

**Henry Roybal**  
Commissioner, District 1

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Commissioner, District 2

**Rudy N. Garcia**  
Commissioner, District 3



**Anna T. Hamilton**  
Commissioner, District 4

**Ed Moreno**  
Commissioner, District 5

**Katherine Miller**  
County Manager

## ***MEMORANDUM***

DATE: March 27, 2020

TO: File

FROM: Bill Taylor, Procurement Manager *BT*

Via: Gary L. J. Giron, Public Works Director  
Mark Lujan, Risk Management Director

RE: **Declaration of Emergency to Procure Professional Cleaning and Remediation Services for the Sanitation and Disinfection of the District Attorney's Office Located at 327 Sandoval St. # 2 and the Adult Detention Facility Located at 35 Camino Justicia, in Santa Fe New Mexico**

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### **Background:**

On Tuesday March 24, 2020, the District Attorney's office was notified by the Department of Health (DOH) that two of their employees had a possible exposure to the COVID 19 virus. DOH advised the County to professionally sanitize and disinfect the areas the individuals came into contact with. Both individuals have reported that they were in contact with staff at the District Attorney's Office (DA), as well as one individual who conducted business at the Adult Detention Facility (ADF).

The DA's Office was vacated and will be unoccupied until the sanitation and disinfection services are completed. The ADF location will need to remain in operation, but staff will be relocated during biocide wipe down and fogging of the areas visited by the individual.

### **Issue:**

The current COVID 19 pandemic has initiated and created a declaration of a public health emergency that was issued by the Governor of New Mexico. In order to combat the spread of this virus, and protect the health and safety of others, sanitizing and disinfecting all areas that have potentially come into contact with this virus is required. There is an immediate and apparent risk to exposure, contamination and spread from this contact identified by the District Attorney.

### **Determination:**

Due to the immediate risk of spread of the COVID 19, it is the determination of the County Procurement Manager that the contamination of the DA's office requires the procurement of sanitation and disinfection services pursuant to NMSA 1978, 13-1-127, as an emergency procurement.

**Emergency Project Description:**

**Contractor:** AAA Restoration & Construction Services  
8536 Calle Alameda NE  
Albuquerque, NM 87133

**Location:** District Attorney's Office  
327 Sandoval St. #2  
Santa Fe, New Mexico 87501

<b>Scope of Work:</b>	Building cold fogging/fine mist	240,000 CF	\$ 12,000.00
	Biocide Wipe Down	43,526 SF	\$ 11,752.01

**Location:** Adult Detention Facility  
35 Camino Justicia  
Santa Fe, New Mexico 87507

<b>Scope of Work:</b>	Building cold fogging/fine mist	18,033 CF	\$ 901.65
	Biocide Wipe Down	8,280 SF	<u>\$ 2,235.60</u>

**TOTAL costs:** \$ 26,889.26