



City of Truth or Consequences  
505 Sims Street  
Truth or Consequences, New Mexico 87901  
City (575) 894-6673 • Fax (575) 894-7767

## EMERGENCY JUSTIFICATION REQUEST FORM

Emergency procurements **MUST** meet the requirements of NMSA 1978, §13-1-127: an Emergency Procurement *may only be made if needed immediately* to: (a) control a serious threat to public, health, welfare, safety or property caused by a flood, fire, epidemic, riot, act of terrorism, equipment failure or similar event or (b) plan or prepare for the response to a serious threat to public health, welfare, safety or property caused by a flood, fire, epidemic, riot act of terrorism, equipment failure or similar event. The emergency procurement method (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. The 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.

The completed Emergency Justification Request Form along with supporting documentation must be submitted within five working days to City Manager, Finance Director, and Chief Procurement Officer. Please note that ALL must be fully completed with supporting documentation in order for this form to be approved.

Please complete all of the following sections of the Emergency Justification Request form:

1. Name of Department Head: BO EASLEY  
Title of Department Head: ELECTRIC DEPT. DIRECTOR  
Telephone Number: 575-740-3824
2. Name of Vendor that is supplying services/goods: AMERICAN ELECTRICAL TESTING  
Address of Vendor: 76 CAIN DRIVE, BRENTWOOD, NY 11717
3. Amount of prospective contract: \$49,649.65  
Term of prospective contract: APROXIMATELY 5 DAYS
4. The quantity of the Service (e.g., 12 months, 15 licenses, etc.): APROXIMATELY 5 DAYS
5. Please thoroughly list the services (scope of work), construction, or items of tangible personal property that is being procured for emergency purposes:
  - A. Provide emergency services to investigate and repair the North Transformer Tap Changer.
  - B. SPX LRT 2000 controller and tap changer, oil pump, and miscellaneous items



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required shall be provided by TorC.

- C. Perform transformer and tap changer 8-part DGA oil analysis.
- D. Double power factor test transformer
- E. Winding resistance test transformer
- F. Insulation resistance test transformer
- G. Transformer turns ratio test tap changer
- H. Hi-potential/insulation resistance test tap changer

Please find the attached copy of the quote from American Electrical Testing along with this form.

6. Provide a full explanation for the justification of the procurement, including a description of the emergency condition(s) requiring use of emergency procurement and the practicable competition utilized in compliance with NMSA 1978, Section 13-1-127.

On 03-30-2021 the City of Truth or Consequences Electric Department lost the tap changer on the North Transformer. They resorted to running the whole City on the South Transformer in order to continue providing electricity to citizens. Mr. Easley began the process of procuring quotes for the necessary repairs, once he received those quotes a requisition was submitted for McKinley Sales Company, Inc. on 04-26-2021, to come to Truth or Consequences and install the tap changer. Discussion was had and a date was set for the repairs to begin on June 15, 2021. On June 8, 2021, Chuck McKinley emailed Mr. Easley notifying him that the crew he had scheduled to come and do the repairs was being held up in Colorado with another emergency situation and would not be able to make it to TorC until June 21, 2021. (See attached email) With temperatures beginning to rise over 100 degrees and the whole town running on one transformer we find it necessary to seek a new vendor that can make it down to install the parts as soon as possible to avoid the loss of our second transformer.

7. Please describe what measures are being taken to minimize the duration and effect of this particular emergency procurement (for example: is the emergency only in place until a competitive process can be completed, etc.).

Right now, we have posted public notices multiple times asking citizens and businesses to conserve as much electricity as they can so the South Transformer is not overloaded. This emergency situation will only be in place until the tap changer on the North Transformer is repaired and can be put back online.



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8. Describe what measures the Department will take in the future to prevent/mitigate use of an emergency procurement under similar circumstances.

Due to the fact that the North Transformer has ran its life span and is needing to be replaced, we have begun the RFP process to procure a new transformer in hopes of preventing situations like this in the future.

