

PUBLIC WORKS DEPARTMENT

Ref PO # 240665
240665

****REQUEST FOR PURCHASE ORDER - OVER \$500 - SOLE SOURCE****

Requestor Name: RICE STAUFFER Request Date: 6/13/24
Vendor Name: SANI-EFFECT Work Order #: _____
Project Name: CITY HALL MOLD REMEDIATION
Account Code: 001-4004-519- _____ (*) SAME AS OTHER BUILDINGS

OR Is this being funded by another department? _____ Who? _____
ITEMS / SERVICES BETWEEN \$501 AND \$10,000: Please attach quote from the contractor / supplier.

Item(s) / Services Needed (be as descriptive as possible - ie. Model #'s, brand name, etc.):
(*) INDOOR AIR QUALITY TESTING, MOLD REMEDIATION & SANITIZATION OF CITY HALL FACILITY.

TOTAL \$ 62,667.38

Special Requests (ie. No alternate items, specific colors, specific sizes, etc.):

EMERGENCY REMEDIATION.

SOLE SOURCE REASON: Please check the entry below that applies to the proposed purchase

- parts / equipment can only be obtained from the original manufacturer - not available thru distributors
- only area distributor of the original manufacturer
- proprietary item / service
- parts / equipment not interchangeable with similar parts of another manufacturer (compatibility)
- this is the only known item / source that will meet the specialized needs of this department or perform the intended function (explain below)
- parts / equipment are required from this vendor for standardization (explain below)
- other reason (explain below)

Comments / Explanations: SANI-EFFECT SANITIZED - SOLID WASTE, MAIN PD & PD. SUBSTATION PRIOR.

Immediate safety hazard, considered an emergency situation

FINAL APPROVAL	
Director / Deputy Director	Date

ADMINISTRATIVE USE ONLY	
Processed By: _____	REQ #: _____
For (requestor): _____	PO #: _____
Date Processed: _____	Amount \$: _____