

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: March 15, 2024

TO: File

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

Via: LeRoy Alvarado, Public Works Utilities Infrastructure Manager

RE: **Declaration of Emergency to Procure the Necessary Repairs of Waterline Break Located at 16 Ramada Way East Within the Villa Vista Subdivision for a Total Amount of \$6,766.10, Exclusive of NM GRT.**

ISSUE

On Saturday, February 24, 2024, the Utilities Division of the Public Works Department received a call at approximately 2:00 AM of a water flowing from the backyard at 16 Ramada Way East in the Villa Vista Subdivision in Santa Fe. The County Operator arrived at the site and found that a large hole where water had washed away the terrain and requested assistance from the Utilities Manager to isolate the break in the line. It was determined that the main water supply line had to be shut off that resulted in isolating major section of the Subdivision. Due to limited staffing levels at Public Works Utilities, the Utilities Manager contacted the Procurement Manager to request a declaration of emergency and authority to contact contractors to make the appropriate repairs in restoring the water supply to the Subdivision.

Authorization was granted on February 24, 2024, and A.A.C Construction was able to mobilize that same morning, and directed to begin work on repairing the line(s).

The Contractor arrived at the site at 10:00AM of February 24, 2024, excavated the site, and repaired the water line breaks and water was completely restored to the residents the evening of February 24, 2024.

DETERMINATION:

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.

All work related to this determination will be limited to the repairs necessary to restore the water source to the water line break at 16 Ramada Way East located within the Villa Vista Subdivision in Santa in Santa Fe NM.

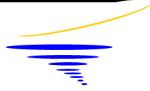
Emergency Project Description:

Contractor: A.A.C Construction, LLC
18 La Luna Rd.
Santa Fe New Mexico, 87507
(505) 930-0481

Scope of Work: See attached cost breakdown for repairs.

TOTAL: \$6,766.10, exclusive of NMGRT

WORK ORDER PRICING



A.A.C. Construction, LLC

Date: 3-4-2024

OWNER: COUNTY OF SANTA FE WATER DIVISION
Owner's Rep.: Leroy Alvarado

Project Contact : Leroy Alvarado, Ph: 505-490-0038

CONTRACTOR: A.A.C. Construction, LLC
PROJECT MANAGER: Andrew Sisneros, (505) 930-0481

Mobilization Date: 2/24/2024
Delivery/Completion Date: 3/4/2024

DESCRIPTION:	Customer Concern: Water is leaking in the back yard of 16 Ramada Way E. Unable to fully isolate the water system. Encountered a cracked piece of 2" PVC made repairs and included a 2" isolation valve. Dewatering pumps were set in place. There was a flush pipe in the south slope of the property which remained unchanged. We did exploratory excavation by hand at the tee and gate valve intersection, and nothing new was discovered. We backfilled the excavations with dry material and reset the 3 each valve boxes to grade. We installed concrete collars for the 3 valve boxes which were reset. We placed the trampoline, fire pit, flower beds and yard fixtures back to their original position and to the satisfaction of the property owner.
LOCATION:	Valle Vista Subdivision, 16 Ramada Way E, Santa Fe, NM, 87507

	Item Description	Hours	Labor Rate	Total Cost
	Coordinator	8	\$72.18	\$577.44
	Foreman	41	\$28.69	\$1,176.29
	Heavy Equipment Operator III	3	\$28.69	\$86.07
	Laborer III	41.5	\$21.06	\$873.99
	Laborer II	41.5	\$18.85	\$782.28
TOTAL LABOR				\$3,496.07

	Material Description	Material Quote Reference	Total Cost
MATERIAL:	Dry Material 35 per ton x 14 tons	AAC	\$490.00
	2" Gate Valves x 1	Baker	\$225.00
	Post Flush Hydrant	Baker	\$0.00
	Schedule 80. 2", tee	Baker	\$0.00
	Schedule 80. Male Adaptors 2 x 10	Baker	\$20.00
	Valve Box Top	Baker	\$0.00
	Foms	Lowes	\$58.92
	Concrete Bags 28 each @ 7.86 per bag	Lowes	\$220.00
	Water Quality Test	NM Lab	\$0.00
	Plans	Copy Shack	\$0.00
TOTAL MATERIAL			\$1,013.92

