



**Purchasing Services Office**

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**Emergency Procurement Determination**

TO: Delilah Walsh, Vice President for Administration and Finance

FROM: Lisa Majkowski, Director of Purchasing *LM*

DATE: 02/26/2026

RE: **Emergency Procurement – Elevator Repair**

This memo serves as the official determination that an emergency condition exists as defined under the New Mexico State Procurement Code, specifically NMSA 1978, Section 13-1-127 (a), which allows for emergency procurement without the use of competitive sealed bids or proposals when there exists a threat to public health, welfare, safety, or property caused by a flood, fire, epidemic, riot, act of terrorism, equipment failure or similar event to take immediate action.

**Nature of Emergency:**

The elevator at the Torres Dormitory has stopped operating. This impacts the welfare and safety of the students living in the dorm. An immediate, emergency procurement is necessary to restore the elevator services and address safety. TK Elevator Corporation will provide the service to restore the elevator. Pricing has been reviewed and determined fair and reasonable given the urgent circumstances.

**Justification:**

The nature of this situation makes competitive bidding impracticable. The conditions meet the definition of an emergency under the Procurement Code, and this procurement is made in compliance with Section 13-1-127 NMSA 1978 (a)

  
Delilah Walsh (Feb 26, 2026 16:47:06 MST)

26-Feb-2026

Delilah A. Walsh, Vice President for Administration and Finance

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