

Orlando Samora

From: Long, Bennie, EMNRD <bennie.long@state.nm.us>
Sent: Monday, August 05, 2013 1:02 PM
To: linclnco@tularosa.net; County, Lincoln
Subject: Emergency Purchase
Attachments: completed EMERGENCY PURCHASE.pdf; INVOICE EMERGENCY PURCHASE.pdf

Nita and Orlando,

Attached please find an emergency purchase request. The Lincoln Fire Department participated in the parade in Lincoln for Old Lincoln Days.. Upon returning to the station we were putting the trucks back in service and attempted to close the bay door when the complete door mechanism fell off. I had to contact a garage door company to assist us in repairing the mechanism. This emergency request purchase was done because it was Sunday and we needed to secure the station, equipment, and apparatus for any vandalism or damage during the overnight period. I will have the original copy in the mail to you. I would certainly appreciate the approval of this request. Please contact me and let me know if there is anything else I can do to assist you.

Thank you,

Bennie Long, Manager
Smokey Bear Historical Park
118 W. Smokey Bear Blvd.
Capitan, New Mexico 88316
575-354-2748

EMERGENCY PURCHASE

An emergency condition is a situation which creates a threat to public health, welfare or safety - creating an immediate and serious need for services, construction or urgent purchases without which would threaten the function of government preservation or protection of property, or the health or safety of any person.

Date: August 4, 2013 Invoice Number (attach invoice): _____
Purchase Date: August 4, 2013 Vendor Name: Koehler Door (Zimbec?)
Time of Purchase: approx 1430 Budget Line Item: 410-48-2108

The following reasons substantiate this purchase made without pre-authorization at a time other than regular business hours of the Finance Office. The Lincoln Fire Department participated in the parade at Lincoln.

After the parade in Lincoln, for Old Lincoln Days the trucks returned to the station to be put back in service. When attempting to close the bay door, the complete mechanism motor fell off the wall jamming the door. We needed to call a garage door company to repair the problem. Due to not being able to close the door to secure the station, equipment & apparatus.

Bennie Long

Signed

Lincoln Fire Chief

Title

Emergency conditions must be determined by the County Manager with the consensus of three Commissioners.

- Emergency purchase allowed
- Emergency purchase must go before Commission
- Additional information is needed before approval is allowed
- Appears to be an ongoing situation

Comments

Signed

Mike Payne

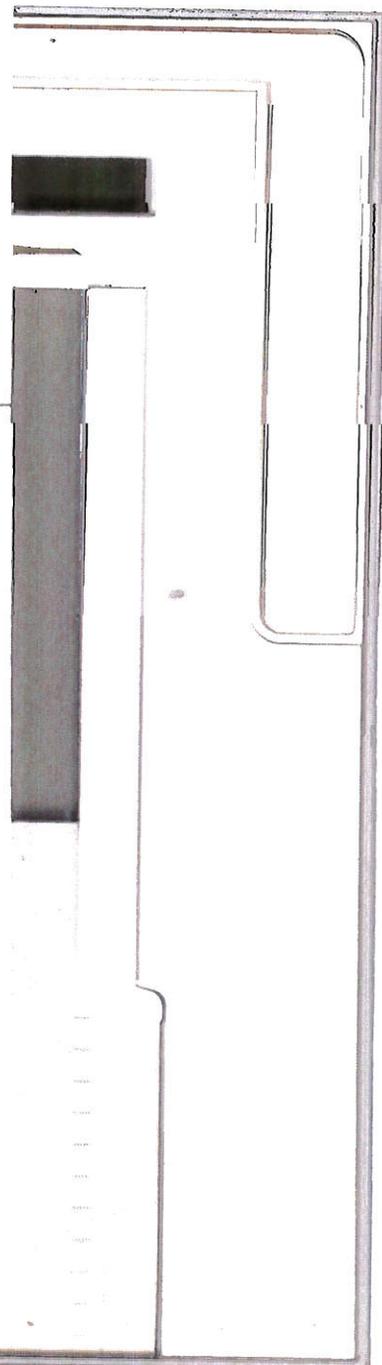
Title

County Manager

KOEHLER DOOR

P.O. Box 451
 Ruidoso, NM 88355
 575-257-6347
 Cell: 575-973-1228

Customer's Order No.		Date		8/4 2013			
Name Lincoln FIRE Dept.							
Address							
Phone							
Sold by	Cash	C.O.D.	Charge	On Acct.	Misc. Ret.	Paid Out	Layaway
Qty.	Description			Price	Amount		
2	SERVICE HRS				150.00		
1	SUPPLIES				15.00		
	Re Install						
	Garage opener						
	+ secure						
					\$1165.00		
All claims and returned goods MUST be accompanied by this bill.				Tax		_____	
Received				Total		#165.00	
By				Bennie Long			



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