

**City of Santa Fe  
Emergency Determination Form**



The emergency procurement method may only be used as described in NMSA 1978, § 13-1-127 and in the City's Procurement Manual XII.

NOTE:

Notify all signatories as soon as you are made aware of the emergency. Give them a brief synopsis of the emergency, answer their questions, and let them know this document and all supporting documents will be sent to them for signatures. They should know about the request prior to obtaining signatures.

The Department that makes an emergency procurement to plan or prepare for the response to a serious threat to public health, welfare, safety or property caused by a flood, fire, epidemic, riot, act of terrorism, equipment failure or similar event shall account for the money spent in making the procurement and report on that accounting to the City's Finance Department Director within ninety days after the end of the contract or fiscal year in which the procurement was made, whichever comes first.

I. Department: **Santa Fe Regional Airport, City of Santa Fe**

Department Director: **James Harris**

Department Contact: **James Harris**

Department Telephone Number: **505-479-2208**

City of SF Chief Procurement Officer: **Travis Dutton-Leyda, CPO**

Telephone Number: **(505) 629-8351**

II. Name of Contractor: **Company Two, LLC**

Address of Contractor: **P.O. Box 415000, Nashville, Tennessee, 37241-7617**

Amount of prospective contract: **\$93,200.00**

Term of prospective contract: **10 Months**

**Location of Services:**

- III. **Please thoroughly list the services (scope of work), construction or items of tangible personal property of the contract:**

**This procurement is for a temporary lease of a specialized airport firefighting and rescue vehicle required by 14 CFR §§ 139.315, 139.317, 139.319**

- IV. **Provide an explanation for the justification of the procurement including a description of the emergency condition(s) requiring use of emergency procurement and the practicable competition utilized in compliance with NMSA 1978, § 13-1-127.**

**The current Airport's Aircraft Rescue and Firefighting (ARFF) vehicle has become unreliable and requires constant maintenance to keep the Airport compliant with Federal Regulations regarding commercial air service. The concern is the current ARFF vehicle will not be able to operate at its max performance and could negatively impact response, rescue, and fire fighting task.**

- V. **Please describe what measures are being taken to minimize the duration and effect of this particular emergency procurement (for example: is the emergency only in place until a competitive process can be completed, etc.).**

**Two (2) new ARFF vehicles have been procured and are being built by Rosenbauer, a manufacturer of Fire and ARFF vehicles. The expected delivery for the new trucks is May 2024.**

- VI. **Describe what measures the Department will take in the future to prevent/mitigate use of emergency procurement under similar circumstances.**

**The Airport has ordered two (2) new ARFF vehicles to replace the aging ARFF vehicle that exists.**

**Certified by:**



**City Chief Procurement Officer, Travis Dutton-Leyda**

**Sep 13, 2023**

**Date**

**City Approval by:**



**Department Director, James Harris**

**Aug 31, 2023**

**Date**



Brian J Moya (Aug 31, 2023 09:00 MDT)

**Fire Chief, Brian Moya**

**Aug 31, 2023**

**Date**

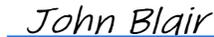


Erin McSherry (Sep 5, 2023 17:11 MDT)

**City Attorney, Erin McSherry**

**Sep 5, 2023**

**Date**



John Blair (Sep 11, 2023 13:27 MDT)

**City Manager, John Blair**

**Sep 11, 2023**

**Date**



Emily K. Oster (Sep 13, 2023 15:01 MDT)

**Finance Director, Emily Oster**

**Sep 13, 2023**

**Date**

**Note: All emergencies must be posted to the SPD website:**

**<https://www.generalservices.state.nm.us/statepurchasing/submit-emergency.aspx>**

**and the City of Santa Fe's website:**

**<https://santafenm.gov/finance-2/purchasing-1/solicitations>**