CITY OF HOBBS
SOLE SOURCE/EMERGENCY

TO: CPO

FROM: Shelia Baker, General Services Director

DATE: 7/31/2025

CHECK ONE: SOLE SOURCE ____ EMERGENCY PURCHASE X

ITEM(S)/SERVICE(S) TO BE PURCHASED: Replacement of broken 4" watermain at the Sr. Center, to include parts, excavation and replacement of concrete.

Award To (If new vendor make sure address is on this form): Galactic Plumbing & Gas

2726 N. Lovington Hwy

Hobbs, NM 88240

575-241-0599
Phone/Fax No.

Point of Contact

COST: $ 16,000

JUSTIFICATION FOR SOLE SOURCE OR EMERGENCY PURCHASE: There is a break in the 4" watermain to the Sr. Center requiring the water to the facility to be turned off until repaired.

Account No. 174017-43013 Prepared By: Shelia Baker

Department Approval: Shelia Baker Digitally signed by Shelia Baker DN: cn=Shelia Baker, o=City Of Hobbs, ou=General Services Director, email=sbaker@hobbsnm.org, c=US Date: 2025.07.31 08:47:10 -06'00'

CPO: Brandy Hukins 7/31/25

See back of form for further information.

OVERRIDING ~~OFFICE~~ AWAITING DFA APPROVAL T.I

City of Hobbs Sole Source Procurement Policy

SOLE SOURCE: If, after conducting a good-faith review of available sources, the using department or office make the determination that there is only one source for the required goods, services, or construction, then it is to submit a completed sole source approval form to Purchasing. If approved by the Purchasing Office, a sole-source procurement may be made in accordance with Sec. 13-1-126.

New Mexico State Statutes 1978 - Annotated Chapter 13
Public Purchases and Property

Section 13-1-126: A contract may be awarded without competitive bids or competitive sealed proposals regardless of the estimated cost when the state purchasing agent or a central purchasing office make a determination, after conducting a good-faith review of available sources and consulting the using agency, that there is only one source for the required service, construction or item of tangible personal property. The state purchasing agent or a central purchasing office shall conduct negotiations, as appropriate, as to price, delivery and quantity in order to obtain the price most advantageous to the state agency or a local public body. A contract for the purchase of research consultant services by institutions of higher learning constitutes a sole source procurement.

City of Hobbs Emergency Procurement Policy

If the using department of office makes a determination that there exists a threat to public health, welfare, safety or property requiring procurement under emergency conditions, the appropriate officer in the purchasing office is to be contacted for verbal authorization. If so approved, the emergency procurement may be made as directed by said officer, but is to be limited to those items of the duty of the using department or office to document emergency purchase approval and maximize such competition as is practicable in the circumstances, and comply with section 13-1-127.

New Mexico State Statutes 1978 - Annotated Chapter 13
Public Purchases and Property

13-1-127 Emergency Procurements:

A. The state purchasing agent, a central purchasing office or a designee of either may make or authorize others to make emergency procurements when there exits a threat to public health, welfare, safety or property requiring procurement under emergency conditions; provided that emergency procurement shall be made with competition as is practicable under the circumstances. A written determination of the basis for the emergency procurement and for the selection of the particular contractor shall be submitted with requisition requesting payment of the related services, etc. Emergency procurements shall not include the purchase or lease purchase of heavy road equipment.

B. An emergency condition is a situation which creates a threat to public health, welfare or safety such as may arise by reason of floods, epidemics, riots, equipment failures or similar events. 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