	Equipment Type	Rate Type	Rate	Qty	Total Cost
EQUIPMENT:	305 Excavator		65	4	\$260.00
	Skid Steer		65	4	\$260.00
	Dump Truck		65	4	\$260.00
	1 Ton P. U. With Trailer		30	0	\$0.00
	3/4 Ton Service Truck		18	8	\$144.00
	3/4 Ton Supervisor's Truck		18	8	\$144.00
	Small Tools/Pumps, Saws, Hand Tools		18	8	\$144.00
	Cold Weather Protection		12	1	\$12.00
	Street Plates	SW Safety	0	1	\$0.00
	Traffic Control Devices 7 days x 85 + del/pick up	SW Safety	0	1	\$0.00
TOTAL EQUIPMENT					\$1,224.00

SUBTOTAL:	\$5,733.99	
Contractor's Fee 18%	\$1,032.12	
SUBTOTAL:	\$6,766.10	
Tax @ 6.8750%	\$553.97	
GRAND TOTAL:		\$7,320.08

Address: A.A.C. Construction, LLC, 18 La Luna Rd, Santa Fe, NM 87507

Authorized Signature _____

Date _____



SANTA FE COUNTY

SANTA FE, NEW MEXICO

PURCHASE ORDER

IMPORTANT
 THIS PURCHASE ORDER NUMBER
 MUST APPEAR ON ALL INVOICES
 AND SHIPPING CONTAINERS.
 INVOICES ARE TO BE IN
 DUPLICATE

PAGE: 1
 P.O. NO.: 243291
 DATE: 03/19/2024
 C.O.NO.: 0
 C.O.DATE: 00/00/0000

TO: AAC CONSTRUCTION LLC
 18 LA LUNA RD
 SANTA FE, NM 87507

SHIP TO/
 INVOICE TO:

PUBLIC WORKS DEPT/ADMIN
 SANTA FE COUNTY
 424 NM HIGHWAY 599
 SANTA FE, NM 87507

VENDOR NO.	NOTES				
18791	1. Federal Tax I.D. Number is required for payment 2. If unable to fill at prices shown, or meet delivery day, please advise immediately. 3. All items subject to terms and conditions on reverse.				
DELIVERY BY	SHIP VIA	F.O.B.		TERMS	
06/30/2024				NET 30	
CONFIRM BY		CONFIRM TO		REQUISITIONED BY	
SISNEROS, ANDREW		PADILLA, ADRIANA		BCPEREZ	
FREIGHT	CONTRACT NO.	ACCOUNT NO.	PROJECT	REQ. NO.	REQ. DATE
		50514104444003		0000243735	03/05/2024
LINE NO.	QUANTITY	UOM	ITEM NO. AND DESCRIPTION	UNIT COST	EXTENDED COST

1	577.44	EA	LEROY ALVARADO IS REQUESTING AN ENCUMBRANCE	1.0000	577.44
			000 004		

Construction services to repair water distribution

line in Valle Vista Subdivision

Coordinator @ \$72.18x8=\$ 577.44

2	1,176.29	EA	FOREMAN @ \$28.69X41=\$ 1176.29	1.0000	1,176.29
			000 004		

3	86.07	EA	HEAVY EQUIPMENT OPERATOR III @ \$86.07	1.0000	86.07
			000 004		



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		50514104444003		0000243735	03/05/2024

LINE NO.	QUANTITY	UOM	ITEM NO. AND DESCRIPTION	UNIT COST	EXTENDED COST
4	873.99	EA	LABORER III @ \$873.99 000 004	1.0000	873.99
5	782.28	EA	LABORER II @ \$782.28 000 004	1.0000	782.28
6	490.00	EA	DRY MATERIAL 35 PER TON X 14 TONS @ \$490.00 000 004	1.0000	490.00
7	225.00	EA	2" GATE VALVES X 1 @ \$225.00 000 004	1.0000	225.00



