

Henry Roybal
Commissioner, District 1

Anna Hansen
Commissioner, District 2

Rudy N. Garcia
Commissioner, District 3



Anna T. Hamilton
Commissioner, District 4

Hank Hughes
Commissioner, District 5

Katherine Miller
County Manager

DATE: April 12, 2021

TO: File

FROM: Bill Taylor, Procurement Manager *BT*

Via: Ken Johnson, Santa Fe County Undersheriff
Yvonne S. Herrera, Finance Director

RE: **Declaration of Emergency – Procure Repair Services to the Access Control Panel for the Iris Security Room in the Public Safety Complex Located at 35 Camino Justicia in the Amount of \$403.75, Exclusive of NM GRT**

Issue:

On March 25, 2021 at approximately 8:00 AM, the Sheriff's Office Personnel were not able to access the Iris Security Room at the Public Safety Complex. The Iris Security Room contains emergency Sheriff equipment required for the daily operations of the Sheriff's Office and its Deputies. The access to the room is controlled by an Iris Biometric Security Scanner that was not functioning and entry was not authorized by personnel. Due to the circumstances it was necessary to call in the Vendor, APIC Solutions, Inc. to repair the malfunction so that access could be obtained as soon as possible, and prior to obtaining a purchase order for the repairs needed.

APIC Technicians arrived on the scene at approximately 2:00 PM on March 25, 2021 and corrected the problem of access to the security room before the end of the same day.

Determination:

Due to the inability of the Sheriff's Office personnel to access critical emergency equipment inside the security room at the Public Safety Complex, that there existed a threat to public health, welfare, safety or property requiring procurement under emergency conditions, as well as threatening the function and duties necessary for operations within the Sheriff's Office.

It is therefore the determination of the County Procurement Manager, CPO that the services needed for repair of the security scanner located at the County Public Safety Complex met the requirements of an emergency procurement, pursuant to NMSA 1978, 13-1-127.

All work and costs associated with this determination was limited to the services required for the repairs of the access scanner to the Iris Security Room located at 35 Camino Justicia in Santa Fe, New Mexico.

Emergency Project Description:

Contractor: APIC Solutions, Inc.
5550 Midway Park PI NE
Albuquerque, NM 87109-5800
(505) 345-1381

Scope of Work:

4.250 hours labor/drive time @ \$95.00 per hour	\$ 403.75
NM GRT 8.4375%	<u>\$ 34.07</u>
TOTAL, inclusive of NM GRT	<u>\$ 437.82</u>