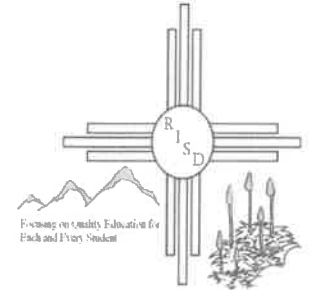


Roswell Independent School District
Support & Transportation Services Department
300 N. Kentucky, Suite 201
Roswell, New Mexico 88201
575-627-2528 - Office
575-627-2690 - Fax



Determination for Emergency Procurement

Per Section 13-1-127A. Emergency Procurements NMSA, 1978: The state purchasing agent or a central purchasing office may make emergency procurements when there exists a threat to public health, welfare, safety or property requiring procurement under emergency conditions; provided that emergency procurements shall be made with competition as is practicable under the circumstances.

On March 11, 2020, Governor Michelle Lujan Grisham declared a public health emergency across the State of New Mexico in response to the Covid-19 pandemic. The pandemic has resulted in a shortage of personal protective equipment across the United States. Items such as infrared forehead thermometers, disposable KN95 respirator masks, and consumer masks are in such a limited supply that it is harder to find the items in stock than out of stock. Accordingly, we are unable to locate this items commonly enough to acquire three bids or through a vendor with a purchasing cooperative contract, etc.

The Roswell Independent School District frequently searches for personal protective equipment to provide to staff (Food Service Workers, Custodians, School Nurses, etc.) to offer protection from the spread and contraction of infection or illness among staff and in interactions with the community (students, parents/guardians, etc.) and was able to locate these items in stock through HeartSmart. The Roswell Schools must act on this purchase immediately or run the risk of the items no longer being in stock.

This purchase of infrared forehead thermometers, disposable KN95 respirator masks, and consumer masks is needed to assist in the fight against Covid-19 and other infection or illness will cost \$14,632.00. The vendor the items are to be purchased from follows:

HeartSmart
1800 US Hwy 51N
Woodruff, WI 54568



**STATE OF NEW MEXICO
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 Agency: Roswell Independent School District

Agency Chief Procurement Officer: Chris Thweatt

Telephone Number: (575) 627-2529

II. Name of Contractor: HeartSmart

Address of Contractor: 1800 US Hwy 51N
Woodruff, WI 54568

Amount of prospective contract: \$14,632.00

Term of prospective contract: One-Time Purchase

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

Items to be purchased are: non-contact infrared forehead thermometers, disposable KN95 respirator masks, and consumer masks to supply staff with the necessary personal protective equipment to protect from the spread and contraction of infection or illness.

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, Section 13-1-127.

Governor Michelle Lujan Grisham declared a public health emergency across the State of New Mexico in response to the Covid-19 pandemic on March 11, 2020. Roswell School District staff require these thermometers and personal protective equipment to protect themselves and the community from the spread and contraction of infection or illness.

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.).

The Roswell Independent School District is following Governor Michelle Lujan Grisham's Covid-19 public health orders. The Roswell Schools will continue to reach out to vendors to meet procurement standards (obtaining three quotes/bids, using purchasing cooperative agreements, etc.) but with the demand for personal protective equipment being higher than the current supply, the Roswell Schools is forced to use an Emergency Procurement in this instance.

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

The Roswell Schools will continue to frequently search (through online searches, phone calls, etc.) for vendors with available, quality personal protective equipment for staff.

Certified by:

Date: May 13, 2020



Agency Chief Procurement Officer

Agency Approval by:

Date: 5/13/2020



Cabinet Secretary/Governmental Entity Head or Designee