



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: Aquatic Center
Requestor J.R. Alderette
Telephone Number: 575-445-4271
Email: jalderette@cityofraton.com

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

Proposed Contract Amount: \$2,706.96 (Attach copy of estimate/quote)

Term of Prospective Contract: Net 30

C. Please thoroughly list the services (scope of work), construction or items of tangible personal property of the contract: Vendor will provide labor, parts and refrigerant to repair A/C circuit "B" in large RTU serving pool area at the

Aquatic Center.

D. Provide an explanation for the justification of the procurement including a description of the practicable competition utilized. It is extremely important to have properly functioning HVAC to prevent condensation from building up & causing paint, drywall & girters to deteriorate and rust. Vendor selection based on limited availability of local services also due to height of building not all vendors are willing to service this unit. Additional trip charges cost prohibitive for out of town vendors.

E. Describe what measure are being taken to minimize the duration and effect of this particular emergency procurement. Staff is opening the doors and trying to ventilate the facility and minimize structural damage. Parts will be ordered and repairs performed as quickly as possible.


F. Describe what measure the Agency will take in the future to prevent/mitigate use of an emergency procurement under similar circumstances. Continue routine maintenance
and inspect for refrigerant leaks.

Certified by:



Department Representative/Requestor

Date: 8/4/2023



Agency Chief Procurement Officer

Date: 8/4/2023

Agency Approval by:



City Manager

Date: 8/4/2023

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.

MOSARK, LLC

35257 Highway 87
Raton, NM 87740

Estimate

To: CITY OF RATON
P.O. BOX 910
RATON, NM 87740
ATTN: JR ALDERETTE

Date: 8-3-23

EMAIL: JRALDERETTE@CITYOFRATON.COM

Job Description
REPAIR OF A/C CIRCUIT "B" IN LARGE RTU @ AQUATIC CENTER SERVING POOL AREA. INCLUDES STARTUP AND OPERATIONAL CHECK.

	Description	Cost	Qty	Amount
1	LABOR (1 TECH AND 1 HELPER)	142.50	7.5	1,068.75
2	REFRIGERANT (410A)	29.00	39	1,131.00
3	FILTER DRYER	105.66	1	105.66
4	LEAK STOP W/ UV DYE	313.29	1	313.29
5				
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14				

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	2,618.70
Tax 8.2583%	88.26
Total	2,706.96

Prepared by: Will Mosimand

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