



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: Carol Kirkpatrick
Chief Procurement Officer: Kristin Saavedra
Telephone Number: 575-952-0490
2. Name of Vendor that is supplying services/goods:
Address of Vendor:
New Mexico Tap Master
3. Amount of prospective contract: \$24,256.26
Term of prospective contract: one time for emergency repair
4. The quantity of the Service (e.g., 12 months, 15 licenses, etc.):
One time for emergency repair



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5. Please thoroughly list the services (scope of work), construction, or items of tangible personal property that is being procured for emergency purposes:

12" double Linestop in AC Waterline OD 14.49

Tap master to supply 2 qty 12" SS Linestop sleeves for AC waterline complete, 2 qty 2" blow down assemble complete, emergency freight charges per trip

Mobilization charge per trip

Note: linestop to be in place for 1 day hold time. After 1 day hold time customer will be charged \$750 per day per machine for additional hold time.

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.

We do not have the proper equipment to turn the valve off as well as to repair it. Unfortunately, we must seek a third party to repair the valve in order for the water to be returned to the nearby residents.

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.).

We have contacted a third party that has the equipment needed to repair and restore water as well as minimize the water flow to the surrounding neighborhoods.

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

We are currently working on measures and protocol that will help us to better track the water flow as well as monitor any and all possible issues surrounding the problem area.



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City of Truth or Consequences Approval by:

Lisa Alvarado

City Manager

2-25-2021

Date:

Certified By:

Kristin Shaver

Chief Procurement Officer

2-25-21

Date: