Emergency Purchase 63G-6a-803

GAE 410 22-719
Long Building Technologies

On Tuesday, November 17th, 2021, an Emergency Procurement was approved by Facilities Director Shawn Anderson for (1) one each Armstrong Seal Bearing Housing Assembly for the DIO Admin Building Boiler Room Feed Pump Station.

This pump stations provides the Administration Building and the Fred House Training Academy with the water supply necessary to support the culinary water supply, HVAC systems, and fire suppression systems for both buildings. The pump station operates on (4) four critical pumps to keep up with supply and demand to support all systems. One of these critical pumps failed and was not operating correctly. A work order repair was requested by our safety and risk management team as a safety concern needing repair.

It was determined that it was necessary to proceed with this procurement as an Emergency in order to mitigate a circumstance that was likely to have a negative impact on the health, safety, and welfare of our staff, and to protect the legal interest of our department as stated in 63G-6a-803.

To ensure that the procurement was made with as much competition as possible, and as required by code, (3) three potential vendors were contacted and the following (2) two competitive bids we obtained.

Long Building Technologies - Travis Heugly
Quote #107150 –Quoted price $1675.00 each, no additional freight, in stock ready for same day pickup.

Energy West - Bob Pahl
Quoted price $1340.00 plus freight fee - ETA 2 weeks to ship ARO +transit time

Due to the minimum 2-week lead time from the low bid vendor it was determined that it was in the best interest of the department for an award to be made to Long Building Technologies as the part was readily available for same day pickup. The part was picked up and repairs made right away to correct safety issues concerning the failed pump and avoid a lapse in water supply to the buildings. This helped ensure the integrity of the pump station system, also ensuring that water supply was sufficient to support all systems required.

Please see supporting documentation to include purchase order, vendor quotes, and safety memo regarding this matter. If you have questions or need any additional information, please let me know.
Emergency Procurement Armstrong Pump

Brian Nielson <brian.nielson@utah.gov>  
To: Lynnie Posso <lynnie.posso@utah.gov>  
Cc: Shawn Anderson <shawn.anderson@utah.gov>, Wendy Rallison <wendy.rallison@utah.gov>

I have reviewed the information and grant approval.  
Thanks  
Brian

On Tue, Jan 4, 2022 at 9:34 AM Lynnie Posso <lynnie.posso@utah.gov> wrote:
  
  Director Nielson,

  We are in need of your approval to submit the attached Emergency Procurement documentation to the Division of Purchasing as required by code. The emergency procurement was approved by Director Shawn Anderson to repair a critical pump in the DIO Administration Building and Fred House Training Academy pump station.

  Facilities exercised as much competition as possible in their selection process. They were able to obtain competitive bids resulting in an award to the vendor that had the item in stock for same day pick up. This ensured the pump could be repaired right away and there was enough water supply for the demand of the culinary supply, HVAC systems, and fire suppression systems for both buildings. If the award was made to the low bid vendor with a 2-3 week lead time the pump would not have been repaired for weeks and the operating systems for both buildings would have been compromised.

  Can you please review the attached documents and let me know if I have your approval to submit the final paperwork to the Division of Purchasing?

  If you have any questions or require any additional information please let me know.

  Thank you

------ Forwarded message ------
From: Shawn Anderson <shawn.anderson@utah.gov>  
Date: Mon, Jan 3, 2022 at 7:45 AM  
Subject: Re: Emergency Procurement Armstrong Pump  
To: Lynnie Posso <lynnie.posso@utah.gov>  
Cc: Wendy Rallison <wendy.rallison@utah.gov>

I think it looks good thanks Lynnie.

On Thu, Dec 30, 2021 at 9:20 AM Lynnie Posso <lynnie.posso@utah.gov> wrote:
  
  Hey Guys,

  I have put together the attached justification for the emergency purchase we did a few weeks ago for the Armstrong Pump from Long Building Technologies. It was one of those that wasn't exactly needed to be processed as an emergency due to the fact that we did obtain bids and went with the vendor that met our needs for same day pick up but once it was submitted to payables as an emergency we decided it would be best to follow through with that process.

  If you can please look over the justification letter I have attached to the purchase order and quotes and let me know if it clearly explains the situation or if there is anything I should add that would be great.