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8	20.00	EA	SCHEDULE 80. MALE ADAPTORS 2 X 10 000 004	1.0000	20.00
9	58.92	EA	FORMS @ \$58.92 000 004	1.0000	58.92
10	220.00	EA	CONCRETE BAGS 28 EACH @ 7.86 PER BAG @ \$220.00 000 004	1.0000	220.00
11	260.00	EA	305 EXCAVATOR @ \$260.00 000 004	1.0000	260.00



SANTA FE COUNTY

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SANTA FE, NM 87507

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INVOICE TO:

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SANTA FE COUNTY
424 NM HIGHWAY 599
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		50514104444003		0000243735	03/05/2024

LINE NO.	QUANTITY	UOM	ITEM NO. AND DESCRIPTION	UNIT COST	EXTENDED COST
12	260.00	EA	SKID STEER @ \$260.00 000 004	1.0000	260.00
13	260.00	EA	DUMP TRUCK @ \$260.00 000 004	1.0000	260.00
14	144.00	EA	3/4 TON SERVICE TRUCK @ \$144.00 000 004	1.0000	144.00
15	144.00	EA	3/4 TON SUPERVISOR'S TRUCK @ \$144.00 000 004	1.0000	144.00



SANTA FE COUNTY

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LINE NO.	QUANTITY	UOM	ITEM NO. AND DESCRIPTION	UNIT COST	EXTENDED COST
16	144.00	EA	SMALL TOOLS/PUMPS, SAWS, HAND TOOLS @ \$144.00 000 004	1.0000	144.00
17	12.00	EA	COLD WEATHER PROTECTION @ \$12.00 000 004	1.0000	12.00
18	1,032.12	EA	CONTRACTOR FEE @ \$1032.12 000 004	1.0000	1,032.12
19	553.97	EA	TAXES @ \$553.97 000 004	1.0000	553.97



SANTA FE COUNTY

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03/19/2024: Pursuant to NMSA 1978 Sec.13-1-127

"Emergency procurement" Approved by BT,

Determination attached. Line item approved by

Finance. AP.

TOTAL PURCHASE AMOUNT	\$7,320.08
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NOT VALID UNLESS SIGNED BY THE COUNTY FINANCE

DIRECTOR OR THE COUNTY PURCHASING AGENT



SANTA FE COUNTY

SANTA FE, NEW MEXICO

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Adriana Padilla Procurement Specialist

AUTHORIZED SIGNATURE & TITLE

County of Santa Fe Purchase Order for Services – General Terms and Conditions

Interpretation: This PO represents the entire agreement between both parties, notwithstanding any Vendor's form. This Agreement shall be the sole and exclusive statement of the purchase of goods or services between the County and Vendor. Unless there is a separate written contract for the provision of goods or services, these terms and conditions shall be the sole and exclusive statement of the contract between the County and Vendor. In the event of a conflict between the terms and conditions of this PO and the terms of the written contract, the terms of the written contract or agreement shall govern.

Acceptance: Vendor shall accept the offer in writing, or by beginning to fill the order or perform the services requested by County. Acceptance is limited to the terms stated herein. The terms and conditions attached hereto shall apply to all orders placed under a County contract, subcontract or agreement.

Assignment: None of the sums due or to become due nor any of the work to be performed under this PO shall be assigned nor shall Vendor subcontract for completed or substantially completed work called for by this PO without County's prior written consent.

Modification/Changes: This PO constitutes the entire agreement between County and Vendor, and no modification hereof shall be effective unless agreed to in writing by authorized representatives of County. County's employees have no authority to direct any change except by a written change order or amendment signed by County's authorized representative.

Audit: The County may, subject to written notification to Vendor, conduct inspection at Vendor's facilities. Vendor shall, without charge, provide facilities for County's personnel and provide all requested data necessary for County's adequate inspection.

