Date: November 17, 2021
To: Nate Winters, DHS Assistant Deputy Director
From: Curt Williams, Financial Analyst III, DHS Office of Fiscal Operations
RE: CVYC – Sewer Blockage Causing Flooding

Please see the attached information regarding $1,068.00 for emergency sewer repairs by Roto-Rooter to plumbing lines in shower and laundry area.

On November 1 2021, Bureau of Finance was notified by Harsha Naveen of an emergency with the sewer plumbing at CVYC. Maintenance staff called Roto-Rooter which is located close to the facility and operates a vacuum truck on call 24 hours. Roto-Rooter was contacted and was able to correct the blockage and verified clear with camera check to lines.

Attachments:
- Notice of Emergency Procurement
- Roto-Rooter invoice
- Email correspondence.

Approval of this Emergency Small Purchase

Nate Winters, DHS Assistant Deputy Director
On behalf of Department Executive Director’s Office
Utah Department of Human Services
Notice of Emergency Procurement

Please complete and send with any additional supporting documentation to DHSFinance@utah.gov. Related: FIACCT 04-10.00; Utah Administrative Code 63G-6a-803 and Administrative Rule R33-8-401

<table>
<thead>
<tr>
<th>Department contact name and title:</th>
<th>Craig Burris</th>
</tr>
</thead>
<tbody>
<tr>
<td>Date emergency occurred or began:</td>
<td>10/29/21</td>
</tr>
<tr>
<td>Date DHS Bureau of Finance notified:</td>
<td>11/01/21</td>
</tr>
<tr>
<td>Vendor name:</td>
<td>Roto -Rooter</td>
</tr>
<tr>
<td>Total estimated cost:</td>
<td>$1,000.00</td>
</tr>
</tbody>
</table>

Description of the specific emergency that necessitated the emergency procurement:

Sewer started coming up out of the toilet in DT room 1. Items that had been flushed by youth were found. There was a problem again in DT on Saturday and on Sunday evening Roto-Rooter was called back again for both of these incidents. On Monday they came with a camera to check our lines.

Basis for the selection of the procurement item or service. What if any steps were taken to ensure that the procurement was made with as much competition as reasonably practicable. (phone quotes, internet quotes):

Plumbing company closest to our facility with a vacuum truck on call 24 hours a day.

Name of the highest ranking government official who approved the emergency procurement:
CVYC Maintenance

Was a written contract issued for this emergency procurement? No

If Yes, attach the contract.

EDO or LPD ratification: [Signature] (Nov 18, 2021 15:24 MST)
# Invoice

**Roto-Rooter Sewer-Drain Service**  
825 W 200 S  
Logan, UT 84321  
435-752-8367  
office@rotorooterlogan.com

## Bill To
Cache Valley Youth Center  
2051 N 600 W  
Logan, UT 84321

## Work Address

<table>
<thead>
<tr>
<th>P.O. No.</th>
<th>Rep</th>
<th>Access Via</th>
<th>Stoppage</th>
</tr>
</thead>
<tbody>
<tr>
<td>TIM</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Item</th>
<th>Description</th>
<th>Quantity</th>
<th>Rate</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>MLI</td>
<td>Main Line</td>
<td>1</td>
<td>160.00</td>
<td>160.00</td>
</tr>
<tr>
<td>SER</td>
<td>Service Call</td>
<td>1</td>
<td>108.00</td>
<td>108.00</td>
</tr>
<tr>
<td>SHO</td>
<td>Shower</td>
<td>1</td>
<td>130.00</td>
<td>130.00</td>
</tr>
<tr>
<td>LAU</td>
<td>Laundry</td>
<td>1</td>
<td>130.00</td>
<td>130.00</td>
</tr>
<tr>
<td>VID</td>
<td>Video</td>
<td>1</td>
<td>325.00</td>
<td>325.00</td>
</tr>
<tr>
<td>OFF</td>
<td>Office Fee</td>
<td>1</td>
<td>15.00</td>
<td>15.00</td>
</tr>
<tr>
<td>NCO</td>
<td>Night Call Out</td>
<td>1</td>
<td>200.00</td>
<td>200.00</td>
</tr>
<tr>
<td></td>
<td>Sales Tax</td>
<td>1</td>
<td>7.00%</td>
<td>0.00</td>
</tr>
</tbody>
</table>

Vendor No: VC0000166364
ACCTG. CODES: 9311-K33-PW 561-0THF
Object Code(s): 6071 DT fffo breast
Laundry room flood

I hereby authorize the above described work to be performed by Roto-Rooter and agree to all of the terms and conditions set forth above. I recognize that aged, deteriorated plumbing fixtures or piping, settled, broken, improperly installed, or off-set sewer lines may no longer be serviceable and further agree to hold Roto-Rooter harmless for any damage or destruction thereto or arising therefrom. We are not responsible for water damages before or after running time. I agree to pay for all work, good and services received in accordance with the terms stated herein.