  If everything looks good to you, I can submit it to the Executive Director for his approval to submit it to State Purchasing as required.

  I'm sorry this one was a little bit confusing.

  Thank you both for your help.

--

Lynnie Posso
Contract/Grant Analyst II
Department of Corrections, Finance Division
14717 S. Minuteman Lane
Draper, Utah 84020
Office: 801-545-5590

lynnie.posso@utah.gov

https://mail.google.com/mail/u/0/?k=280dafa05d&view=pl&search=all&permmsgid=msg-f%3A1721042768727961451&dsqt=1&impl=msg-f%3A1721042768727961451&sz=20
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Shawn Anderson
Director of Facility & Maintenance Bureau
Cell # 801-244-9201
Secure Fax # 801-523-7524
shawnanderson@utah.gov

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Lynnie Posso
Contract/Grant Analyst II
Department of Corrections, Finance Division
14717 S. Minuteman Lane
Draper, Utah 84020
Office: 801-545-5590
posso@utah.gov
Subject: Emergency Purchase Process for Executive Branch State Agencies

Policy Number: PURCH-01

UCA 63G-6a-803 UAC R33-8-401, Delegation to Executive Director updated January 31, 2018

Issue/Revision Date: 1 July 2021

Purpose:

The purpose of this policy is to establish the process for emergency purchases for all Executive Branch Agencies that fall under the jurisdiction of the Utah Division of Purchasing.

Definitions:

"Executive Branch Procurement Unit" means a department, division, office, bureau, agency, or other organization within the state executive branch.

“Contract” means an invoice, contract, PO, or any other document that obligates the state to make a payment.

Policy:

The Executive Branch Procurement Unit shall conduct an emergency procurement as outlined in UCA 63G-6a-803, UAC R33-8-401, and as described in the limited purchasing delegation to the Executive Director of the Executive Branch Procurement Units from Christopher W. Hughes, Chief Procurement Officer, on April 20, 2021. At the discretion of the Executive Director, the emergency procurement authority may be delegated in writing to an individual(s) within the department.

Within 12 days of the emergency procurement, the Executive Director or the Executive Director’s designee shall prepare and submit documentation:

a) describing the specific emergency that necessitated the emergency procurement;

b) documenting the basis for the selection of the procurement item;

c) declaring the name of the highest-ranking government official that approved the emergency procurement; and

d) providing each written contract related to the emergency procurement.

The documents shall be sent to purchasingsolicitations@utah.gov. Within two days of receiving the emergency procurement documentation, the Utah Division of Purchasing shall post the documentation to the Division’s website.

Additional contract documentation received after the initial 12 requirements shall be sent to purchasingsolicitations@utah.gov as an amendment to the original email.
EMERGENCY sealed bearing assembly purchase for Admin Building Boiler
#82678-000 App by Dir Anderson
LONG Building Technologies, Inc.

Order 000107150
11/17/2021

Utah Department of Corrections
Bureau of Finance
14717 S. Minuteman Drive
Draper UT 84020

Utah Department of Corrections
Bureau of Finance
14717 S. Minuteman Drive
Draper UT 84020

2200000719  75591 WEB CUST PICK-UP C.O.D. 11/17/2021 305,390
1 1 0 ARM267668MF000 BEARING HOUSING ASSY G "S" 4030 $0.00 $1,675.00 $1,675.00

Re: 11-17-21

Customer Signature

Subtotal $1,675.00
Misc $0.00
Tax $0.00
Freight $0.00
Trade Discount $0.00
Total $1,675.00
Bill To:
Utah Department of Corrections
Bureau of Finance
14717 S. Minuteman Drive
Draper UT  84020

Ship To:
Utah Department of Corrections
AP
Bureau of Finance
14717 S. Minuteman Drive
Draper UT  84020

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<td>*C.O.D.</td>
<td>11/17/2021</td>
<td>305,390</td>
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**Item Number:** ARM826768MF000  
**Description:** BEARING HOUSING ASSY  
**Site ID/Bin No.:** 7015  
**Pick Qty:** 1  
**Unit:** EACH  
**Qty Picked:** ___
STATE OF UTAH  
DEPARTMENT OF CORRECTIONS  
Purchase Order Requisition Form

Date: 11-2021  
Required Delivery Date: 

ATTN: Mark

Purchase Order Number: 2200000719

The above PO# must appear on all invoices and receiving documents.