Governing Law: This PO shall be governed by the New Mexico Procurement Code, NMSA 1978, § 13-1-28 et seq.; NMSA 1978, § 6-6-11 (Bateman Act); Art. IX, Sec. 10 (County indebtedness) and Art. IX, Sec. 14 (Anti-donation) of the state constitution; and NMSA 1978, § 41-4-1 (Tort Claims Act), including the New Mexico Uniform Commercial Code, if applicable.

Compliance with Law and County Policies and Procedures: The County is exempt from payment of gross receipts tax on materials but may be subject to such tax on services, including "construction" as that term is defined in NMSA 1978, § 7-9-3.4. The taxable status of any sale of materials must be determined by the Vendor's legal counsel or tax consultant. Invoices rendered for additional taxes after bid award will not be honored. The Procurement Code, NMSA 1978, §§ 13-1-28 thru 13-1-199, imposes civil and criminal penalties for its violation. In addition, the New Mexico criminal statutes impose felony penalties for bribes, gratuities and kickbacks. If this PO shall require the presence on County's premises of Vendor's employees, subcontractors or others under Vendor's control, Vendor shall comply with all applicable governmental regulations and rules of County's premises, encompassing without limitation those relative to environmental quality including safety, fire prevention and security requirements of the County Adult Detention Facility. Vendor shall at all times provide all equipment that is used in the performance of this PO, including all equipment to ensure the safety of all employees, subcontractors or others under Vendor's control.

Waiver: The failure of County to insist, in any one or more instances, upon the performance of any of the terms, or conditions or to exercise any right hereunder shall not be construed as a waiver or relinquishment of the future performance of any such term or condition or the future exercise of such right. The obligations of Vendor with respect to such future performance shall continue in full force and effect.

Delivery: Time is of the essence in this PO. If delivery of conforming goods or performance of conforming services is not complete by the time(s) promised, the County has the right, in addition to its other rights and remedies, to cancel this PO, to reject such goods or services in whole or in part, or to purchase substitute or goods or services elsewhere and charge Vendor with any loss incurred. Any provisions herein for delivery of goods or performance of services by installments shall not be construed as making the obligations of Vendor severable. Shipments sent C.O.D. without County's written consent will not be accepted and will be at Vendor's risk.

Loss in Transit and Environmental Responsibility: Title and risk of loss in transit shall not pass to County until delivery to County (or to carrier designated by County in cases where shipment is made F.O.B. Vendor's Shipping Point) in accordance with all applicable federal, state, or local laws or regulations, including but not be liable for any discharge, spill or other incident, including but not limited to expenses for any clean-up costs, involving any materials transported hereunder until completion of such delivery.

Dangerous and Hazardous Material: Packaging, packing, marking, labeling, documentation, handling and movement of any materials ordered shall be in accordance with applicable NM Department of Transportation (DOT) regulations or other applicable state laws. All packing sheets, bill of lading, or other shipping documents shall specify what the materials are and carry a certificate that the shipment is in proper condition for transportation as prescribed in DOT regulations or other applicable state laws.

Inspection: Notwithstanding any prior inspections or payments, all goods are subject to County's final inspection and acceptance at the destination which shall be conclusive except as to latent defects, fraud, mistakes and Vendor's warranty obligations. County may reject and return defective or nonconforming goods at Vendor's expense for credit, refund or replacement, at County's option. Vendor shall pay County's cost of inspecting, handling, removing, and/or revoking nonconforming goods.

Shipment: Shipment must be made in the quantity specified and over shipments may be rejected at County's discretion.

Shipping: Vendor shall enclose a packing sheet in each separate container and a master packing sheet in duplicate shall accompany each shipment. Packing sheets shall not show any prices. County's counter weight shall be accepted as final and conclusive on shipments not accompanied by packing sheets. Material shall be packed and marked for shipment as reasonably prescribed by, and at no additional cost to the County. Each shipping container shall contain the part number, date of shipment, bill of lading number, packing slip number, shipping container number of lot and number of containers in the lot.

Invoice: Invoice in duplicate to the "Invoice To" address on the PO. All invoices must show the PO number.

