

**Justin S. Greene**  
*Commissioner, District 1*

**Anna Hansen**  
*Commissioner, District 2*

**Camilla Bustamante**  
*Commissioner, District 3*



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

**Hank Hughes**  
*Commissioner, District 5*

**Gregory S. Shaffer**  
*County Manager*

## MEMORANDUM

DATE: September 15, 2023

TO: File

FROM: Bill Taylor, Procurement Manager, CPO 47

Via: A. Laura Hernandez, Facility Operations & Maintenance Manager

RE: **Declaration of Emergency to Procure the Necessary Repairs to Sewer Drainage System at the Stephen Herrera 1<sup>st</sup> Judicial Complex Located at 225 Montezuma Ave. in Santa Fe New Mexico, for a Total Amount of \$10,447.03, Inclusive of NMGRT**

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### ***ISSUE***

On September 6, 2023 Property Control Division of Public Works Department received a call from the Sheriff's Deputy at the Stephen Herrera 1<sup>st</sup> Judicial Complex that the drainage at the Complex was backed up. Upon arrival, County staff attempted to unblock the drain with multiple tools and equipment, but were unable to break through the stoppage. At that point, County staff were able to contact Lobo Tech LLC to mobilize to the Complex. Lobo Tech was able to unblock the drain, but found that the sewer lift station pump that services the drains had broken and needed to be removed and replaced with a new pump.

P.J. Montano, Public Works Deputy Director contacting the County Procurement Manager prior to contacting Lobo Tech, to request a declaration of emergency. The Procurement Manager provided authorization to Mr. Montano to take all action necessary to repair the drainage at the Complex.

### ***DETERMINATION:***

Pursuant to 13-1-127 Emergency Procurements, it is the determination of the Santa Fe County Procurement Manager that there exists a threat to the public health, welfare, safety and property that require 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.

All work related to this determination will be limited to the repairs of the drainage system at the Stephen Herrera 1<sup>st</sup> Judicial Complex located at 225 Montezuma in Santa Fe, NM.

**Emergency Project Description:**

Contractor: Lobo Tech, LLC  
1259 Coriander Rd.  
Santa Fe, New Mexico 87507-7404  
(505) 316-4231

Scope of Work: See attached cost breakdown for repairs.

Call-out 2 plumbers to snake and clear line. Found failed sump pump and float.  
.....\$ 1,683.28

Remove and install 2 new AMT shredder pumps.....\$ 8,763.75

**TOTAL:** **\$10,447.03, inc. NMGRT**

**Lobo Tech, LLC**

1259 Corlander Rd  
Santa Fe, NM 87507-7404  
(505) 316-4231  
rmp plumber@hotmail.com  
www.santafepumbingsservice.com



**INVOICE**

**BILL TO**  
Santa Fe County  
424 NM 599 Frontage Road  
Santa Fe, NM 87507

**SHIP TO**  
Santa Fe County  
424 NM 599 Frontage Road  
Santa Fe, NM 87507

**INVOICE** 6236-92  
**DATE** 09/08/2023  
**TERMS** Due on receipt  
**DUE DATE** 10/01/2023

**JOB SITE ADDRESS:**  
District Court Building

DATE	DESCRIPTION	QTY	RATE	AMOUNT
09/06/2023	Called out to District court building 225 Montezuma Ave. for backed up sewer, 2 plumbers ran snake and cleared. Found failed sump pump and float. Will need replacement. Lobo Tech will return to install when parts come in.	1	1,575.00	1,575.00T

We accept all major credit cards.

CHECK# \_\_\_\_\_

CREDIT CARD  
(LAST 4 DIGITS) \_\_\_\_\_ EXP: \_\_\_\_\_

CASH \_\_\_\_\_

SUBTOTAL	1,575.00
TAX	108.28
TOTAL	1,683.28
BALANCE DUE	<b>\$1,683.28</b>

A 10% monthly late fee shall be applied to any balances not paid within (30) days from the date of service.

**Lobo Tech, LLC**  
 1259 Coriander Rd  
 Santa Fe, NM 87507-7404  
 (505) 316-4231  
 rmplumber@hotmail.com  
 www.santafepumbingsservice.com



# Estimate

**ADDRESS**  
 Santa Fe County  
 424 NM 599 Frontage Road  
 Santa Fe, NM 87507

**SHIP TO**  
 Santa Fe County  
 424 NM 599 Frontage Road  
 Santa Fe, NM 87507

**ESTIMATE #** 3081-123-617  
**DATE** 09/14/2023

DATE	DESCRIPTION	QTY	RATE	AMOUNT
09/14/2023	This price is for the following scope of work:	1	8,200.00	8,200.00T

Lobo Tech to remove and install (2) new AMT shredder pumps. These units will be fully installed and operational upon completion.

Acceptance of Contract Agreement to be filled out by owner/authorized personnel  
 We accept all major credit cards.

SUBTOTAL	8,200.00
TAX	563.75
<b>TOTAL</b>	<b>\$8,763.75</b>

CHECK# \_\_\_\_\_

CREDIT CARD  
 (LAST 4 DIGITS) \_\_\_\_\_ EXP: \_\_\_\_\_

CASH \_\_\_\_\_

Accepted By

Accepted Date

A 10% monthly late fee shall be applied to any balances not paid within (30) days from the date of service.