



Central Consolidated School District EMERGENCY DETERMINATION FORM

The emergency procurement method (NMSA 1978, Section 13-1-127) may only be used for an emergency procurement when the service, construction or item of tangible personal property procured is needed immediately to:

- 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
- 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; and

the goods or services cannot be acquired through normal procurement methods.

Keep in mind that the state purchasing agent or a central purchasing office in making an emergency procurement, shall:

- employ a competitive process to the extent practicable under the circumstances; and
- use due diligence in determining the basis for the procurement and in selecting a contractor; and
- shall not make an emergency procurement for the purchase or lease of heavy road equipment.

The state purchasing agent or a central purchasing office that makes an emergency procurement shall outline its determination of the basis for the procurement and its selection of the contractor in writing and include the writing in the procurement file. (That writing can be made on this form.) Promptly thereafter:

- the state purchasing agent shall post notice of the procurement on its website; or
- the central purchasing office shall post notice of the procurement on its website, if it maintains one, and shall transmit the notice to the state purchasing agent for posting on the state purchasing agent's website.

NOTE: the state purchasing agent or a central purchasing office that makes an emergency procurement to 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 shall account for the money spent in making the procurement and report on that accounting to the legislative finance committee and the department of finance and administration within sixty days after the end of the fiscal year in which the procurement was made.

I. Name of Agency: Central Consolidated School District

Agency Chief Procurement Officer: Christi Walter

Telephone Number: 505-368-4984 Ext. 1042

II. Name of Contractor: Serrano's Inc

Address of Contractor: PO Box 126, Bloomfield, NM 87413

Amount of prospective contract: \$650.00

Term of prospective contract: December 5, 2023

III. Please thoroughly list the services (scope of work), construction or items of tangible personal property of the contract: [Add language from quotes received.]

Due to main sewer line back up. Emergency Call Out. Two tanks on site pumped out 3,200 gals at the following address: Mesa Elementary School US 491, Shiprock NM

IV. Provide an 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.

The services is required for an "unsanitary environment" for the community – Mesa Elementary School and the Mesa Housing.

V. 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.).

The call was not foreseen

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

Consider entering a blanket PO to companies to provide back up sewer services as needed.

Certified by:

Christi Walter
Agency Chief Procurement Officer

12-6-2023
Date

Agency Approval by:

[Signature]
Finance Director or designee

12.6.23
Date

[Signature]
Superintendent of Schools or designee

12-6-23
Date

Note: All emergencies must be posted to the SPD website:

<https://www.generalservices.state.nm.us/statepurchasing/submit-emergency.aspx>



PORTABLE TOILET SERVICE

Phone: (505) 632-9494
Email: gserrano@serranosinc.com

PO Box 126
Bloomfield, NM 87413

QUOTATION

Quote by: Georgia Serrano,	Requested by: Stephane	nelsst@centralschools.org
Company: Central Schools	Quote Date: 12/05/2023	Delivery dates: 12/05/2023
Site: Mesa Elementary School - US 491 Shiprock NM		
Emergency Call out. 12/05/23		
Pumped 3200 gals – Two tanks on site		\$650.00

Serrano's Inc., hereby leases to the above-named customer, portable restroom facilities and service at the rate and terms shown above. We will deliver to the lessee's control at the above location, and will furnish said equipment with all necessary supplies and services. Lessee agrees to pay or reimburse for all breakage or damage to said equipment.

Lessee agrees not to remove the leased property from the above location, and shall not sub-lease to other persons. Lessee's responsibility for equipment continues for a reasonable time until pick-up is made.

Signature