

**ALBUQUERQUE PUBLIC SCHOOLS
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: Office of Operations
Contact Person: Scott Elder
Telephone No.: 505-880-3712
E-Mail Address: elder_s@aps.edu

II. Name of prospective contractor: American Tent
Address: 2401 Coors Blvd. SW
City, State, ZIP Code Albuquerque, NM 87121
Telephone No.: 505-888-5821
Email Address: Americantentren@aol.com

Amount of prospective contract: \$9635.26 (could need to extend depending on how long necessity to provide food services)

Term of prospective contract: less than one year.

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

- Tents to provide necessary shade and protection from weather for emergency distribution of food to students during the Coronavirus Pandemic
- Rental of tents, equipment to secure tents, set up and break down services

IV. Provide an explanation for the justification of the procurement including a description of the practicable competition utilized.

The need of tent rental mitigates the threat to public health and welfare to a person, by ensuring shade is provided to staff and food for distribution during Covid-19 pandemic.

- The American Tent was able to provide immediate response for the necessary services that were required due to unexpected weather when food distribution began.
- Due to the pandemic we were not able to distribute the food from the building due to directive of social distancing and human contact limitations.
- We reached out for quotes from NM Party Tent and Simply Décor who also provide tent services.

CERTIFIED BY



Requestor

3/31/2020

Date

DEPARTMENT OR SCHOOL APPROVAL

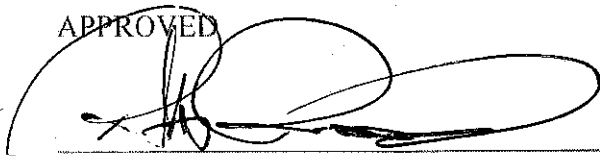


Principal or Site Administrator

3/31/2020

Date

APPROVED

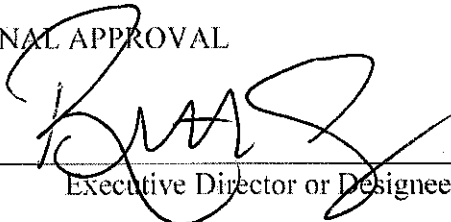


Buyer

3/31/20

Date

FINAL APPROVAL



Executive Director or Designee

3/31/2020

Date