CITY OF HOBBS SOLE SOURCE/EMERGENCY

FROM: General Services Dept.	
DATE: <u>06/18/2025</u>	
CHECK ONE: SOLE SOURCE	EMERGENCY PURCHASE X
ITEM(S)/SERVICE(S) TO BE PURCHASED: Chiller repa	
Award To (If new vendor make sure address is on this form):	TRANE U.S. INC.
	8308 Upland Ave.
	Lubbock, TX 79408
	806-743-6506
	Phone/Fax No.
	Wanda Roberson
	Point of Contact
	COST: \$_5000.00
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count No. <u>010421-42520</u>	Prepared By: Shelia Baker
count No. O10421-42520 Shelia Bake Cot on Steel State and the State of Cot of Helbox, earlier to the State of Cot of Helbox, earlier	

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

From: To:

Shawn Smith Shelia Baker

Subject:

FW: EXTERNAL: Response Required - Service Request Confirmation WO 11546359

Date: Attachments: Wednesday, June 18, 2025 11:34:40 AM attachment-1.png

attachment-2.png attachment-3.png attachment-4.png attachment-5.png

Sent from my Verizon, Samsung Galaxy smartphone

----- Original message ------

From: "Roberson, Wanda" < Wanda.Roberson@trane.com>
Date: 6/18/25 10:48 AM (GMT-07:00)

To: Shawn Smith <SSmith@hobbsnm.org>

Subject: EXTERNAL: Response Required - Service Request Confirmation WO 11546359

Security Awareness

The email came from an external source. The email was sent from a top domain.

Please provide a PO# and approve and return Thank you

Thank you for contacting Trane for your service needs. We are currently working on your service request. This email is the verification of the information provided. Please provide confirmation by return email.

Please provide authorization to proceed by return email.

If any of this information is not to your satisfaction, please respond accordingly.

PLEASE BE SURE TAX EXEMPTIONS ARE ATTACHED OR ON FILE. Thank you for choosing Trane as your service provider.

Date Received Site Name Caller First & Last Name	6/17/2029
	I Hobbs City Hall
Caller First & Last Name	Hobbs City Hall
	Shawn Smith
Caller E-mail	ssmith@hobbsnm.org
Call Back Phone #	(575) 441-4958
First & Last Name Authorizing (if different from caller)	Same
Call Back Phone #	Same
Site Contact Name & Phone #	Same
Site address	200 East Broadway Street
What company does requestor work for	Same
Who is responsible for payment (AP contact name)	Same
What is the bill to address for our invoice	Same
What is the site problem	Chiller not staying on Line
Type of equipment, serial number, location in building, tag #	
Service Response Timing Preference	
Туре	First Available Service-Checkin, this indicates that the service is for normal business hours
Date Preferred	6/24/30
Billing Info	
PO required (Yes or No)	Yes
PO #, if required	Waiting on PO
Who do we follow up with if PO can't be provided at time of call?	
If PO is required, please forward a copy of the PO with this confirmation for audit purposes.	

Email address	ssmith@hobbsnm.org	
NOTICE: Terms & Conditions will be available upon request		
Trane Standard Payment Terms are Net Due		
Thank you again for your business! We are always in pursuit of quality performance for you, our customer.		
This information will help us provide quality service and quality invoicing.		



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