</u>
Chief Operating & Financial Officer	Date

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

<u><i>Mark S. Sanchez</i></u>	<u>3/9/23 10:18 MST</u>
Mark S. Sanchez, Executive Director	Date