



CITY OF RATON
EMERGENCY PROCUREMENT JUSTIFICATION FORM

The emergency procurement methods (NMSA 1978, Section 13-1-127) may only be used when there exists a threat to public health, welfare, safety or property requiring procurement under emergency conditions. This existence of the emergency condition creates an immediate and serious need for services, construction or items of tangible personal property that cannot be met through normal procurement methods and the lack of which would seriously threaten:

1. The functioning of government;
2. The preservation or protection of property; or
3. The health or safety of any person

A. Department: PARKS + RECREATION
Requestor: JARED CHATTERLEY
Telephone Number: 575-445-2413
Email: JCHATTERLEY@CITYOFRATON.COM

B. Name of Contractor: TLC
Address of Contractor: 5000 Edith Blvd, Albuquerque NM 87107
Proposed Contract Amount: 2332.50 (Attach copy of estimate/quote)
Term of Prospective Contract: NET 30

C. Please thoroughly list the services (scope of work), construction or items of tangible personal property of the contract: TLC WILL ORDER THE NECESSARY PART AND
ONCE RECEIVED TRAVEL TO RATON TO REPAIR THE HVAC UNIT IN ORDER TO
PREVENT FURTHER DAMAGE TO THE FACILITY CAUSED BY CONDENSATION
BUILD UP ON THE WALLS, SUPPORTS, CEIL + ELECTRICAL FEATURES.

D. Provide an explanation for the justification of the procurement including a description of the practicable competition utilized. WITHOUT A PROPERLY FUNCTION HVAC UNIT
CONDENSATION BUILDS UP + CAUSES PAINT / DRYWALL / GIRDERS TO DEGRADATE
AND RUST IMMEDIATELY + ELECTRICAL FIXTURES TO FAIL

E. Describe what measure are being taken to minimize the duration and effect of this particular emergency procurement. WE ARE OPENING THE DOOR + TRYING TO
VENTILATE THE FACILITY AND MINIMIZE STRUCTURAL DAMAGE. PARTS
WILL BE ORDERED OVERNIGHT TO MAKE THE REPAIRS AS QUICKLY
AS POSSIBLE.

F. Describe what measure the Agency will take in the future to prevent/mitigate use of an emergency procurement under similar circumstances. CONTINUE OUR ROUTINE

MAINTENANCE, TRY TO BETTER FORESEE WEATHER CIRCUMSTANCES
THAT MAKE CREATE SIMILAR PROBLEMS WITH THE ROOF TOP
HVAC SYSTEM

Certified by:

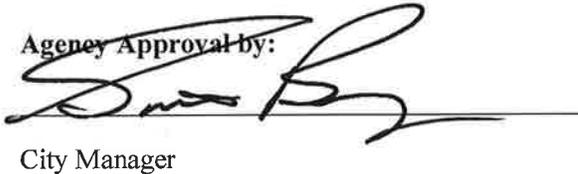

Department Representative/Requestor

Date: 11/20/18


Agency Chief Procurement Officer

Date: 11/20/18

Agency Approval by:


City Manager

Date: 11/20/2018

No later than three business days after an emergency procurement, the City Treasurer/CPO or designee will post notice of an emergency procurement to this section of the City website. The notice will remain posted for no less than 72 hours.