



**CITY OF AZTEC
EMERGENCY DETERMINATION FORM**

EM15-0505

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

Department Head: Ken George

Telephone Number: 505-334-7665

II. Name of prospective Contractor: Southern States

Address of prospective Contractor: 30 Georgia Avenue
Hampton, GA 30228

Amount of prospective contract: \$10,210.00 + Freight

Term of prospective contract: May-June 2015

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

Switch parts and insulators to be ordered due to damage.
Southern States to send parts asap,
to be replaced by the City of Aztec EOC crew.

- 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.)

Switches were damaged due to a bad connection at the City of Aztec substation. These parts are needed ASAP to continue to supply power to the City of Aztec customers.

Certified by:

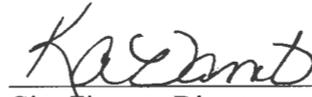
Date: 5.20.15



City Purchasing Agent

Internal Review by:

Date: 5.20.15



City Finance Director

APPROVED:

Date: 5/20/15



City of Aztec City Manager



30 Georgia Avenue, Hampton, GA 30228
P: 770-946-4562 F: 770-946-8106 www.southernstatesllc.com

Customer City Of Aztec SFDC Quote Number 20150520-2908
Created Date 5/20/2015
Expiration Date 8/3/2015

Contact Name Greg Mizell Prepared By Terry Smith
Email gmizell@aztecm.gov Phone (678) 674-1684
E-mail t.smith@southernstatesllc.com

Product	Part Number	Quantity	Sales Price	Total Price
CBL-T 15KV 1200A LP Only	20890119LP3	2.00	\$4,775.00	\$9,550.00
PT 15 TR205 3GR	10121705	12.00	\$55.00	\$660.00

Total Price \$10,210.00
Grand Total \$10,210.00

Terms

Estimated Shipping 6 - 8 days ARO at factory
Freight Prepaid and Add
Incoterms FOB: Factory

Payment: Net cash 30 days.
Orders less than \$300 require credit card

Email or FAX PO or Credit Card to:

Please include Quote Number with your order.

DONNA SCHAUER
d.schauer@southernstatesllc.com
678.902.9373 (desk)
678.902.9374 (fax)