



*Office of the Vice President of Instruction and Student Services*

# MEMORANDUM

A handwritten signature in black ink, reading 'Henrietta Romero'.

**TO:** Dr. Carol C Linder, President

**FROM:** Dr. Henrietta Romero, Vice President of Instruction & Student Services

**CC:** Randall Krutsch, Athletic Director

**DATE:** Friday, August 8, 2025

**SUBJECT:** Request for Emergency Procurement for Student Housing at Super 8 pursuant to NMSA 1978, § 13-1-127

## **I. Statement of Emergency**

This memorandum serves to formally declare an emergency situation concerning student housing at Luna Community College (LCC) that necessitates an immediate deviation from standard procurement procedures. Due to a sudden and unforeseen cancellation of housing contracts by New Mexico Highlands University for Luna Community College students because of a shortage of housing and unexpected closure due to sewage backup, fifty-two students were displaced and are now without safe, secure, and viable housing options. This situation poses an imminent and substantial threat to the health, safety, and welfare of our students, many of whom have limited resources and no alternative local housing. The normal competitive bidding process would take an estimated 4 weeks, and this delay would expose students to significant hardship and potential danger.

## **II. Justification under Emergency Procurement Statute**

This action is fully compliant with the provisions of the New Mexico Procurement Code, NMSA 1978, § 13-1-127, which governs emergency purchases. This statute permits an agency to make an emergency purchase without following the standard procurement process if there is a "threat to public health, welfare, or safety" and an "immediate need for a supply or service."

The current situation meets all the statutory criteria:

1. **Unforeseen Event:** The displacement of students was sudden and could not have been reasonably predicted or planned for.
2. **Threat to Health and Safety:** The lack of secure housing for our students is a direct threat to their physical and mental well-being.

3. **Immediate Need:** The need for housing is not a future requirement but a critical, time-sensitive necessity that cannot wait for the normal procurement timeline.

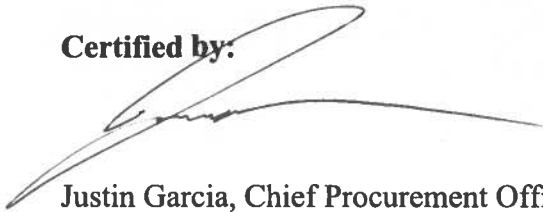
### **III. Proposed Action**

To address this crisis, Luna Community College intends to make an emergency purchase of temporary housing. The proposed solution is to enter into a short-term contract with Super 8 at 2029 N Grand Ave, in Las Vegas, NM to provide housing for the affected students for the Fall Semester. This will provide a safe and immediate solution while a long-term plan is developed. The estimated cost for this emergency housing is \$252,000 (~30 room for 16 weeks at \$75/night). A portion of this cost will be covered by students who will pay the cost for housing that they would have paid at NMHU (~\$2440 for a double room for the semester). Luna will be paying for housing for a male and female assistant coach to serve as resident advisors.

### **IV. Certification**

I hereby certify that the conditions described above constitute an emergency as defined by the New Mexico Procurement Code and that this action is taken in the best interest of the health, safety, and welfare of the students and the college community.

**Certified by:**

A handwritten signature in black ink, appearing to read 'Justin Garcia', with a long horizontal flourish extending to the right.

Justin Garcia, Chief Procurement Officer/Procurement Director  
Luna Community College