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 stair landing fascia was crumbling and falling down at South Kennedy Hall.

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

Fascia falling on passerby could cause moderate to severe injuries. It was also a trip hazard.

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

Services-a contractor was called to clean up the fallen debris and to reinstall and reinforce the fascia support beam.

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

No, Campus Police called and said it was a hazard.

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

Yes, Campus Police, and I also asked the contractor to report back to me.

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

JJ & Son Excavation/Mark Dominguez, PO Box 570, Las Vegas, NM 87701, $1,189.64

Explain how this contractor/vendor was chosen.

This contractor currently has an open contract with the University to repair concrete and masonry items.

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

No, we were contacted just before 5:00 pm on Friday afternoon. We did not have time to get quotes and work needed to be done over the weekend. See answer to previous question as well.

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.

Tonda Dale, Facilities Accountant	Tonda Dale	4/22/16
Requestor Name and Title	**Signature**	**Date**

APPROVALS:

Sylvia Baca, Interim Facilities Director	Sy S Baca	4-22-16
Department Head or Dean Name and Title	**Signature**	**Date**

Michael Snavely, Director		04/27/16
Purchasing Department Name and Title	**Signature**	**Date**

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