



City of Rio Rancho

Sole Source/Emergency Procurement Request

Requestor Name: Nita Gonzales Date: 2/11/26
Department/Division: Utilities / Wastewater Cost Estimate: \$450,000
Vendor Name: TLC Plumbing Are Federal Funds Being Used? No
Description of commodities or services requested: Repair wet well & replace pumps at Lift Station 21.

EMERGENCY PROCUREMENT

Emergency Procurement- a condition that creates an immediate and serious need that cannot be met through normal procurement methods which seriously threatens the functioning of government; the preservation or protection of property; or the health or safety of any person.

If the emergency requires immediate action, the work can begin after the Procurement Officer approves the emergency procurement; but it is highly recommended that the Purchasing Manager is notified immediately to ensure all requirements are met.

If grant funds are being utilized, please contact the Purchasing Manager as soon as possible to ensure all grant requirements are met.

Emergency Procurements shall be posted on the City's website for a period of 30 days from the date of the Procurement Officer's approval.

Justification:

- 1. Provide the basis for the selection of this vendor and why is the offered price considered reasonable.

TLC was chosen because they have the staff and equipment to complete the repairs required at Lift Station 31 (LS21).

- 2. Detail any considerations, which make the use of an "emergency procurement" critical to the city. Explain the emergency and what caused the situation to exist.

LS21 conveys raw sewage from Rivers Edge 1, 2 & 3, SAD 5 & 6 and the County Court House to WWTP 2. The lift station is designed to transmit influent using two pumps. Currently one pump is working. If the pump currently in operation malfunctions a spill of raw sewage can occur. Since LS21 is 700 feet from the Rio Grande River there is a possibility of the spill reaching the river with is an EPA NPDES permit violation.

- 3. Explain the financial or operational impact that will occur if this purchase is not made immediately.

Not repairing the wet well and pumps may result in a spill of raw sewage that may reach the Rio Grande River. Such a spill will result in a violation of the City's permit which will result in a fine from the EPA / NMED. A spill into the river will also affect neighboring communities such as Corrales, Pueblo of Sandia, Middle Rio Grand Conservancy District (MRGCD) & Pueblo of Isleta.

4. State the reason(s) why the need for an emergency procurement was not, or could not be anticipated, so the commodities or services could not have been procured through the normal processes.

Although the pumps are regularly maintained, due to the nature of the influent conveyed pumps are damaged and must be replaced.

5. Is this emergency procurement considered construction or repairs and exceeds \$25,000 without GRT? Yes  If yes, **Performance and Payment Bonds are required.**
6. Is this emergency procurement considered construction or repairs and exceeds \$60,000 without GRT? Yes  If yes, a wage decision will be required. ***Certified Payrolls and invoices will need to be sent to Purchasing prior to receipting.***

### SOLE SOURCE REQUEST

**Sole Source** – After conducting a good faith review, it is determined that there is only one reasonably qualified source for the required procurement. Sole Source procurements shall be posted on the City’s website for a period of 30 days from the date of approval. ***A requisition shall NOT be entered until after the 30-day period has expired.***

**Justification:**

Brand name preferences, aesthetic design specifications, or price, are not sufficient justification for sole source procurements.

1. Provide the basis for the selection of this vendor and why is the offered price considered reasonable.

[Redacted]

2. Detail any considerations, which make the use of a “sole source” critical to the city.

[Redacted]

3. How was it determined that this commodity or service can only be provided by one source?

[Redacted]

4. What method(s) were used to determine that a lack of responsible competition exists for this service or commodity?

[Redacted]



5. Are there any patent, copyright, or proprietary rights which make the required service or commodity unavailable for other sources? If so, will this apply to any Exemptions in the City's procurement code?



**APPROVALS**

Department Director or Designee: Steve Gallegos Date: 2/24/2026

*Emergency Procurement Approved By: (Not required for Sole Source requests)*

City Manager or Designee: M. B. C. Date: 25/Feb/2026

**THIS SECTION RESERVED FOR CENTRAL PURCHASING DIVISION**

Approved by:

Purchasing Manager/Designee: Danetta M. Chavez Date: 2/26/2026

