UNAUTHORIZED PURCHASE FORM LETTER



RQ-00136822 Agency: DOTI SMD Workday RQ: RQ

DEFINITIONS:

Fiscal Rule Violation¹: A purchase equal to or under \$25,000 that was made without a Purchase Order or Purchasing authorized procurement process. Needs cost Center Approver signature.3

Code Violation: A purchase over \$25,000 that was made without a Purchase Order or Purchasing authorized procurement process. Needs signatures of Cost Center Approver and Agency head.

*Existing Purchase Order Exceeded: A violation above may also occur when a department/agency incurs liabilities through the receipt of goods and/or services in excess of the quantities indicated on an existing purchase order.

Supplier:

J&K Trucking LLC

Products/Services Hauling of hot mix asphalt, asphalt millings and other materials as directed by DOTI Street Maintenance.

Total Dollars: \$1,332,877.65

Describe the circumstances that led to the unauthorized purchase:

The existing agreement was amended in May to add \$1 million in funding and extend its term through November to maintain uninterrupted service during the transition to a new hauling contract. Although a new contract was already moving through the procurement process, it was delayed by several weeks due to initial questions regarding the appropriate contract type and finalization was delayed by additional legal review initiated by concerns raised by an unsuccessful proposer. The original contract ran out of funding in July, but Street Maintenance depended on the hauling service to continue operations and complete its

Describe what actions have been instituted to prevent future violations from happening:

The new hauling contract is a three-year on-call agreement that can be procured before the annual budget funds are released. This approach enables funding to be allocated incrementally each year as budget becomes available and allows for additional funding to be added without contract amendments.

The Purchasing Division shall review this letter in line with the applicable Fiscal Rules and may require additional information from theagency, from the supplier or other appropriate sources. In some instances, the Purchasing Division may request review of the "unauthorized purchase" request and supporting documentation by the Office of the City Attorney.

Person responsible for making the purchase: (Print)	Signature:	Date:
Lindsey Chieduko	Chieduko, Lindsey Digitally signed by Chieduko, Lindsey A DOTI Engineer A DOTI Engineer Transportation & Infrastructure, Transportation & Infrastructure, Date: 2025. 10.1015.87.49 - 0800	10/10/25
Employee ID: 123050	Date: 2023. 10.10 10.37 49-00 00	
Cost Center Approver: (Print)	Signature:	Date:
Dani Abbott	Danielle Abbott Digitally signed by Danielle Abbott DN: cn=Danielle Abbott, o=CCD, ou=DOTI, email=danielle.abbott@denvergov.org Date: 2025.10.14 12:04:37 -06'00'	10/14/25
Employee ID: 140104		
Agency Head (Authorized Representative): (Print)	Signature:	Date:
Shane O'Neill	ONeill, Shane - DOTI Financial Director Direc	10/14/25
Employee ID: 225744	Date: 2025.10.14 13:21:44-06:00	

General Services Purchasing Division Internal Memo: Buyer to select corresponding additional data option button PO standardcomment.

Purchasing Division Policy

UN01 Unauthorized Purchase Justification Version 2.3.2025

¹ Violation of one or more of the following: City Charter Section 2.9.3 (A) ii; Fiscal Rule Sections 7.10 and 8.1; Executive Order 8. Paragraph 4.0; G.S.

² Includes (1) above along with DRMC Section 20-63 (as applicable)



Date 8/4/2025 Invoice # 1175

Bill To

City & County of Denver DOTI 201 West Colfax Avenue Dept. 608 Denver, CO 80202

Ship To

P.O. #

Terms

Net 15

Ship Date

8/4/2025

Due Date

8/19/2025

Other

Item	Description	Qty	Price	Amount
	2021 Contract Hauling DOTI-2-2-59927-00			
Hauling Hauling Hauling	6-30/7-3-25 Tons Hauled Subtotal	2,422 840 1,823.04	12.91 13.91 14.91	31,268.02 11,684.40 27,181.53 70,133.95
Hauling Hauling Hauling Hauling	7-7/7-11-25 Tons Hauled Subtotal	1,708 4,424 2,477.47 1,489.78	12.91 13.91 14.91 15.91	22,050.28 61,537.84 36,939.08 23,702.40 144,229.60
Hauling Hauling Hauling Hauling	7-14/7-18-25 Tons Hauled Subtotal	2,828 1,862 2,725.32 1,668.63	12.91 13.91 14.91 15.91	36,509.48 25,900.42 40,634.52 26,547.90 129,592.32
		Subtotal Sales Tax (0.0%)		\$343,955.87 \$0.00