Terms: Net 10 days. An account maintenance fee of 2% of the outstanding balance per month (24% annual percentage rate) will be added to amounts not paid within 10 days of invoice date. A $25 charge is added for all returned checks. Roto-Rooter shall be entitled to all cost of collection including attorney fees, in the event of any default hereunder.

<table>
<thead>
<tr>
<th>Total</th>
<th>$1,068.00</th>
</tr>
</thead>
<tbody>
<tr>
<td>Payments/Credits</td>
<td>$0.00</td>
</tr>
<tr>
<td>Balance Due</td>
<td>$1,068.00</td>
</tr>
</tbody>
</table>

Customer Signature
State of Utah  
Department of Human Services  
Division of Juvenile Justice Services  
Cache Valley  
2051 N 600 W  
Logan, UT 84321-1712  
435-713-6260

PURCHASE ORDER

Purchase Order # 9311 - 10/29/21 - 16:35 - CB

P.O. DATE 10/29/2021

PURCHASED FOR: CVYC

NOT TO EXCEED THE DOLLAR AMOUNT OF: $1,068.00

Roto Rooter 00000-0000

BILLING ADDRESS IF DIFFERENT THAN ABOVE:

Purchasing Policy (Check 1 box only)

☐ Purchase is available from another State Agency

☐ Purchase is on a DJJS Contract  

☐ Purchase is on a State Cooperative Contract

☐ Purchase of $1000 or less  

☐ Purchase of $1001-$5000

☐ Sole Source over $1000 (Contact your SSC for assistance)  

☐ Purchase $5001-$20,000 non-contract (Contact Nancy Staker for assistance. Requires Scope of Work)

☐ Is Purchase a Fixed Asset?  

☐ YES ☐ NO  

Description ______________________ Location ______________________

FINET CODES (State Clerical Staff Only)

<table>
<thead>
<tr>
<th>Fund</th>
<th>Dept</th>
<th>Unit</th>
<th>Appr Unit</th>
<th>Activity</th>
<th>Object Code(s)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1000</td>
<td>200</td>
<td>9311</td>
<td>KJC</td>
<td>PW</td>
<td>BG 6171</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>QTY</th>
<th>ITEM DESCRIPTION (attach extra pages if needed)</th>
<th>$$ EA</th>
<th>AMOUNT</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.00</td>
<td>Having rotor rotor come for a plug drain</td>
<td>$500.00</td>
<td></td>
</tr>
</tbody>
</table>

Please remember to add applicable shipping charges

NO SALES TAX WILL BE PAID - Form TC-721G upon request

TOTAL $500.00

Requested by signature  
Craig Burris  
Rev. 02/2015

Authorized by signature  
APD  
10/29/21
Emergency Procurement - CVYC sewer problems

1 message

Wed, Nov 17, 2021 at 12:36 PM

To: "Curt Williams (DHS)" <chwilliams@utah.gov>, Sheryl Adamson DHS <sadamon@utah.gov>

Please let me know if you need any other information. Please see attached.

---

Tammie Godfrey
Office Specialist II
435-713-6262
tgodfrey@utah.gov
hs.utah.gov

[Converted Image: Original file: logos/All_logos/ALL_logo%20design-06.png]

2 attachments

- Notice of Emergency Procurement (fillable) DHSFinance (2).pdf
  55K
- Roto Rooter 911971.pdf
  633K
CVYC sewer problems
2 messages

Harsha Naveen  
DHS <hnaveen@utah.gov>  
Mon, Nov 1, 2021 at 4:44 PM

Reply-To: dhsfinance@utah.gov  
To: DHSFINANCE <dhsfinance@utah.gov>, Mark Strebel Dhs <mstrebel@utah.gov>

Hello,

CVYC had a backed up sewer problem over the weekend. It flooded the units and laundry areas. They are working on repairs.

Thank you,
Harsha

--
Harsha Naveen  
Administrative Services Manager  
385-348-1006  
hnaveen@utah.gov  
human services

Curt Williams (DHS) <chwilliams@utah.gov>  
Tue, Nov 2, 2021 at 7:59 AM

To: Harsha Naveen DHS <hnaveen@utah.gov>  
Cc: Mark Strebel Dhs <mstrebel@utah.gov>, DHSFINANCE <dhsfinance@utah.gov>

Hi Harsha,

Thank you for letting us know.

Could you please have the attached Notification of Emergency Procurement form completed and returned to me? This is so we gather all the necessary information to report to Purchasing.

Please let me know if you have any questions.

Thank you,

Curt Williams  
Financial Analyst III  
O: 385-272-4220  
chwilliams@utah.gov  
human services

Notice of Emergency Procurement (fillable) DHSFinance.pdf  
47K