MOORE NORMAN TECHNOLOGY CENTER
FINANCE

QUOTE REQUIREMENT EXEMPTION REQUEST

To support compliance with board policy 321-Purchasing, this form must be completed and attached to any requisition of $5,000 or more if the vendor was not selected through a competitive quoting process.

Section 1: Basic Information

Date	9.17.2026	Requisition Number	
Requestor Name	Katie Waibel	Title & Department	Assistant
Vendor Name	Harrison Energy	Requisition Amount	791,886.00
Vendor Contact (Name/phone/email)	Jason Barry 405-640-4688 JBarry@harrisonenergy.com		

Please provide a brief description of the goods or services that you want to purchase from the vendor named above.

Approve the replacement and technology upgrade of the existing controls for Chiller 1 and Chiller 3 in the amount of $791,886.00

Section 2: Reason for Exemption from Quote Requirement

Please select at least one valid reason from the list below to justify an exemption to competitive quoting requirements, if applicable.

☑	**Governmental and Cooperative Contract Purchases**: Products that are available to the district at prices established for governmental entities through a competitive purchasing process. Contract No. 230201
☐	**Sole Source Purchases**: Only one supplier is available within the region for the product which meets the specifications required. (The "region" is normally defined as the State of Oklahoma, unless the manufacturer has identified more restrictive marketing regions. An affidavit from the vendor affirming its sole source status shall be on file in the Finance office prior to the issuance of a purchase order.)
☐	**Textbook/Publisher Purchases**: Purchases from publishers of textbooks or related curriculum products (including video/audio content and software.)
☐	**Professional, Technical and Personal Services Contracts**: Contracts may include, but are not limited to attorneys, auditors, architects, engineers, etc. Contracts to trade services providers, such as electrical and HVAC contractors, are not included.
☐	**Blanket Purchase Orders**: To purchase supplies, durable supplies, and services when processing time or processing cost to acquire a specific PO for the purchase would create a significant inefficiency or a significant delay in receiving critical services.

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☐	**Travel**: Payable to an employee or a service provider.
☐	**Other Exception**: A situation not covered by any of the above exists. *(Explain in Section 3 below.)*

Section 3: Justification/Background (required)

Provide a justification and any additional background information to help the Purchasing Coordinator verify the reasons you specified above.

TOPS has verified that the project qualifies for purchase under TOPS Contract 230201; therefore, additional competitive quotes are not required.

Section 4: Certification

By submitting this request, I certify that all the information provided is accurate to the best of my knowledge and that the proposed purchase is fully compliant with board policy 321- Purchasing.

Katie Waibel, Facilities Assistant	9.17.2026
Name & Title of Requestor	Date
Jay McCaskill, Director of Facilities Management	9.17.2026
Name & Title of Authorizing Administrator	Date
Purchasing Coordinator	Date