



**CITY OF AZTEC
EMERGENCY DETERMINATION FORM**

Notification Number: EM 2021-767

Post Date: 12/1/2020

NIGP Code: 720, 890

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):
MW Electric
PO Box 70
Aztec NM 87410

- III. Amount of prospective contract: **Estimated \$13,000**
IV. Term of prospective contract: **30 days (Until contactor installed and VFD fans repaired).**

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

This contract involves the troubleshooting of the existing VFD and purchase and installation of a contact/starter to bypass the malfunctioning VFD for the pump at our River Pump Station for raw water. The bypass is needed to allow manual operation of the pump until the VFD malfunction has been repaired.

- 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.)

This purchase is an emergency because the river and this pump are our only source of raw water when the ditches are shut down. With the pump not functioning, we are currently depleting our reservoir storage of water and need to get the pump functioning as soon as possible. MW Electric was selected to troubleshoot the problem and get the pump running. When it was determined that a bypass of the VFD was needed on the Wednesday before Thanksgiving and a part needed to be ordered and shipped immediately to get the pump functioning, we ordered the part through the contractor on-site (M&). The part will arrive on 12-1-2020 and will be installed by 12-2-2020.

Certified by:

City Purchasing Specialist

Date: _____

Procurement Compliance Review by:

Kristamer
Chief Procurement Officer

Date: 12/1/2020

Budgetary Review:

Kristamer
Finance Director

Date: 12/1/2020

APPROVED:

Eric Mueller
City Manager

Date: 12/4/2020