



Central Consolidated School District

Administration Complex

PO Box 1199, Shiprock, NM 87420

US Hwy 64 Old High School Rd

Business Office · 505-598-5834/598-9684 · Fax 598-6626

Personnel · 505-598-1018/368-4963 · Fax 598-1019

Administration · 505-368-4984 · Fax 505-368-5232

EMERGENCY DETERMINATION 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. 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:

1. the functioning of government;
2. the preservation or protection of property; or
3. the health or safety of any person.

I. Name of Department or School: **Maintenance Department**

Contact Person: **Waynette Danley**

Telephone Number: **505-598-4561**

Fax Number:

Email Address: **danlw@centralschools.org**

II. Name of Prospective Contractor: **Interstate Recovery & Towing**

Address of Contractor: **2517 San Juan Blvd**

City, State, ZIP Code: **Farmington, NM 87401**

Telephone No.: **505-564-2287**

Fax Number:

Amount of prospective contract: **\$ 500.00 (estimate)**

Term of prospective contract: **Due upon receipt of invoice for actual.**

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

Tow truck was called out to lift the Bobcat back onto its upright position. The Bobcat was turned over while moving dirt from the Newcomb Elementary School playground area to a fill area across the road by the Dine' Library. We had to move it out of the roadway and get it upright before the fluids ran out of the machine.

IV. Provide an explanation for the justification of the procurement including a description of the practicable competition utilized. (Describe how you procured the services.)

The accident occurred at 2:00PM on October 24, 2017. The office was contacted about 2:30PM. We called Interstate Recovery and Towing because they are a listed vendor, were the closest to our area, and they were available to send someone right out.

CERTIFIED BY:


Requestor

10-26-2017
Date

DEPARTMENT OR SCHOOL APPROVAL


Principal or Site Administrator

10-27-17
Date

CHIEF PROCUREMENT OFFICER APPROVAL


Chief Procurement Officer Signature

10-31-17
Date

DISTRICT SUPERINTENDENT APPROVAL


Superintendent of Schools Signature

10.31.17
Date