



City of Rio Rancho

Sole Source/Emergency Procurement Request

Requestor Name: Click to enter text.

Date: Click to enter a date.

Department/Division: Click to enter text.

Cost Estimate: Click to enter text.

Vendor Name: Click to enter text.

Are Federal Funds Being Used? Choose an item.

Description of commodities or services requested: Click to enter text.

EMERGENCY PROCUREMENT

Emergency Procurement– a condition that creates an immediate and serious need that cannot be met through normal procurement methods which seriously threatens the functioning of government; the preservation or protection of property; or the health or safety of any person. The Procurement Officer (City Manager or designee) may authorize the emergency procurement; provided that the emergency procurement shall be made with competition, as practicable under the circumstance.

If the emergency requires immediate action, the work can begin after the Procurement Officer approves the emergency procurement; but it is highly recommended that the Purchasing Manager is notified immediately to ensure all requirements are met.

If grant funds are being utilized, please contact the Purchasing Manager **immediately** to ensure all grant requirements are met.

Emergency Procurements shall be posted on the City’s website for a period of 30 days from the date of the Procurement Officer’s approval.

Justification:

1. Provide the basis for the selection of this vendor and why is the offered price considered reasonable.

2. Detail any considerations, which make the use of an “emergency procurement” critical to the city. Explain the emergency and what caused the situation to exist.

3. Explain the financial or operational impact that will occur if this purchase is not made immediately.



4. State the reason(s) why the need for an emergency procurement was not, or could not be anticipated, so the commodities or services could not have been procured through the normal processes.

5. Is this emergency procurement considered construction or repairs and exceeds \$25,000 without GRT? **If yes, Performance and Payment Bonds are required.**

6. Is this emergency procurement considered construction or repairs and exceeds \$60,000 without GRT? If yes, a wage decision will be required. ***Certified Payrolls and invoices will need to be sent to Purchasing prior to receipting.***

SOLE SOURCE REQUEST

Sole Source – After conducting a good faith review, it is determined that there is only one reasonably qualified source for the required procurement. Sole Source procurements shall be posted on the City’s website for a period of 30 days from the date of approval. ***A requisition shall NOT be entered until after the 30-day period has expired.***

Justification:

Brand name preferences, aesthetic design specifications, or price, are not sufficient justification for sole source procurements.

1. Provide the basis for the selection of this vendor and why is the offered price considered reasonable.

2. Detail any considerations, which make the use of a “sole source” critical to the city.

3. How was it determined that this commodity or service can only be provided by one source?

4. What method(s) were used to determine that a lack of responsible competition exists for this service or commodity?



5. Are there any patent, copyright, or proprietary rights which make the required service or commodity unavailable for other sources? If so, will this apply to any Exemptions in the City's procurement code?

APPROVALS

Department Director or Designee: _____ Date: _____

Emergency Procurement Approved By: (Not required for Sole Source requests)

City Manager or Designee: _____ Date: _____

THIS SECTION RESERVED FOR CENTRAL PURCHASING DIVISION

Approved by:

Purchasing Manager/Designee: _____ Date: _____

