



CITY OF RATON
EMERGENCY PROCUREMENT JUSTIFICATION FORM

The emergency procurement methods (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. This 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

A. Department: Public Works / Buildings
Requestor Jason Phillips
Telephone Number: 575-445-9551
Email: jphillips@cityofraton.com

B. Name of Contractor: Mosark, LLC
Address of Contractor: 35257 Highway 87, Raton, NM 87740

Proposed Contract Amount: \$12,397.07 (Attach copy of estimate/quote)

Term of Prospective Contract: Less than 30 days

C. Please thoroughly list the services (scope of work), construction or items of tangible personal property of the contract: Provide and install hot water heating boiler.

D. Provide an explanation for the justification of the procurement including a description of the practicable competition utilized. Contacted mutiple local vendors

although they are HVAC contractors they do not work on boilers.

E. Describe what measure are being taken to minimize the duration and effect of this particular emergency procurement. This is a one time procurement to

replace a single component.

F. Describe what measure the Agency will take in the future to prevent/mitigate use of an emergency procurement under similar circumstances. Heating and plumbing

systems will be inspected more frequently in an attempt to prevent damage to electric components in the future.

Certified by:



Department Representative/Requestor

Date: 1/6/22



Agency Chief Procurement Officer

Date: 1/6/22

Agency Approval by:


City Manager

Date: 1/6/2022

No later than three business days after an emergency procurement, the City Treasurer/CPO or designee will post notice of an emergency procurement to this section of the City website. The notice will remain posted for no less than 72 hours.

P U R C H A S E O R D E R

City of Raton

PURCHASE ORDER # 22-09216

01/06/2022

ISSUED TO: VEND #: 01-2520
Mosark, LLC
35257 Hwy 87
Raton, NM 87740

SHIP TO:
CITY OF RATON
PO BOX 910/224 SAVAGE AVE
RATON NM 87740
CITY CLERK

UNITS	DESCRIPTION	G/L ACCOUNT		PRICE	AMOUNT
0.00	Boiler - Senior Ctr Emergency Purchase	308-00-48020	C.O. - Equipment	0.00	12,397.07

*** TOTAL *** 12,397.07

ORDERED BY: Jason Phillips

APPROVED BY: Michael Antonucci

RECEIVED BY: _____

MOSARK, LLC

35257 Highway 87
 Raton, NM 87740

Estimate

To: C OLFAX COUNTY SENIOR CITIZENS, INC. Date: 12-1-21
444 S. 1st ST.
RATON, NM 87740
ATTN: NEIL SECOTTA
575-445-1234

Job Specs
REMOVAL AND INSTALLATION OF HOT WATER HEATING BOILER AT RATON SENIOR CENTER. NEW HOT WATER HEATING BOILER/SYSTEM SERVICES SOUTH SIDE NEW ADDITION ONLY AND WILL HAVE NO DOMESTIC HOT WATER HEATING CAPABILITIES. SYSTEM IS TO BE "HEAT ONLY." SYSTEM INSTALLATION INCLUDES NEW THERMOSTAT TO MATCH EXISTING. INSTALLATION ALSO INCLUDES ALL STARTUP AND OPERATIONAL TESTING.

This is an estimate, not a contract for services. This estimate is for completing the job as described above. It is based on our evaluation and does not include material price increases or additional labor and materials which may be required should unforeseen problems arise after work has started.

Subtotal	11,425.00
Tax : 8.5083%	972.07
Total	12,397.07

Prepared by: Will Mosimann

Office Phone: 1-575-445-3981
 Will's Cell: 1-575-447-1709

Office Email: mosarkllc@outlook.com
 Will's Email: will.mosark@gmail.com

APPROPRIATION RECIPIENT:

Grantee: City of Raton Name: Scott Berry Title: City Manager
Title: Raton Senior Center –purchase and install boiler
Address: 444 S. 1st Street, Raton, New Mexico 87740
Email: sberry@cityofraton.com/ Telephone: 575-445-955139-4150

APPROPRIATION NUMBER: A21G154 APPROPRIATION AMOUNT: \$12,400.00 TERMINATION DATE: June 30th, 2023

APPROPRIATION LANGUAGE

Laws of 2021, Chapter 138, Section 45, Paragraph 3 – to purchase and install a boiler to the Raton Senior center in Raton in Colfax county. (Any grant funds unexpended by June 30th, 2022 will be terminated and re-issued back to the to appropriation for other statewide needs)

CERTIFICATION

I hereby certify that City of Raton

1. Will only use the appropriation funds for permissible purposes as described in appropriation language.
2. Will comply with State Procurement Code and execution of binding written obligations or purchase orders with third party contractors or vendors for the provision of services, including professional services, or the purchase of tangible personal property and real property for the project.
3. Ensures that the appropriation funds only benefit entities in accordance with applicable law, including, but not limited to Article IX, Section 14 of the Constitution of the State of New Mexico, "Anti-Donation Clause."
4. Will follow the procedure described in "Appropriation Reimbursement" for reimbursement of appropriated funds.

