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**EMERGENCY PURCHASE REPORT**

To: Candida Kelcourse, Purchasing Officer  
From: Mike Arellano, Facility Maintenance  
Date: 11/12/2024


Emergencies which occur during the course of the normal working day must be reported to the Purchasing Officer who will make a determination as to the necessity of an emergency purchase. Promptly thereafter but no later than 30 days awarding an emergency procurement Contract, the Central Purchasing Office shall post on its web site this notice of the Emergency Purchase. Requisition for purchase must be completed and attached.

1. Date Emergency situation first noted/occurred (time and date): 11/05/2024
2. Describe emergency situation – Be very specific (attach additional pages, if required): All sanitary drains for the restrooms at the Reclamation Lab are backed up
3. Impact/consequences had purchase not been made immediately: Sanitary and overflow potential in the Lab
4. Item(s) purchased: Non-invasive sewer drain repair
5. Price: Not to exceed \$1500.00
6. Vendors contacted to obtain best available price (preferably three - Attach quotations): TLC initially and referred to E and H Trenchless
7. Name and address of actual supplier: E and H Trenchless

# EMERGENCY PURCHASE REPORT

● Page 2

Emergency purchases less than \$10,000 require review and acknowledgement from the Division Manager.

  
\_\_\_\_\_  
Division Manager

11/12/24  
Date

Emergency Purchases greater than \$10,000 but less than \$20,000 require review and acknowledgement from the Chief Operating Officer and Chief Financial Officer.


*Stanley Allred*  
\_\_\_\_\_  
Chief Operating Officer

11/12/24 12:43 MST  
Date

*Marta J. Ortiz*  
\_\_\_\_\_  
Chief Financial Officer

11/12/24 12:23 MST  
Date

Emergency Purchases greater than \$20,000 require review and acknowledgement from the Executive Director.

  
\_\_\_\_\_  
Mark S. Sanchez, Executive Director

11/12/24  
Date



# E and S Trenchless Services

(505) 544-7396 Mobile  
(505) 544-9255 Office

## PROPOSAL

Date: November-5-2024  
Bill to: ABCWUA, Facility Maintenance Dept.

Billing Address: PO Box 568  
Phone: 505-289-3565  
E-Mail: [ademarcus@abcwua.org](mailto:ademarcus@abcwua.org)

Job Name: Water Lab Sewer Branch Main  
Job Location: 4201 2nd St. NW

### 4" Sewer branch main cleaning with inspection from 4" roof vent access point.

ITEM #	ITEM DESCRIPTION	QUANTITY	UNIT
1	<b>NOT TO EXCEED \$1125.00 plus tax.</b>		
2	Time & Material Proposal		
3			
4	Sewer branch main line drain cleaning, \$120.00 per hr.	5	ea
5	Extra Man charge, \$75.00 per hr.	5	ea
6			
7	Camera Service, \$150.00 per hr.	1	ea
8			
9			
10	Above are the hourly rates, the root removal work should only		
11	be in the range of two hours. The camera would be an		
12	additional charge of \$150.00		
13			
14	<b>ABCWUA will supply lift to get equipment on the roof for</b>		
15	<b>servicing of the branch main.</b>		
16			
17			
18	<b>A signed copy of proposal is needed for scheduling of work.</b>		
19			
20	<b>De-Scaling/Cleaning work can expose hidden defects in need of</b>		
21	<b>repair or replacement work that is not part of this proposal.</b>		
22			
23			

**SUBTOTAL: \$ 1,125.00**  
 PERMIT FEES:  
 RESTORATION FEES:  
**SUBTOTAL: \$ 1,125.00**  
 NMGRT: \$ 85.78  
**TOTAL: \$ 1,210.78**

#### EXCLUSIONS:

Density Testing Fees  
Soils Import/Export  
Permit Fees  
Changes To Grade

Any Additional Excavation Work  
Unmarked Branch Line Connections  
Location & Repair of Private Utilities  
Rock Excavation

Failed Piping  
Pipe Failure While Cleaning  
Defects Caused By Use Of  
Water During Lining Process

Access To Branch Lines-  
For Cleaning If Necessary  
De-Watering

#### NOTICE: Payment will be made as follows:

Upon completion of the work

Acceptance proposal--the above prices, specifications and conditions are satisfactory and are hereby accepted to do the work as specified. Payment to be made as outlined above.

If accepted, this proposal will become a part of the contract documents.

For Credit Card Payments: An Additional 3%  
Processing Fee will be Added to the Invoice Total

Authorized by

Evan Ostrander

PLEASE CALL WITH QUESTIONS: (505) 544-7396

Accepted by (print name)

Signature

Date of Acceptance

#### NOTE: This proposal may be withdrawn by E and S Trenchless Services, LLC if not accepted within 30 days of original date quoted.

FINANCE CHARGES  
1.5% per month (18% per annum) service charge on past due accounts