City of Truth or Consequences Approval by:

[Signature] \_\_\_\_\_ Date: 06/10/21

Certified By:

[Signature] \_\_\_\_\_ Date: 6/10/21  
Chief Procurement Officer



76 Cain Drive  
Brenwood, NY 11717  
Phone: (631)617-5330  
www.aetco.us

June 9, 2021

Mr. Bo Easley  
Electric Department Director  
City of Truth or Consequences  
505 Sims Street  
Truth or Consequences, NM 87901

**RE: Emergency Services for North Transformer Tap Changer  
AET Quote: L210604**

Dear Mr. Easley:

American Electrical Testing Co., LLC is pleased to present this proposal to provide emergency services on the North Transformer Tap Changer at the Hot Springs Substation on behalf of the City of Truth or Consequences.

American Electrical Testing Company has a staff of highly skilled NETA Certified Field Engineers, Power System Engineers, Professional Engineers, and support personnel available to provide the power system services required for this project.

**1) Work Scope:**

- a. Provide emergency services to investigate and repair the North Transformer Tap Changer.
- b. SPX LRT 2000 Controller and Tap Changer, oil pump, and miscellaneous items required shall be provided by TORC.
- c. Perform transformer and tap changer 8-part DGA oil analysis.
- d. Doble Power Factor Test Transformer
- e. Winding Resistance Test Transformer
- f. Insulation Resistance Test Transformer
- g. Transformer Turns Ratio Test Tap Changer
- h. Hi-potential/Insulation resistance test tap changer.

**2) The total cost to perform the work as noted above is a fixed price of \$49,649.65**

**3) Notes:** This work does not include any unforeseen anomalies not listed in this proposal. Any additional work or support required may be performed additionally on a time and material basis upon approval of The City of Truth or Consequences.



American Electrical Testing Co., LLC

Thank you for the opportunity to submit this proposal. We look forward to working with you on this project. If you have any questions, please do not hesitate to give me a call @ 631-449-1554.

Sincerely,

*William R. Fernandez*

William R. Fernandez  
New York Area Manager

**Easley, Bo**

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**From:** chuck@energy-associates.com  
**Sent:** Tuesday, June 8, 2021 1:09 PM  
**To:** Easley, Bo  
**Cc:** 'Cooley, Stephen'; 'Kinker, Greg'; jason@energy-associates.com  
**Subject:** GE LRT-200 Work

Hi Bo

Got some bad news. The personnel from SPX scheduled to be in T or C next week starting June 15<sup>th</sup> are on an emergency job in Colorado and I just was advised they are not going to finish in time. They are now scheduled for June 21<sup>st</sup>. but if they can get done in Colorado earlier, they will let us know. Sorry.

Best Regards,

Chuck McKinley

McKinley Sales Company

8325 Washington Street NE

Albuquerque, New Mexico 87113

505-821-0004 Office

505-269-6775 Cell



**AMERICAN  
ELECTRICAL  
TESTING**

76 Cain Drive  
Brentwood, NY 11717  
Phone: (631)617-5330  
[www.aetco.us](http://www.aetco.us)

June 9, 2021

Mr. Bo Easley  
Electric Department Director  
City of Truth or Consequences  
505 Sims Street  
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American Electrical Testing Co., LLC

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Sincerely,

*William R. Fernandez*

William R. Fernandez  
New York Area Manager



**From:** [Swingle, Bruce](#)  
**To:** [Easley, Bo](#)  
**Cc:** [Kirkpatrick, Carol](#); [Fuentes, Priscilla](#)  
**Subject:** RE: Emergency Service - North Transformer Tap Changer  
**Date:** Wednesday, June 09, 2021 4:24:38 PM  
**Attachments:** [image002.png](#)  
[image003.png](#)

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Bo: I have to defer the PO question to Carol, but this situation is an emergency. Particularly after the original company bailed in the 11<sup>th</sup> hour. We can't let the grid go down. I will approve any emergency PO's to purchase and install the Tap Changer.

