

**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: January 17, 2024

TO: File

FROM: Bill Taylor, Procurement Manager, CPO *BT* 1/17/2024

Via: LeRoy Alvarado, Public Works Utilities Infrastructure Manager

RE: **Declaration of Emergency to Procure the Necessary Repairs of a Waterline Break Located at Los Cerrillos Community Fire Station, 16 Main St. in Los Cerrillos, NM, for a Total Amount of \$19,519.80, Exclusive of NM GRT.**

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### ISSUE

On Sunday December 22, 2023 at approximately 8:00AM, a subcontractor establishing the utility power connection for the Los Cerrillos Community Center, ruptured a water line while boring to install an electric conduit line. The El Vadito De Los Cerrillos Mutual Domestic Water Association (CMDWA) was contacted of a 6" water line break in the line. The CMDWA dispatched an Operator to isolate the line, as the electrical work was the responsibility of the Association. Prior to the isolation of the line, the entire water storage tank was emptied resulting in the interruption of water service to the community of Los Cerrillos.

The Utilities Department Manager contacted the Procurement office to request a declaration of emergency and authorization to contact an outside contract to complete the repairs and return water service to the Community. Upon receiving authorization, the Utilities Manager was able to contact Sub Surface Contracting, Inc. in Santa Fe to mobilize immediately for repairs to the line.

### 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 located at the Los Cerrillos Community Center.

**Emergency Project Description:**

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

Scope of Work: See attached cost breakdown for repairs.

**TOTAL:** \_\_\_\_\_ **\$19,519.80, exclusive of NMGRT**

# SUB SURFACE CONTRACTING, INC.

27A PASEO DE RIVER  
SANTA FE, NM 87507

## Invoice

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

Date	Invoice #
12/27/2023	5964

Bill To
<b>Santa Fe County Utilities</b> 424 NM SR 599 Frontage P.O. Box 276 Santa Fe, NM 87504

Terms	Project
	Los Cerrillos

Description	Amount
<b>Los Cerrillos</b> WO #1      Date: 12/22/2023	19,519.80T
	<b>Sales Tax (7.0%)      \$1,366.39</b>
	<b>Total      \$20,886.19</b>

# SUB SURFACE CONTRACTING, INC.

27A PASEO DE RIVER  
 SANTA FE, NM 87507  
 Phone (505) 473-1000  
 Fax (505) 473-1307

## Work Order 1 Time and Material Report

Company: Subsurface Contracting Requested by: Santa Fe County Date 22-Dec 23

Location: Los Cerrillos

Description:	MATERIAL			Total Cost
	Qty.	Description	Rate	
Subsurface was called out to a emergency	20	6" C-900	\$36.95	\$739.00
water main brake. Crew found and fixed	1	6" Valve	\$265.00	\$265.00
6" C-900 main & replaced a 6" MJ valve.	1	Valve Box	\$195.00	\$195.00
	1	Traffic Control	\$2,500.00	\$2,500.00
	1	Bolt & Gasket Kit	\$185.00	\$185.00
	1	Mobilization	\$2,500.00	\$2,500.00
				\$0.00
				\$0.00
		<b>Total</b>		<b>\$6,384.00</b>

### LABOR

Date	S	M	T	W	T	F	S	Total Hours	Rate	Total Cost
	F	Reyes Rascon								
L	Justin Marquez							10.50	\$75.00	\$787.50
L	Merced Santos							10.50	\$60.00	\$630.00
L	Manuel Candelaria							10.50	\$60.00	\$630.00
O	Jack Sanderson							11.00	\$70.00	\$770.00
								0.00		\$0.00
								0.00		\$0.00
								0.00		\$0.00
								<b>Total Labor</b>		<b>\$3,697.50</b>

### EQUIPMENT

Unit #	Date	S	M	T	W	T	F	S	Total Hours	Rate	Total Cost
			Truck & Tools								
	Truck & Tools								11.00	\$70.00	\$770.00
	Mid size excavator								11.00	\$185.00	\$2,035.00
	Light Tower								11.00	\$210.00	\$2,310.00
	Transport Low boy								3.00	\$100.00	\$300.00
									0.00		\$0.00
									0.00		\$0.00
									0.00		\$0.00
									<b>Total Equipment</b>		<b>\$6,185.00</b>

Contractor Rep.	SUB Total		\$16,266.50
Company Rep : Jeremey Sanderson	Overhead, Profit, Ins.	20%	\$3,253.30
Title	Sub Total		\$19,519.80
		7.0000%	\$1,366.39
	<b>Grand Total</b>		<b>\$20,886.19</b>