APPROPRIATION REIMBURSEMENT

The appropriation funds will be disbursed through a reimbursement process. The Appropriation Recipient will submit to the Agency Exhibit A: Request for Payment form along with supporting document(s) that evidence the expenses to be reimbursed. The Agency will review these documents to ensure all reimbursed expenses reflect the intent and purposed of the appropriation language. All expenditures for which the Appropriation Recipient requests reimbursement must occur prior to the reversion date. The latest date the Appropriation Recipient may submit a Request for Payment is June 30th, 2022. With the submission of the final Exhibit A: Request for Payment, the Appropriation Recipient must include a completed Exhibit B: Final Report form in order to receive the final reimbursement.

 / Linde' Schuster, Mayor Pro-tem 1-4-2022
Grantee Chief Elected Official Signature / Printed Name Date

AUTHORITY

State Agency on Aging (28-4-1 to 28-4-9 NMSA 1978: successor agency, Aging and Long-Term Services Department (9-23-1 to 9-23-12 NMSA 1978) may enter into grants and contracts as appropriated by law. I hereby approve this certification for appropriation number

Project #A21G154 Raton Senior center – purchase and install equipment - \$12,400

Katrina Hotrum-Lopez 1/05/22
Agency Designee signature Date



AGING AND LONG TERM SERVICES (ALTS)
REQUEST FOR STATEWIDE FUNDING

In Laws 2021 Chapter 138, Section 45, Paragraph 3 - \$750,000 was identified for FY2021 through FY2023 to purchase and equip vehicles and to purchase and install kitchen and other equipment, including for repair, replacement, and installation on an emergency basis and for immediate code compliance, at senior centers statewide.

ALTS is seeking requests for funding that did not meet the \$10K threshold for capital outlay funding through the normal application process, or a project request that demonstrates an urgent or critical need to carry out a service offered at the senior center, and that without the asset it would disrupt a senior center from operating or failure is imminent.

Use of the asset must comply with NM Constitution Article IX, Section 14 (Anti-Donation Clause). A license to use agreement must be in place to allow a non-profit provider use of the asset. The asset must meet the useful life criteria of 7 - 10 years and the asset must be maintained by the local public body. Capital outlay funds cannot be used for indirect program costs, operating expenses, and items that are not tangible. The local public body must agree to the conditions and restrictions of the grant agreement. The expense must be made and reimbursement for qualifying expenses submitted on the prescribed forms, including the copy of the purchase order, copy of the invoice and copy of the cancelled check within the quarter the expense was made.

DATE: 11/30/2021

APPLICANT NAME: Colfax County Senior Citizens, Inc. CENTER NAME: Raton Senior Center

CONTACT NAME: James Neil Segotta, Jr. PHONE NUMBER: 575-445-2840 EMAIL: n.segotta@colfaxseniors.com

PROVIDE A BRIEF DESCRIPTION OF THE INDIVIDUAL REQUESTED ASSET, AGE OF THE ASSET (if applicable), AND JUSTIFICATION FOR NEED:

On November 20, 2021 a boiler that provides heat for 1/3 of the Raton Senior Center failed. After examination it was determined that the boiler, approximately 23-years in age, would need replacing as parts are no longer available for this Unit. As winter approaches it is crucial to get this system replaced and in operation before any possible freezing could occur.

ASSET DESCRIPTION: Boiler/Water Heater tied into existing heating system.

COST OF THE ASSET: \$12,397.07 \$ \$ \$

TOTAL AMOUNT OF THE REQUEST: \$ 12,397.07 (please provide copy of cost estimates or quotes in support of the request)

BRIEF DESCRIPTION OF THE OUTCOME OF NOT RECEIVING THE FUNDING:

Should our request be unsuccessful possible freezing of the heating system pipes, located in the floor may occur. Should Colfax County Senior Citizens, Inc. have to come up with the funding, could provide a hardship in providing services for our seniors in Raton.

CHIEF ELECTED OFFICIAL SIGNATURE: [Signature] TITLE: City Manager PRINTED NAME: Scott Berry