

**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: March 7, 2022

TO: File

FROM: Bill Taylor, Procurement Manager *BT*

Via: Yvonne S. Herrera, Finance Director

RE: **Declaration of Emergency – Procure Services for Immediate HVAC Services at the Regional Emergency Communication Center in Santa Fe New Mexico in the Amount of \$ 1,536.35, Exclusive of NM GRT**

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**Issue:**

On February 3, 2022, the HVAC cooling system within the IT Room located at the Regional Emergency Communication System (RECC) failed and temperatures within the room reached critical levels, jeopardizing the functionality of the communication center.

I was contacted by the Maintenance Director, for approval to contact an HVAC contractor who was able to mobilize, evaluate, trouble-shoot and repair the problem with the system.

The Contractor found the RTU had a bad board. Replaced RTU board and replaced blower motor on furnace in server room.

**Determination:**

Due to the critical temperatures in the server room at RECC, directly effecting the operation of the servers and possible shut-down of operations, it is the determination of the County Procurement Manager and Chief Procurement Officer for the County, that HVAC service repairs created an immediate threat to the function of the operations at RECC and meets the requirements pursuant to NMSA 1978, 13-1-127. Emergency procurement.

All work and costs associated with this determination is limited to the services required for the repairs 35 Camino Justicia, and within the HVAC system repairs for the IT Server room for RECC.

**Emergency Project Deliverables:**

Contractor: Cartwright's Plumbing, Heating and Cooling  
P.O. Box 16371  
Santa Fe, New Mexico 87592  
(505) 490-3156

**Scope of Work:**

Contractor will tested the RTU board and found it needed to be replaced. Also replaced the blower motor on the furnace in the ceiling and in server room. Contractor tested the unit and found the system performing as required. .

**Subtotal** **\$ 1,536.35 Exc. Tax**

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**DATE:** March 3, 2022

**TO:** Bill Taylor, Procurement Manager *BT*

**FROM:** David Ruiz, Maintenance Foreman *DR*

**VIA:** Phillip Montano, Facilities & Projects Division Director *[Signature]*  
David Padilla, Facilities & Operations Maintenance Manager *[Signature]*

**ITEM AND ISSUE: DOE for RECC 911 Call Center**

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**BACKGROUND:**

On 2/3/2022 Phillip Montano was called that the HVAC unit failed at RECC and caused the temperatures in the IT Room to be too high. This led to the IT room exceeding the cool temperature of 70 degrees or lower. The room reached 90 degrees and is considered detrimental to the equipment and would affect the operations of the 911 call center. We have called Cartwright to trouble shoot and repair the unit.

**DISCUSSION:**

In order to minimize the impact of the facility operations it is crucial to expedite a Purchase Order for Cartwright.

**ACTION REQUESTED:**

Please approve the DOE and expedite a Purchase Order for Cartwright.

## **Santa Fe County / Purchasing Division**

142 W. Palace Ave.  
Santa Fe, NM 87501  
(505) 986-6373

### **REQUEST FOR DECLARATION OF EMERGENCY PROCUREMENT**

To facilitate the process and obtain a complete request for emergency assistance, please provide the following: *completed form and detailed memo of justification to: Bill Taylor, Procurement Manager, SFC, (505) 986-6373, or mail original to above address, or e-mail to wtaylor@santafecountynm.gov.*

Pursuant to 13-1-127, NMSA 1978. Emergency Procurements:

- A. The state purchasing agent or a central purchasing office may make emergency procurements when there exists a threat to public health, welfare, safety or property requiring procurement under emergency conditions; provided that emergency procurements shall be made with competition as is practicable under the circumstances.
- B. An emergency condition is a situation that creates a threat to public health, welfare or safety such as may arise by reason of floods, fires, epidemics, riots, acts of terrorism, equipment failures or similar events and includes the planning and preparing for an emergency response. The existence of the emergency condition creates an immediate and serious need for services, construction or items of tangible personal property that cannot be met through normal procurement methods and the lack of which would seriously threaten:
  - 1.) the functioning of government;
  - 2.) the preservation or protection of property; or
  - 3.) the health and safety of any person.
- C. Emergency procurements shall not include the purchase or lease purchase of heavy road equipment.
- D. The state purchasing agent or central purchasing office shall use due diligence in determining the basis for the emergency procurement and for the selection of the particular contractor. The determination shall be in writing and included in the procurement file.
- E. Money expended for planning and preparing for an emergency response shall be accounted for and reported to the Legislative finance committee and the department of finance and administration within sixty days after the end of each fiscal year.

**Submittal of DOE request does not constitute an emergency situation. Request will be reviewed and verified by the Procurement Manager, and a determination will be made on the merits of the request.**

Date of Request: 2/7/2022

Point of contact: David Ruiz, Maintenance Foreman

Department & Agency: Santa Fe County

Ph. (505) 986-6223 Cell (505) 490-3156 Fax (505)

Location: Public Safety IT Room

Physical Address: 35 Camino Justicia

City & Zip Code: Santa Fe, 87507

Residents or tenants affected by the emergency situation:

Santa Fe residents, and Santa Fe County employees.

Information surrounding the emergency situation (include the following: describe the problem in detail; indicate times, dates and extent of damages; has any action been taken? any other information which will help determine this request qualifies as an emergency)

On 2/3/2022 Phillip Montano was called that the HVAC unit failed at RECC and caused the temperatures in the IT Room to be too high. This lead to the IT room exceeding the cool temperature of 70 degrees or lower. The room reached 90 degrees and is considered detrimental to the equipment and would affect the operations of the 911 call center.

