Date: August 24, 2021
To: Nate Winters, DHS Assistant Deputy Director
From: Curt Williams, Financial Analyst III, DHS Office of Fiscal Operations

Please see the attached information regarding $675.00 for emergency repairs by Action Air to the walk-in cooler at Canyonlands Youth Center.

On July 23, 2021, Bureau of Finance was notified by Gary Bayles of an emergency with the walk-in cooler at Canyonlands not maintaining adequate temperature for cold food storage. The invoice for the repair was emailed August 20, 2021. Using Small Purchasing Rule for procurement without utilizing contracted vendor on basis this was an emergency. The holder of the emergency procurement LPD would need to make the determination this circumstance is an emergency.

See attached Utah Code: Small purchases.63G-6a-506(4-5)

Attachments:
- Email notification and justification for vendor choice.
- Invoices for walk-in repair
- Utah Code: Small purchases.63G-6a-506(4-5)

Approval of this Emergency Small Purchase

[Signature]
Nate Winters, DHS Assistant Deputy Director
On behalf of Department Executive Director’s Office
Canyonlands walk in cooler repair

Harsha Naveen DHS <hnaveen@utah.gov>
To: "Curt Williams (DHS)" <chwilliams@utah.gov>

Fri, Aug 20, 2021 at 4:16 PM

Hello Curt,

Here is the invoice for the emergency walk in cooler repair at Canyonlands Youth Center that we reported on 7/23/21. Please confirm if we can pay this invoice as a regular payment.

Thank you,
Harsha Naveen
Administrative Services Manager
hnaveen@dhs.gov
human services

Action Air (6).pdf
780K
Emergency repair to cooler

Gary Bayles (DHS) <gbayles@utah.gov>
Fri, Jul 23, 2021 at 10:50 AM
To: DHSFINANCE <dhsfinance@utah.gov>, Hansha Naveen DHS <hnaveen@utah.gov>, "Steve Bennett (DHS)" <stbennett@utah.gov>, "Daphanie Meyers (DHS)" <dmeyers@utah.gov>

The walk-in cooler was not cooling needed to have it fixed ASAP to prevent loss of everything in it so I called Mike of Action Air. He came right over and found the problem a leak in the gas and fixed the leak and added more gas. Got working again. cost of repair is $675.00.

--

GARY BAYLES
CANYONLANDS YOUTH CENTER
244 West 1600 South
Blanding Ut, 84511
gbayles@cah.gov
(435) 678-3140 ext. 206
State of Utah  
Department of Human Services  
Division of Juvenile Justice Services  
Canyonlands  
244 Ruin Road  
Blanding, UT 84511-3908  
435-676-3079

**PURCHASE ORDER**

<table>
<thead>
<tr>
<th>Purchase Order #</th>
<th>9301 - 07/23/21 - 10:37 - GB</th>
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<table>
<thead>
<tr>
<th>P.O. DATE</th>
<th>PURCHASED FOR:</th>
<th>NOT TO EXCEED THE DOLLAR AMOUNT OF:</th>
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<tbody>
<tr>
<td>7/23/2021</td>
<td>MAINTENANCE</td>
<td>$675.00</td>
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</table>

Vendor:  
ACTION AIR  
#N/A  
#N/A  
#N/A  
#N/A  
### N/A

**BILLING ADDRESS IF DIFFERENT THAN ABOVE:**

**Purchasing Policy (Check 1 box only)**

- [ ] Purchase is on a DJJS Contract  
  [ ] Contract #
- [ ] Purchase is available from another State Agency  
- [ ] Purchase is on a State Cooperative Contract  
  [ ] Contract #
- [x] Purchase of $1000 or less  
  (if items are **NOT** on Contract, select best source **AND** complete Justification Form)  
  (if items **ARE** on Contract but not purchased, select best source **AND** complete Justification Form)
- [ ] Purchase of $1001-$5000  
  (if items are **NOT** on Contract, develop Scope of Work and contact vendors. Telephone Quote Sheet MUST be attached with at least two quotes [3 is better] considering either least cost or best advantage.)  
  (if items **ARE** on Contract, but not purchased, attach Scope, Quotes **AND** Justification Form)
- [ ] Solo Source over $1000  
  (Contact your SSC for assistance)  
  [ ] Solo Source Approval #
- [ ] Purchase $5001-$20,000 non-contract  
  (Contact Nancy Staker for assistance. Requires Scope of Work)
- [ ] Is Purchase a Fixed Asset?  
  [ ] YES  
  [ ] NO  
  Description __________________________  
  Location __________________________

**FINER 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>
<th>Function</th>
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<tbody>
<tr>
<td>1000</td>
<td>200</td>
<td>9301</td>
<td>KJC</td>
<td>JW</td>
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<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>FIX LEAK AND ADDED GAS</td>
<td>$675.00</td>
<td>$675.00</td>
</tr>
</tbody>
</table>

Please remember to add applicable shipping charges.