Contract #:  
Account #:  
Division: Facilities Bureau

Vendor #:  
Complex: Draper Site

Vendor Name: Long Building Tech.  
Unit: 

Ship to  
14425 South Bitterbrush Lane

Address: Draper, UT 84020

Bill to  
Utah Department of Corrections

Address: 14717 South Minuteman Drive

Draper, UT 84020

Contact Person: Brett Sparks  
Phone #: 801-576-7676

Authorized Signature  
11-17-21

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<td>Sealed bearing assembly #826768-000</td>
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FOR: C.A. pump house 11-17-2021

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"State of Utah Purchase Order Terms and Conditions are hereby attached to this Purchase Order by reference.  
A copy of the terms and conditions may be obtained at http://www.purchasing.utah.gov"
Fwd: Updated Quote

1 message

Brett Sparks <bmsparks@utah.gov>
To: Wendy Rallison <wrrallison@utah.gov>

Tue, Nov 16, 2021 at 3:32 PM

------- Forwarded message -------
From: Lance Christensen <lkchristensen@utah.gov>
Date: Tue, Nov 16, 2021 at 9:59 AM
Subject: Fwd: Updated Quote
To: Brett Sparks <bmsparks@utah.gov>

------- Forwarded message -------
From: Travis Heugly <theugly@long.com>
Date: Fri, Nov 12, 2021 at 10:18 AM
Subject: Updated Quote
To: lkchristensen@utah.gov <lkchristensen@utah.gov>

Good morning,

Please see the updated quote below.

Please see the quote below for the **Seal Bearing Assembly** and **Complete Motor Assembly** below.

**Seal bearing assembly, 826768-000: $1,675.00ea (4 on hand)**

**Motor: 4300424-069: $1,630.00ea Plus FRT. (Estimated Delivery time End of December-Beginning of January)**

**Complete motor assembly, 3x1.5x6, 4030,: $4,600.00ea plus freight (6-week lead time) with shipping these days it could take longer than it says (fyi) (3-year warranty)**

Please see the attached document and let me know if you need to change the voltage or anything else.

Best regards,
Travis Heugly
Counter Sales

Tel: (801) 664-1747 | Mobile: (801) 290-6521
Email: theugly@long.com | www.LONG.com
Fwd: Utah Dept. of Corrections / Armstrong Pump Parts / Quote# BP111621-05
1 message

Brett Sparks <bmsparks@utah.gov>  
To: Wendy Rallison <wrallison@utah.gov>  

--- Forwarded message ---
From: Bob Pahl <bob@energy-west.com>  
Date: Tue, Nov 16, 2021 at 2:46 PM  
Subject: Utah Dept. of Corrections / Armstrong Pump Parts / Quote# BP111621-05  
To: Brett Sparks <bmsparks@utah.gov>  

Brett,

1 ea.  **Armstrong 106284MF-136A**
   - S-55-3-BF Circulator
   - Price: $1,716.00/ea.
   - Delivery: 4-5 weeks to ship ARO + transit

1 ea.  **Armstrong 826768-000**
   - Bearing Assembly
   - Price: $1,340.00/ea.
   - Delivery: 2 weeks to ship ARO + transit

Let me know if you have any questions.

Thanks,

Bob Pahl  
Inside Sales Account Manager  
Phone: 801.262.4477  |  303.279.4800  
F: 801.261.0862  |  303-279-5100  
E: bob@energy-west.com  

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Steam, Air & Hot Water Specialties — Process Valves & Automation — Energy Services — Sealing Products

Armstrong | Heatcraft | Clark-Reliance | Spence | DFT / Durabla | Thrush Co | Everlasting | Kadant
Johnson | Kunkle | Modine

Xomox/Tufline | Check-All Valve | Amri | Inline | LK2 Valves | SlurryFlo | SVF Flow Controls | Asahi/America | Cowan Dynamics

VAC | Watson | Wey Valve | HICO Sealing Products | Shipco Pumps | Saunders Valve | Tranter | A-T Controls

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