



CITY OF AZTEC
EMERGENCY DETERMINATION FORM
Notice # 15-0433

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.

Emergency procurement must be posted within three business days of awarding an emergency procurement.

I. Name of Department: Senior Community Center
Department Head: Cindy Iacovetto
Telephone Number: 505 334 2881

II. Name of prospective Contractor: Michael Carroll Services
Address of prospective Contractor: 721 Brianna Place
Farmington, NM 87401

Amount of prospective contract: \$756.36 invoice # 3484
Term of prospective contract: billed 7/17/14 30 day

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

Air conditioning unit in main room quit working.
Michael Carroll Services was called for repairs.
Contactor Capacitor bad in East unit and had to be replaced.
Unit on West end also found inoperable. Replaced Blower Contactor Motor and Capacitor.

- IV. Provide an explanation for the justification of the procurement including a description of the practicable competition utilized. (Do not use "technical jargon;" use plain English. Do not tailor the criteria simply to exclude other contractors if it is not rationally related to the purpose of the contract.)

Carroll Services contacted due to their familiarity with AC systems

Certified by:

Date: 7.22.14

Kareland
City Purchasing Agent

Internal Review by:

Date: 7.22.14

Kareland
City Finance Director

APPROVED:

Date: 7/22/14

[Signature]
City of Aztec City Manager