Price: County shall not be billed at prices higher than stated herein unless authorized in writing by County. Vendor represents that the prices charged for the goods or services covered by this PO are the lowest prices charged by Vendor and that such prices comply with all applicable laws and government regulations in effect at time of quotations, sale, delivery and performance.

Payment: Payment is net 30 days upon receipt of acceptable invoice or receipt of goods, whichever is later. Inquiries regarding payment should be directed to Finance at (505) 986-6375.

Discounts: Cash discounts will be calculated from date of receipt of acceptable invoice.

Warranties: All goods and services covered by this PO shall conform to the specifications, drawings, samples or other descriptions furnished or adopted by the County, and shall be merchantable, fit for the purpose intended, of best quality and workmanship and free from all defects. All goods delivered pursuant to this PO and manner of delivery thereof shall conform to standards established for such goods and delivery in accordance with any applicable federal, state or local laws and regulations.

Insurance: Vendor warrants that Vendor shall comply with all existing financial capability, responsibility, security or like laws, regulations and requirements of local, state and federal governments with respect to oil pollution or any other pollution damage whatsoever. Vendor agrees to protect, defend, indemnify, exonerate and hold Santa Fe County harmless from and against any and all suits, claims, liabilities, losses, liens and demands, fines, costs, criminal and civil penalties, causes of action or any obligations arising out of or in any manner connected with, incidents involving bodily injury, death, property or any violation or alleged violation of any federal, state or local law or regulation. Vendor is and undertakes performance thereof as an independent contractor, with sole responsibility for all persons employed in connection therewith, including without limitation exclusive liability for the payment of all federal, state, and local unemployment and disability insurance and all social security and other taxes and contributions payable in respect to such persons from and against which liability Vendor agrees to indemnify, exonerate and hold harmless the County. Vendor shall provide to County upon request certificates of insurance evidence that the Vendor has purchased the following insurance: General Comprehensive Liability Insurance. Vendor's Comprehensive Automobile Liability Insurance limits established by New Mexico Tort Claims Act: Worker's Compensation, limits established by applicable statutes; Employee liability coverage, the greater of the limits of liability established by the New Mexico Tort Claims Act or \$1,000,000. Vendor's protective liability insurance limits shall be the same as specified for Vendor's Commercial General Liability Insurance. All such persons shall be subject to all applicable rules of County's premises, including those for safety and fire protection.

Confidentiality: No disclosure, description or other communication of any sort shall be made by Vendor to any third party of the fact of County's purchase of goods or services hereunder, or of the details and characteristics thereof, without County's prior written consent. Any items furnished to Vendor by County pursuant to this PO, including without limitation samples, drawings, patterns and materials, shall remain the property of the County, shall be held at Vendor's risk and shall be returned upon completion of the work or termination of this PO; no disclosure or reproduction thereof in any form shall be made without County's written consent. Vendor shall be liable to County for any unauthorized disclosure or use of the items furnished to Vendor by the County.

Patent/Copyright Infringement: Vendor represents and warrants that the sale or used of the goods supplied under this PO shall not infringe upon any United States or foreign patent, copyright or trademark, industrial design right or other proprietary right. Vendor shall indemnify, defend and hold County, its successors, assigns, officers, employees and agents harmless from and against any damage, liability, claim, loss, costs, expenses and fees which may be incurred on account of infringement or alleged infringement under this PO.

Force Majeure: Failure by either party to perform hereunder, in whole or in part, occasioned by act of God or public enemy, fire explosion, perils of the sea, flood, drought, war, riot, sabotage, accident, embargo, government priority, requisition or allocation, or any circumstances of like or different character beyond the reasonable control of the party so failing to perform, or by interruption of or delay in transportation, labor trouble from whatever cause arising and whether or not the demands of the employees involved are reasonable and within the affected party's power to concede shall not subject said party to any liability to the other party. At County's option, this PO may be modified, or changed or terminated for the above such circumstances.

Termination/Cancellation: County reserves the right to terminate this PO at any time with respect to undelivered goods or services by written notification or oral notice confirmed in writing.