



**CITY OF AZTEC  
EMERGENCY DETERMINATION FORM**

**Notification Number:** EM 2020-732

**Post Date:** 12/5/2019

**NIGP Code:** 91300

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: **Public Works**  
Department Head: **Stephen R. Morse**  
Telephone Number: **505-334-7660**
- II. Prospective Contractors (Name & Address):  
**TRC, Incorporated**  
**Flora Vista, NM**

III. Amount of prospective contract: **Time and Materials up to \$5,000.00**

IV. Term of prospective contract: **One or two day repair**

**P.O. # 2020282**

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

This project involves the following tasks related to the repair of a damaged 8" diameter PVC air distribution pipe located in the aeration tank of Train 2 of the City's Activated sludge wastewater treatment plant. This work was performed inside of the de-watered concrete aeration tank.

1. Cut and remove the damaged section of the existing 8" diameter PVC air pipe.
2. Provide and install approximately 20 feet of new 8" diameter PVC pipe.
3. Install a new thrust block provided by the City and pipe supports to stabilize the new pipe.
4. Leak test the new air piping

Due to the quick response and the daytime above freezing temperatures, the liquid inside of the 4" diameter PVC sludge pipe did not freeze. Repair or replacement of this pipe was not required. I

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 failure of the air pipe occurred sometime before 8:30 am on Monday December 2, 2019 when it was discovered. This failure resulted in a significant reduction in treatment in one half of the treatment plant along with spewing water and sludge into the air. The aeration tank in the wastewater plant was pumped down to expose the damaged pipe. This pumping was a slow process and was completed in the morning of December 3, 2019. This pumping exposed the air pipe to allow repair assessment also exposed a sludge pipe full of liquid sludge that could freeze if left exposed during freezing weather. Immediate replacement of the air pipe was required to prevent the freezing of the sludge pipe and return the treatment plant to fully functioning facility. Meanwhile the plant was functioning at half capacity with a likely outcome that if operated this way for an extended period of time, the plant may not meet discharge standards set in the NPDES permit. It was imperative to repair the air pipe as soon as possible. The nearest contractor able to immediately assess the repair and perform this work quickly was contacted. An time and materials estimate was received and approved late in the day on December 2, 2019. Work on the repair of the pipe began at 7:30 AM on December 4, 2019 and was completed by 5 PM that same day. Refilling of the tanks began as soon as the work was completed.

Certified by:

\_\_\_\_\_  
City Purchasing Specialist

Date: \_\_\_\_\_

Procurement Compliance Review by:

*K. [Signature]*  
\_\_\_\_\_  
Chief Procurement Officer  
*post to city website 12/5/19*

Date: 12.5.19

Budgetary Review:

*K. [Signature]*  
\_\_\_\_\_  
Finance Director

Date: 12.5.19

APPROVED:

\_\_\_\_\_  
City Manager

Date: \_\_\_\_\_