



**PROCUREMENT DEPARTMENT
EMERGENCY PURCHASE DATA SHEET**

Date Requested: 02-06-2024 Requesting Department/Division: Parks & Facilities
Requisition #: 79947 Contact Person/Phone: Josh Hudak
Amount of Purchase: 43,740.39 Recommended Vendor/Contractor: CES

1. Equipment/Facility requiring emergency action: (Attach additional pages if necessary).

The water heater at the Aquatic Center pool is out of service, this situation has suspended pool operations.

Reference Procurement Manual X1.b.v - This situation is affecting the public's use, and several sports teams practice.

2. Consequences, if not handled as an emergency: (Attach Additional pages if necessary).

The pool's operations will be suspended through out the normal procurement process.

3. Name of other Vendors/Contractors contacted and their quotes: (Attach copies):

Vendor/Contractor	Person Contacted	Amount
1. <u>CES</u>	<u>Service Desk</u>	\$ <u>43,740.39</u>
2. _____	_____	\$ _____
3. _____	_____	\$ _____

4. Reason(s) for not obtaining competitive quotes:

CES is the service, maintenance and repair firm currently under contract to execute repairs, testing and maintenance at the pool.

Requesting Manager's/Director's Approval: [Signature] Date: 2/6/24
Chief Procurement Officer Approval: [Signature] Date: 02/07/2024
City Manager Approval (if applicable): _____ Date: _____