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Commissioner, District 2

Camilla Bustamante
Commissioner, District 3



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Commissioner, District 4

Hank Hughes
Commissioner, District 5

Gregory S. Shaffer
County Manager

MEMORANDUM

DATE: October 17, 2024

TO: File

FROM: Bill Taylor, Procurement Manager, CPO *BT*

Via: Adrianna Velasquez, Deputy of Housing Operations

RE: **Declaration of Emergency to Procure the Necessary Repairs of a Sewer Lin Break Located at 155 B Camino de Quintana, Santa Cruz Housing in Santa Fe New Mexico for a Total Not-To-Exceed Amount of \$5,000.00, Exclusive of NM GRT.**

ISSUE

On the morning of Friday, September 27, 2024, the County Housing Division was notified of sewage coming out of the ground at the Boys and Girls Club site, located at 155 B Camino de Quintana, in Santa Cruz New Mexico. The Division Deputy Director contacted the Procurement Manager to request a declaration of emergency and request authorization to contact B&D Industries to mobilize to the site to investigate and proceed with repairs.

Given approval, the Division was able to have the Contractor mobilize the afternoon of September 27th to clear the sewer line and make repairs. All repairs were completed by Monday September 30, 2024.

DETERMINATION:

Due to the threat to the health and safety of the public, the after school program provide by the Boys and Girls Club facility was closed for repairs. Pursuant to 13-1-127 Emergency Procurements, it is the determination of the Santa Fe County Procurement Manager that there existed a threat to the public health, welfare, safety and property that required the procurement of services, construction or tangible items under emergency procurement in order to address and eliminate the immediate emergency condition as described above, pursuant to NMSA 1978, 13-1-127.

Emergency Project Description:

Contractor: B&D Industries

Scope of Work: See attached cost breakdown for repairs.

TOTAL: \$5,000.00, exclusive of NMGRT



9720 Bell Ave SE
 Albuquerque, NM 87123
 505-299-4464

Remit To: PO Box 561617
 Denver, CO 80256-1617

Invoice 3118152 ✓

B&D Work Order: 95740 ✓
 Invoice Date: 10/14/24
 Due Date: 11/13/24 ✓

Bill To: Santa Fe County Housing Authority
 52 Camino de Jacobo
 Santa Fe, NM 87505

Service Location: Santa Fe County Housing/Santa Cruz Boys and Girls Club
 155B Camino de Quintana
 Santa Fe, NM 87505

Call Type: Drains - Santa Fe

Scope 1 Detail: Snake, Hydrojet and Camera Sewer Line.

Date of Service	Description	Quantity	Price	Price Total		
09/29/24	DT	Apprentice - Chavez, Marcos Jacob	6.50	95.86	623.09	T
09/29/24	DT	Experienced Tech - Riley Jr, Mark Herbert	6.50	133.13	865.35	T
09/30/24		Experienced Tech - Riley Jr, Mark Herbert	8.00	101.18	809.44	T
09/30/24	Materials				9.88	
				Subtotal	2,307.76	
				Gross Receipts Tax (T)	188.14	
				Total	2,495.90	✓

Work Description:

"Picked up the Jetter. The camera wasn't in the office. I proceeded to the site and met with Chris. He explained that they think a piece of equipment drove over the line and caused damage and the line backed up. I Jetted the line from clean out on south the side of the building. I went 50 ft, hit a hard spot and worked the Jetter through. Water then began overflowing from the clean out. I worked through the area and the water began to drop. I kept Jetting for another 360 ft and pulled back. The line cleared and would drain once the water was off. I spoke to the site contact, Chris, and said we will need to return to camera the line. I updated the site contact and dispatch returned the Jetter to the yard. "I arrived on site and the camera line went 90 ft and then hit an area the camera wouldn't go through. Holding water used 1075 to cable the line. When we got to the 89 ft mark, I was able to work the cables through. Also, the same area I had issue with, the Jetter line would drain but would back up. I was able to cable line 159 ft with water running. The line remained clear. The camera line again recorded the footage. Let Dom and Eddie know, updated site contact and cleared the site.

