

CNM EMERGENCY PROCUREMENT JUSTIFICATION FORM

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. This 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

A. Department: _____
Requestor: _____
Telephone Number: _____
Email: _____

B. Name of Contractor : _____
Address of Contractor: _____

Proposed amount contract: _____
Term of prospective contract: _____

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

D. Provide an explanation for the justification of the procurement including a description of the practicable competition utilized.

Certified by Department Representative/Requestor

Director of Mechanical Services, CNM Facilities Department

Date

Approved by CNM Purchasing

CNM Director of Purchasing

Date