

CITY OF HOBBS
SOLE SOURCE/EMERGENCY

TO: CPO

FROM: Anthony Henry

DATE: 1/7/2025

CHECK ONE: SOLE SOURCE EMERGENCY PURCHASE

ITEM(S)/SERVICE(S) TO BE PURCHASED: Turned a mast arm at the intersection of Lovington Hwy and Millen Dr. that had been hit by an oversized load truck.

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

RT Electric, Inc.

480 N. 17th Street

Hobbs, NM 88240

575-964-7959

Phone/Fax No.

Shelbi Teel

Point of Contact

COST: \$13,400.00 x 6.5625% = 14,279.37

JUSTIFICATION FOR SOLE SOURCE OR EMERGENCY PURCHASE: _____

Turned a mast arm at the intersection of Lovington Hwy and Millen Dr. that had been hit by an oversized load truck.

Account No. 010412-42404 Prepared By: April Hargrove

Department Approval: Anthony Henry Shelbi Teel
CPO: Brandy Hukins

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 or 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 exists 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



accountspayable@hobbsnm.org
City of Hobbs
200 E. Broadway
Hobbs, NM 88240

January 7, 2025

P R O P O S A L

We hereby propose to furnish material and labor necessary for the completion of:

Turn a mast arm at the intersection of Lovington Hwy and Millen Rd.

We exclude Construction and Permanent signing, Traffic control, Staking, Spoil removal, Pavement and concrete cutting, Patching and removal, Water for compaction, Testing (soil & concrete), Roadway striping, Removal of existing foundations, Tax and Performance bonds.

WE PROPOSE hereby to furnish material and labor - complete in accordance with above specifications, for the sum of:

Thirteen Thousand Four Hundred Dollars 00/xx (\$13,400.00)

We Exclude Performance Bonds and Tax.

Payment to be made as follows: Net 10 days from receipt of invoice.

All material is guaranteed to be as specified. All work to be completed in a substantial workmanlike manner according to specifications submitted, per standard practices. Any alteration or deviation from above specifications involving extra costs will be executed only upon written orders, and will become an extra charge over and above our control. Owner to carry fire, tornado and other necessary insurance. Our workers are fully covered by Workmen's Compensation Insurance.