



**CITY OF AZTEC  
EMERGENCY DETERMINATION FORM**

**Notification Number:** EM 2020-744

**Post Date:** 4/2/2020

**NIGP Code:**

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: **City of Aztec - Multiple Departments**  
Department Head: **Steve Mueller, City Manager**  
Telephone Number: **505-334-7600**
- II. Prospective Contractors (Name & Address):

**VARIOUS SUPPLIERS TO BE UTILIZED DURING THE COVID-19  
DECLARATION OF EMERGENCY.**

- III. Amount of prospective contract: **\$20,000**  
IV. Term of prospective contract: **March 2020 - August 2020**

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

Goods and services being procured under this emergency determination are: personal protective equipment and supplies; temporary labor; janitorial services and supplies; decontamination equipment and services, medical supplies, food, and other goods and services necessary in efforts to mitigate and contain COVID-19 Virus.

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.)

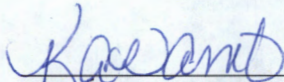
The World Health Organization has declared the coronavirus outbreak a pandemic. The Office of the Governor declared a Public Health Emergency across the State of New Mexico on March 11, 2020. City of Aztec New Mexico declared a Public Health Emergency on March 24, 2020. Emergency procurement shall be completed with competition as is practicable under the circumstances.

Certified by:

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

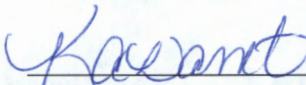
Date: \_\_\_\_\_

Procurement Compliance Review by:

  
\_\_\_\_\_  
Chief Procurement Officer

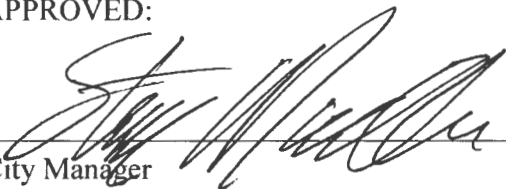
Date: 4.2.2020

Budgetary Review:

  
\_\_\_\_\_  
Finance Director  
101-7110-71105

Date: 4.2.2020

APPROVED:

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

Date: 4/7/20