

PRESCOTT UNIFIED SCHOOL DISTRICT NO. 1

300 E. Gurley, Prescott, Arizona 86301
(928) 445-5400



April 24, 2025

Re: AZ Administrative Code R7-2-1055 Emergency Purchase

To Prescott Unified School District Board Members:

In March 2025, Prescott Unified School District received a letter from the City of Prescott. The letter indicated a water meter at the Service Center was indicating a large amount of water was being used. By the time we received the letter, the pipe was leaking approximately 15,000 gallons a day.

Chris Moody, PUSD #1's facility director, and the City of Prescott conversed and since the leak was on the parcel side of the meter, it is PUSD #1's responsibility to fix the leak. After hiring a "Leak Locator," Chris Moody isolated where the leak was thought to be located and called Commercial Plumbing of Prescott. Commercial Plumbing of Prescott is a company PUSD #1 used in the past and they provided reasonable/fair prices and excellent service. Commercial Plumbing of Prescott assessed the situation and based upon the information provided, they believed it would be fixed under the \$10,000 procurement threshold.

After removing concrete and exposing the pipe, the leak was not in the location initially thought. Commercial Plumbing of Prescott isolated the leak location between Gail Gardner Road and the valve box in the middle of the lot. A new leak locator was hired and they found several leaks bubbling up in a creek, which the pipe ran underneath.

Commercial Plumbing of Prescott dug and exposed the pipe to find an old, galvanized water main pipe with several holes in it. Due to the age and condition of the main pipe, it was Commercial Plumbing of Prescott's professional opinion that the entire line needs to be replaced and brought up to code, including a water backflow preventer and a hotbox. (see letter from Commercial Plumbing of Prescott)




An estimate was obtained from Commercial Plumbing of Prescott and it was above the \$10,000 threshold for procurement without quotes. Obtaining quotes would delay the replacement of the main pipe and the possibility of changing companies would cause the fix to be more expensive. (see attached estimate for \$36,000)

Since the service center houses transportation department, facility department, food service central kitchen and PUSDe (PUSD #1's online educational option), it was deemed that the water being turned off for an extended period of time would cause an educational impact on students.

Given these facts and after consultation with our auditors, PUSD #1's CFO, Brian Moore, and Director of Purchasing, Cathy Moody, decided to use the "Emergency Purchase" protocol outlined in AZ Administrative Code R7-2-1055.

Approval of Emergency Purchase:


Superintendent
Clark Tenney

4.24.25
Date

The nature of the emergency requires that the procurement be made prior to governing board approval. The emergency procurement will be presented to Prescott Unified School District's Governing Board at the next Governing Board meeting on June 17, 2025.

Sincerely,



Brian Moore
Chief Financial Officer

Commercial Plumbing of Prescott, L.L.C.

P O BOX 350
PRESCOTT, AZ 86302
ROC#283976

Estimate

Date	Estimate #
4/29/2025	926

Name / Address
Prescott Unified Schoo District District Office 926 S. Hinman St. Prescott, AZ 86305

Project
Bus Barn Prescott

Description	Qty	Rate	Total
PUSD Bus Barn 926 Hinman St \$36,000			
ESTIMATE		36,000.00	36,000.00
1) See letter attached			
2) Saw cut & remove approximately 530 sq ft concrete			
3) Patch back approximately 530 sq ft concrete			
4) Excavate, shade pipe & backfill approximately 500 L.F. trench			
5) Replace approximately 500' water pipe with 2" PEX			
6) Install new water backflow prevention and hot box			
7) Redo copper water piping & shut off valves in box at middle of parking lot			
8) Replace water meter box's at Gail Gardner			
9) Permits			
Exclude:			
1) hard rock, hard dig			
2) piping beyond valve box in middle of parking lot			
Yavapai/State		4.1275%	0.00
Phone # (928) 420-3214	E-mail plumbingofprescott@gmail.com		Total \$36,000.00



Re: Bus Barn

message

Chris Moody <chris.moody@prescottschools.com>

Fri, May 2, 2025 at 12:14 PM

From: Brian Moore <brian.moore@prescottschools.com>, Jeni Merriken <jeni.merriken@prescottschools.com>

----- Forwarded message -----

From: Robyn Campbell <cpop.robyn@gmail.com>

Date: Tue, Apr 29, 2025 at 3:22 PM

Subject: Bus Barn

To: Chris Moody <chris.moody@prescottschools.com>

Hello Chris,

Please find attached estimate along w/ letter from Mike

Let us know if you have any questions

Thank you

--
Robyn D. Campbell
Commercial Plumbing of Prescott, LLC
cpop.robyn@gmail.com
(928)460.9615 Cell

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Chris Moody
Director of Facilities
Office: (928)717-3229 Ext. 71101
Cell Phone: (602)885-3932
Email: chris.moody@prescottschools.com



*Please excuse any typos or grammatical errors as I often use my iPhone while out in the field.



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2350K

We were called out for an
Extreme water leak, losing approx
15,000 Gallons per day. The school hired
a leak locator and told us where the leak was.
After Removing Concrete and exposing pipe,
there was no leak there, we replaced
the valves and repiped that section, to have
new valves, isolated the leak to between
Gail Gardner and valve bars in middle of lot.
Hired a new locator, who found several
leaks bubbling up in the Creek. We
Dug and Exposed Lines in the Creek to
Find old rusty Galvanized water main
with several Holes in it. At this time
it is my opinion the entire line needs
replaced and brought up to city Code
with a water backflow Preventer & hot box



UTILITY BILLING
Utility.billing@prescott-az.gov
928 777-1291

April 9, 2025

Service Address: 835 GAIL GARDNER WAY
Account: 09215

During the monthly reading of your water meter, we have noticed a higher than normal usage. This could simply be due to **increased normal water usage** or you may have a leak.

The City's responsibility ends at the meter, so it is important to find and fix any leaks as quickly as possible. We suggest starting by locating your water meter, which is generally located in a concrete box on or near your property boundary close to the road. If you have trouble locating the meter you can call Water Operations. (928 777-1118)

We are also enclosing a guide to assist you with ideas in finding and fixing leaks.

1. Turn off all indoor and outdoor water-using devices including your evaporative cooler, water softeners, ice maker and irrigation.
2. Open your meter box, lift the meter lid and record the visible meter numbers. At this time if you notice the flow finder (triangle, star, LCD numbers) located in the center of the register moving, it means water is currently flowing through the meter. Check again to make sure everything is off.
3. **Do not** use any water for approximately 1-2 hours. The longer the time frame waited allows for even the smallest water usage to register.
4. Read meter again to see if meter reading has changed.
5. If the meter numbers are different and you have not utilized any water you may have a leak within your system which includes the buried yard line from the meter and residence.
6. It is your choice to hire a professional or fix the leaks yourself, the City of Prescott does not reimburse cost for repairs on your side of the meter.

****Please contact Water Operations with any questions regarding meter functionality or any other questions regarding the meter. Water Operations 928-777-1118****



UTILITY BILLING
Utility.billing@prescott-az.gov
928-777-1291

March 11, 2025

Service Address: 835 GAIL GARDNER WAY
Account: 09215 Service Center

During the monthly reading of your water meter, we have noticed a higher than normal usage. This could simply be due to **increased normal water usage** or you may have a leak.

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3. ***Do not*** use any water for approximately 1-2 hours. The longer the time frame waited allows for even the smallest water usage to register.
4. Read meter again to see if meter reading has changed.
5. If the meter numbers are different and you have not utilized any water you may have a leak within your system which includes the buried yard line from the meter and residence.
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