Santa Fe County / Purchasing Division

102 Grant Ave.
Santa Fe, NM 87501
(505) 986-6373

REQUEST FOR DECLARATION OF EMERGENCY PROCUREMENT

To facilitate the process and obtain a complete request for emergency assistance, please provide the following: ***completed form and detailed memo of justification to: Bill Taylor, Procurement Manager, SFC, (505) 986-6373, or mail original to above address, or e-mail to wtaylor@santafecountynm.gov.***

Pursuant to 13-1-127, NMSA 1978. Emergency Procurements:

- A. The state purchasing agent or a central purchasing office may make emergency procurements when there exists a threat to public health, welfare, safety or property requiring procurement under emergency conditions; provided that emergency procurements shall be made with competition as is practicable under the circumstances.
- B. An emergency condition is a situation that creates a threat to public health, welfare or safety such as may arise by reason of floods, fires, epidemics, riots, acts of terrorism, equipment failures or similar events and includes the planning and preparing for an emergency response. 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 and safety of any person.
- C. Emergency procurements shall not include the purchase or lease purchase of heavy road equipment.
- D. The state purchasing agent or central purchasing office shall use due diligence in determining the basis for the emergency procurement and for the selection of the particular contractor. The determination shall be in writing and included in the procurement file.
- E. Money expended for planning and preparing for an emergency response shall be accounted for and reported to the Legislative finance committee and the department of finance and administration within sixty days after the end of each fiscal year.

Submittal of DOE request does not constitute an emergency situation. Request will be reviewed and verified by the County Procurement Manager, and a determination will be made on the merits of the request.

Date of Request 09/30/2024

Person Making Request & Title Adrianna F. Velasquez/ Deputy Director of Housing Operations ✓

Department & Agency CDD/ Housing

Ph. (505) 992-3066 Cell (505) Fax (505)

Location ✓ 155 B Camino de Quintana, Santa Cruz NM 87532 (Boys and Girls Club)

Physical Address 155 B Camino de Quintana (Boys and Girls Club)

City & Zip Code Santa Cruz, 87532

Residents or tenants affected by the emergency situation:

Yes, public housing tenants and the Boys and Girls Club facility.

Information surrounding the emergency situation (include the following: *describe the problem in detail*; indicate times, dates and extent of damages; has any action been taken? any other information which will help determine this request qualifies as an emergency)

Sewer line backup or break at the Boys and Girls Club. Sewage is coming out from the ground. Jaynes stated Friday 09/27/2024 morning they had a company who was going to head to the site to look at the issue. On Friday 09/27/2024 at 1:19pm Public Works called me (Adrianna) to say they were pulled off the sewer line issue and Housing needed to get an emergency plumber out to the Santa Cruz site to fix the sewage issue.

Describe the emergency condition that exists as it relates to the health, safety and welfare of the public; protection of property; or function of government:

The sewage is coming up from the ground and creating a stream and pond of sewage above ground. This issue is effecting the health and safety of public housing tenants who reside in the area. The Boys and Girls cannot operate the afterschool care due to this sewage issue on site.

Explain what effort, if any was made to compete the work needed:

Housing Maintenance Supervisor was able to get ahold of B&D Industries Friday 09/27/2024 afternoon around 3:15pm. B& D Industries stated they will be on site within three (3) hours to sixteen (16) hours and address the sewer line issue. B&D Industries were on site Sunday 09/29/2024 and Monday 09/30/2024 addressing the sewer line issue at the4 Boys and Girls Club.

Note:

Emergency declaration from SFC-Procurement Division requires meeting criteria for emergency accordance of New Mexico State Statute (Sections 13-1-127 and 13-1-128 NMSA 1978). Prior to SFC- Purchasing Division authorization of funds for any emergency, the department must certify to SFC-Purchasing availability of funds to cover the emergency services. Please have your authorized person verify the following and sign with attached requisition and back-up.

(√ one)

1. the department will pay for the entire cost of the emergency
2. the department can participate with \$3,000.00
3. the department does not have any funds to cover the cost of the emergency
4. other arrangements (specify) _____

Printed Name Adrianna F. Velasquez

Signature  ✓ Date 09/30/2024

Title Deputy Director Cell (505) Ph. (505) 992-3066

Department Director or Division Manager:

Signature  ✓ Date: 9/30/24

(Include additional sheets, other substantiating documents or pictures related to your request- include requisition and justification memo)