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

TOTAL $675.00

[x] Requested by signature  
GARY BAYLES

[x] Authorized by signature  
STEVE BENNETT

Requested by (Print Name)  
Nancy Staker

Title  
ARD

Date  
07/23/21
Justification For Not Purchasing On State Contract

THIS FORM IS REQUIRED FOR ALL NON CONTRACT PURCHASES

☐ Minimum quantity exceeds our needs.
   Contract minimum order is: ____________________________
   Did you contact Vendor and ask if they will make an exception?
   Our order is for only: ____________________________
   Circle one: YES  NO

☐ Minimum quantity exceeds our storage capacity.
   Contract minimum order is: ____________________________
   Did you contact Vendor and ask if they will make an exception?
   Our order is for only: ____________________________
   Circle one: YES  NO

☐ Minimum packaging exceeds our needs.
   Contract minimum package is: ____________________________
   Did you contact Vendor and ask if they will make an exception?
   Our package needs are: ____________________________
   Circle one: YES  NO

☐ Unable to meet our delivery schedule.
   Number of days required for delivery - as stated on contract: ____________________________
   We need item by: ____________________________  Vendor can deliver on: ____________________________
   Did you contact the vendor and ask if item was in stock?
   Circle one: YES  NO
   Can the Vendor meet your delivery date?
   Circle one: YES  NO
   Have you contacted another multi-award vendor with the same questions?
   Circle one: YES  NO

☐ Contract items do not meet our specifications of quality.
   Contract Number: ____________________________
   This checkbox requires written PRE-AUTHORIZATION from State Purchasing prior to making purchase. Please contact your SSC prior to ordering to obtain approval for you.

☐ This was an emergency purchase, meeting one of the following criteria (check one):
   □ Item(s) is/are for an immediate repair to a facility or equipment.
   □ Item(s) is/are for another emergency condition:
   Explain: ____________________________
   needed it fixed ASAP to prevent loss of all the food in it
   If using the option, you MUST ATTACH a written documentation describing the emergency, and stating how you selected the procurement item using as much competition as possible. Please also describe how the emergency circumstance created harm, or risk of harm, to public health, welfare, safety or property. CONTACT YOUR SSC WITH THIS INFORMATION IMMEDIATELY.

☐ There is not a contract for this/these item(s).
   Explain in detail below what you are purchasing and what contracts you looked at first.

__________________________________________________________________________
__________________________________________________________________________
__________________________________________________________________________

Gary Bayles
SIGNATURE

7/23/2021
DATE

Rev 1/2015
<table>
<thead>
<tr>
<th>QTY</th>
<th>MATERIAL</th>
<th>UNIT</th>
<th>AMOUNT</th>
<th>DESCRIPTION OF WORK</th>
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<tbody>
<tr>
<td>6.5</td>
<td>135 R-22 from 80</td>
<td></td>
<td>520</td>
<td>Walk-in Cooki-Warm. Found system out of Ficon. Static</td>
</tr>
<tr>
<td></td>
<td>Flare Tite Flare size 15-</td>
<td></td>
<td></td>
<td>Charged System. Found Large Leak.</td>
</tr>
<tr>
<td></td>
<td>Sewers</td>
<td></td>
<td></td>
<td>T.I.O. Flare</td>
</tr>
<tr>
<td>4</td>
<td></td>
<td></td>
<td></td>
<td>Walked System</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Recharged + Checked</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>O.K.</td>
</tr>
</tbody>
</table>

**TOTAL MATERIALS**: 535

**TOTAL LABOR**: 140

**TOTAL LABOR**

**DATE ORDERED**: 7-23-21

**DATE COMPLETED**: 7-23-21

**CUSTOMER APPROVAL SIGNATURE**: Steve Bennett

**AUTHORIZED SIGNATURE**: Allen Dayler
Effective 7/1/2021
63G-6a-506 Small purchases.

(1) As used in this section:
(a) "Annual cumulative threshold" means the maximum total annual amount, established by the rulemaking authority under Subsection (2), that a procurement unit may expend to obtain procurement items from the same source under this section.
(b) "Individual procurement threshold" means the maximum amount, established by the rulemaking authority under Subsection (2), for which a procurement unit may purchase a procurement item under this section.
(c) "Single procurement aggregate threshold" means the maximum total amount, established by the rulemaking authority under Subsection (2), that a procurement unit may expend to obtain multiple procurement items from one source at one time under this section.

(2)
(a) The rulemaking authority may make rules governing small purchases of any procurement item, including construction, job order contracting, design professional services, other professional services, information technology, and goods.
(b) Rules under Subsection (2)(a) may include provisions:
   (i) establishing expenditure thresholds, including:
      (A) an annual cumulative threshold;
      (B) an individual procurement threshold; and
      (C) a single procurement aggregate threshold;
   (ii) establishing procurement requirements relating to the thresholds described in Subsection (2)(b)(i); and
   (iii) providing for the use of electronic, telephone, or written quotes.
(c) If a procurement unit obtains administrative law judge service through a small purchase standard procurement process, rules made under Subsection (2)(a) shall provide that the process for the procurement of administrative law judge service include an evaluation committee described in Subsection 63G-6a-116(3).

(3) Expenditures made under this section by a procurement unit may not exceed a threshold established by the rulemaking authority, unless the procurement official gives written authorization to exceed the threshold that includes the reasons for exceeding the threshold.

(4) Except as provided in Subsection (5), an executive branch procurement unit may not obtain a procurement item through a small purchase standard procurement process if the procurement item may be obtained through a state cooperative contract or a contract awarded by the chief procurement officer under Subsection 63G-6a-2105(1).

(5) Subsection (4) does not apply if:
(a) the procurement item is obtained for an unanticipated, urgent, or emergency condition, including:
   (i) an item needed to avoid stopping a public construction project;
   (ii) an immediate repair to a facility or equipment; or
   (iii) another emergency condition; or
(b) the chief procurement officer or the procurement official of a procurement unit that is an executive branch procurement unit with independent procurement authority:
   (i) determines in writing that it is in the best interest of the procurement unit to obtain an individual procurement item outside of the state contract, comparing:
      (A) the contract terms and conditions applicable to the procurement item under the state contract with the contract terms and conditions applicable to the procurement item if the procurement item is obtained outside of the state contract;