



## CITY OF CARLSBAD Emergency Procurement Determination

Dale Janway, Mayor  
John Lowe, City Administrator

FROM: Matt Fletcher, Purchasing Manager

DATE: 3/23/20

**SUBJECT: PPE for COVID-19 Emergency**

Due to the short supply of PPE gear as a result of the COVID-19 outbreak and associated National Emergency Declaration, the City of Carlsbad Chief Procurement Officer has authorized the City of Carlsbad Fire Department to purchase the necessary medical supplies, equipment and PPE gear, as needed, when supplies become readily available locally. Purchases exceeding the small purchase limit threshold of \$2,500 will be exempt from normal procurement methods until such time that the urgent need for such equipment subsides.

It is the opinion of the Chief Procurement Officer, that delays created by following normal procurement methods during this unprecedented time in history, could prevent the Carlsbad Fire Dept. from being able to obtain the equipment and supplies needed in a timely and efficient manner.

In order to be able to respond to the emergency and protect the health and safety of our first responders, the City of Carlsbad will permit the CFD to procure goods and services as needed utilizing the Emergency Procurement guidelines as outlined in (Section 1.4.1.58-64) of the State of New Mexico Procurement Regulations.

1.4.1.59 DEFINITION OF EMERGENCY CONDITIONS: An emergency condition is a situation which creates a threat to public health, welfare, safety or property such as may arise by reason of floods, epidemics, riots, equipment failures or similar events. 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:

- A. the functioning of government;
- B. the preservation or protection of property; or
- C. the health or safety of any person.

A handwritten signature in black ink, appearing to read 'Matt Fletcher', written over a horizontal line.

Matt Fletcher  
Purchasing Manager  
City of Carlsbad