

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 transformer near the Viles & Crimmin residence hall and the transformer near the Donnelly Library malfunctioned leaving seven buildings without power, and the entire campus without communications and IT access. The broadcasting of distance ed classes was disrupted, as well as other critical IT dependent operations. Payroll was placed on hold until power could be restored. PR's and PO's could not be processed because Banner was down.

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

The power would not have been restored to the University for possibly two additional days because of the upcoming weekend. PNM personnel would have had to return another day before the transformer could have been taken off their truck. For every day the university was offline, the university was at risk since fire panels were not operating in seven of the buildings. It was at risk for increased crime and other liabilities. It would have sustained greater losses of productivity and decreased services to its students.

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

Transformer

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

No, the Facilities crew all realized we had an emergency situation at hand.

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

Yes, information was being provided by the Facilities Services crews.

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

Stuart C Irby, 2417 Aztec Road NE, Albuquerque, NM, \$15,361.19

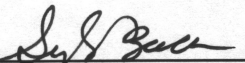
Explain how this contractor/vendor was chosen.

PNM was in charge of finding and securing the replacement transformers to get NMHU

back up and functioning. They chose to go with this particular vendor.

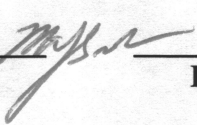
Did you request additional quotes? If additional quotes were not sought explain why.
No. PNM was completely in charge of this particular purchase.

I certify that all the information provided in this document and all attachments (if applicable) are to the best of my knowledge and I understand that there are penalties for willful violations of the State of New Mexico Procurement Code.

<u>Sylvia Baca, ^{Interim} Facilities Director</u>	<u></u>	<u>8-8-13</u>
Requestor Name and Title	Signature	Date

APPROVALS:

<u>see above</u>	<u></u>	<u></u>
Department Head or Dean Name and Title	Signature	Date

<u>Michael Saavedra, Director of Purchasing</u>	<u></u>	<u>08/14/13</u>
Purchasing Department Name and Title	Signature	Date

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