



**CITY OF AZTEC
EMERGENCY DETERMINATION FORM**

NOTICE EM15-0497

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: Electric
Department Head: Ken George
Telephone Number: 505-334-7667

II. Name of prospective Contractor: Roberts Truck Center-Farmington
Address of prospective Contractor: 5444 US Hwy 64
Farmington, NM 87401
Amount of prospective contract: \$9,441.60
Term of prospective contract: April-May 2015

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

Unit #003-014

Diagnostics for gauges not working, noise under dash and oil leak.

Oil Leak repairs (seals, gaskets, manifold plug, air compressor drive belt, crankshaft rear main oil seal))

Replace hose and clamps on power steering box

Remove,inspect and reinstall automatic transmission

While transmission is removed technician will repair and replace torque convertor in the transmission

- 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.)

Roberts Truck Center is the nearest International Dealer and Service Center in the area. Diagnostic tests were performed to check for the not working gauges, noise under dash while driving and oil leak. Roberts Truck Center found an oil leak and to repair the leak the transmission needs to be removed, inspected, and reinstall. Torque converter will need to be repaired and replaced. After diagnostic testing it was determined Unit #003-014 was unsafe for our operations. We need these repairs completed as soon as possible as this unit is used on a daily basis to provide continuity of electric power to the City of Aztec citizens.

Certified by:

Date: 4.14.15

Karant
City Purchasing Agent

Internal Review by:

Date: 4.14.15

Karant
City Finance Director

APPROVED:

Date: 4/15/15

[Signature]
City of Aztec City Manager