



COUNTY OF SOCORRO
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 & safety of any person

I. Name of Agency: Socorro County

Agency Chief Procurement Officer: Sammie Vega-Finch

Telephone Number: 575-835-0589

II. Name of Contractor: David Johnson

Address of Contractor: 505 Skylark, Socorro, NM 87801

Amount of prospective Contract: \$3,354.36

Term of prospective contract: N/A

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

- Remove Damaged Area/Materials
- Repair Leak
- Install new insulation
- Hang new sheet rock
- Tape Float
- Texture
- Paint

- IV. Provide an explanation for the justification of the procurement including a description of the emergency condition(s) requiring use of emergency procurement and the practicable competition utilized in compliance with NMSA 1978, Section 13-1-127.

Ceiling is aged, after the large accumulation of snow & the light rains the leak became apparent & has severely damaged the ceiling.

- V. Please describe what measures are being taken to minimize the duration and effect of this particular emergency procurement (for example: is the emergency only in place until a competitive process can be completed, etc.).

The ceiling is being patched by the contractor in the areas he can see are damaged.

- VI. Describe what measures the Agency will take in the future to prevent/mitigate use of an emergency procurement under similar circumstances.

Senior Center plans on using future NMALTS money to repair entire roof.

Certified by:

Date:



Sammie Vega-Finch, Chief Procurement Officer




Agency Approval by:

Date:



Delilah Walsh, County Manager





Socorro County Purchase Requisition Form

Version 6, Last Updated: 4/2/2015

Pursuant to Ordinance 1987.002, it is unlawful for any employee of the County of Socorro to obtain, purchase, acquire or otherwise contract for any product or service without first having obtained proper authorization in the form of a purchase order or other document of permission to acquire such product or service prior to such acquisition. Violators may be subject to restitution and fines.

Submit your requisition to the Purchasing Office at PO Box 1, Socorro NM 87801, fax to 575.835.4629 or email to ap@co.socorro.nm.us

ALL PURCHASES MADE IN SOCORRO COUNTY REQUIRE A PURCHASE ORDER! Payment and reimbursement for illegal purchases will be denied.

Today's Date:	1/7/16 10:33 AM	Vendor:	DAVID JOHNSON 00013854
Requestor Name:	Annette Richardson	Address:	505 SKYLARK, , SOCORRO, NM 87801, U.S.A
Department:	Senior Centers	Phone #:	(575) 430-5363
Ship to:	1410 Ake Avenue	Fax #:	(000) 000-0000
Vendor Contact:	David Johnson	CHANGES:	_____
Assigned PO #:	_____		_____

WARNINGS: None

Instructions: Furnish precise description of material required so that it may be readily identified by the Office of the Purchasing Agent. If items are to come from several sources or sellers, use separate requisitions. Provide catalog or model number whenever possible. List all text in the "Description" line that you wish to appear on the PO.

Item or Catalog#	Description	Quantity	Unit Price	Total Price	Charge to	
					Fund	Line Item
	EMERGENCY LEAK IN FOOD STORAGE ROOM	1	\$ 979.38	\$ 979.38	480-000 (Senior Operations)	(Building Maint &)
	Remove Ceiling Tile and Insulation					
	Repair Roof					
	Install New Insulation & Ceiling Tile					
				Shipping		
				Sales Tax (if applicable)	included	
TOTAL: \$						979.38

RECEIVED

JAN - 7 2016

Manager's Office
210 Park Street 87801

Messages: All Fields Completed - Ready for Submittal to Purchasing Office Capital Asset Flag: NOT considered a Capital Asset
No Quotes Required - Ready for Submittal to Purchasing Office

Department Head <u>Annette Richardson</u>	Date: <u>1/1/2016</u>	
(Or authorized Designee)		
Cert. Purch. Officer _____ (for procurement compliance)	Date: _____	[] Approved [] Denied
Finance Director _____ (for budget compliance)	Date: _____	[] Approved [] Denied



Socorro County Purchase Requisition Form

Version 6 - Last Updated: 3/2/2015

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ALL PURCHASES MADE IN SOCORRO COUNTY REQUIRE A PURCHASE ORDER! Payment and reimbursement for illegal purchases will be denied.

Today's Date: 1/7/16 10:39 AM Vendor: DAVID JOHNSON 00013854
 Requestor Name: Annette Richardson Address 505 SKYLARK, , SOCORRO, NM 87801, U.S.A
 Department: Senior Centers Phone # (575) 430-5363
 Ship to: 1410 Ake Avenue Fax # (000) 000-0000
 Vendor Contact: David Johnson CHANGES _____
 Assigned PO #: _____

WARNINGS: None

Instructions: Furnish precise description of material required so that it may be readily identified by the Office of the Purchasing Agent. If items are to come from several sources or sellers, use separate requisitions. Provide catalog or model number whenever possible. List all text in the "Description" line that you wish to appear on the PO.

Item or Catalog#	Description	Quantity	Unit Price	Total Price	Charge to	
					Fund	Line Item
480-000	EMERGENCY LEAK IN WOMEN'S RESTROOM/BACK RM	1	\$ 1,187.49	\$ 1,187.49	480-000 (Senior Operations)	(Building Maint & ...)
	Remove Half of Ceiling, Sheet Rock & Insulation					
	Repair Leak					
	Install New Insulation					
	Hang New Sheet Rock, Tape Float and Paint					
				Shipping		
				Sales Tax (if applicable)	Included	
TOTAL: \$						1,187.49

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 Manager's Office
 210 Park Street, 87801

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Department Head Annette Richardson Date: 1/7/2016
 (Or authorized Designee)
 Cert. Purch. Officer _____ Date: _____ [] Approved [] Denied
 (for procurement compliance)
 Finance Director _____ Date: _____ [] Approved [] Denied
 (for budget compliance)



