



Central Consolidated School District

Administration Complex

PO Box 1199, Shiprock, NM 87420

US Hwy 64 Old High School Rd

Business Office · 505-598-5834/598-9684 · Fax 598-6626

Personnel · 505-598-1018/368-4963 · Fax 598-1019

Administration · 505-368-4984 · Fax 505-368-5232

EMERGENCY DETERMINATION FORM

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.

I. Name of Department or School: **Maintenance**

Contact Person: **Candice Thompson**

Telephone Number: **505-598-4561**

Fax Number:

Email Address: **thomca@centralschools.org**

II. Name of Prospective Contractor: **Shiprock Window and Glass**

Address of Contractor: **P. O. Box 2814**

City, State, ZIP Code: **Shiprock, NM 87420**

Telephone No.: **505-330-9182**

Fax Number:

Amount of prospective contract: **§ 3500.00**

Term of prospective contract: **1 day**

III. Please thoroughly list the services (scope of work), construction or items of tangible personal property of the contract:

A vehicle ran into the KBO Student Support Services - PAT building on the morning of October 21, 2021. The building has been vacated and personnel have been relocated to other buildings at this time. The aluminum frame storefront window and glass will need replaced.

IV. Provide an explanation for the justification of the procurement including a description of the practicable competition utilized. (Describe how you procured the services.)

We contacted Winters Construction (a CES vendor) but all the work is glass related so they recommended Shiprock Window and Glass. Shiprock Window and Glass was available to come out immediately to assess the damage and is a reliable, quality contractor that is new to working for CCSD.

CERTIFIED BY:


Requestor

10.21.2021

Date

DEPARTMENT OR SCHOOL APPROVAL


Principal or Site Administrator

10.21.2021

Date

CHIEF PROCUREMENT OFFICER APPROVAL


Chief Procurement Officer Signature

10/25/2021

Date

DISTRICT SUPERINTENDENT APPROVAL


Superintendent of Schools Signature

25 OCT 21

Date

Shiprock Window and Glass

P.O. Box 2814
 Shiprock, NM 87420 US
 +1 5053309182
 shiprockwindowandglass@gmail.com



INVOICE

BILL TO
 Central Consolidated School District
 PO Box 1199 Highway 64, Old High School Road
 Shiprock, NM 87420

SHIP TO
 Central Consolidated School District
 PO Box 1199 Highway 64, Old High School Road
 Shiprock, NM 87420

INVOICE 1008
DATE 10/22/2021
TERMS Due on receipt
DUE DATE 10/22/2021

DATE	SERVICE	DESCRIPTION	QTY	RATE	AMOUNT
	Hours	1st and 2nd employee	7	140.00	980.00T
	Hours	3rd employee	3	75.00	225.00T
	Misc Materials	Installation materials	1	250.00	250.00T
	Emergency Call	Emergency Call Charge	1	500.00	500.00T
	Window Installation	Metal Reset Services	3	100.00	300.00T
		SUBTOTAL			2,255.00
		TAX			0.00
		TOTAL			2,255.00
		BALANCE DUE			\$2,255.00