Central Consolidated School District
Administration Complex
PO Box 1199, Shiprock, NM 87420
US Hwy 64 Old High School Rd
Business Office: 505-598-5368/Fax 598-9684 · Personnel: 505-598-1018/368-4963 · Fax 598-1019
Administration: 505-368-4964 · 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: Central Consolidated School District
   Contact Person: Cindy Theodore
   Telephone Number: 505-215-3617 · Fax Number: 505-598-9502
   Email Address: theoc@centralschools.org

II. Name of Prospective Contractor: Pro Tow / Jeanie Burson
   Address of Contractor: PO Box 5503
   City, State, ZIP Code: Farmington NM 87499
   Telephone No.: 505-330-5553 · Fax Number: 505-327-3793
   Amount of prospective contract: $247.19
   Term of prospective contract: Towing Services

III. Please thoroughly list the services (scope of work), construction or items of tangible personal property of the contract:
   On August 2, 2017 Navajo Police Department called Pro Tow to tow Unit# 301, vehicle was towed to the old Thomas Garage in Shiprock NM, office phone # 505-486-5014
   See attached information
IV. Provide an explanation for the justification of the procurement including a description of the practicable competition utilized. (Describe how you procured the services.)

On August 2, 2017 at 11:27 am Transportation Supervisor Cindy Theodore received a call from Violet Kelly HR Director informing Cindy of a vehicle accident involving Dr. Colleen Bowman and Dr. Rebecca Benedict. *Unit 301.*

CERTIFIED BY:

Kathy Smiley
Requestor

Aug 14, 2017
Date

DEPARTMENT OR SCHOOL APPROVAL

Cynthia Theodore
Principal or Site Administrator

Aug 14, 2017
Date

CHIEF PROCUREMENT OFFICER APPROVAL

[Signature]
Chief Procurement Officer Signature

8/14/17
Date

DISTRICT SUPERINTENDENT APPROVAL

Colleen Bowman
Superintendent of Schools Signature

8/14/17
Date
$131.69

$15.00 a day

$35.00 processing fee
on Saturday