

# TOWN OF PENDLETON

## 2020 APPROVED PURCHASING WORKSHEET

EMPLOYEE: Craig Walter

DATE: February 10, 2020

ITEM: Leak detection services as outlined in proposal and approved by resolution of the TB on February 10, 2020.

### REASON FOR PURCHASE:

Excessive water loss apparent through analysis of quarterly billing. Efforts to date have proved unsuccessful in identifying sources of the water loss.

FUND VERIFICATION: \_\_\_\_\_ as of \_\_\_\_\_ (Date)

### Guidelines: (Check one that applies)

- Materials: More than **\$10,000** / Material & Labor: More than **\$35,000**  
Written specifications, Advertising & Sealed Bids
- Material: **\$3,000 to \$10,000** / Material & Labor **\$10,000 to \$35,000**  
Attach three (3) written/fax quotations
- Material: **\$500 to \$3,000** / Material & Labor **\$3,000 to \$10,000** / Highway, Water, Sewer Repair **\$750 to \$3,000**  
Three (3) oral/Fax quotations:

### LIST VENDOR, MODEL, PRICE BELOW

1. New York Leak Detection, Inc.  
PO Box 269  
Jamesville, NY 13078
2. \_\_\_\_\_  
\_\_\_\_\_
3. \_\_\_\_\_  
\_\_\_\_\_

- Material: **\$0 to \$500** / Material & Labor: **\$0 to \$5,000** / Highway, Water, Sewer Repair **\$0 to \$750**  
Alternate price quotations not required/subject to Department Head Approval

If lowest quoted price is not awarded, please detail reason: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

### Reasons for non-solicitation: (Check one that applies)

- Acquisition of professional services;  emergencies;  sole source situations;  goods purchased from agencies for the blind or severely handicapped;  goods purchased from correctional facilities;  goods purchased from another governmental agency;  goods purchased at auction;  goods purchased under NY State Contract;  original equipment replacement parts/service

# Signature Page

Department Heads are to sign and date all purchasing worksheets below. For purchases conforming to the Town of Pendleton Procurement Policy which require signatures from members of the Town Board, please sign and date below also.

## Department Head Signature

Craig Walter  
Printed Name

Craig Walter  
Signature

Feb. 10, 2020  
Date

## Town Board Signatures

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date