**From:** Easley, Bo <[beasley@torcnm.org](mailto:beasley@torcnm.org)>  
**Sent:** Wednesday, June 9, 2021 3:43 PM  
**To:** Swingle, Bruce <[bswingle@torcnm.org](mailto:bswingle@torcnm.org)>  
**Cc:** Kirkpatrick, Carol <[ckirkpatrick@torcnm.org](mailto:ckirkpatrick@torcnm.org)>; Fuentes, Priscilla <[PFuentes@torcnm.org](mailto:PFuentes@torcnm.org)>  
**Subject:** FW: Emergency Service - North Transformer Tap Changer

Afternoon Bruce,

See attached quote to install parts for North Transformer Tap Changer. They plan to be here Sunday 6/13/21 to start installing parts. Do you want to do a Emergency P.O for these repairs.

Carol,

How do you want me to handle this emergency P.O. please let me know.

Thank You

Bo Easley - Electric Department Director  
City of Truth or Consequences  
505 Sims Street  
Truth or Consequences, NM 87901  
Off: 575-894-6673 Ext. 372  
Cell: 575-740-3824  
[Beasley@torcnm.org](mailto:Beasley@torcnm.org)



**From:** William Fernandez <[bfernandez@aetco.us](mailto:bfernandez@aetco.us)>  
**Sent:** Wednesday, June 9, 2021 3:17 PM  
**To:** Easley, Bo <[beasley@torcnm.org](mailto:beasley@torcnm.org)>  
**Cc:** Patricia Devita <[pdevita@aetco.us](mailto:pdevita@aetco.us)>

**Subject:** Emergency Service - North Transformer Tap Changer

Bo,

Attached is the proposal for us to provide emergency service on your North Transformer Tap Changer. Upon your review, please advise if you would like to proceed as we need to expedite the test equipment and tools by tomorrow to arrive at your facility on Friday. Please call my cell if you have any questions.

Best Regards,

William R. Fernandez

*New York Area Manager*

**American Electrical Testing Co., LLC**

76 Cain Drive, Brentwood, NY 11717

W (631) 617-5330 | C (631) 449-1554 | E [bfernandez@aetco.us](mailto:bfernandez@aetco.us)

[www.aetco.us](http://www.aetco.us)

***Safety First...No One Gets Hurt!***





**CITY OF TRUTH OR CONSEQUENCES**

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PH: (575) 894-6673  
FAX: (575) 894-0363

**PURCHASE ORDER**

**PO Number:** 74357  
**Requisition #:** 85482

**Date:** 06/10/2021  
**Vendor #:** 8050

**ISSUED TO:** AMERICAN ELECTRICAL TESTING CO., INC  
P.O. BOX 825124  
PHILADELPHIA, PA 19182-5124

**SHIP TO:** City of Truth or Consequences  
505 Sims St.  
Truth or Consequences, NM 87901

ITEM	UNITS	VENDOR PART #	DESCRIPTION	GL ACCT #	PROJ ACCT #	PRICE	AMOUNT
1	0		INSTALL TAP CHANGER- NORTH TRANSFORMER INSTALL TAP CHANGER ON THE NORTH TRANSFORMER SEE ATTACHED ATTACHED DOCUMENTS FOR EMERGENCY PROCUREMENT	503-3702-47415		0.00	49,649.65

<b>SUBTOTAL:</b>	49,649.65
<b>TOTAL TAX:</b>	0.00
<b>SHIPPING:</b>	0.00
<b>TOTAL</b>	49,649.65

Chief Purchasing Office *Jimmy Gardner* Date: 6/10/21

Director of Finance: Requisition approved electronically.

City Manager: Requisition approved electronically.

*X* *Bunge*

1. Send INVOICE to Accounts Payable, address as noted above.
2. Prepay all transportation charges, and attach receipted freight bill to invoice.
3. Show our Purchase Order number on all Invoices, Bills of Lading, Packages, etc.
4. This order must NOT be filled in greater or lesser quantities than shown without our written permission.
5. This order is issued with the understanding that if material is not according to our specifications, same will be returned at seller's expense.
6. The right is reserved to cancel this order if not filled within a reasonable length of time.
7. The City is exempt from all federal excise and state tax - ID# 01-405755-007