CITY OF AZTEC
EMERGENCY DETERMINATION FORM

Notification Number: 70-M0005-26-EM124

Post Date: 11-23-26

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: Public Works

Department Head: Andrew DiCamillo

Telephone Number: 505-334-7660

II. Prospective Contractors (Name & Address):

3-D Septic & Pumping LLC
418 N. Jordan
Bloomfield, NM 87413

III. Amount of prospective contract: 6250.00

IV. Term of prospective contract: 48 hours

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

Hired 3-D Septic & Pumping to pump raw sewage out of and from around Llano Lift Station and Wastewater Treatment Plant to keep as much sewage from getting into the flood waters.

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 was an emergency health risk and we needed someone as soon as possible. 3-D Septic was the first to answer the call late in the evening.

Certified by:

Bart Blake Date: 11-17-26

City Purchasing Specialist

Procurement Compliance Review by:

Jennie Achée Date: 11/17/2026

Chief Procurement Officer

Budgetary Review:

Jennie Achée Date: 11/17/2026

Finance Director

APPROVED:

Date: 11/18/26

City Manager

GENERAL MESSAGE (ICS 213)

1. Incident Name (Optional):

2. To (Name and Position):
Jennie Achee Finance/ Business Office Director, Chief Procurement Officer

3. From (Name and Position):
Brandy Colson, Public Works Executive Administrative Assistant

4. Subject: FLOD01	**5. Date:** 10/23/26	**6. Time** 11:00 PM

7. Message:
3-D Septic was called out to the Llano Lift Station to pump raw sewage away from the river due to flooding that caused the lift station to be shut down.

8. Approved by: Name: _____ Signature: _____ Position/Title: _____

9. Reply:

10. Replied by: Name: _____ Position/Title: _____ Signature: _____

ICS 213 Date/Time: _____

ICS 213
General Message

Purpose. The General Message (ICS 213) is used by the incident dispatchers to record incoming messages that cannot be orally transmitted to the intended recipients. The ICS 213 is also used by the Incident Command Post and other incident personnel to transmit messages (e.g., resource order, incident name change, other ICS coordination issues, etc.) to the Incident Communications Center for transmission via radio or telephone to the addressee. This form is used to send any message or notification to incident personnel that requires hard-copy delivery.

Preparation. The ICS 213 may be initiated by incident dispatchers and any other personnel on an incident.

Distribution. Upon completion, the ICS 213 may be delivered to the addressee and/or delivered to the Incident Communication Center for transmission.

Notes:

- The ICS 213 is a three-part form, typically using carbon paper. The sender will complete Part 1 of the form and send Parts 2 and 3 to the recipient. The recipient will complete Part 2 and return Part 3 to the sender.
- A copy of the ICS 213 should be sent to and maintained within the Documentation Unit.
- Contact information for the sender and receiver can be added for communications purposes to confirm resource orders. Refer to 213RR example (Appendix B)

Block Number	Block Title	Instructions
1	**Incident Name** (Optional)	Enter the name assigned to the incident. This block is optional.
2	**To** (Name and Position)	Enter the name and position the General Message is intended for. For all individuals, use at least the first initial and last name. For Unified Command, include agency names.
3	**From** (Name and Position)	Enter the name and position of the individual sending the General Message. For all individuals, use at least the first initial and last name. For Unified Command, include agency names.
4	**Subject**	Enter the subject of the message.
5	**Date**	Enter the date (month/day/year) of the message.
6	**Time**	Enter the time (using the 24-hour clock) of the message.
7	**Message**	Enter the content of the message. Try to be as concise as possible.
8	**Approved by** • Name • Signature • Position/Title	Enter the name, signature, and ICS position/title of the person approving the message.
9	**Reply**	The intended recipient will enter a reply to the message and return it to the originator.
10	**Replied by** • Name • Position/Title • Signature • Date/Time	Enter the name, ICS position/title, and signature of the person replying to the message. Enter date (month/day/year) and time prepared (24-hour clock).

GENERAL MESSAGE (ICS 213)

1. Incident Name (Optional):

2. To (Name and Position):
Jennie Achee Finance/ Business Office Director, Chief Procurement Officer

3. From (Name and Position):
Brandy Colson, Public Works Executive Administrative Assistant

4. Subject: FLOD06	**5. Date:** 10/23/26	**6. Time** 11:00 PM

7. Message:
3-D Septic was called out to the Wastewater Treatment Plant to pump raw sewage away from the river due to flooding that caused a line to break at the plant.

8. Approved by: Name: _____ Signature: _____ Position/Title: _____

9. Reply:

10. Replied by: Name: _____ Position/Title: _____ Signature: _____

ICS 213 Date/Time: _____

ICS 213
General Message

Purpose. The General Message (ICS 213) is used by the incident dispatchers to record incoming messages that cannot be orally transmitted to the intended recipients. The ICS 213 is also used by the Incident Command Post and other incident personnel to transmit messages (e.g., resource order, incident name change, other ICS coordination issues, etc.) to the Incident Communications Center for transmission via radio or telephone to the addressee. This form is used to send any message or notification to incident personnel that requires hard-copy delivery.

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Block Number	Block Title	Instructions
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3-D Septic & Pumping LLC

418 N Jordan
Bloomfield N.M 87413

3dpumping@gmail.com

Invoice

Date	Invoice #
10/25/2026	70147

Bill To

City Of Aztec
201 W ChacoSt
Aztec ,NM 87410

P.O. #	Terms	Due Date	WO#
	Due on receipt	10/25/2026	

Description	Qty	Rate	Amount
Pumping lift stations Emergency call out Small Truck	6	275.00	1,650.00
Pumping lift stations Emergency call out . Big Truck	6	400.00	2,400.00
Emergency Call out to Pump Lift Station At Hartman Park Due to Massive Flood			
Call Out @ 11:30am 10/24/26 End @ 5:30 PM 10/24/26			

$4,050.00

$0.00

$4,050.00

Total	
Balance Due	$4,050.00

3-D Septic & Pumping LLC

418 N Jordan
Bloomfield N.M 87413

3dpumping@gmail.com

Invoice

Date	Invoice #
10/25/2026	70146

Bill To

City Of Aztec
201 W ChacoSt
Aztec ,NM 87410

P.O. #	Terms	Due Date	WO#
	Due on receipt	10/25/2026	

Description	Qty	Rate	Amount
Pumping Emergency call out after 4pm. Big Truck Emergency call out to WWTP due to Line Break CAll out @ 11:00pm 10/23/26 End @ 4:30am 10/24/26	5.5	400.00	2,200.00

$2,200.00

$0.00

$2,200.00

Total	
Balance Due	$2,200.00

Thank you for your submission.
The procurement will be reviewed by one of our buyers.
In the future, any amendment to a sole source contract that adds to or changes or impacts in any way any of the terms and conditions listed below (which are set forth in statute, see Section 13-1-126.1. NMSA 1978), the sole source must be reposted for a new, additional 30 day period.

- if the parties to the proposed contract change;
- if the nature and quantity of the service, construction or item of tangible personal property being contracted for, changes; and
- if the contract amount changes.

Print

Agency :	M0005 - CITY OF AZTEC
Procurement Number :	70-M0005-26-EM124
Next Step :	REVIEW
Uploaded Files :	Emergency Determination: 3-D SEPTIC EMERGENCY FORM COA SIGNED.pdf
Completed date :	Monday, November 23, 2026 9:22 AM
Completed by :	BRENDA BLAKE

