

TUSD

Tucson Unified School District

PURCHASING DEPARTMENT

MEMORANDUM

August 2, 2013

To: TUSD Governing Board

From: Kevin Startt, Director of Purchasing

Subject: **Report of Emergency Procurement for Van Buskirk Elementary School**

Arizona Administrative Code R7-2-1056 - Emergency procurements allows for a Governing Board Appointed District Official to authorize emergency procurements. Emergencies that threaten the functioning of the school district, the preservation or protection of property or the public health, welfare or safety are included under this authorization.

Governing Board Policy DJ designates this Emergency Procurement authority to the Director of Purchasing, the Chief Financial Officer or the Superintendent, depending on the dollar amount under \$250,000.

Arizona Administrative Code R7-2-1057 – Emergency procurement procedures require a report to the governing board concerning the emergency procurement at the next regularly scheduled board meeting.


Purpose for Emergency procurement at Van Buskirk Elementary School:

July 26, 2013 – A strong monsoon storm caused significant damage to Van Buskirk Elementary School. Due to the nature of the damage and to eliminate further damage internally and externally, TUSD Operations Coordinator contacted Abracadabra Restoration. The Deputy Superintendent of Operations was notified via email and gave approval to proceed. Abracadabra Restoration was contacted via telephone and was considered the most viable company at the time because they were the only vendor contacted that said they had the ability to respond in less than one hour with all tools and material necessary. Due to the fact that it was still raining and the threat of additional property damage, the Operations Coordinator believed this was the best solution for this emergency situation. Abracadabra Restoration's estimated price for service was considered fair and reasonable.

July 29, 2013 - PO 32658-0-TUSD was created and submitted to Abracadabra Restoration as a blanket purchase order in the amount of \$50,000. The amount of the PO was estimated to cover the cost incurred for the prevention of further damage and cleanup/restoration at Van Buskirk Elementary School.

July 30, 2013 - PO 32707-0-TUSD was created and submitted to Kittle Design and Construction as a blanket purchase order in the amount of \$30,000. Kittle Design and Construction is under a JOC contract 10-90-C15. This PO was created to mitigate initial repairs to Van Buskirk Elementary School's damaged roof.

August 1, 2013 - PO 32707-0-TUSD to Kittle Design and Construction was increased. The estimate from Kittle for the entire roof repair is \$137,075. Bonding and other required vendor documents will be provided and submitted to the Bonds and Architecture Program Manager by August 6th, 2013. When received these documents will be added to the procurement file.



Kevin Startt, Director of Purchasing