J & K Trucking

303-263-5011

Total \$343,955.87 Payments/Credits \$0.00 **Balance Due** \$343,955.87



Date 9/18/2025 Invoice # 1176

Bill To

City & County of Denver DOTI 201 West Colfax Avenue Dept. 608 Denver, CO 80202 Ship To

P.O. #

Terms

Net 15

Ship Date

9/18/2025

Due Date

10/3/2025

Other

Item		Description	Qty	Price	Amount
	2021 Contract Hau	uling DOTI-2-2-59927-00		The second secon	
Hauling Hauling Hauling Hauling	7-21/7-25-25 Subtotal	Tons Hauled	1,890 4,333.09 1,896.8 1,390.03	12.91 13.91 14.91 15.91	24,399.90 60,273.28 28,281.29 22,115.38 135,069.85
Hauling Hauling Hauling Hauling	7-28/8-1-25 Subtotal	Tons Hauled	3,178 1,544.81 4,198.56 594.83	12.91 13.91 14.91 15.91	41,027.98 21,488.31 62,600.53 9,463.75 134,580.57
Hauling Hauling Hauling Hauling	8-4/8-8-25 Subtotal	Tons Hauled	2,996 392 2,782.34 1,432.69	12.91 13.91 14.91 15.91	38,678.36 5,452.72 41,484.69 22,794.10 108,409.87
			Subtotal		\$378,060.29
			Sales Tax	(0.0%)	\$0.00
J & K Truckin	ng		Total Payments		\$378,060.29 \$0.00

303-263-5011

Payments/Credits \$0.00 Balance Due \$378,060.29



Date 9/18/2025 Invoice # 1177

Bill To

City & County of Denver DOTI 201 West Colfax Avenue Dept. 608 Denver, CO 80202 Ship To

P.O. #

Terms

Net 15

Ship Date

9/18/2025

Due Date

10/3/2025

\$368,894.73

Balance Due

Other

Item	Description	Qty	Price	Amount
	2021 Contract Hauling DOTI-2-2-59927-00			
Hauling Hauling Hauling	8-11/8-15-25 Tons Hauled Subtotal	882 2,296.05 4,953.78	13.91 14.91 15.91	12,268.62 34,234.11 78,814.64 125,317.37
Hauling Hauling Hauling Hauling	8-18/8-22-25 Tons Hauled Subtotal	2,310 966 3,357.54 2,853.36	12.91 13.91 14.91 15.91	29,822.10 13,437.06 50,060.92 45,396.96 138,717.04
Hauling Hauling Hauling Hauling	8-25/8-29-25 Tons Hauled Subtotal	1,848 2,776.49 1,908.75 875.06	12.91 13.91 14.91 15.91	23,857.68 38,620.98 28,459.46 13,922.20 104,860.32
			, (0, 0%)	\$368,894.73 \$0.00
		Sales Tax	((0.0%)	\$368,894.73
J & K Trucki	ina	Total	- /Cradita	\$0.00
II II WWW	303-263-	5011 Payments		\$U.U



Date 9/18/2025 Invoice # 1178

Bill To

City & County of Denver DOTI 201 West Colfax Avenue Dept. 608 Denver, CO 80202 Ship To

P.O. #

Terms

Net 15

Ship Date

9/18/2025

Due Date

10/3/2025

Other

ltem	Description	Qty	Price	Amount
	2021 Contract Hauling DOTI-2-2-59927-00			
Hauling Hauling Hauling Hauling	9-2/9-5-25 Tons Hauled Subtotal	686 4,652.75 28 1,464.53	12.91 13.91 14.91 15.91	8,856.26 64,719.75 417.48 23,300.67 97,294.16
Hauling Hauling	9-8/9-12-25 Tons Hauled Subtotal	2,016 8,529.55	12.91 13.91	26,026.56 118,646.04 144,672.60
		Subtotal	Subtotal	
		Sales Tax	(0.0%)	\$0.00
Tantas (Total		\$241,966.76
J & K Truckii		3-5011 Payments	s/Credits	\$0.00

303-263-5011

Payments/Credits \$0.00 Balance Due \$241,966.76