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.

There was a formaldehyde leak in the HSCI rooms 156 & 157. Sylvia Baca requested that I contact Williamson Restoration to clean it up.

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

Safety of students, faculty, and staff was a concern. They would be exposed to the fumes. One person was already exposed and had to be treated for symptoms at the ER, while others experienced like symptoms.

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

Williamson Restoration to clean up formaldehyde and dispose of all items used to clean up the formaldehyde.

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?

Yes. Sylvia Baca said that a professional company was needed to clean up the formaldehyde.

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

Williamson Restoration, 2323A Aztec Rd NE, Albuquerque, NM
$1,501.10

Explain how this contractor/vendor was chosen.

We have used Williamson Restoration in the past.

Did you request additional quotes from other vendors? If additional quotes were not sought explain why.

No, did not have time to get quotes. The situation needed to be taken care of right away.

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.

Custodial Manager Frank Branch		3/26/15
Requestor Name and Title	**Signature**	**Date**

APPROVALS:

Facilities Director		3-26-15
Department Head or Dean Name and Title	**Signature**	**Date**
Director Michael Saavedra		3/27/15
Purchasing Department Name and Title	**Signature**	**Date**

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