

N.J. Division of Local Government Services

EMERGENCY PROCUREMENT REPORT

This report is to be filed by the contracting agent of the public agency with the Director of the Division of Local Government Services within 30 days of the date the emergency contract was issued. Please provide the necessary information to satisfactorily complete the report. Refer to the Instructions accompanying this form and the statutory and regulatory citations on the reverse of this form.

This form is designed to be completed using Microsoft Word; if not completed that way, please print it out.

1. Name of Public Agency:	City of Millville Water Utility		County:	Cumberland
2. Date Emergency occurred:	7/12/2020	Time emergency occurred:	2:05PM	
3. Date emergency declared:	7/12/2020	Time emergency declared:	3:59PM	
4. Agency/department responsible for determining there was an emergency:	Millville Water Utility			
5. Name and title of the official in charge of that agency:	Steven Pierce Superintendent of Water			
6. Describe the condition or circumstance pertaining to the emergency (attach additional sheets if necessary): A fire hydrant was hit and was severely leaking due to a motor vehicle accident. The Utility tried shutting down the stretch of water main which was affected but had no success due to no valves. Called Contractor in to insert (2) valves on the water main to stop the leak. It was causing flooding, and there were residents without water pressure due to the excessive leak on the fire hydrant.				
7. Name and title of the individual who determined the matter was an emergency and authorized award of contract(s):	Steven Pierce Superintendent of Water			
8. The total (or estimated) cost of providing the goods or performing services was:	\$25,000			
9. List the names the contractors/suppliers receiving 25% or more of the contracts awarded under the emergency:				
Garrison Enterprise				
10. When was the notification reduced to writing and filed with the purchasing agent?			7/13/2020 7:00 AM	
11. Has the public agency adopted a "chain of command" procedure pursuant to N.J.A.C.5:34-6.1?			Yes	
This report was completed by (name and title):			Steven Pierce	
Name and Address of agency contact person:			Steven Pierce 101 Ware Avenue, Millville NJ 08332	
Signature:				Date: 7/14/2020

Submit by mail or fax to:
 Director, Division of Local Government Services
 P.O. Box 803
 Trenton, New Jersey 08625-0803
 Fax: 609-633-6243