

**Utah Department of Human Services  
Notice of Emergency Procurement**

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

Department contact name and title:	Saskia Prince, ASM
Date emergency occurred or began:	10/29/2021
Date DHS Bureau of Finance notified:	10/29/2021
Vendor name:	Rotor Rooter
Total estimated cost:	TBD (possibly under \$1,000)

Description of the specific emergency that necessitated the emergency procurement:

Decker Lake Youth Center has a plumbing leak by the school resulting in water all over the floor. Due to the tight space, maintenance staff are unable to get to the leak. There is no vendor on state contract for plumbing repair and Rotor Rooter is the only vendor available to come out immediately and address the issue.

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):

Availability - Rotor Rooter was the only vendor available immediately to come out and deal with the water issue.

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

Mike Butkovich, Program Director (aware of issue); Stephanie Sinju, APD, Approved.

Was a written contract issued for this emergency procurement?    No

If Yes, attach the contract.

EDO or LPD ratification: \_\_\_\_\_



Curt Williams (DHS) <chwilliams@utah.gov>

---

## Emergency Procurement: plumbing issue

---

Yanoula Dounias DHS <ydounias@utah.gov>

Mon, Nov 1, 2021 at 8:00 AM

Reply-To: dhsfinance@utah.gov

To: Saskia Prince DHS <sprince@utah.gov>

Cc: "Curt Williams (DHS)" <chwilliams@utah.gov>, DHSFINANCE <dhsfinance@utah.gov>, Marie Magre DHS <mmmagre@utah.gov>

Good morning,

The service call, labor and parts, came to \$895.77. This is a temporary fix because they had to order special parts.

Thanks.

{Quoted text hidden}



Curt Williams (DHS) <chwilliams@utah.gov>

---

## Emergency Procurement: plumbing issue

Saskia Prince DHS <sprince@utah.gov>  
Reply-To: dhsfinance@utah.gov  
To: DHSFINANCE <dhsfinance@utah.gov>  
Cc: Marie Magre DHS <mmmagre@utah.gov>

Fri, Oct 29, 2021 at 10:29 AM

Hello,

We have a plumbing leak by the school that needs to be addressed immediately. It is a space where our maintenance folks can't get to.

There is no vendor on state contract for this and Rotor Rooter is the only vendor able to come out immediately to assess.

We don't anticipate this being more than \$1K but wanted to notify you just in case. Thanks!

----- Forwarded message -----

From: **Stephanie Sinju DHS** <ssinju@utah.gov>  
Date: Fri, Oct 29, 2021 at 10:22 AM  
Subject: Re: plumbing issue  
To: Michael Butkovich (DHS) <mbutkov@utah.gov>, Saskia Prince DHS <sprince@utah.gov>

they are the only one's today who could come today ...

On Fri, Oct 29, 2021 at 10:21 AM Stephanie Sinju DHS <ssinju@utah.gov> wrote:

Hello,

We have a leak in the bathrooms by the school, coming from a different area than last time

It is in a small space we cannot reach

Roter rooter is coming out to fix it

—

Thanks,

Stephanie

--

Thanks,

Stephanie

--

**Saskia Prince**

She - Her - Hers  
Administrative Services Manager  
C: 385.228.6567  
sprince@utah.gov  
hs.utah.gov

utah department of  
**human services**