4E
FY16 -00

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.

Water was left running by contractor over the weekend of February 20th - 21st, 2016 at the Hilton Science building, which caused a substantial leak into room 217A and surrounding rooms causing water damage to carpet, ceiling tiles, electrical wiring, etc.

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

Daily functions could not be performed and if left alone too long, mold would grow and become a health hazard to occupants of the building.

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

Various vendors were contacted for this emergency including Superior Carpet to extract the water, Ron's Flooring to pull out the carpet, EC Salazar to replace ceiling tiles and floor decking, Electric Horseman to look at possible electrical damage, Havonna for mold testing, and we're waiting to get information from David Sammeth for damage to equipment.

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

No, it was myself and Sylvia Baca.

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

No.

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

Ron's Flooring, 213 S. Grand Ave, Las Vegas, NM, $3,674.00

Explain how this contractor/vendor was chosen.

Ron's Flooring is located here in town and we have used him many times in the past and respond quickly.

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

No, the carpet needed pulled up quickly. It was a safety hazard. It had to be turned around quickly because classes were being held in this room.

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.

Greg Martinez, Project & PM Manager		3/8/16
Requestor Name and Title	**Signature**	**Date**

APPROVALS:

Sylvia Baca, Interim Facilites Director		3-10-16
Department Head or Dean Name and Title	**Signature**	**Date**

Michael Saavedra, Director		03/16/16
Purchasing Department Name and Title	**Signature**	**Date**

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