Describe the emergency condition that exists as it relates to the health, safety and welfare of the public; protection of property; or function of government:

The IT server room is necessary for the operations of the RECC department. This is a concern because it would leave the emergency call center in distress affecting Santa Fe residents that need assistance from the emergency responders including the Sheriff's Office, Fire Department etc.

Explain what effort, if any was made to complete the work needed:

**Property Control Maintenance Foreman has called Cartwright to trouble shoot and repair the unit.**

Note:

Emergency declaration from SFC-Purchasing Division requires meeting criteria for emergency accordance of New Mexico State Statute (Sections 13-1-127 and 13-1-128 NMSA 1978). Prior to SFC- Purchasing Division authorization of funds for any emergency, the department must certify to SFC-Purchasing availability of funds to cover the emergency services. Please have your authorized person verify the following and sign with attached requisition and back-up.

(✓ one)

1.  the department will pay for the entire cost of the emergency
2.  the department can participate with \$ \_\_\_\_\_
3.  the department does not have any funds to cover the cost of the emergency
4.  other arrangements (specify) \_\_\_\_\_

Printed Name David Ruiz

Signature 

Date 2/7/2022

Title: Maintenance Foreman

Cell (505) 490-3156

Ph. (505)

Department Director or Division Manager:

Signature 

Date: 2/7/2022

*(Include additional sheets, other substantiating documents or pictures related to your request- include requisition and justification memo)*



PURCHASE REQUISITION NBR: 000223367

STATUS: REQ-APPROVAL LT \$10000  
REASON: EMERGENCY AT RECC

DATE: 3/04/22

REQUISITION BY: BCPEREZ

DELIVER BY DATE: 6/30/22

SUGGESTED VENDOR: 12726 CARTRIGHTS PLUMBING

LINE NBR	DESCRIPTION	QUANTITY	UOM	UNIT COST	EXTEND COST	VENDOR PART NUMBER
1	DAVID RUIZ IS REQUESTING DOE CARTRIGHTS WAS CALLED OUT FOR EMERGENCY AT RECC. ON 2/3/2022 THAT HVAC IN IT ROOM AT RECC WENT DOWN CAUSING ROOM TO OVER HEAT. CARTRIGHT WAS CALLED TO TROUBLE SHOOT AND REPAIR. ROOM EXCEEDED THE COOL TEMP OF 70 DEGREES OR LOWER ROOM REACHED 90 DEGREE AND IS CONSIDERED DETRIMENTAL TO THE EQUIPMENT AND WOULD EFFECT THE OPERATIONS OF THE 911 CALL CENTER. THIS IS A CONCERN BECAUSE IT WOULD LEAVE THE EMERGENCY CALL CENTER IN DISTRESS AFFECTING SANTA FE RESIDENTS THAT NEED ASSISTANCE FROM THE EMERGENCY RESPONDERS INCLUDING THE SHERIFFS OFFICE AND FIRE DEPARTMENT ETC. LABOR 1@ \$1535.35	1535.35	EA	1.0000	1535.35	
2	TAX @ \$ 129.55 IN TOTAL EQUALING \$1664.90	129.55	EA	1.0000	129.55	
REQUISITION TOTAL:					1664.90	

COMMODITY: MISC  
SUBCOMMOD: MISC

COMMODITY: MISC  
SUBCOMMOD: MISC

Signatures are for authorization to process a purchase order from a requisition or a purchase order change order. All signatures must be present and signed by the individual. Void processing if the signatures are not signed by the individual.

Requested By: *[Signature]* Date: 3/4/22  
Created by: *[Signature]* Date:

Director Approval & Verification that all signatures are accounted for & approval for processing

AMOUNT  
1535.35  
129.55  
1664.90

ACCOUNT INFORMATION

LINE #	ACCOUNT	PROJECT	\$
1	10107024154001	MAINTENANCE BUILDING / STRUCTURE	100.00
2	10107024154001	MAINTENANCE BUILDING / STRUCTURE	100.00

REQUISITION IS IN THE CURRENT FISCAL YEAR.



# **CARTWRIGHT'S**

**Plumbing, Heating and Cooling Done Right**

Remit To:  
Cartwrights Plumbing  
& Heating  
P.O. Box 16371  
Santa Fe NM  
875920000

(505) 982-2511 Office  
(505) 982-2506 Fax

Billed to: SF County  
PO Box 909  
Santa Fe NM 87504

Job Site: SF County  
35 Camino Justicia  
Santa Fe NM 87508  
(505)490-3166

Invoice Number: 147391

Service Tech: Ryan #824

Date: 3/3/22

**Labor - HVAC Service/Air Conditioner No Cool**

Guarantee - 90 Days

Called out for no cooling in server room. Found RTU had a bad board. Ordered part and installed on unit. Unit is working now, also replaced blower motor on furnace in ceiling, also in server room. Unit working as intended and unit is performing. Furnance is backup for room short test performed and found no further issues.

Invoice Total	\$1,535.35
Sales Tax -	129.55
<b>Total Due</b>	<b>\$1,664.90</b>

Invoice Terms: Net 10 Days  
Due On 4/5/2022

