

NOTICE OF DETERMINATION  
for  
EMERGENCY PROCUREMENT

4/17/23

The City is making the determination to proceed with this purchase as an Emergency Procurement as defined in (Section 1.4.1.58-64) of the New Mexico State Procurement Code.

**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.

The CPO opinion is that the emergency procurement is justified by meeting condition A. of Section 1.4.1.59.

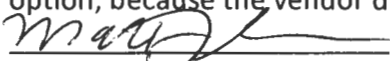
**Description of Emergency Condition(s):**

On April 17, 2023, the City of Carlsbad discovered that a 16 inch supply line that feeds a 2 million gallon water tank and a 3 million gallon water tank in our Double Eagle water well field had developed a major leak in three different areas of the line. Due to this leak, the line has to be shut down until repaired in order to prevent a major loss to the City water supply. In addition, this leak, until repaired, will greatly reduce the water supply to City residents and businesses.

The City is able to secure the necessary parts and equipment to make these repairs from two different vendors immediately:

<b>Benmark Supply Company</b>	<b>\$4,994.00</b>
<b>Ferguson Waterworks</b>	<b>\$4,393.28</b>
<b>Total</b>	<b>\$9,387.28</b>

The Chief Procurement Officer looked into alternate means of procurement, including possible contracts with CES and State of New Mexico Pricing Agreements. However, this was not an option, because the vendor did not have any existing cooperative contracts for these parts.

  
Matthew Fletcher, CPO









Matthew Fletcher <msfletcher@cityofcarlsbadnm.com>

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**Re: Emergency PO**

1 message

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**Jenny King** <vmking@cityofcarlsbadnm.com>

Mon, Apr 17, 2023 at 12:16 PM

To: Matthew Fletcher <msfletcher@cityofcarlsbadnm.com>, Haley Garcia- Bratcher <hegarcia@cityofcarlsbadnm.com>, Ron Myers <rwmyers@cityofcarlsbadnm.com>

Now I have to do another, need more material and this vendor has it in stock ready to ship

On Mon, Apr 17, 2023 at 8:13 AM Jenny King <vmking@cityofcarlsbadnm.com> wrote:

We have a line down at Double Eagle and Hobbs has what we need in stock

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Thank you,

**Jenny King**  
**Warehouse Supervisor**  
**City of Carlsbad**  
**575-885-2541 Office**  
**575-706-8972 Cell**

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Thank you,

**Jenny King**  
**Warehouse Supervisor**  
**City of Carlsbad**  
**575-885-2541 Office**  
**575-706-8972 Cell**

**Bill To**

City of Carlsbad  
 PO Box 1569  
 Carlsbad, NM 88221-1569  
 or  
 Email to [invoices@cityofcarlsbadnm.com](mailto:invoices@cityofcarlsbadnm.com)  
 A/P Phone 575-234-7961

**PHONE**

(575) 887-1191

**FAX**

(575) 887-7559

**HOURS**

Monday - Friday  
 8:00 a.m. - 5:00 p.m.

(Mountain Time)  
[www.cityofcarlsbadnm.com](http://www.cityofcarlsbadnm.com)

**Purchase Order**

Fiscal Year 2023

Page: 1 of 1

**THIS NUMBER MUST APPEAR ON ALL INVOICES,  
 PACKAGES AND SHIPPING PAPERS.**

Purchase Order #

**22306113**

Delivery must be made within doors of specified destination.

**Vendor**

BENCHMARK SUPPLY CO., INC.  
 PO BOX 198  
 MIDLAND, TX 79702

**Ship To**

W&S Warehouse  
 City of Carlsbad, NM  
 209 N Cypress  
 Carlsbad, NM 88220  
 Email: [vmking@cityofcarlsbadnm.com](mailto:vmking@cityofcarlsbadnm.com)  
 Phone: 575-885-2541

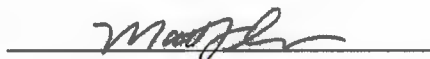
VENDOR PHONE NUMBER	VENDOR FAX NUMBER	REQUISITION NUMBER	DELIVERY REFERENCE	
432-682-6584		12306964		
DATE ORDERED	VENDOR NUMBER	DATE REQUIRED	FREIGHT METHOD/TERMS	DEPARTMENT/LOCATION
04/17/2023	458	04/17/2023		Water
NOTES				

**EMERGENCY PO LINE DOWN IN D.E.**

The Above Purchase Order Number Must Appear On All Correspondence - Packing Sheets And Bills Of Lading

ITEM #	DESCRIPTION / PART #	QTY	UOM	UNIT PRICE	EXTENDED PRICE
1	16" HYMAX GL Account: 700-50-7000-702-0000-65350-	2.0	EACH	\$2,497.00	\$4,994.00
GL SUMMARY					
	700-50-7000-702-0000-65350-				\$4,994.00

  
 Authorized Signature

  
 Authorized Signature

**CONTINUED ON  
 NEXT PAGE**

**Bill To**

City of Carlsbad  
 PO Box 1569  
 Carlsbad, NM 88221-1569  
 or  
 Email to [invoices@cityofcarlsbadnm.com](mailto:invoices@cityofcarlsbadnm.com)  
 A/P Phone 575-234-7961

**PHONE**

(575) 887-1191  
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 (575) 887-7559

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**Purchase Order**

Fiscal Year 2023

Page: 1 of 1

**THIS NUMBER MUST APPEAR ON ALL INVOICES,  
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Purchase Order #

**22306130**

Delivery must be made within doors of specified destination.

**Vendor**

FERGUSON WATERWORKS #3083  
 P.O. BOX 740827  
 LOS ANGELES, CA 90074-0827

**Ship To**

W&S Warehouse  
 City of Carlsbad, NM  
 209 N Cypress  
 Carlsbad, NM 88220  
 Email: [vmking@cityofcarlsbadnm.com](mailto:vmking@cityofcarlsbadnm.com)  
 Phone: 575-885-2541

VENDOR PHONE NUMBER	VENDOR FAX NUMBER	REQUISITION NUMBER	DELIVERY REFERENCE	
800-721-2590		12306976		
DATE ORDERED	VENDOR NUMBER	DATE REQUIRED	FREIGHT METHOD/TERMS	DEPARTMENT/LOCATION
04/17/2023	2359			Water
NOTES				

EMERGENCY PO LINE DOWN IN D.E.

The Above Purchase Order Number Must Appear On All Correspondence - Packing Sheets And Bills Of Lading

ITEM #	DESCRIPTION / PART #	QTY	UOM	UNIT PRICE	EXTENDED PRICE
1	16" Megalug kits for PVC GL Account: 700-50-7000-702-0000-65050-	4.0	EACH	\$323.61	\$1,294.44
2	16" Hymax GL Account: 700-50-7000-702-0000-65050-	2.0	EACH	\$1,549.42	\$3,098.84
GL SUMMARY					
	700-50-7000-702-0000-65050-				\$4,393.28

  
 Authorized Signature

  
 Authorized Signature

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