

**CITY OF GALLUP, NEW MEXICO
PURCHASING DEPARTMENT
REQUEST FOR EMERGENCY PROCUREMENT**

I, Francis Rodriguez THE AUTHORIZED DESIGNEE OF THE CITY OF Gallup, New Mexico hereby authorize this emergency procurement in keeping with the provisions of Section 13-1-127B NMSA (see below), which I have read.

Dennis Romero

Department Head

Francis Rodriguez

Purchasing Director / Procurement Officer

2/27/20

Date

2/27/20

Date

Describe Emergency: Wastewater crew responded to a call of sewer coming out of the manhole near 2800 W. Hwy 66 . After investigating the matter, crew discovered a collapsed manhole just west of the initial reported call. Emergency excavation was required due to seriousness of the sewer spill that was coming from the collapsed manhole. Dallago was able to come out with their equipment to excavate and also rebuilt the manhole.

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

The City wastewater department called the following;

20x - unavailable

Murphy Builders - unavailable

Dallago - answered and available with their equipment

Section 13-1-127 NMSA 1978 - 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 that creates a threat to public health, welfare or safety such as may arise by reason of floods, fires, epidemics, riots, acts of terrorism, equipment failures or similar events and includes the planning and preparing for an emergency response. 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.Emergency procurements shall not include the purchase or lease purchase of heavy road equipment.
- C. The state purchasing agent or a central purchasing office shall use due diligence in determining the basis for the emergency procurement and for the selection of the particular contractor. The determination shall be in writing and included in the procurement file.
- D. Money expended for planning and preparing for an emergency response shall be accounted for and reported to the legislative finance committee and the department of finance and administration within sixty days after the end of each fiscal year.

Westside Manhole – Virgie’s Area







