CITY OF HOBBS
SOLE SOURCE/EMERGENCY

TO: CPO

FROM: HOBBS POLICE DEPT/ PD CODE/ VARIOUS DEPT

DATE: 4/9/2025

CHECK ONE: SOLE SOURCE X EMERGENCY PURCHASE ____

ITEM(S)/SERVICE(S) TO BE PURCHASED: AUTOMATED CAR WASH- ONLY DRIVE THREW CAR WASH THAT IS OPERABLE TO THE CITY VEHICLE NEEDS

Award To (If new vendor make sure address is on this form): MIGHTY WASH

6520 UNIVERSITY STE #3

LUBBOCK , TX 79413

Phone/Fax No.

Point of Contact

COST: $ OVER 20K

JUSTIFICATION FOR SOLE SOURCE OR EMERGENCY PURCHASE: This is the only car wash chain available in City of Hobbs that is automated and drive threw that is operable with new technology. They have various locations in Hobbs .

Account No. Various Dept Prepared By: Estella Garcia

Department Approval: 4/9/2025

CPO: Brandy Hobbs

See back of form for further information.

City of Hobbs Sole Source Procurement Policy

SOLE SOURCE: If, after conducting a good-faith review of available sources, the using department or office make the determination that there is only one source for the required goods, services, or construction, then it is to submit a completed sole source approval form to Purchasing. If approved by the Purchasing Office, a sole-source procurement may be made in accordance with Sec. 13-1-126.

New Mexico State Statutes 1978 - Annotated Chapter 13
Public Purchases and Property

Section 13-1-126: A contract may be awarded without competitive bids or competitive sealed proposals regardless of the estimated cost when the state purchasing agent or a central purchasing office make a determination, after conducting a good-faith review of available sources and consulting the using agency, that there is only one source for the required service, construction or item of tangible personal property. The state purchasing agent or a central purchasing office shall conduct negotiations, as appropriate, as to price, delivery and quantity in order to obtain the price most advantageous to the state agency or a local public body. A contract for the purchase of research consultant services by institutions of higher learning constitutes a sole source procurement.

City of Hobbs Emergency Procurement Policy

If the using department of office makes a determination that there exists a threat to public health, welfare, safety or property requiring procurement under emergency conditions, the appropriate officer in the purchasing office is to be contacted for verbal authorization. If so approved, the emergency procurement may be made as directed by said officer, but is to be limited to those items of the duty of the using department or office to document emergency purchase approval and maximize such competition as is practicable in the circumstances, and comply with section 13-1-127.

New Mexico State Statutes 1978 - Annotated Chapter 13
Public Purchases and Property

13-1-127 Emergency Procurements:

A. The state purchasing agent, a central purchasing office or a designee of either may make or authorize others to make emergency procurements when there exits a threat to public health, welfare, safety or property requiring procurement under emergency conditions; provided that emergency procurement shall be made with competition as is practicable under the circumstances. A written determination of the basis for the emergency procurement and for the selection of the particular contractor shall be submitted with requisition requesting payment of the related services, etc. Emergency procurements shall not include the purchase or lease purchase of heavy road equipment.

B. An emergency condition is a situation which creates a threat to public health, welfare or safety such as may arise by reason of floods, epidemics, riots, equipment failures or similar events. 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