


ERIE COUNTY WATER AUTHORITY
INTEROFFICE MEMORANDUM



February 11, 2019

To: Terrence D. McCracken, Secretary to the Authority

From: Robert J. Lichtenthal, Jr., Deputy Director 

Subject: Central Purchasing Declaration of State of Emergency
on February 8, 2019

Attached to this memo is a copy of a Central Purchasing Declaration of State of Emergency on February 8, 2019 and a memo from Stephen Battaglia, Auto Mechanic Crew Chief, stating the necessity of the emergency purchase. Executive Engineer Russell Stoll and I concurred as to the necessity of acquiring the needed parts immediately and before approval at a regular meeting by the Board of Commissioners. The items were purchased on PO LJM2019-031. In accordance with the current Authority Purchasing Procedures the Emergency Declaration will be referred to the Board of Commissioners.

Please include this item as a Staff report for the Board of Commissioners meeting of February 21, 2019.

**Central Purchasing
Declaration of State of Emergency**

Work Order No.: _____

OWIP No.: _____

Project No.: _____

Date of Emergency: FEBRUARY 8, 2019

Detailed Description of Emergency Condition:

URGENT NEED OF ESSENTIAL PARTS FOR LINE
MAINTENANCE EQUIPMENT (DUMP TRUCK)
SEE ATTACHED

Authorized Signature: Pursuant to the Purchasing Guidelines (Page 10) authorization granted to one or more of the following two (2) individuals: Any Commissioner, the Executive Director, Executive Engineer, and/or the Director of Administration.

Robert Lubliner 2-8-19
DEPUTY DIRECTOR
Samuel Jones 2-8-19
EXEC. ENGINEER

To: Purchasing System File

Stephen Battaglia

From: Stephen Battaglia
Sent: Friday, February 8, 2019 12:24 PM
To: Robert J. Lichtenthal; Russell J. Stoll
Cc: centralpurchasing
Subject: Dump Truck Brake Parts

Bob and Russ:

Please be advised we are in need of brake parts for an essential piece of line maintenance equipment (Trk#110 Dump Truck). Having this unit down for an extended time also removes a crew from working. The parts are available from Fleetpride(V2015) based on 4 day product availability, being the shortest promised time from the four vendors that were solicited. If you have any questions regarding this matter please feel free to contact me.

Stephen Battaglia
Erie County Water Authority
Mechanic Crew Chief
716-685-8234