



Central Consolidated School District

Administration Complex

PO Box 1199, Shiprock, NM 87420

US Hwy 64 Old High School Rd

Business Office · 505-598-5834/598-9684 · Fax 598-6626

Personnel · 505-598-1018/368-4963 · Fax 598-1019

Administration · 505-368-4984 · Fax 505-368-5232

EMERGENCY DETERMINATION FORM

The emergency procurement method (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. 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.

I. Name of Department or School: Central Consolidated School District

Contact Person: Cindy Theodore

Telephone Number: 505-215-3617

Fax Number: 505-598-9502

Email Address: theoc@centralschools.org

II. Name of Prospective Contractor: Pro Tow / Jeanie Burson

Address of Contractor: PO Box 5503

City, State, ZIP Code: Farmington NM 87499

Telephone No.: 505-330-5553

Fax Number: 505-327-3793

Amount of prospective contract: \$ 247.19

Term of prospective contract: Towing Services

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

On August 2, 2017 Navajo Police Department called Pro Tow to tow Unit# 301, vehicle was towed to the old Thomas Garage in Shiprock NM, office phone # 505-486-5014
See attached information

IV. Provide an explanation for the justification of the procurement including a description of the practicable competition utilized. (Describe how you procured the services.)

On August 2, 2017 at 11:27 am Transportation Supervisor Cindy Theodore received a call from Violet Kelly HR Director informing Cindy of a vehicle accident involving Dr. Colleen Bowman and Dr. Rebecca Benedict. *Unit 301.*

CERTIFIED BY:

Holly Smiley
Requestor

Aug 14, 2017
Date

DEPARTMENT OR SCHOOL APPROVAL

Cynthia Theodore
Principal or Site Administrator

Aug 14, 2017
Date

CHIEF PROCUREMENT OFFICER APPROVAL

[Signature]
Chief Procurement Officer Signature

8/14/17
Date

DISTRICT SUPERINTENDENT APPROVAL

Colleen Bowman
Superintendent of Schools Signature

8.14.17
Date



SR: 505-486-5014
FR: 505-324-0630
Fax: 505-327-3793

90 MM Hwy 491
Shiprock, NM 87420

4551 Hwy 64
Farmington, NM 87401

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Your Driver

\$ 131.69

\$ 15.00 A day

\$ 35.00 processing fee
on Saturday