

Justin S. Greene
Commissioner, District 1

Lisa Cacari Stone
Commissioner, District 2

Camilla Bustamante
Commissioner, District 3



Adam Fulton Johnson
Commissioner, District 4

Hank Hughes
Commissioner, District 5

Gregory S. Shaffer
County Manager

MEMORANDUM

DATE: April 7, 2025

TO: File

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

Via: Justin Martinez, Utilities Operations Foreman
Travis Soderquist, Public Works Department Deputy Director

RE: **Declaration of Emergency to Procure the Necessary Repairs to Broken 8 Inch Water Main Located at 14 Via Summa in Santa Fe, New Mexico.**

ISSUE

At 7:30 AM on Tuesday March 18, 2025, the Public Works Department Utilities Division receive a call from a resident that water was coming out onto the street at 14 Via Summa in Santa Fe, New Mexico.

The Public Works Utility Division Director contacted the County Procurement Manager to make a request for an emergency and to contact contractors to address the emergency conditions. Permission was given by the Procurement Manager.

After contacting multiple contractors, the Public Works Utility Operations Manager was able to receive confirmation from Sub Surface Contracting to mobilize on Tuesday to isolate the line and excavate the water main. The Contractor was able to isolate the cut-off, excavate and repair the water main. Repairs to the road was also required by the Contractor. Water was restored to the customers the afternoon of March 18, 2025.

DETERMINATION:

Customers were without potable water with this water main break, as well as fire suppression for 10 hours while these repairs were completed. It is therefore the written determination of the County Procurement Manager to make the declaration of emergency for the repairs as there exists a threat to the public health, welfare and safety, pursuant to 13-1-127 Emergency Procurements.

Emergency Project Description:

Contractor: Sub Surface Contracting, LLC
27A Paseo De River
Santa Fe, New Mexico 87507
(505) 473-1000

Scope of Work: See attached cost breakdown for repairs.

TOTAL: **\$2,749.03, exclusive of NMGR**



Invoice

27A PASEO DE RIVER
SANTA FE, NM 87507

Bill To:

Santa Fe County Utilities
424 NM SR 599 Frontage
P.O. Box 276
Santa Fe, NM 87504

Purchase Order:

Invoice #: 00000088
Date: 3/21/2025
Job Number: 2025-020
Page: 1

DATE	DESCRIPTION	AMOUNT
3/17/2025	14 Via Summa ER	\$2,749.03
		Sales Tax: \$189.00
		Total Amount: \$2,938.03
		Amount Applied: \$0.00
		Balance Due: \$2,938.03

Terms: C.O.D.

SUB SURFACE CONTRACTING, INC.

Time and Material Report

27A PASEO DE RIVER
SANTA FE, NM 87507

Phone (505) 473-1000
Fax (505) 473-1307

Company: Sub Surface Contracting, Inc.	Job Number: 2025-020	Date: 3/17/2025
Location: 14 Via Summa ER		Requested By: Santa Fe County

WORK DESCRIPTION:	MATERIAL			
	QTY	DESCRIPTION	RATE	TOTAL COST
Emergency repair on 8". Replaced pipe and coupling.				\$0.00
	1	8" Coupling	\$437.12	\$437.12
				\$0.00
				\$0.00
				\$0.00
				\$0.00
				\$0.00
				\$0.00
				\$0.00
				\$0.00

LABOR									TOTAL MATERIAL:		\$437.12
UNIT	DATE:	SUN	MON	TUES	WED	THUR	FRI	SAT	TOTAL HRS	RATE	TOTAL COST
			17-Mar								
FOREMAN			4.00						4.00	\$105.00	\$420.00
LABOR			4.00						4.00	\$64.50	\$258.00
LABOR			4.00						4.00	\$64.50	\$258.00
LABOR			4.00						4.00	\$64.50	\$258.00
LABOR			4.00						4.00	\$64.50	\$258.00
PARTS RUNNER			4.00						4.00	\$82.50	\$330.00
									0.00		\$0.00
									0.00		\$0.00

EQUIPMENT									TOTAL LABOR:		\$1,782.00
UNIT	DATE:	SUN	MON	TUES	WED	THUR	FRI	SAT	TOTAL HRS	RATE	TOTAL COST
			17-Mar								
Truck & Tools			4.00						4.00	\$35.00	\$140.00
Truck & Tools			4.00						4.00	\$35.00	\$140.00
									0.00		\$0.00
									0.00		\$0.00
									0.00		\$0.00
									0.00		\$0.00
									0.00		\$0.00
									0.00		\$0.00

FINALIZED SUM & TAX									TOTAL EQUIPMENT:		\$280.00		
										SUB TOTAL		\$2,499.12	
										OVERHEAD, PROFIT, INS.		10%	\$249.91
										SUB TOTAL		\$2,749.03	
										FINAL TAX		6.8750%	\$189.00
										GRAND TOTAL		\$2,938.03	

