

**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: October 22, 2020

TO: File

FROM: Bill Taylor, Procurement Manager *BT 10/22/2020*

Via: Gary L.J. Giron, Public Works Director  
David Padilla, Public Works Maintenance Foreman

RE: **Declaration of Emergency to Sanitize Due to COVID 19 Contamination at the County Clerk's Office Located at 100 Catron St. in Santa Fe, New Mexico, in the Amount Not to Exceed \$10,000.00, Exclusive of NM GRT**

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**Issue:**

In the afternoon of Friday October 22, 2020, the County Maintenance Foreman was notified that a staff member at the County Clerk's Office tested positive for COVID 19. The Department request an emergency procurement to procure sanitation services to disinfect the Clerk's Office.

**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 County Clerk'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 County Clerk's Office at 100 Catron in Santa Fe New Mexico.

**Emergency Project Description:**

Contractor: AAA Restoration & Construction Services

For an amount not to exceed \$ 10,000.00, exclusive of NM GRT.