

CITY OF HOBBS
SOLE SOURCE/EMERGENCY

TO: CPO
FROM: Matt Hughes
DATE: 8-2-2022

CHECK ONE: SOLE SOURCE _____ EMERGENCY PURCHASE X

ITEM(S)/SERVICE(S) TO BE PURCHASED: Rental of porta potties for the Jefferson sports complex

Award To (If new vendor make sure address is on this form):

J&J Rentals

575-602-5162

Phone/Fax No.

Point of Contact

COST: \$ _____

JUSTIFICATION FOR SOLE SOURCE OR EMERGENCY PURCHASE: On Saturday 7-30-2022

the bathrooms at Jefferson sports complex had to be shut down due to a clog sewer line.

The complex was being used by the USSSA for a tournament and bathrooms were need.

J&J Rentals was contacted for porta potties at that location. Prior to shutting down the restroom

Staff contacted City of Hobbs Utilities Dept was contacted at that point Jason the plumber

out and assisted staff for a few hours trying to unclog the system. Utilities also sent out

additional equipment and labor to assist, they were unable to unclog the system.

POSD Director was notified late Saturday night and the decision to use porta johns was approved.

Account No.

0321-42501

Prepared By:

MATT HUGHES

Department Approval:

[Signature] 8-2-2022

CPO:

[Signature]

[Signature]

See back of form for further information.