

Emergency Procurement Form
Aztec Municipal School District No. 2
Business Office
Request for Emergency Procurement

I, Malinda Fowler, the authorized designee of Aztec Municipal School District No. 2 hereby authorize this emergency procurement in keeping with the provisions of Section 13-1-127B NMSA (see below), which I have read.



Superintendent

12/21/15

Date



Chief Procurement Officer

12/21/2015

Date

Describe the Emergency:

McCoy Elementary School sustained water damage due to a broken water line.

Document the justification for the procurement method (i.e. vendors contacted (name and address), quotation amounts, amount and term of contract, a listing of services, construction or tangible property procured under the contract, etc.):

Please table on page 2.



Maintenance Director

12/21/2015

Date

*by Gary M. Martinez
for Director of Finance*

13-1-27B Emergency Procurements

- A. The state purchasing agent, a central purchasing office or designee of either may make or authorize others to make emergency procurements when there exists a threat to public health, welfare, safety or property requiring procurement under emergency conditions, provided that emergency procurements shall be made with competition as is practicable under the circumstances. A written determination of the basis for the emergency procurement and for the selection of the particular contractor shall be included in the procurement file. Emergency procurements shall not include the purchase of lease purchase of heavy road equipment.
- B. An emergency condition is a situation which creates a threat to public health, welfare or safety such as may arise by reason of floods, epidemics, riots equipment failures or similar events. The existence of the emergency condition creates an immediate and serious need for services, construction, or items of tangible personal property that cannot be met through normal procurement methods and the lack of which would seriously threaten:

the functioning of government;
the preservation or protection of
property; or the health or safety
of any person

Vendor Name	Vendor Address	Description of Work	Estimated Amount
CAT 5 Restoration & Construction	1710 W Aztec Blvd Aztec, NM 87410	Water remediation	\$ 15,000.00
Mooring	710 Bailey Ln. Ste B Placitas, NM 87043	Water remediation	\$ 15,000.00
High Tech Floors	704 S Orchard Ave Farmington, NM 87401	Floor/baseboard repair	\$ 5,000.00
Mid State Mechanical	7345 US-64 Bloomfield, NM 87413	Plumbing	\$ 5,000.00
Various Vendors (they will be posted as soon as they are known)			\$ 20,000.00