

## NMHU PURCHASING DEPARTMENT

### EMERGENCY PROCUREMENT JUSTIFICATION FORM

An emergency procurement is one for which there exists a threat to public health, welfare, safety or property. An emergency procurement must comply with §13-1-127 through §13-1-128 N.M.S.A. 1978 and all other statutes pertaining to emergency procurements.

This form must be completed in its entirety. If it is not completed in its entirety it will not be accepted and will be returned to the requestor.

**Describe the situation requiring an emergency procurement.**

The City was blowing down the fire hydrants on campus and they were in the process of blowing down the hydrant at Lora Shields when we encountered some problems. The water pressure dropped causing the fire system to engage; as a result the back pressure caused the backflow to release. When the backflow released it was unable to reset due to a malfunction in the backflow.

**If an emergency declaration was not made what kind of negative effect(s) would the University face?**

There would have been substantial water loss from a 4" water meter and it would have disabled the fire system in the Lora Shields building.

**What types of services, construction and/or tangible items were procured?**

We need to have a certified backflow technician repair and re-test the system. I was able to get with Green Acres and he has agreed to do the repairs and re-test the system.

**Were you the only individual to make the determination that an emergency situation occurred?**

No.

**Did you rely on information from other individuals to make your determination, if so by who and what information did they provide?**

Manual Baca, NMHU Plumber, and Eddie Quintana, City of Las Vegas Utility Supervisor, both advised that the backflow was not resetting and the water flow could not be stopped.

**Provide the name and address of the contractor/vendor and amount of the procurement.**

Green Acres, 6 Park Road, Las Vegas, NM 87701, \$5000.00

**Explain how this contractor/vendor was chosen.**

He was the only certified backflow operator we could get ahold of at the time.

**Did you request additional quotes? If additional quotes were not sought explain why.**

We didn't have time to get quotes due to the emergency situation.

