

**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: November 17, 2020

TO: File

FROM: Bill Taylor, Procurement Manager BT - 11/17/2020

Via: Gary L.J. Giron, Public Works Director  
Yvonne S. Herrera, Finance Director  
Phillip Montano, Public Works Facilities and Projects Director

RE: **Declaration of Emergency to Disinfect and Sanitize the Assessor's Offices  
Located at 100 Catron St. in Santa Fe New Mexico, Due to COVID 19  
Contamination for an Amount Not to Exceed \$6,205.57, Inclusive of NM GRT**

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**Issue:**

On Monday, November 16, 2020 at approximately 3:15 PM Phillip Montano was notified by the Director of the Human Resources Division that two staff members from the Assessor's Office tested positive for COVID 19. I was recommended that the Offices be vacated at 100 Catron St. in Santa Fe and that they be professional disinfected and sanitized.

Mr. Montano contacted Service Masters and AG Services Construction to perform the work. Both Vendors were not available to perform the work in a timely manner. Mr. Montano then contacted AAA Restoration who were able to immediately come to the location that same evening to disinfect and sanitize the Assessor's Offices. At approximately 4:00 PM on November 16, 2020, Mr. Montano contacted this office to request that a declaration of emergency be made to procure the disinfecting and sanitizing services needed. Verbal approval was given to Mr. Montano by the Procurement Manager. AAA Restoration arrived at the site at approximately 6:00 PM of November 16<sup>th</sup> to perform the services needed for disinfecting and sanitizing the Assessor's Office. The Offices have been vacated of all staff and the facility was cleaned, disinfected and sanitized, as advised by the State Department of Health.

**Determination:**

Due to the threat to the health and safety of the public and staff, as well as the function of government, it is the determination of the County Procurement Manager that the services for disinfecting and sanitizing the Assessor's Office meets the requirements of an emergency procurement, pursuant to NMSA 1978, 13-1-127.

All work and costs associated with this determination will be limited to the services required for the immediate removal of the emergency conditions at the Assessor's Office located at 100 Catron St. in Santa Fe New Mexico.

**Emergency Project Description:**

Contractor: AAA Restoration & Construction Services  
8536 Calle Alameda NE  
Albuquerque, NM 87113  
(505) 221-3400

Scope of Work: Cold Fog Assessors office, cubicles, Dept. Head Offices, Conf. Rm, Public  
Waiting Room.....\$5,720.31

Wipe down doors, knobs, countertops.....\$ 262.88

Cleaning Techs (3) & Supervisor (2).....\$ 222.38

For an amount not to exceed..... **\$ 6,205.57, inclusive of NM GRT**