



**CITY OF AZTEC
EMERGENCY DETERMINATION FORM**

Notification Number: EM 2018-638

Post Date: 11/6/2017

The emergency procurement method (NMSA 1978, Section 13-1-127) may only be used when there exists a threat to public health, welfare, safety or property requiring procurement under emergency conditions. 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:

1. the functioning of government;
2. the preservation or protection of property; or
3. the health or safety of any person.

Emergency procurement must be posted within three business days of awarding an emergency procurement.

- I. Name of Department: **Electric**
Department Head: **Ken George**
Telephone Number: **505-334-7667**
- II. Prospective Contractors (Name & Address):
**Pro Tree Services, Cornell Halona
#8 CR 3955
Farmington, NM 87401**

- III. Amount of prospective contract: **\$4,826.50**
IV. Term of prospective contract: **November 2017**

- III. Please thoroughly list the services (scope of work), construction or items of tangible personal property of the prospective contract:

Extra large cottonwood to be cut down to 20 feet, including wood and debris to be cleaned and removed from property

- IV. Provide an explanation for the justification of the procurement including a description of the practicable competition utilized. (Do not use “technical jargon;” use plain English. Do not tailor the criteria simply to exclude other contractors if it is not rationally related to the purpose of the contract.)

The dead tree located at 805 Blanco in Aztec, New Mexico is causing imminent danger due to the limbs breaking off. Causing damage to the health, safety welfare of the public including private and public property.

Certified by:

Date: _____

City Purchasing Agent

Internal Review by:

Date: 11.6.17

Karent
City Finance Director /CFO

APPROVED:

Date: 11/6/17

[Signature]
City of Aztec City Manager