

**CITY OF CARLSBAD
SOLE SOURCE AND EMERGENCY PROCUREMENT REQUEST AND
DETERMINATION FORM**

A sole source *determination* is not effective until the *sole source request for determination* has been posted for thirty (30) calendar days without challenge, and subsequently approved in writing by the Purchasing Manager. *A purchase order will not be issued and orders may not be placed until the sole source determination as been posted for a minimum of 15 days.*

I. Name of Company: Constructors Inc. Date: 11/19/20

Please Check One: New Sole Source Renewal of Existing Sole Source

Please Check One: Product Services Product and Services

Type of Sole Source Requested: *(Please check the one that best describes the type of Sole Source you are requesting)*

Company Sole Source (Only one company can provide the goods or services)

Brand Name Sole Source (Only this brand will serve the intended purpose or function with existing equipment or systems, including software)

Unique Professional Services (Only one company or individual can provide this service due to the creative nature of the service or custom delivery of goods or services that are unique and subject to custom design and/or fabrication.
**Please note- True Professional Services under \$60,000 in value are considered a small purchase and does not require a sole source determination.

Proprietary Sole Source (Only this company provides this product or service and only this company can provide after sale maintenance, repairs or service agreements)

Local Sole Source (Only one company exists to provide this product or service locally and due to the nature of the purchase, it is not feasible or reasonable to obtain the product or service from non-local sources. Only one local vendor is able to respond to the need in a timely manner due to local proximity)

Amount of Purchase \$ _____

II. **Emergency Procurement Request**

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.

Please provide a detailed explanation for why the purchase required meets the above definition of an Emergency Condition.

The Bataan bridge sewer lift station force main is leaking. The Bataan bridge is directly over the Pecos River and the sewage is currently leaking into the river. It's imperative that the City repair this leak as soon as possible to prevent an environmental and health concern. Constructors Inc. is the only company that is local, qualified and can respond immediately to address the problem.

For this reason, the City CPO has determined to declare this repair an emergency procurement.

** The Emergency Determination will only be in effect as long as needed to alleviate the emergency conditions. Once the emergency condition has passed, regular procurement methods and procedures must be followed.

Amount of purchase: \$ 5,920.52

APPROVED:

 11-19-20

Chief Procurement Officer

Authority to Proceed

- 1) the signature of the CPO on this form certifies the sole source has been posted for thirty (30) calendar days and has received no challenges;
- 2) the sole source is granted as of the date of signature by the State Purchasing Agent; and
- 3) the signature of the CPO on this form is the final signature required for this sole source procurement.

**Bill To**

City of Carlsbad
 PO Box 1569
 Carlsbad, NM 88221-1569
 or
 Email to involes@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

Purchase Order

Fiscal Year 2021

Page: 1 of 1

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

Purchase Order #

22103355

Delivery must be made within doors of specified destination.

Vendor

CONSTRUCTOR'S INC.
 3003 SOUTH BOYD DRIVE
 CARLSBAD, NM 88220

Ship To

W&S Warehouse
 City of Carlsbad, NM
 209 N Cypress
 Carlsbad, NM 88220
 Email: water@cityofcarlsbadnm.com
 Phone: 575-885-2541

VENDOR PHONE NUMBER	VENDOR FAX NUMBER	REQUISITION NUMBER	DELIVERY REFERENCE	
575-885-8838		12104028		
DATE ORDERED	VENDOR NUMBER	DATE REQUIRED	FREIGHT METHOD/TERMS	DEPARTMENT/LOCATION
11/19/2020	1290			Collection System
NOTES				

Sewer forcemain emergency repair

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	Emergency repair of Bataan lift station sewer forcemain leak. GL Account: 700-55-7000-703-0000-80400-	1.0	EACH	\$5,500.00	\$5,500.00
2	GRT GL Account: 700-55-7000-703-0000-80400-	1.0	EACH	\$420.52	\$420.52
GL SUMMARY					
	700-55-7000-703-0000-80400-				\$5,920.52

Authorized Signature

Authorized Signature

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 NEXT PAGE**