

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 of protection of property; or
3. the health or safety of any person

A. Department: M&O
 Requestor: Ray Barela / Anthony Ravel
 Telephone Number: 224-4030 ext 51242
 Email: aravel9@cnm.edu

B. Name of Contractor: Travers Mechanical Services
 Address of Contractor: 1380 Rio Rancho Blvd.
Rio Rancho NM 87124
 Proposed amount contract: \$147,311.00
 Term of prospective contract: Replacement, units not to exceed 60 days
of hazardous for

C. Please thoroughly list the services (scope of work), construction or items of tangible personal property of the contract: Replace 3 multi HUAC units that are
hazardous and releasing dangerous levels of Carbon
dioxide. MONOXIDE.
for

D. Provide an explanation for the justification of the procurement including a description of the practicable competition utilized. B&D and Travers both submitted
quotes to replace damaged units. Travers came
in lower than B&D and was selected to provide the
work.

Certified by Department Representative/Requestor
[Signature]

11/26/13

Director of Mechanical Services, CNM Facilities Department

Date

Approved by CNM Purchasing
[Signature]

26 Nov 2013

CNM Director of Purchasing

Date

11.26.13

EMERGENCY PROCUREMENT(S) REQUIRED INFORMATION

Report provided by: Ray Barela, PM

Date: 11/22/13

I have received your PR(s) for the Main Campus urgent North Building HVAC Unit Replacement with no back up documentation.

In my determination for these "emergency procurements" I will need detailed explanations to clearly follow the procurement code.

This information needs to come from the procuring department. Please include the following explanations listed below:

- 1. Please detail each location where the emergencies occurred to include explanations below.** The urgent replacement of 3-HVAC units is located on the roof top of the Main Campus North Building. Units # 3, 4 and 5 located on the NE corner of the building.
- 2. Please explain the basis and/or what constituted the emergencies.** Currently due the wire box failure of units #4 CNM requested from Travers Mechanical Services the evaluation of all exiting roof top HVAC units, which indicated that the actual carbon particulate levels exceeds acceptable occupancy safety levels of over 50 PPM. Reports indicate that carbon monoxide levels are reading at over 800 PPM to 1000 PPM deeming the HVAC Units as unusable. Refer to attached statement from Travers.
- 3. Please explain the vendor selection.** Vender selected was based on availability of services, lower cost associated with requested work.
- 4. Please explain why/how immediate and serious was the need for these services.** The shut-down of the units# 3, 4, and 5 was required due to commendation due to high levels of carbon monoxide levels with-in the building, which makes it uninhabitable.
- 5. Please explain who determined the scope of work or how it was determined.** The scope of work was determined by the evaluation of O&M and Travers review of the carbon monoxide level report for the above mentioned units.
- 6. Please explain why it was necessary to do all of the work immediately** (could we have competed out some of the work?). Current use of the facilities used by faculty, and student's classes has warranted that CNM make an urgent decision to correct the carbon monoxide issues to allow for occupancy of the building.
- 7. Please include and/or attach any estimates or quotes.** See attachment for \$147,311.00.