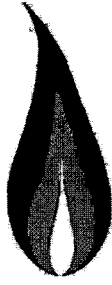


EMW Gas Association Emergency Procurement



E.M.W. GAS ASSOCIATION

PO Box 118 - 416 5th Street
Estancia, New Mexico 87016-0118

www.emwgas.com

Phone (505) 384-2369

Fax (505) 384-2234

Emergency Procurement Award and Determination Form

An 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. Central Procurement Office

EMW Gas Association
POB 118, Estancia, NM 87016
Chief Procurement Officer: Kay Brown, CPO
Telephone Number: 505-384-2369
Email Address: kay@emwgas.org

II. Prospective Contract/Contractor

D & D Design Tech, Inc.
1916 6th St.
Snyder, TX 79549

Prospective Contract Amount: \$12,350.00
Term of Prospective Contract: April 15 - 30, 2017.

III. Scope of Work

Odorant

1. 100 Gallons "Scentinal E" Odorant (Equal to Spot leak 1009)
2. Delivery to requested destination in Torrance County, NM.
3. Odorant transfer from shipping cylinders to the NJEX tank.
4. Empty cylinder pick up and return.

Preventative Maintenance

- A. Parts:
Inspection, Testing and Replacement (if needed) of the following:

EMW Gas Association Emergency Procurement

- Electronic Pressure Transmitters
- Check Valves
- System Pressure Gauges
- Valve Seats
- Pressure Regulators
- Odorant Tank Level Gauges
- Solenoids
- Actuation Gas Filter Kit
- NJEX Oil
- Overflow Protection Repair Kit
- Bulk Odorant Filter Kit
- NJEX 7000 F Pump Rebuild
- NJEX Batteries
- Other Parts as determined by technician

B. Services:

Visual Inspection & Evaluation of the system, Controller readings recorded and documented:

- Odorant Injected
- Pump Strokes
- Pump Displacement
- Meter Level
- Battery Voltage
- Flow Signal %
- Date & Temperature
- Mechanical Component Odorant Purge
- Electronic Component Evaluation:
 - Verometer & Cable
 - Mechanical Interface Cable
 - Output voltage to Solenoids
 - Bulk Tank Level Gauge Output
- Expansion Tank:
 - Tank Relief Valve
 - Recondition or upgrade overflow protector & adjust
 - Inspect Valves and Gauges (Change & Adjust if needed)
- Re-Commissioning:
 - Reset regulators, pressures, valves
 - Confirm Operating Parameters
 - Adjust throttle valve
 - Restart System
- Monitor System Performance:
 - Verometer Fill Rate
 - Injection Pump
 - Controller
 - Return System to EMW

IV. Procurement Criteria:

EMW Gas Association Emergency Procurement

YZ Odorization Equipment is a highly technical and critical safety component of the distribution of Natural Gas to over 5000 customers in the EMW Gas Association Service Area. The manufacturer, YZ Systems, was contacted for the referral of an authorized service provider. The system is down.

V. Sole Source Justification:

YZ Systems referred only one provider as authorized to service and maintain its equipment in the state of New Mexico. An emergency exists and lives are threatened in that Natural Gas has no odor and cannot be detected naturally without odorant.

VI. Unique properties of Service/Items of Personal Property Sought:

The unique character and particular safety concerns connected with the high risk to consumer safety make this procurement particularly unique.

VII. Similar Professional Services/Items of Personal Property Disqualifying Factors:

Because the manufacturer has not authorized another provider, no alternatives exist.

VIII. Entity Due Diligence for Determination Basis:

The manufacturer's corporate tech support division reviewed the sole provider's quote and determined the quote was reasonable and within the pricing parameters on 3/15/2017.

Certified by:




Ronnie Reynolds, General Manager



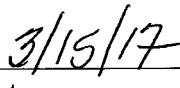
Date

- 1.) *Signature of EMW Gas Association's Chief Procurement Officer (CPO) certifies the sole source has been posted for thirty (30) calendar days and has received no challenges.*
- 2.) *Signature of the CPO Sole source is granted as of the date of the signature by the Procurement Officer.*
- 3.) *Signature of the Procurement Officer on this form is required and is the final signature required for this sole source procurement to proceed.*

Approved:



Kay Brown, Chief Procurement Officer



Date